PLAN OF THE WEEK FOR THE CLEVELAND AREA
07 JANUARY 2016

The POW is normally posted on the Base Portal Thursday morning. If you have an item that you would like posted in the Plan of the Week (POW) or an item for sale, please send me an e-mail at amber.r.evans@uscg.mil. Mrs. Amber Evans, Command Administrative Assistant, Base Cleveland (Room 2133), Phone: (216) 902-6283, Fax: (216) 902-6336.

ACTION SHOTS

Members of ESD Milwaukee donate blood during Sector Lake Michigan's Blood Center of Wisconsin blood drive. Pictured are ET1 Danielle Wells, ET2 Jason VandeWettering and ET2 Andrew Stegmeir. Not pictured but who also donated are IT3 Stephen Easley and ETCS Jennifer Foley.

ALCOAST 003/16

See Attached. Please review attached ALCOAST 003/16: RESTRICTIONS ON OFFICIAL SUPPORT OF POLITICAL CANDIDATES AND THE ABILITY OF UNIFORMED AND CIVILIAN PERSONNEL TO ENGAGE IN POLITICAL ACTIVITIES.

UPCOMING POLITICAL CAMPAIGN SEASON

ETHICS CONSIDERATIONS DURING THE POLITICAL CAMPAIGN SEASON

As the season for the presidential and other elections moves forward, there are increased opportunities for political involvement. Federal law sets some restrictions on how we, as federal employees, may act upon our personal political interests. These rules can be complex, so I urge you to seek the advice of your component ethics attorneys if you have any questions.

To assist you with the permitted and prohibited activities, we have attached guidance for employees summarizing the general rules under the Hatch Act, Office of Special Counsel regulations, and the DHS political activities policy. As with other types of personal activities, please be reminded that certain actions may also be covered by the government-wide Standards of Ethical Conduct.

Each guidance sheet applies to one of three types of DHS employees. These three types of employees, described below, are based upon distinctions made by rules of the Office of Special Counsel (which is responsible for advice and compliance with the Hatch Act and political activities rules) and the DHS political activities policy.

The application of certain rules depends on whether an employee falls within one of the two following Office of Special Counsel categories: "less restricted" or "further restricted."

1. The following groups of employees are "further restricted:" all DHS political appointees, career members of the Senior Executive Service, U.S. Secret Service employees, U.S. Immigration and Customs Enforcement Homeland Security Investigations employees, Administrative Law Judges, and Contract Appeal Board members.

2. All other DHS employees are "less restricted," except uniformed members of the U.S. Coast Guard on active duty are governed by Department of Defense Directive 1344.10 and active duty members may obtain further guidance from the U.S. Coast Guard Ethics Office, 202-372-3737.

Political appointees are a subset of "further restricted" employees, and one of the three advisories applies specifically to them. In addition to these advisories, you may also find helpful one other document. The Office of Special Counsel (OSC) recently publicized its guidance on using social media and email while at work (even on your personal time) and outside the workplace. The OSC FAQs on social media and email are also linked to this message. We encourage you to review both the applicable Hatch Act document at the links below and the OSC's FAQs on social media and email. Please be aware that the penalties can be severe for violations of the Hatch Act and OSC guidance.

1. If you are a **Career SES**; an employee of the **U.S. Secret Service**; an employee in **U.S. Immigration and Customs Enforcement Homeland Security Investigations**; or an **Administrative Law Judge**, please read the memorandum provided at this link.

2. If you are a **DHS Political Appointee**, please read the memorandum provided at this link.

3. **All Other Civilian Employees**, please read the memorandum provided at this link.

4. **OSC FAQs for all employees on social media and email use** is provided at this link.

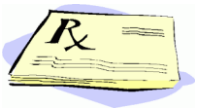
If you have any questions, please contact the Ethics Official who serves your component. For those serving in headquarters components, please contact the OGC Ethics Law Division at EthicsOffice@hq.dhs.gov or on 202-447-3515, located at NAC 01-021.

CG SUPRT TAX SERVICES

See Attached. CG SUPRT is pleased to announce the availability of the H&R Block Tax Software, an online tax preparation service starting January 12, 2016. If you are eligible under the CG SUPRT program, you can complete, save and file your 2015 Federal return and up to three State returns online for free with the H&R Block Tax Software Basic tool.

This free offer is only valid if you access H&R Block through the link on the *CGSUPRT website*.

TRICARE PHARMACY COPAY INCREASE



On Dec. 30, 2015, TRICARE announced that most copays for prescription drugs at Home Delivery and retail network pharmacies will increase slightly, effective Feb. 1, 2016.

The 2016 National Defense Authorization Act (NDAA) requires TRICARE to change its prescription copays. All drugs at military pharmacies, and generic drugs through Home Delivery, are still available at no cost to beneficiaries. Copays for brand name drugs through Home Delivery increase from $16 to $20, for up to a 90-day supply. At retail pharmacies, generic drug copays go from $8 to $10, and brand name drug copays go from $20 to $24 dollars, for up to a 30-day supply. Copays for non-formulary drugs and for drugs at non-network pharmacies will also change.

Beneficiaries can save up to $208 in 2016 for each brand name prescription drug they switch from retail pharmacy to Home Delivery. Home Delivery offers safe and convenient delivery of your prescription drugs right to your mailbox.

To see the new TRICARE pharmacy copays, learn more about the TRICARE Pharmacy benefit, or move your prescription to Home Delivery, visit www.tricare.mil/pharmacy.

FAMILY PARTY

See Attached. The Morale committee has rescheduled the Family Party to January 16th 2016 at the Chalet-toboggan chutes in Strongsville; from 0800-1100. Tickets are $5 for breakfast and toboggan riders and $3 for breakfast only.

The POC for the event is F&S3 Matthew McKenney. If you cannot attend and would like a refund, or if you need to purchase tickets, please see Ms. Sara Simpson (Mon – Fri 0700-1530, Room # 2129,). See attached flyer for more details!

MLK OBSERVANCE PROGRAM

On Wednesday, January 13th 2016 from 1030 – 1130, there will be a Martin Luther King Jr. Observance Program held in the 31st floor auditorium of the AJC Federal Building. The Guest Speaker will be Mr. Wilson Okello, Instructor, Student Affairs & Higher Education, Miami University.

CLEVELAND ORCHESTRA MLK DAY CONCERT

The Cleveland Orchestra will perform its 36th Annual Martin Luther King Jr. Celebration Concert on 16 January 2016 at Severance Hall starting at 7:00 pm. Admission to the concert is free, but tickets are required. Tickets will be available on a first-come, first-served basis beginning Monday, 4 January 2016 at 9:00 a.m., through the Severance Hall Ticket Office in person, by phone at 216-231-1111, or online at clevelandorchestra.com.

For more information on this event, visit the following link:
http://www.clevelandorchestra.com/news-and-updates/news-releases/2015-releases/2015-12-17-mlk-concert/.

MONTHLY LEADERSHIP BROWN BAG LUNCHEON

The Base Cleveland Leadership and Inclusion Council (LAIC) will be hosting the January Leadership Luncheon on Tuesday, January 26th from 1130 – 1230 in the D9 Conference Room (26th floor, room 2603). This is an opportunity to expand your knowledge on various topics and to continue your professional development as leaders in our organization.

LT Walter Krolman will be the guest speaker with a presentation on "Self and Supervisor Evaluations in Direct Access", with a brief explanation of the new changes followed by an open discussion! This discussion covers multiple Journeyman knowledge and performance based EMPE sign-offs which are required for advancement to E5 and E7. We encourage you to bring your lunch and a friend! If you have more questions about this leadership luncheon please contact your Base Cleveland LAIC representatives: HSC Antonio Gomez, YN1 Brittany Joseph, or Mrs. Amber Evans. Hope to see you there!

THINGS TO DO IN CLEVELAND

Visit the following links for more information on things to do in Cleveland:

http://www.thetravelingpraters.com/category/destinations/ohio/

http://www.cleveland.com/events/

CLEVELAND HIRING EXPO

See Attached. Join us for a one-of-a-kind event featuring a hiring fair, networking opportunities and workshops tailored for veteran job seekers, active duty military members, guard and reserve members, and military spouses. All registered veterans and military spouses are eligible to receive up to 2 free tickets for them and their families to attend that evening's game between the Cavs and Timberwolves. This event will be held on Monday, January 25, 2016 at the Quicken Loans Arena. Employers and Military Job Seekers, register at:
https://www.uschamberfoundation.org/event/cleveland-hiring-expo-cleveland-cavaliers

WOMEN'S LEADERSHIP SYMPOSIUM 2016

See Attached. On Thursday, 31 March 2016, Sector Lake Michigan will host the Women's Leadership Symposium at the Milwaukee War Memorial Center. The purpose of the event is to foster education, career development and training, as well as to provide networking and mentoring opportunities. See flyer for more details!

TUTOR.COM FOR MILITARY FAMILIES

See Attached. The attached fact sheet provides information on Tutor.com, which provides one-to-one tutoring with a live expert online 24/7. Tutors can help with grades K-12 and college subjects plus resume writing/career transition. All active duty members (including Reserve members on active duty), their spouses, and their dependent children are eligible to use the Tutor.com for Military Families Program, at no cost through funding from Coast Guard Mutual Assistance (CGMA), www.cgmahq.org.

DFAS IDENTIFICATION CARD & DEERS OFFICE

DFAS Identification Card and DEERS Office, 1240 E. 9th Street, AJC Federal Building, Room 2679, Cleveland, Ohio. Phone #: 216-522-5135.

Hours of Operation:

- Mon-Weds - 0800-1530
- Thurs - 0800-1200
- Fri - 0800-1530

No appointments necessary. Please call the number above for further details on what items you will need to bring with you.

USO TICKET POLICY

The following policy has been instituted in regards to all tickets distributed by the USO of Northern Ohio for attendance to professional sports teams and other events. When tickets are picked up or delivered, the person accepting the tickets will have to sign for the tickets. The exact seats of those tickets will be noted on the sheet.

Commanders and liaisons can still pick up groups of tickets but again the seats will be noted, so please convey the intention of the pro sports teams when distributing the tickets that they be used, ***not sold or exchanged***. **From now on you must reply to the USO directly.** Preference is enlisted then officer. ***No civilians***.

In order to be placed on the USO ticket and event blast emails we will need the following information:

- Name
- Pay Grade
- Military Email Address
- Branch of Service
- Contact Phone Number

Tanya Karabanovs, Coordinator of Events, Cell: (216) 262-2738, Office: (216) 433-7313.

COAST GUARD CHAPLAIN TOLL-FREE LINE

There is a new 24-hour toll-free number that has been established for you and your families to more easily access our Coast Guard Chaplains for support. At anytime, you can dial toll-free 1-855-USCG-CHC (872-4242) to contact our nearest chaplain.

BASE CLEVELAND COMPUTER TRAINING ROOM

Looking for a computer training room? C4IT's Department Training Room located in **Room 2197** has 12 Standard Workstations & 1 Instructor Workstation to meet your needs. The room is also equipped with a Smartboard and DVD player enabling you to provide interactive multi-media training to your students. **Contact Jay MacKenzie** at Jonathan.J.MacKenzie@uscg.mil or call 216-902-6160 for more information.

BASE CLEVELAND CONFERENCE ROOMS

If you would like to reserve the Base Cleveland Conference Room 2147, please contact Amber Evans at amber.r.evans@uscg.mil or X-6283.

Thank you for reading the Base Cleveland Plan of the Week!