

CGHR

A NEWSLETTER FOR THE COAST GUARD
HUMAN RESOURCES COMMUNITY



MAY 7, 2013

ON THE RADAR SCREEN

CG SUPRT Webinar (registration required)



Financial Education: Before & After College

Parent of a student? Planning to attend, or have a student loan? Join a Certified Money Coach as he discusses strategies on borrowing and paying back monies for higher education.

Tuesday, May 21 • 12:00 PM - 1:00 PM EDT

To register, go to <https://www1.gotomeeting.com/register/449930624>

American Management Association webcast
(registration required)



Achieving Intelligent Leadership: How to Unlock Your Full Potential

In this webcast you'll hear unique leadership self-assessment and development tools and discover how leadership is built on a foundation of three equally critical components: outer-core competencies, inner-core values, and maturity.

Wednesday, May 22 • 12:00 PM - 1:00 PM EDT

To register, go to <http://www.amanet.org/training/webcasts/Achieving-Intelligent-Leadership.aspx>

How Leaders Build Virtual Trust and Influence

In this webcast you will explore how successful leaders are using influence best practices in creative and unique ways suited for managing in a virtual environment.

Wednesday, June 5 • 12:00 PM - 1:00 PM EDT

To register, go to <http://www.amanet.org/training/webcasts/How-Leaders-Build-Virtual-Trust-and-Influence.aspx>

Ken Blanchard webinar (registration required)



Trust at Work: Four Keys to Building Better Work Relationships

The ability to build and maintain trusting relationships is a key competency for today's leaders. Yet despite leaders' good intentions, only a small percentage of today's workers say that their employer genuinely listens to and cares about its employees.

Thursday, May 30 • 12:00 PM EDT

To register, go to <https://webexevents.webex.com/webexevents/onstage/g.php?t=a&d=662677964>

Grammar Matters: The Rise of the Capital Letter

<http://www.business2community.com/content-marketing/grammar-matters-the-rise-of-the-capital-letter-0455413>

8 Tips to Improve Your (And Your Agency's) Writing

<http://www.govexec.com/excellence/promising-practices/2013/04/8-tips-improve-your-and-your-agencys-writing/62808/>

Additional Writing Resources:

- ◆ [Chapter 10, Coast Guard Correspondence Manual](#) (COMDTINST M5216.4C)
- ◆ [Strunk & White, The Elements of Style](#), Fourth Edition
- ◆ [AP Stylebook Online](#); [Coast Guard-specific AP Stylebook](#)

Two words or one? Words you might be misusing

[http://www.prdaily.com/Main/Articles/Two words or one Words you might be misusing 14350.aspx](http://www.prdaily.com/Main/Articles/Two%20words%20or%20one%20Words%20you%20might%20be%20misusing%2014350.aspx)

Distracted Driving

In most states, you can be pulled over and ticketed for texting while driving. Some states also ban handheld cell phone use. [Look up the laws in your state and wherever you plan to drive.](#)

Any activity that distracts a driver can lead to a serious accident. Other common distractions include eating and drinking, grooming, reading maps/directions, adjusting the radio, and more. These activities may seem harmless, but the fact is that hundreds of thousands of people in the U.S. are killed or injured every year as a result of distracted driving.

What can you do? Concentrate on driving when you're behind the wheel -- it's not the time for multi-tasking.

Visit [Distraction.gov](http://www.distraction.gov) to get more information about distracted driving.

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 June 4.

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)

ARTICLES AND RESOURCES

The Work from Home Debate: Myths and Facts

<http://spinsucks.com/entrepreneur/the-work-from-home-debate-myths-and-facts/>

Substance Abuse and Mental Health Services Administration's [National Prevention Week 2013](#) is May 12-18. The prevention of substance abuse and promotion of mental health starts with the choices each of us makes in our own life.

Top 25 Colleges & Universities Offering Free Online Classes and Lectures

<http://www.thebestcolleges.org/free-online-classes-and-course-lectures/>

(NOTE: you will have to access iTunes courses from your personal computer)

ST. ELIZABETHS MOVE - 90 DAYS TO GO

Recycle Your Excess Office Supplies

Base National Capital Region has established two excess office supply rooms for Coast Guard Headquarters personnel to drop off excess of-ice supplies that you either will not need before or after the move to St. Elizabeths or choose not to take with you.

Locations, days and hours are as follows:

Jemal Riverside room 7-0223, Tuesdays from 1200 to 1300
Transpoint room 3502, Wednesdays from 1200 to 1300



As was discussed at the 10 April St. Elizabeths town hall meeting, information about this and other move preparation steps that personnel should take now is outlined in the Preliminary Personal Preparation Checklist available at <https://cgportal2.uscg.mil/units/dcms/st-elizabeths-move/Documents/Personal%20Preparation/Preliminary%20Personal%20Preparation%20Checklist.pdf>

To sign up for a tour, go to <http://hqsms-spweb-001/STETours/default.aspx>



Members from CG-1B3 tour the St. Elizabeths campus.

RECENT MESSAGES

ALCOAST 194/13: CAPTAIN EDWARD R. WILLIAMS COAST GUARD AWARD FOR EXCELLENCE IN DIVERSITY - http://www.uscg.mil/announcements/alcoast/194-13_alcoast.txt

ALCOAST 188/13: USCG POV DECAL PROGRAM PRELIMINARY NOTICE OF TERMINATION - https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/188-13_alcoast.txt

ALCOAST 185/13: MILITARY SPOUSE APPRECIATION DAY - http://www.uscg.mil/announcements/alcoast/185-13_alcoast.txt

ALCOAST 175/13: RESUMPTION OF COAST GUARD TUITION ASSISTANCE (TA) FUNDING - http://www.uscg.mil/announcements/alcoast/175-13_alcoast.txt

ALCGENL 057/13: 2013 HIGH-YEAR TENURE (HYT) WAIVER PROCESS FOR THE ACTIVE DUTY ENLISTED WORKFORCE - http://www.uscg.mil/announcements/alcgenl/057-13_alcgenl.txt

ALCOAST 171/13: REACTIVATION OF ENLISTED HIGH-YEAR TENURE PROFESSIONAL GROWTH POINTS - http://www.uscg.mil/announcements/alcoast/171-13_alcoast.txt

ALCOAST 167/13: SHIPMATES 25 - ACTION TO ADDRESS DELAYED OPPORTUNITIES FOR ENLISTED ADVANCEMENT AND "A" SCHOOLS - http://www.uscg.mil/announcements/alcoast/167-13_alcoast.txt

ALCGCIV 005/13: CIVILIAN PERFORMANCE YEAR 2012/2013 CLOSEOUT GUIDANCE - http://www.uscg.mil/announcements/alcgciv/005-13_alcgciv.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>

RECENT FLAG VOICES

Flag Voice 374 - Thrift Savings Plan - <http://www.uscg.mil/hr/flagvoice/fv374.asp>

Flag Voice 373 - Servicing Personnel Office (SPO) Alignment Update - <http://www.uscg.mil/hr/flagvoice/fv373.asp>

Flag Voice 372 - Enlisted Workforce Management Initiatives - <http://www.uscg.mil/hr/flagvoice/fv372.asp>

Flag Voice 371 - Direct Access and HR Imaging System Availability - <http://www.uscg.mil/hr/flagvoice/fv371.asp>

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

NEW FACES IN CG-1

Welcome –

- ◆ CDR George Grills to CG-1311
- ◆ LCDR Joe Foley to CG-1311

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](#).

Coast Guard Receives Award for Best Corporate Employee Assistance Program in the U.S.



by Lisa Teems, Manager, EAP, Office of Work-Life

Earlier this month, the Coast Guard received an award from the Employee Assistance Society of North America (EASNA) for the best Corporate Employee Assistance Program (EAP) in the U.S. The Coast Guard's program, CG SUPRT, was selected for this award due to its excellence and innovative design in delivering a broad set of services to help active duty members, reservists, civilian employees, and their family members maintain mental readiness.

CG SUPRT embodies the intent of the EASNA Corporate Award, given its objective to keep all Coast Guard personnel mission-ready while they serve as well as ready to transition into private life when their service is complete. CG SUPRT is unique among EAPs because of its visible leadership commitment, a robust scope of services, and role as a cultural change agent. The program was re-designed as part of the national challenge for all service branches to reduce suicide as well as remove potential barriers to getting help such as stigma and lack of integration. CG SUPRT's message from the beginning has been to support help-seeking behavior as a sign of strength and courage. Leaders at every level have been encouraged to champion program use.

CG SUPRT's service offerings include counseling for a variety of stressors including depression, post-traumatic stress disorder, anxiety, relationship concerns, and legal matters. In designing CG SUPRT services, the Coast Guard has also recognized the importance of supporting family members. In addition to counseling services, spouses can receive help with job development when they must relocate to support the active duty members. Family members can get information and counseling on deployment-related issues and assistance with balancing their home and work lives.

CG SUPRT is leading the EAP field by providing services that focus on prevention, wellness, and early intervention. Some of these key services that support these principles include a full personal financial wellness program and health and wellness coaching to help people stop unhealthy health habits such as smoking, excess stress, and alcohol misuse. To help with integration and prevention, the Coast Guard's medical staffs have been important partners in marketing and referring to CG SUPRT services.

The selection of Coast Guard for this prestigious EAP award validates the principles and direction the CG SUPRT program is taking: to involve leadership at all levels, to reduce stigma, to prevent or lessen the negative impact that personal and family stressors have on the readiness of the fleet, and to support those who help active duty members carry of their missions (civilians, reservists, and family members).

For more information on CG SUPRT, visit www.cgsuprt.com

HOW TO RECOGNIZE EMPLOYEES

Why Employee Recognition Rules



Appreciated workers make great employees. However, a recent survey shows a gap exists between how senior management and employees perceive company recognition efforts. While **56%** of senior management surveyed felt their company was above average at appreciation, only **23%** of staff shared that sentiment.

49%

of employees said they would leave their current job for a company that recognized employees for their efforts and contributions

63%

of those who do not feel treated with respect intend to leave within two years

69%

of employees would work harder if they were better recognized

78%

of U.S. workers said being recognized motivates them in their job



More than half [**54%**] of workers said they would likely leave their job if they didn't feel appreciated by their manager!

EFFECTIVE REWARDS PROGRAMS CAN HELP SOLVE HR ISSUES



A happy worker is a productive member of the team!

Only **23%** of employees who have been recognized at work say they plan to search for a new job when the economy improves, compared to **51%** of those who have never been recognized.

A vast majority—**89%**—of those who have been recognized feel appreciated at their job, compared to **17%** of those never recognized.

Most—**76%**—of those who have been recognized by their employers love their jobs, compared to **37%** of those who haven't been.

TOP 5 REASONS COMPANIES USE RECOGNITION PROGRAMS



TOP 5 MOST POPULAR RECOGNITION PROGRAMS

On average, companies offer 4.5 different types of recognition programs



5 COMMON RECOGNITION MISTAKES

Although employees enjoy different types of appreciation, some tokens of gratitude universally miss the mark. The five most common recognition mistakes:



NOT GETTING FACTS STRAIGHT

Nothing's more embarrassing than incorrectly acknowledging a person's name or individual accomplishment.



OFFERING TOKEN GESTURES

The form of recognition should fit the degree of achievement. Giving someone a stapler for his or her five-year anniversary, for example, sends the message the milestone is insignificant.



BEING VAGUE

Telling employees they did a "good job" is a generic form of kudos. Tie acknowledgment back to specific actions so people know exactly what they did right.



GOING OVERBOARD

Recognition doesn't need to be extravagant to be effective. Small everyday things, such as saying "thank you" or giving credit for good ideas can be powerful.



OVERLOOKING CONTRIBUTORS

Although some workers naturally gravitate toward the limelight, don't forget to also celebrate unsung heroes who help behind the scenes.

WHAT EMPLOYEES REALLY WANT

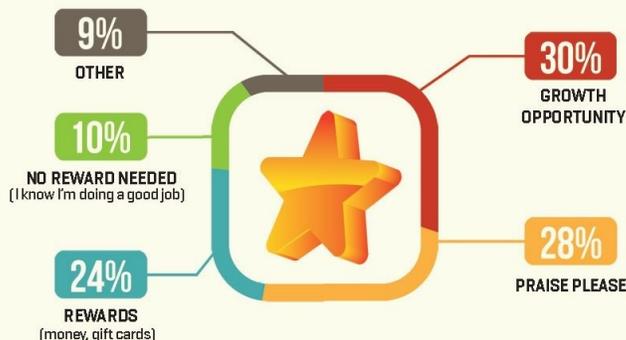
FREQUENCY COUNTS!
EMPLOYEES WANT SOME FORM
OF RECOGNITION:

EVERY 7 DAYS

HOW WELL DO LEADERS MEET THAT EXPECTATION?



WHEN WORKERS WERE ASKED "WHAT TYPE OF RECOGNITION DO YOU VALUE THE MOST AT WORK?"



*response does not total 100% due to rounding (101%)

Only **12%** of respondents said they receive frequent appreciation for great work, an alarmingly low figure.

WHAT RECOGNIZED EMPLOYEES ARE SAYING:

70% | "I would recommend our products"

92% | "I feel proud to work here"

86% | "My job makes me happy"

59% | "My job brings out my most creative ideas"

FOUR TIPS FOR EFFECTIVE EMPLOYEE RECOGNITION

- 1 INCLUDE EVERYONE**
All employees should be eligible for the recognition.
- 2 BE SPECIFIC**
The recognition must supply the employer and employee with specific information about what behaviors or actions are being rewarded and recognized.
- 3 BE QUICK**
The recognition should occur as close to performance as possible, so the recognition reinforces behavior the employer wants to encourage.
- 4 ELIMINATE FAVORITISM**
Don't design a process based on arbitrary selection.

REMEMBER:

Appreciation plays a vital role in building good relationships between employees and company. Keep these tips in mind when putting together your recognition programs, and you'll be well on your way to a happy successful workforce.

