

CGHR

A NEWSLETTER FOR THE COAST GUARD
HUMAN RESOURCES COMMUNITY



JULY 9, 2013

PRE-ST. ELIZABETHS MOVE EDITION

ON THE RADAR SCREEN

HR.com webcast (registration required)



Employee Engagement. It's so much more than a game.

Current research tells us that only 29% of employees report that they are engaged at work. When developing a successful program, it is important to create a performance baseline, define your key performance indicators and determine the activities that will be rewarded.

Wednesday, July 24 • 11:00am - 12:00pm ET

To register, go to http://www.hr.com/en/webcasts_events/webcasts/upcoming_webcasts/employee-engagement-its-so-much-more-than-a-game_hhl5ypn8.html

American Management Association webcasts
(registration required)



5 Choices to Extraordinary Productivity

The workplace is an unprecedented minefield of constant demands from other people, technology, and a nonstop workday. We are forced to make critical decisions under pressure, creating a personal energy crisis that prevents us from thinking clearly and achieving extraordinary results.

Wednesday, July 24 • 12:00pm - 1:00pm ET

To register, go to <http://www.amanet.org/training/webcasts/5-Choices-to-Extraordinary-Productivity.aspx>

Keys to Improving Project Team Performance Using the Myers Briggs Type Indicator (MBTI®)

This webcast will present an overview of personality type and how the different types can be leveraged to form a team that harnesses the best of all of them.

Wednesday, July 31 • 12:00pm - 1:00pm ET

To register, go to <http://www.amanet.org/training/webcasts/Improving-Project-Team-Performance-Using-MBTI.aspx>

Stiletto Networks: How Women Build Power Circles for Career Success

Stiletto Networks are already changing the world. A movement has begun. In numbers never seen before, ambitious women are joining forces in every major American city, forming salons, dinner groups, and networking circles -- collaborating to achieve clout and success.

Wednesday, August 14 • 12:00pm - 1:00pm ET

To register, go to <http://www.amanet.org/training/webcasts/Stiletto-Networks-How-Women-Build-Power-Circles-for-Career-Success.aspx>

RECENT MESSAGES

Welcome to Coast Guard All Hands - <http://goo.gl/YUZLZ>

ALCOAST 287/13: SELECTION OF CHIEF, OFFICE OF CIVILIAN HUMAN RESOURCES - http://www.uscg.mil/announcements/alcoast/287-13_alcoast.txt

ALCGPSC 073/13: LAUNCH OF THE OFFICER SPECIALTY MANAGEMENT SYSTEM (OSMS) - http://www.uscg.mil/announcements/alcgpsc/073-13_alcgpsc.txt

ALCGPSC 072/13: POST-9/11 VETERANS EDUCATION ASSISTANCE ACT OF 2008 - http://www.uscg.mil/announcements/alcgpsc/072-13_alcgpsc.txt

ALCOAST 262/13: 2013 FEDS FEED FAMILIES FOOD DRIVE - http://www.uscg.mil/announcements/alcoast/262-13_alcoast.txt

ALCOAST 260/13: COAST GUARD OMBUDSMAN PROGRAM AND OMBUDSMAN REGISTRY - http://www.uscg.mil/announcements/alcoast/260-13_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>

RECENT FLAG VOICES

Flag Voice 385 - CG SUPRT: Leadership Tools Familiarization - <http://www.uscg.mil/hr/flagvoice/fv385.asp>

Flag Voice 384 - Mandatory Assignment to CONUS Coast Guard-Owned Housing - <http://www.uscg.mil/hr/flagvoice/fv384.asp>

Flag Voice 383 - CG SUPRT: Sexual Assault Resources - <http://www.uscg.mil/hr/flagvoice/fv383.asp>

Flag Voice 382 - 2013 Feds Feeds Families Food Drive Campaign - <http://www.uscg.mil/hr/flagvoice/fv382.asp>

Flag Voice 381 - Personnel Accountability System - <http://www.uscg.mil/hr/flagvoice/fv381.asp>

Flag Voice 380 - LANTAREA SELC Action Items - <http://www.uscg.mil/hr/flagvoice/fv380.asp>

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

NEW FACES IN CG-1

Welcome –

- ◆ CAPT William Kelly, as PSC EA, from TRACEN Cape May
- ◆ LCDR Susan Shanahan to CG-1313
- ◆ LT Tammie Carnegie, to CG-12B as Compass Program Manager
- ◆ LT Shelley Colbert to CG-1B3
- ◆ LT Jessica Perry to CG-1B4
- ◆ LTJG Travis Thornell to CG-1313

Congratulations –

- ◆ Dawn Gray (CG-1B3) on receiving her credentials as a Certified Human Factors Professional (CHFP)

Transfer season is here. 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](#).

**CG-1 ST. ELIZABETHS MOVE RELATED CONTINUITY OF OPERATIONS (COOP)
(1 AUGUST - 5 AUGUST)**

- ◆ The week of CG-1's move (1 Aug - 5 Aug) to St. Elizabeths, professional movers will pack common areas/files.
- ◆ All staff will need to be fully packed and have their move crates labeled by 1600 on Thursday, 1 Aug. (Employees will receive move guidance and individualized move packets during a town hall meeting three weeks prior to move and will be subsequently provided move crates 10-days prior to the move.) Employees who will not be in the office during the move period will need to make arrangements with their office's Move Coordinator to ensure their workspaces get packed.
- ◆ Any office/personal files needed during the weekend of the move (Friday, 2 Aug through Monday, 4 Aug) should be set aside.
- ◆ Move Coordinators will collect all government allocated laptops from Federal and contractor employees for transfer to St. Elizabeths. Additional details on laptops will be provided closer to the move.
- ◆ CG-1 equipment will be disconnected and all items packed for the move will be delivered to the new campus the afternoon of 1 Aug through the evening of 4 Aug.
- ◆ Missed Work Friday of the Move: Most CG-1 employees will not be in a work status on Friday, 2 Aug. Employees will mark their time cards with Admin/Excused absence. Employees who need to work, or have taken Sick, Annual or other similar leave will continue to mark their time cards with the requested/approved leave status. Contractor employees will need to work with their Project Managers and COR/COTRs on how their time will be affected.
- ◆ Employees who will be out of the office on Friday, 2 Aug, will place an out of office message on their voice and email accounts.
- ◆ CG-1 Managers/Supervisors will maintain an updated employee recall list.
- ◆ Remotely accessing email/computers during the CG-1 move period. Below are the facts on IT capabilities during the move period.
 - ◆ Handheld 'Good' devices (e.g., smart phones): Handheld devices will be fully functional throughout move period with no service disruptions.
 - ◆ Remote Access Service (RAS) + Remote Desktop connection to employee's computer: It will not be possible to RAS in to your individual computer/profile during the move period. During the move, the desktop computer name and address for CG-1 employees will change and the RDP settings will be updated for post move use.
 - ◆ Login to CG Terminal Server from another computer at HQs not being moved. Employees who need to login and work during the move and have access to a computer not being moved can do so throughout the move period. Again, employees will not be able to access their normal desktop peripherals such as a portable hard drive.
- ◆ CG-1 staff will report to new CGHQs at St. Elizabeths on 5 Aug.
- ◆ Staff with missing items or computer issues will need to contact the "Move Assistance Center" (MAC) at the new campus. Additional details on the MAC will be provided closer to the move.

Key Move Dates

12 July - Move Increment All-Hands Meeting, Transpoint, room 250I

22 July - crates delivered

1 August - crates fully packed and ready to move by 1600

2 August - authorized administrative absence for members of increment one

5 August - first day to report to St. Elizabeths

8 August - crates picked up

Q: Can employees in private water clubs continue their commercial bottled water delivery service at St. Elizabeths?

A: Upon completion of the CGHQs relocation to St. Elizabeths, commercial bottled water delivery service can be established at the new building provided that there is allowable room for bottled water in a pantry or other appropriate common space near your office area. Bottled or filtered water will not be provided by the Coast Guard at St. Elizabeths. Be sure to contact your water delivery service company to cancel delivery to your current office location at Buzzard Point prior to your office's move to St. Elizabeths.

Q: Will there be coffee pots and refrigerators in the pantries at St. Elizabeths?

A: Pantries at St. Elizabeths will be outfitted with both coffee pots and refrigerators similar to the set-up at the Jemal building.

Q: Will there be any new equipment at our desks?

A: Yes. At a minimum, new phones will be installed at each desk. Generally, most staff will also retain the same phone number they have today. Regarding computers, see the following pages for more information.

Q: What amenities will there be at the new campus?

A: The new CG HQs will have the following amenities: 32,000-square foot fitness center with a basketball court; 260 seat cafeteria; 50 seat snack shop on LL5; 7,750 square foot Exchange near the Fitness Center; 13,500-square foot medical clinic; Credit Union; Barber Shop; Child Development Center with 120 student capacity.

Q: What is the new mailing address for St. Elizabeths?

A: Below is the new official CGHQ mailing address format; do not alter the address format in any way. The Stop number and the ZIP+4 Code are the same number, and are key to ensuring accurate delivery. Obtain your specific Mail Stop information at: <https://cqlink.uscg.mil/2fdae6bd>.

COMMANDANT (CG-XX)
ATTN: (INSERT FUNCTION/OFFICE/TITLE)
US COAST GUARD STOP 7XXX
2703 MARTIN LUTHER KING JR AVE SE
WASHINGTON DC 20593-7XXX

Q: Will staff be able to access St. Es on the weekend to bring personal goods to their space?

A: Yes. But not on the weekend of the move as movers and move staff will be in our work areas ensuring all items are delivered. Employees are asked to wait until the following weekend when the movers are no longer working in your space.

Q: Will there be an on-campus shuttle/transportation for staff?

A: No on campus shuttle is currently planned for St. Elizabeths.

Don't Forget to Update Your Transit Benefit Information

Any time you have a change in commuting charges, you're required to re-certify your application online to reflect the new estimated charges. The transit benefits office will load either the TRANServe debit card or the SmartTrip card (or both for split loads) to reflect your new estimated travel expenses at the next cycle.

Instructions for the online application and the link to the application: <http://cgweb.comdt.uscg.mil/psd/pages/transitbenefits.aspx>

Q: What are my options for commuting to St. Elizabeths?

A: CG has been allocated a limited number of parking passes (931) at St. Elizabeths. As a result, staff are highly encouraged to ride share (carpool/van pool), bike/walk, or take public transportation (Metro, Metrobus, etc.) as their primary means of getting to/from the new campus. More information on your commuting options can be found at the St. Elizabeths website (<http://www.uscg.mil/stelizabeths/>) and/or at www.CommuterConnections.com.

Q: Where will the shuttle to and from the Anacostia Metro station drop off and pick up employees on the St. Elizabeths campus?

A: The shuttle to and from the Anacostia Metro station will run from 0530 to 1830, with pick-ups every 5 minutes during peak commute periods. The shuttle will drop off and pick up employees outside of Gate 4 on the St. Elizabeths campus, which is the gate closest to the Coast Guard Headquarters building. Employees will then walk through Gate 4 and into a security bay, after which they will exit and walk up the path along the parking garage to Coast Guard Headquarters building entrances at Lower Level 7, 5, or 1, depending on their office location or preference.

Q: During the move, will there be a shuttle to/from the current HQs to the St. Elizabeths campus?

A: Yes. Throughout the move period (1 Aug - 31 Oct), a shuttle will run directly between the current (Buzzard Point) and new campus (St. Elizabeths). The Buzzard Point/St. Elizabeths shuttle bus schedule (effective 15 July) is available at http://cgweb.comdt.uscg.mil/comp/documents/shuttle_schedule15jul2013.pdf

Q: Regarding access points, will everyone need to come in through gate 4 or 5? I understand the shuttle will drop off at gate 4. I'm wondering about staff taking DC busses that drop off on MLK Ave on the north.

A: Vehicle access is at Gate 4 only. Gate 1 is a pedestrian access point for walkers, Metrobus riders, drop off, etc. Gate 5 is only for dropping off children at CDC, not a general entry to the campus. Gate 3 will also be opened. This gate will be reached from the east campus where an under MLK pedestrian walkway exists. It is located at the furthest point south along MLK, where the campus ends. Gate 4 is the only 24x7 gate.

Q: Where will employee bicycle parking be located at the new Coast Guard Headquarters building on the St. Elizabeths campus?

A: Racks for secure and covered bicycle parking will be located in the parking garage on the St. Elizabeths campus near the Lower Level 5 entrance to the Coast Guard Headquarters building. The racks will be approximately 300 yards from the fitness center, where riders can shower and change in locker rooms. Changing rooms will be located throughout the headquarters building and will be outfitted with a coat rack and a chair. However, these rooms cannot be used to store clothes, and there are no shower facilities inside of the Coast Guard Headquarters building.

Q: As parking permit holders will take leave or get sick, will more than one parking permit be issued for a carpool or vanpool to park in the Coast Guard Headquarters parking garage at St. Elizabeths?

A: For the Coast Guard Headquarters parking garage at St. Elizabeths, only one parking permit will be issued per carpool or vanpool. On days that the permit holder will not accompany the carpool or vanpool to work, such as taking leave, members are responsible for obtaining the parking permit from the permit holder in advance. If the permit holder gets sick at the last minute, members of the carpool or vanpool will check in with the security guard at the parking garage entrance, who will verify their information. After the security guard confirms the carpool or vanpool members, they will be permitted entry into the garage.

Q: What options are available for employees who need to get home for an emergency but carpool/vanpool, take public transit or bicycle to St. Elizabeths?

A: Employees who carpool/vanpool, take public transit or bicycle to work but need to travel home unexpectedly are encouraged to take advantage of the free [Guaranteed Ride Home](#) program offered by [Commuter Connections](#). Commuters may use the Guaranteed Ride Home up to four times per year to get home for unexpected emergencies such as a personal illness or a sick child. Commuters must be officially registered with Commuter Connections before using the Guaranteed Ride Home service. Some eligibility restrictions may apply so be sure to read the [Participation Guidelines](#) on the Commuter Connections website.

Q: What transportation options are being considered to help employees with children enrolled at the St. Elizabeths Child Development Center?

A: Carpool/vanpool/flex carpool passes will be issued with priority given to the application with the highest number of members, including children enrolled at the St. Elizabeths [Child Development Center](#). A six-person vanpool will receive parking preference over a five-per carpool; a five-person carpool will receive preference over those with four members; etc. Children registered at the St. Elizabeths Child Development Center will count as 1.1 riders when adding the total number of people in the rideshare, meaning a child is weighted more heavily than an adult when considering parking priority.

Q: Will employees who do not have a parking pass be allowed to park on the St. Elizabeths campus after hours?

A: Whether driving as an individual or in a carpool, employees arriving at the St. Elizabeths campus after 3 p.m. may park in a campus parking space, if available, and must move their vehicle off campus prior to 5 a.m. the next day. Since the number of parking spaces available to Coast Guard Headquarters employees is significantly reduced at the St. Elizabeths location, [BNCRINST 5560.1A, Interim Parking Policy for USCG Headquarters at St. Elizabeths](#), implements initiatives to maximize employee access to parking by promoting rideshares and limiting single occupancy vehicle parking passes. However, in situations where work responsibilities fall after hours, parking on campus is permitted after 3 PM. if space is available. More detailed information and resources about parking at St. Elizabeths can be found on the [Parking for Employees](#) section of the St. Elizabeths website.

Q: Will additional measures be taken to increase security at the Anacostia Metro Station when the Coast Guard moves to the new St. Elizabeths campus?

A: The Coast Guard is continuing to work with the Metropolitan Police Department and the Metro Transit Police Department to maximize the safety and security of all personnel at the Anacostia Metro station, while at work and during commutes to and from the St. Elizabeths campus. To ensure a safe and secure work environment, access to the campus will be controlled by security gate checkpoints operating 24/7.

Memoirs of a Pack Rat

I go through a pile of stuff and I say: "Oh, I might need that someday," and I keep it.

And, then, six months down the road, I go through my stuff again, and I say: "Oh, I might need that someday," and I keep it.

And, then, 12 months down the road, I go through the same pile again, and I say: "Oh, I might need that someday," and I keep it.

And, then, another six months down the road, I go through my stuff again, and I say: "Oh, I could have used that a month ago," and I keep it.

Copyright 2000 Lori Pastro.
All rights reserved.

Q: Will the showers be working in the locker rooms when we move into the new building?

A: Yes, all shower facilities are schedule to be operational upon our arrival.

Q: How will the packing of office supplies be handled?

A: Crates will be provided for common areas which can be used to pack office supplies identified by move coordinators. Only those office supplies needed for the initial move should be packed. Orders will be placed for office supplies once the move is complete.

Q: Will a new telework agreement need to be completed for changes, i.e. adding days?

A: An updated Telework Instruction is in routing. Employees are encouraged to discuss work schedules with their supervisors and HR specialist.

Q: Will employees still be able to RAS in from a home CPU?

A: Yes, if they don't bring their computers home and leave their laptops plugged in at work.

Q: Will employees be able to connect their portable drives to the new laptops?

A: Yes.

Q: When will the gym be open for use?

A: The gym is currently scheduled to be available upon our arrival.

Q: When will the amenities such as the cafeteria, exchange, and barber shop be open?

A: All amenities will be available upon our arrival, although full services may not available until additional increments are complete (i.e. the exchange will have basic supplies, but will not have a full inventory until a majority of the move is complete).

Q: When can employees register their bikes as a form of transportation?

A: Members can register their bikes now (and are highly encourage to register them prior to the move) in the security office.

Q:How many crates to you receive if you are moving from an office to a cubicle?

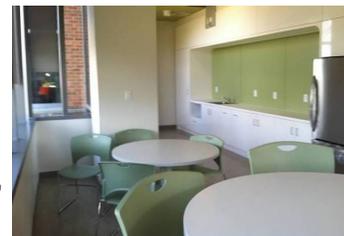
A: Crate distribution is based on destination. Employees moving to a cubicle will receive four crates.

Q: What if you changed chairs and your new chair does not have a move tag on it?

A: Tagged chairs indicate that the chair is in usable/unusable condition and may be moved for a later increment. All desk amenities are new for the CG-1 increment of the move.

Q: How do I reserve a conference room at St. Elizabeths?

A: You can now reserve conference rooms by going to <http://hqssweb1.main.ads.uscg.mil/HQsConfRoom/>



Members of CG-12A recently visited the St. Elizabeths campus.

Thank you to Karen Turner for providing these photos.

ST. ELIZABETHS MOVE - COMPUTERS

New Coast Guard Standard Workstation laptops were obtained to replace most of our existing computers for our move to St. Elizabeths. The laptops are brand new Dell E6520 computers that are as capable as our newest desktop computers. By installing these machines at St. Elizabeths, we gain a very valuable portable computing capability for nearly every employee.

The laptops come complete with wireless capability, docking stations, a laptop lock, and tote bag. The docking station, laptop and lock will be installed at St. Es in advance of each increment's move. Existing monitor(s), keyboards, speakers, and mouse (and portable hard drive if there is one left on the desk) will be moved during the move weekend and connected to the docking station. So when an employee reports to work at St. Es, he will find no difference in his computer set up or interface, other than the laptop sitting on your desk (in the docking station) instead of the old desktop computer. The old desktop computers will be left at Jemal.

The portable capability is simply a capability. Whether an employee uses the laptop as a portable computer, or just leaves it on his desk, is a decision of his supervisor and immediate chain of command. But at CG HQ, we recognize that many, even most, positions could benefit from portable computing capability.

At home, or travelling, the laptop may be connected to wireless networks, and with CAC RAS capability to access the same network resources you have at work. The laptop IS your primary computer, so you no longer use Microsoft's "Remote Desktop Protocol" (RDP) to connect to your work computer. You just log on, connect to the network using the CISCO VPN Client, and use your laptop just like you were at work.

Because we want to deliver common capability to all workspaces at Headquarters, we will only authorize a few exceptions to laptop deployment locations. Conference rooms, all classified spaces and watch stations will continue to use desktop computers.

Key issues and actions.

1. **Classified spaces.** Everyone moving TO a classified space, their existing desktop computer will be moved. This includes all those in Increment 11 as well as NCC and ICC staffs. None of the below paragraphs apply to those going TO a classified space.
2. **Exceptions.** There may be some rare exceptional requirements for which a laptop will not work. One example is a computer that is used only to allow an external entity to connect via 'RDP' when the computer has software not available through a Terminal Server connection. Mr. Will Barnes sent an email to IRM Coordinators on 6/18 requesting any exceptions be submitted immediately. The Base C4IT team will evaluate these requests, and if a laptop cannot meet the need, will coordinate with my team to move the desktop computer. Note, we anticipate only a very small number of exceptions. Please ensure your IRM coordinator is taking action on this request, and replies no later than 10 July 2013.
3. **Personnel who already have LAPTOPS as their Primary Computer.** To simplify our move process, ALL computers (both desktop and laptop) will be replaced with the new laptops at St. Es. If an employee already has a laptop as his primary computer, that laptop will be LEFT in place at his workspace in Transpoint or Jemal, and a new laptop will be sitting in his workspace at St. Es. That employee must remember to remove and capture any data on his laptop hard drive prior to his move so that he may load it onto his new laptop at St. Es upon arrival.

~ continued ~

4. **Data on Hard Drives.** While by policy, desktop hard drives should not have data stored, there are cases where data may exist. This could be because a member broke policy, or because he inadvertently stored data on the hard drive. This commonly occurs when using the outlook archive feature. By default, Outlook creates an archive .pst at C:\Users\IMUSER\AppData\Local\Microsoft\Outlook\archive.pst (Replace IMUSER with actual user name). So all users should check their C drives for stored data prior to their move date. If assistance is required please use normal service request channels.
5. **zz_VACANT Positions, No Laptop to Deployed.** With the laptops, we will be changing the way we do business with respect to having computers sitting on empty, unassigned desks. Rather than have the laptop computers sitting on empty desks, (where they could become out of date with software patches and where they remain at risk for damage or loss), laptop computers at CG HQ will be maintained by Base. New employees checking in will be directed to Base NCR C4IT Department for issue of a new computer. Therefore, our plan will be to NOT place laptops on desks where your 'incumbent' is marked either 'zz_VACANT' or 'zz_EMPTY'. The 'zz_VACANT' will have all the existing peripherals moved (monitors, keyboard, speakers, mouse), but no computer. IF YOUR 'zz_VACANT' space is in use regularly by a reservist or some other temporary employee, then leaving it without a computer may be the wrong answer for you. Ideally, if I could go back in time, we'd have a 3rd category 'zz_HOTEL' to indicate a workspace that needs to be fully functional as a regularly used temp workspace. If any of your 'zz_VACANT' workspaces need to have a computer on them 'day 1', let Base NCR know which ones. Deadline for this is 15 July. Not a reason to panic if you miss one. Base NCR will be able to provide the laptop post move.
6. **Travel Laptops.** Post move, travel laptops become excess to needs since employees will all have access to a portable computer as their primary computer. Travel laptops will be transferred to Base NCR C4IT for re-distribution. Procedural details will be provided in the future. For now, travel laptops should be held by current users, or collected by your IRM coordinator to ensure they are not lost.

How Can I Make My Cubicle More Comfortable and Less Boring?

<http://lifehacker.com/5987607/how-can-i-make-my-cubicle-more-comfortable-and-less-boring>

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 August 27.

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)