



HRO News

*Give us 5 Minutes, and we will
give you all the HR news you need
to know now!*

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MCAGCC Human Resources Office, Building 1551, Twentynine Palms, CA 92278
<http://www.29palms.marines.mil/Offices/CivilianHumanResources.aspx>

Federal Employee Viewpoint Survey (FEVS)

Once again it is time for the annual Federal Employee Viewpoint Survey (FEVS) administered by the Office of Personnel Management (OPM). The 2015 Federal Employee Viewpoint Survey (FEVS) will begin April 27 and end June 7, 2015. As in the past, OPM has notified Labor Unions and they are asked to encourage participation. The FEVS is the "gold standard" of Federal Government-wide employee satisfaction measurement tools.

Who: Random selection of USMC APF Civilian Employees. If you were randomly selected, please take the time to respond to the survey prior to the deadline.

What: Encourage those selected to participate in the 2015 Federal Employee Viewpoint Survey (FEVS)

When: April 27, 2015 through June 7, 2015

How: A random selection of employees will receive an email invitation with instructions on how to complete the survey online. The survey should only take 20 to 30 minutes to complete and responses are anonymous and strictly confidential. Employees will be provided sufficient time to complete the survey during working hours.

Why: The USMC uses the FEVS results as part of the annual Human Capital Management and Assessment (HCMA) report to DON. Results of previous surveys identified areas for improvement that were incorporated into Civilian Workforce Strategic Plan (CWSP) and continue to be used to measure strategic progress.

HRO TRAINING: On-Site Training Registration

Effective 01 April 2015, the process for HRO on-site training registration and sign-ups has changed. Below is the new process to request a seat for on-site training opportunities offered by HRO.

1. Submit an email request to SMBPLMSHROTRAINING@usmc.mil with the CLASS TITLE in the subject line and the following information in the body of the email (copy and paste 1-10 below):

1. Class Title and Date Offered:
2. Participant's Name:
3. Participant's Work Number:
4. Participant's Work Email:
5. Employment Type:
6. Work Section:
7. Supervisor's Approval: Yes or No
8. Supervisor's Name:
9. Supervisor's Work Number:
10. Supervisor's Work email:

2. SUPERVISOR'S APPROVAL AND SEAT CONFIRMATION:

Supervisor's approval is required before seats are requested. Attendance is not guaranteed until each request is processed, verified and confirmed by the HRO Training Officer. Participant and Supervisor will receive a confirmation email 5-7 days before the class date if seat is confirmed. If participant's seat is not confirmed, participant and supervisor will be notified of standby placement or other appropriate notification.

3. REMINDER:

The day before training, confirmed participants will receive an email reminder of the class information to include time, location, subject matter, what to bring, etc.

4. CANCELLATION:

It is the participant's responsibility to notify HRO via email (SMBPLMSHROTRAINING@usmc.mil) of their need to cancel as soon as possible; but at a minimum of 48 hours in advance. Advance notice of cancellations allows HRO to extend attendance to standby participants in a timely manner.

HRO On-Site Training Schedule

17 Jun - FERS RETIREMENT (30 max) Bldg. 1551 0730-1630

- Obtain the information you need to make fully informed decisions about retirement. Gain valuable retirement planning information related to the Federal Employee Retirement System (FERS). Learn how Social Security benefits are calculated, and how your health and life insurance benefits carry over into retirement. Learn about Medicare and Thrift Savings Plan withdrawal options. Receive an overview of financial and estate planning. All Grade levels are authorized to request a seat.

Registration deadline is 10 June 2015.

18 Jun - TSP-THRIFT SAVINGS PLAN (30 max) Bldg. 1551 0730-1630

- The course touches on all facets of the TSP including automatic enrollment, contribution rules and limits, traditional vs. Roth contributions, how information is exchanged between the TSP and employing agencies, vesting, the TSP investment menu, court orders, loans, withdrawals, and death benefits. The course is equally beneficial for professional and support staff. This course is geared to all employees whether new to civil service or close to retirement. All Grade Levels are authorized to request a seat.

Registration Deadline 11 June 2015.

Medical Marijuana

Due to the legalization of medical marijuana in several states, there is a curiosity among the federal workforce on how legalization affects them. Marijuana is a Schedule I drug under the federal Controlled Substances Act (CSA)- meaning any use of marijuana is illegal under federal law, regardless of state law.

Executive Order 12564 mandates the federal workplace as a drug-free workplace. Section 1 of the Executive order states:

- "To refrain from the use of illegal drugs".
 - "The use of illegal drugs by Federal employees, whether on or off duty, is contrary to the efficiency of service".
 - "Persons who use illegal drugs are not suitable for Federal employment".
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DONCEAP Identity Theft Campaign

- You get a phone call or letter telling you that you have been approved or denied credit for accounts that you never opened.
- You no longer receive your credit card statements, or you notice that some of your mail seems to be missing.
- Your credit card statement includes charges for things you know you never purchased.
- A collection agency contacts you they for an account you never opened.

It's possible you've become a victim of identity theft. If you suspect any improper or illegal activity is taking place, here are some recommended steps:

- 1) Order a copy of your credit report to see if any new accounts or credit inquiries show up. Virtually all of your credit information is in your credit report. If someone is opening accounts in your name, it should show up there. If you suspect you've been a victim of fraud (for example; you've had your mail stolen, lost your wallet, or been contacted by a collection agency for an account you've never heard of), you should contact the fraud department of each credit bureau. You are eligible for a free credit report sent via U.S. mail if are a victim of fraud or ID Theft.
- 2) Contact the fraud departments of each of the three major credit bureaus and report that you think your identity has been stolen. Request that a "Fraud Alert" be placed on your file and that no new credit be granted without your approval.
- 3) Research the crime and file complaints. Contact each company where you think you might have been a victim. Talk to their security or fraud department and explain what has happened. Review your account with them for any incorrect charges or a change of address. If you find something is wrong, you may need to close the account. If you open any new accounts, ask the company to put passwords on the account.
- 4) File a police report. File a report with your local police or the police where the identity theft took place. Get a copy of the report in case the bank, credit card company, or others need proof of the crime later on. Also, make sure that the crime is reported under identity theft.
- 5) Keep a log of all conversations and activities. Make notes of everyone you speak with; ask for names, department names, phone extensions, and record the date you spoke to them. Don't throw these notes away. Keep all notes and letters together in case they are needed in the future. Keep track of the time you spend documenting this information and lost hours at work. You will need this information if the perpetrator is ever caught. You can be reimbursed for the time spent and hours lost.
- 6) File a complaint with the Federal Trade Commission (FTC). The FTC is the federal clearinghouse for complaints by victims of identity theft. Although the FTC does not have the authority to bring criminal cases, the Commission assists victims of identity theft by providing them with information to help them resolve the financial and other problems that can result from identity theft. The FTC also may refer victim complaints to other appropriate government agencies and private organizations for further action. If you're a victim of identity theft, you can file a complaint with the FTC by contacting their hotline.

By phone: Toll-free 1-877-ID-THEFT (438-4338)

Online: <https://www.ftccomplaintassistant.gov/#crnt&panel1-1>

- 7) Call the Social Security Administration if you suspect that your Social Security number is being fraudulently used. By phone: Toll-free 1-800-269-0271 Online: www.ssa.gov

- 8) Contact the Internal Revenue Service If you suspect the improper use of identification information in connection with tax violations.

By phone: Toll-free 1-800-908-4490 Online: <http://www.irs.gov/Individuals/Identity-Protection>

For additional information on identity theft, including steps you can take to protect yourself from identity theft, or for assistance from DONCEAP's highly trained Fraud Resolution Specialists, contact DONCEAP 24 hours a day at 1-844-DONCEAP (1-888-366-2327) / (TTY: 1-888-262-7848) / International: 001-866-829-0270 or at DONCEAP.foh.hhs.gov.

eSeminars on EBIS

eSeminars are a free and convenient way to learn more about your federal benefits. You can access benefits and retirement eSeminars in EBIS. Simply log into your EBIS account and select the eSeminars icon at the top of the page.

Please use the following link to access EBIS: <https://www.civilianbenefits.hroc.navy.mil/login.aspx>

If you need assistance accessing EBIS or have questions about information discussed in the eSeminar contact the [Benefits Line](#).

Federal Long Term Care Insurance Program (FLTCIP)

As a reminder, the Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance to help pay for costs of care when enrollees need help with activities they perform every day, or you have a severe cognitive impairment, such as Alzheimer's disease. Qualified relatives are also eligible to apply for insurance coverage under the FLTCIP.

Learn more at: <http://www.opm.gov/healthcare-insurance/long-term-care/>

Department of the Navy Civilian Benefits Center Contact Information

888-320-2917

M - F, 7:30 a.m. – 7:30 p.m. ET

TTY: 866-359-5277 Email: navybenefits@navy.mil

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits>

(select your email certificate)

Department of the Navy Civilian Employee Assistance Program (DoNCEAP)

The DoN CEAP program is a comprehensive employee assistance and work/life resource for DoN employees and their families. It includes confidential assessment, referral, and short-term consultation for any personal concern. It also includes telephone and web-based services to help employees and their families manage day-to-day responsibilities and life events. Services are free.

24/7 DoN CEAP Assistance Line:

1-844-DoNCEAP or 1-844-366-2327

A person answers the phone, no voicemail or call menu.

Website: <http://donceap.foh.hhs.gov/>

Flag Day

Flag Day, celebrated June 14, has been a presidentially proclaimed observance since 1916. Although Flag Day is not a federal holiday, Americans are encouraged to display the flag outside their homes and businesses on this day to honor the history and heritage the American flag represents.



LGBT Pride Month

Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Month is currently celebrated each year in the month of June to honor the 1969 Stonewall riots in New York City. The Stonewall riots were a tipping point for the Gay Liberation Movement in the United States. The purpose of the commemorative month is to recognize the impact that lesbian, gay, bisexual, and transgender individuals have had on history locally, nationally, and internationally.

On June 1, 2009, President Obama issued a proclamation for Lesbian, Gay, Bisexual, and Transgender Pride Month, pointing to contributions made by LGBT Americans both in promoting equal rights to all regardless of sexual orientation or gender identity and in broader initiatives, such as the response to the global HIV pandemic. Obama ended the proclamation by calling upon the people of the United States to “*turn back discrimination and prejudice everywhere it exists.*”

