



HRO News

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

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Volume 8 Issue 3

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

Planning for Retirement

The attached DoN fact sheet provides information and links to learn more about retirement and the actual retirement application process and forms.

<https://www.portal.navy.mil/donhr/Benefits/Resource%20Library/CBC%2012800-11%20Planning%20for%20Retirement.pdf>

Designation of Beneficiary information

As a reminder, DoN information about designating beneficiaries for your FEGLI (life insurance), TSP, etc, are found at the following link.

https://www.portal.navy.mil/donhr/Benefits/Pages/Designation_of_Beneficiary_Main.aspx

Adding Training Certificates in MyBiz

You can now add your training in MyBiz. Please follow these steps to add certificates into your training record:

Training Certificates - Employee Self entry

- . MyBiz <https://compo.dcpds.cpms.osd.mil/>
- . Click Accept
- . Click on Smart Card Login
- . Click Accept
- . Click on your Certificate (non-email)
- . Click on My Biz then Accept
- . My Information then Accept
- . Professional Development
- . Training
- . Add
- . Complete the Required Fields
- . Click Submit

If you have any questions, please contact Jesse Silvas at
jesse.silvas@usmc.mil or (760) 830-7696.

Your Official Personnel Folder

As you know, your Official Personnel Folder (OPF) is now electronic. All Navy and USMC OPF's are stored in the Office of Personnel Management eOPF system.

A new feature of the system is that you will receive email notification when a new document, such as an SF-50, is added to your eOPF. The notification emails will come from: eopf_hd@telesishq.com. They are not digitally signed but are a valid DON communication.

To access your own eOPF, click on the link below and follow the instructions:

<http://www.secnav.navy.mil/rda/workforce/Documents/eopftrifoldemployee2.pdf>

Updating Your Information on MyBiz/SF-256

Your EEO Representative is asking help from all employees to go into MyBiz and update their disability information. Please log into MyBiz at: <https://compo.dcpds.cpms.osd.mil/>. (This is the same information that can also be updated via the SF-256 for those that may not have computer access.) If you have any questions please don't hesitate to contact Angie Cheek at 760-830-7370 or angeline.cheek@usmc.mil.

Reminder: "THIS INFORMATION IS ONLY USED TO DETERMINE IF DEPARTMENT OF THE NAVY IS MEETING HIRING AND RETENTION GOALS OF PEOPLE WITH DISABILITIES."

Department of the Navy Civilian Employee Assistance Program (DoN CEAP)

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.

Please use the following link for more information:

<http://www.secnav.navy.mil/donhr/Employees/Documents/CEAP%20Promotional%20Fact%20Sheet.pdf>

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/>

Daily TSP Rates

February 27, 2015

Fund	Last	Change	YTD
L Income	17.6437	-0.0032	+1.11%
L 2020	23.4385	-0.0142	+2.36%
L 2030	25.5352	-0.0226	+2.94%
L 2040	27.2552	-0.0307	+3.32%
L 2050	15.5193	-0.0193	+3.75%
G Fund	14.6613	+0.0013	+0.31%
F Fund	17.0036	+0.0267	+1.20%
C Fund	27.8673	-0.0824	+2.58%
S Fund	37.7817	-0.1709	+4.09%
I Fund	25.9717	+0.0760	+7.24%

Women's History Month Quiz

Created by Margaret Zierdt, National Women's History Project Board member

1. Who was the last reigning monarch of the Hawaiian Islands, deposed when American business and military interests wanted to annex Hawaii to the U.S.?
2. The line of beauty products she created for African-American's made her the first Black woman millionaire in the United States. Who was she, and when did she do this?
3. One of the most important Union spies and scouts during the Civil War was a Black woman who had escaped from slavery. Can you name her?

ANSWERS

1. Queen Liliuokalani (1838-1917). A revolution, encouraged and actively assisted by American interests backed by a U.S. Navy gunboat, established a provisional government in 1893. Among her lasting legacies: she composed over 200 songs, including "Aloha Oe".
 2. In 1905, Madam C.J. Walker (1867-1919) began developing an effective hair lotion, and then a special comb to straighten curly hair. She eventually employed 3,000 people, mostly Black women, to work in her factories and sell her line of products.
 3. Harriet Tubman (1820-1913), who also led over 300 people in their escape from slavery via the system of safe-houses known as the Underground Railroad.
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