



CHRO News

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

September 2016

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

FY16 Mandatory Annual Training-Due 23 September 2016

This is a friendly reminder that the FY16 mandatory training completion deadline is 23 September 2016. The TWMS library of available trainings has been updated and streamlined so please take note of a few recent changes in class offerings to ensure you meet the annual training requirements. As a federal civilian employee, please make sure courses are completed by the indicated due date. If you have completed any of the mandatory training requirements outside of TWMS and do not see credit for the class in your TWMS training profile, please ensure that the training completion certificate is uploaded into your TWMS account.

If you need assistance or have questions regarding this information, please contact Mike King via phone 760-830-7281 or email at michael.d.king4@usmc.mil.

PARS and IPMS Performance Appraisal Timeline

It's almost time to begin the end-of-year performance appraisals. The below timeline is provided for completing both PARS and IPMS end-of-year appraisals:

- 30 Sep 16: End of performance cycle, as well as Individual Development Plans (IDP)
- 15 Oct 16: Employee self-assessments are due to supervisors (IPMS employees only)
- 31 Oct 16: Last date for supervisors to provide employees their appraisals and rating of record. Also, employee/supervisor discusses IDP ending 30 Sept 2015.
- 31 Oct 16: New performance plans and IDPs are due.

UPCOMING OPEN SEASON

The annual Open Season for federal employees and retirees runs from 14 November through 12 December 2016. You can change your Federal Employee Health Benefit (FEHB) plan during Open Season, or enroll if not currently enrolled (new employees can enroll outside of Open Season). Changes are effective in January 2017. HRO will hold its annual Health Benefits Fair on Thursday 17 November 2016. Open Season is also the time where you can enroll in or change Dental and Vision plans. More to follow in the October/November Newsletters.

Don't forget to check your EBIS username and passwords prior to the open enrollment dates. Follow the steps below to ensure your login information is working properly.

Log on to EBIS - <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx>
Click on the "Login to EBIS now"
Select your certificate
Click Okay
Enter your Username and Password*
Click Login

*If you forgot your login, click "Forgot Login"

Click Login

Enter the information requested (Social, Date of Birth, Service Computation Date, Pay Plan/Schedule, Grade/Pay Band, and your Step.

Click Continue

Enter a Username and create a password

Click Set Password

Once you are in EBIS, Click on "My Benefits" to view your current elections. If you want to make changes to your Benefits during open season, click on "Transactions" to make the new elections for 2015. Follow the prompts in the section (s) you wish to change

Leadership in Action

The Civilian Human Resources Office is hosting a one of kind training class. Headquarters Marine Corps is sponsoring a workshop and it is only open to admin personnel in the 03XX fields.

This class will cover:

- How to become an effective leader
- The importance of a team
- Awareness of the interpersonal & negotiating skills needed as a Leader
- The role of positive attitude and problem solving and creative thinking
- Motivate yourself to become a leader and ultimate member of the team
- How to manage conflict
- Ways to improve your Oral Communication and Listening Skills
- The Secret Traits of Leadership

Course title: Leadership in Action

Date: Sept 20, Tuesday

Time: 0800-1530

Place: HRO Training Room (Bldg. 1551) Village Center, Room 15

Prior to attending the seminar, we are asking each participant to complete an Awareness Is Power assessment. This assessment will be used in the seminar. Each participant must complete the assessment no later than **September 9, 2016**.

Directions for Awareness Is Power Leadership Assessment Please take 10 minutes to complete each assessment. Below are the directions. This is not a test. There are no right or wrong answers. Go with your gut instinct. Think in terms of work focus and please do not over analyze.

Directions:

Take time to complete the questionnaire by yourself in a quiet location, without interruption. It should take no longer than 10-15 minutes to complete the survey. Please do not take any longer than 15 minutes.

Read the questionnaire instructions prior to completion of the questionnaire.

Directions:

Go to www.awarenessispower.net/questionnaire

Short Account Name: BayleyB1

User ID: pbender00333

-----How to Register for Training Courses-----

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 CHRO Training Officer. Participant and Supervisor will receive a confirmation email 3-5 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 CHRO 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 CHRO to extend attendance to standby participants in a timely manner.

REASONABLE ACCOMMODATION: *Please let us know when you register if you require reasonable accommodation to participate in this training.*

FOR FURTHER INFORMATION: Contact Mr. Mike King at 760-830-7281 or Jesse Silvas at 760-830-7696.

Retirement and Benefits Information

1. The Civilian Benefits Center (CBC) now has the capability to use the Total Workforce Management Services (TWMS) system to send information about retirement and benefits by email to employees with an email address in TWMS. These emails will be text only without an attachment. An example of this type of email would be one to remind employees of the beginning or ending date of an Open Season. The CBC will continue to use the current distribution system to send Benefits Officer information that includes an attachment.

2. To ensure you receive these emails, you must verify you have a valid email address in TWMS by reviewing your TWMS record:

- a. Go to <https://mytwms.navy.mil>
- b. Select your non-email certificate and enter your PIN
- c. From the left menu select "Personal/Recall Information"
- d. In the "Contact Information" section, scroll down until you see "Unclassified Email"
- e. Enter or update your government email address
- f. Scroll down to the bottom of the page and select/click "Update"

If you have questions about your information in TWMS, call the CNIC support center at 1-888-264-4255 or send an email to eas@cnihelp.com or TWMSAdministrator@navy.mil.

Information for Employees Planning to Retire 31 December 2016 – 3 January 2017

1. Many employees elect to retire at the end of the calendar year because the retirement annuity will begin the day after retirement and any lump sum payment for accrued annual leave will be paid in the next tax year. Enclosure (1) provides information about the end of year retirement process for calendar year 2016.

2. If you plan to retire 31 December 2016 - 3 January 2017 you should submit your retirement application to the Civilian Benefits Center (CBC) by 15 October 2016. This allows the CBC adequate time to resolve any issues which may affect retirement eligibility or annuity and ensure timely processing of the retirement application

3. If you have any questions, you should discuss them with your CBC Retirement Specialist. If you want to talk to your retirement specialist, contact the Benefits Line at 888-320-2917 from 7:30 a.m. to 7:30 p.m., Eastern Time,

Monday - Friday, except on Federal holidays. You may also email your questions to navybenefits@navy.mil. Please include your full name, pay plan, grade, contact telephone number and the best time to call. Please DO NOT include Privacy Act or other Personally Identifiable Information such as date of birth or Social Security number in the email correspondence.

CSRS Voluntary Retirement Checklist:

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Retirement/Retirement_CSRS_Voluntary.pdf

FERS Voluntary Retirement Checklist:

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Retirement/Retirement_FERS_Voluntary.pdf

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.

24/7 DoN CEAP Assistance Line:

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

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

2016 Life Insurance Open Season: 1 through 30 September 2016

1. The Federal Employees' Group Life Insurance (FEGLI) Open Season will be held from 1 through 30 September 2016. This is the first FEGLI Open Season since 2004. Eligible employees can elect or increase any coverage FEGLI offers, including Option C - Family. No medical exam is required and employees are not required to answer any health questions. Elections made during the open season will be effective 1 October 2017; a year later! Employees who do not make an election will keep their current life insurance coverage.

2. Getting ready for the FEGLI Open Season:

a. Employee Benefits Information System (EBIS). The easiest way to make your life insurance election is to use EBIS, a self-service Web application. EBIS allows you to independently make your election without waiting for a Customer Service Representative. Since your EBIS password expires every 60 days, you may need to reset it to make an election. To access EBIS, you must go through the Office of Civilian Human Resources (OCHR) private portal. You must use a government computer; have a ".mil, .edu or .gov" email address and a Department of Defense (DoD) Common Access Card (CAC). When prompted, select your email certificate. If this is your first time accessing the Web site, you will be required to complete a simple registration. Information about establishing your EBIS account name/password and accessing EBIS is available at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/EBIS.aspx>.

b. OCHR Private Portal. Review current information about the FEGLI Open Season at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/FEGLI-Open-Season.aspx>.

c. FEGLI Calculator. The Office of Personnel Management has an online FEGLI Calculator that will assist you in calculating the value and the amount of your premiums for the various combinations of FEGLI coverage. The FEGLI calculator is available at <https://www.opm.gov/retirement-services/calculators/fegli-calculator/>.

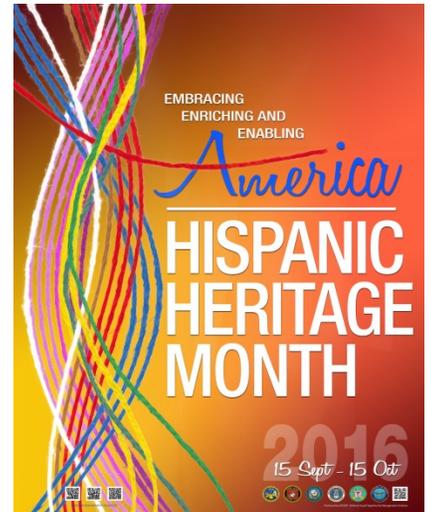
3. Employees may direct questions about the FEGLI Open Season or accessing EBIS to the Benefits Line at 888-320-2917 from 7:30 a.m. to 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866-359-5277. Employees may also email their questions to navybenefits@navy.mil. Employees must include their full name, pay plan, grade, and contact telephone number. Please do not include Privacy Act or other Personally Identifiable Information such as date of birth or Social Security number in your email correspondence.

Hispanic American Heritage Month (15 September - 15 October)

Each year, we observe National Hispanic Heritage Month from September 15th to October 15th. During this month, we celebrate the histories, cultures, and contributions of American citizens with ancestors from Spain, Mexico, the Caribbean, and Central and South America.

September 15th was chosen as the starting point for Hispanic Heritage Month because it is the anniversary of independence for five Latin American countries—Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico declared its independence on September 16th and Chile on September 18th.

Hispanics have exerted a profound influence on our country through their strong commitment to family, faith, hard work, and public service. They have enhanced and shaped our national character with centuries-old traditions that reflect their multiethnic and multicultural customs.



Celebrate Constitution Day & Citizenship Day *on* September 17

What is the Constitution?

The United States Constitution has withstood the test of time for more than two centuries as our Nation's charter of government and the guarantor of our liberties. Signed in Philadelphia on September 17, 1787, this founding document reflects our core values and enshrines the truths set forth in the Declaration of Independence, that we are each endowed with certain unalienable rights. As the beneficiaries of these rights, all Americans have a solemn obligation to participate in our democracy so that it remains vibrant, strong, and responsive to the needs of our citizens.

Knowing what is in the U.S. Constitution and why the Constitution is relevant to us today **is** fundamental to our being able to defend it. As federal civil servants supporting the Department of Defense, we have a special obligation to understand and appreciate the U.S. Constitution and the role we each play in providing 'for the common defense'. To learn more about the U.S. Constitution, visit the DoD website at: <http://constitutionday.cpms.osd.mil>

