



CHRO News

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

April 2024

MCAGCC Civilian Human Resources Office, Building 1433, Twentynine Palms, CA 92278

The HR webpage can be found here: <https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>

Defense Performance Management Appraisal System (DPMAP) Action Due Now!

NOTE: You may need to login to DCPDS via Chrome or Firefox to complete appraisals and performance plans.

The Defense Performance Management and Appraisal Program (DPMAP) appraisal period ended on 31 March 2024.

EMPLOYEE SELF ASSESSMENT

- Employees should be completing their self-assessment for the annual appraisal.
 - Employees have a due date of **on/about 8 April** for this to be accomplished.
- This is your opportunity to refresh your Rating Official's (RO) memory of what you have accomplished over the entire performance cycle. If you wait until your RO sets a meeting with you to discuss your finished appraisal to tell your them why you deserve a better rating, you are too late.
- If you are having trouble entering your data or acknowledging your plan, please ensure you are the current "owner." Your RO may have to transfer the appraisal to you before you can act.

Timeline for actions are as follows:

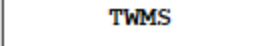
| ACTION/EVENT | DATE |
|---|--------------|
| End of appraisal period | 31 March |
| Current Performance appraisals reviewed, approved, and acknowledged by employee | NLT 30 April |
| Performance plans for the new appraisal period (started on 1 Apr 23) to be reviewed, approved, and acknowledged by employee | NLT 30 April |

To access MyBiz+, navigate to the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/> and follow the Smart Card/Common Access Card (CAC) or Non-Smart Card/Non-CAC access log in process. Your supervisor is your POC for questions regarding performance appraisals and plans.

Civilian Mandatory Training

Mandatory training is essential for the Marine Corps to compete with near-peer advisories. Mandatory training directly relates to the Civilian Marine, but its ultimate impact is on the Marine Corps' capability, capacity, and lethality through increased compliance with relevant orders and instructions. Managers shall actively monitor their mandatory training status with an emphasis on progress towards completion by the end of the fiscal year, and to identify and remediate non-compliant employees. Commands are expected to be at **50 percent completion by 31 Mar 24, and 75 percent completion by 30 Jun 24**. Training is recommended to be completed in the Total Workforce Management Services (TWMS), Navy eLearning, or by command mandatory training stand-downs as appropriate. Command stand-downs are excellent opportunities to provide trainings to the greatest audience possible.

New Individual Development Plans are Due by 30 April

1. 

| Tools/Actions: |
|----------------------------|
| Daily Muster |
| Employee Locator |
| Online Training & Notices |
| SAAR-N/DD-2875 |
| Event Notification Service |
| SF182 Training Request |
| IPMS |
| Mentoring |
| DDS77 |
| My IDP |
| VSIP/VERA Survey |
| Telework Request |

To create your NEW Individual Development Plan, go to:
<https://twms.dc3n.navy.mil>

1. You may use the archived copy of your FY24 plan as a template
2. Update your goals and objectives (SAVE Changes)
3. Select the MANAGE KNOWLEDGE, SKILLS, AND ABILITIES TAB, add your specific Community, Occupational Series, Competency (or ALL), your level, and key words if desired. A list of commonly required KSAs will be listed. Hit SEARCH. Select the ones you are interested in pursuing.
4. Go to DEVELOPMENTAL TRAINING TAB, Select, or delete course or trainings you are interested in. You may add new courses or activities to assist your development. **Edit completion dates.**
5. Select SUBMIT/APPROVE TAB. You may add comments for your supervisor.
6. Select COMMUNICATIONS/CHANGE HISTORY. Send email to your supervisor with your suggested plan. A record of all changes made to the plan and all communications are recorded.
7. Supervisor approves, Employee acknowledges/signs.

2.

| | |
|---------------------------|----------|
| Short Term Goal | Increase |
| Long Term Goal (Optional) | |
| Objective (Optional) | |

3.


| | |
|-------------|----------------|
| Community | ADMINISTRATION |
| Occ Series | All |
| Competency | All |
| Level | All |
| KSA Keyword | |

4.

| Add New Course | | Add New Activity | | Short Term Development (Up To 3 Years) | | | |
|----------------|--------|---|--------------------------------------|--|-------------|-----|-------|
| Edit | Delete | KSA | Course Title or Activity Description | Type | Course ID | CSI | Score |
| | | | Preretirement | COURSE | | | |
| | | Ensure that skills needed to perform organization's functions are accurately documented; ensure assignments reflect the distribution of the command's personnel resources according to mission requirements and priorities. | CIVILIAN PERSONNEL MANAGEMENT COURSE | COURSE | TWMS-613928 | | |

5. 

6. 

7. 

Signature

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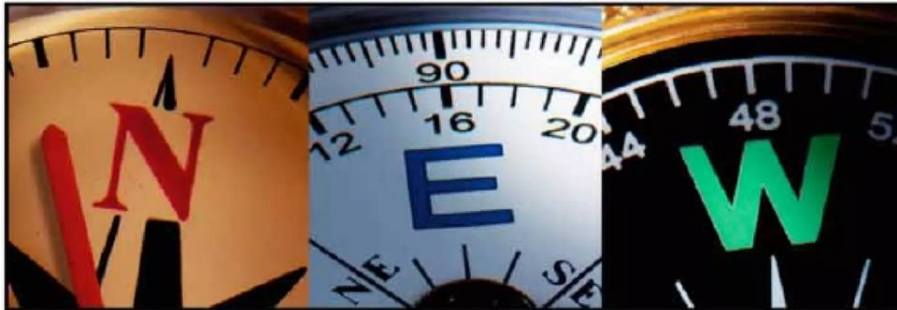
***An IDP is a PLAN ONLY.**

Additional information guides for IDPs can be found at:

<https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>

Upcoming Training Opportunities

**** To register for this course, please email: SMBPLMSHROTRAINING@usmc.mil ****



Supervisor Training

New supervisors, join your Civilian Human Resources Team's "Human Resources Training for New Supervisors" class. This training is for military and civilians who supervise Appropriated-Fund civilian personnel.

Who: New supervisors and supervisors who wish to attend as a refresher class.

What: Human Resources Training for New Supervisors.

When: 10-11 April 2024; class hours 0800 – 1600

Where: HR training room - Building 1525 (south end).

Why: New supervisors are **required** to take this training within one year of assuming a supervisory role.

How: Registration for the course can be submitted via SMBPLMSHROTRAINING@usmc.mil.

Topics include Position Management, Workers' Compensation, Merit System Principles, Staffing and Interviewing, Equal Employment Opportunity, Reasonable Accommodation, Ethics, Leave issues, Employee and Labor Relations, Professional Development, and much more.

****Supervisors should begin taking the Supervisory Modules in TWMS to prepare for the course.***

SF-182s Request for Authorization for Training

When funds are expended for training civilian employees, an SF-182 Request for Authorization for Training must be submitted to CHRO. The current version of the form is dated 2020, all others are obsolete.

Directions to complete the form are on pages 3-9 of the form. Prior to purchase, required signatures include the Supervisor(s), the Training Coordinator (CHRO), and the Funds Holder. Additional signatures are required by Credit card holder, Credit Card Authorizing Official and the Funds Authorizer. If a training is 40+ hours, a continuation of service (CSA) commitment is required. This form may also be required for high value trainings.

To receive timely service, please put "SF-182" in the Subject line. If the forms requires less than a 10 day turn around put "TIME SENSITIVE" in front of the SF-182 and mark the email "High Priority" to CHRO at SMBPLMSHROTRAINING@usmc.mil.

TECOM Virtual Training

Equal Employment Opportunity (EEO), No FEAR, Prevention of Sexual Harassment (POSH) - Mandatory Training

Deadline to register is 17 Apr 2024

Virtual / Federal Civilians/Military Supervisors of Civilians
18 Apr 2024, 1000 – 1130 (PST)

Level One Antiterrorism/Workplace Violence – Mandatory Training

Deadline to register is 22 Apr 2024

Virtual / Federal Civilians/Military Supervisors of Civilians
23 FApr 2024, 1000 – 1130 (PST)

Facilitating Virtual Meetings – Organizational Training

Deadline to register is 22 Apr 2024

Virtual / Federal Civilians/Military Supervisors of Civilians
7 May 2024, 0900 – 1300 (PST)

Counterintelligence Awareness and Reporting (CIAR) - Mandatory Training

Deadline to register is 21 May 2024

Virtual / Federal Civilians/Military Supervisors of Civilians
22 May 2024, 1000 – 1130 (PST)

How to Register

1. Copy and paste entire link into your browser:

<https://usmc.sharepoint-mil.us/sites/TECOM/erav2.0/SiteAssets/Event-Registration/ERA.aspx>

2. Under column "Title" find desired training. Click the corresponding blue "Documents" button to find the course flyer with description of training. Click the blue "Register" button. Once registered, the box will turn RED and it will read "Unregister". You will receive a confirmation email from ERAV2.0 indicating you have successfully registered for this training event.

*** Click the "Next" button at the bottom of ERA registration tool for more training events posted and register for other training opportunities. Thank you.

THE USE OF MARIJUANA REMAINS ILLEGAL FOR FEDERAL EMPLOYEES

Recent changes in state laws necessitate clarification on use of marijuana by Department of the Navy (DON) employees. Marijuana remains illegal under Federal law, regardless of state laws, as a Schedule I drug in the Controlled Substances Act. Marijuana is therefore illegal for Federal employees unless or until there is further specific guidance issued at the Federal level allowing for marijuana use in some (or any) situations. Those employees subject to random testing, or any other testing (applicant, reasonable suspicion, post-accident, or follow-up), remain subject to the consequences for illegal drug use. In other words, nothing changes for us as Federal employees based on state laws and we remain accountable to comply with Federal law unless there are changes at the Federal level.

The Department of the Navy Civilian Benefits Line

As a reminder, the Navy Civilian Benefits Line can answer benefits questions and concerns. Call **1-888-320-2917** and select **option 4** to speak with a benefits specialist.

PRE-RETIREMENT SEMINARS PRESENTED BY THE CIVILIAN BENEFITS CENTER

The Civilian Benefits Center (CBC) is offering virtual pre-retirement seminars for employees covered under the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) from March through October. Employees can attend these seminars via Microsoft (MS) Teams LIVE EVENT. Ensure you check the Navy Benefits Portal for updates in scheduling and/or topics at <https://go.usa.gov/xt2Az>, then clicking the “Pre-Retirement Training” Quick Link. (Some customers may need to copy and paste the URL in their browser to access.)

The briefing agenda includes:

- Retirement Eligibility
- Retirement Annuity Computation
- Health Insurance after Retirement
- Life Insurance after Retirement
- Thrift Savings Plan after Retirement
 - Retirement Process






The retirement seminars are designed to give participants a clear understanding of the benefits civilian employees are entitled to under CSRS and FERS. These seminars are conducted by trained retirement specialists who provide crucial information to assist employees make informed decisions related to their retirement.

Specific information regarding these seminars include:

Each of the five (5) unique seminars listed at the bottom includes the same CSRS or FERS information (Duration: 3-4 hours.) Retirement specialists will be available to respond to general questions.

Seminars are designed for **employees who are eligible to retire within the next 5 years**. Seminars are automatically recorded and accessible for six months by utilizing the session URLs listed below. Participants who have specific questions should call the Benefits Line at 888-320-2917 to speak to a retirement specialist.

Test the link in advance of the meeting. If you are properly connected, you will see the following on the screen: “The Live Event Hasn’t Started.” Log in at least 15 minutes prior to the start time on the day of the event.

| Date | Time – Eastern | Session | Link | QR Code |
|-----------|----------------|--|---|---|
| 17 Apr 24 | 1200–1600 | FERS Special Retirement Coverage (law enforcement, air traffic controllers, and fire fighters) | https://msteams.link/JSP0 |  |
| 01 May 24 | 0800–1200 | FERS | https://msteams.link/BPNE |  |
| 15 May 24 | 1200–1600 | CSRS/CSRS OFFSET | https://msteams.link/681O |  |
| 05 Jun 24 | 0800–1200 | FERS | https://msteams.link/J6DN |  |
| 26 Jun 24 | 1200–1430 | Submitting an Error-Free Retirement Package | https://msteams.link/1NQW |  |

Sexual Assault Awareness and Prevention Month

The month of April has been designated as Sexual Assault Awareness and Prevention Month (SAAPM) and is recognized across the country by both civilian and military communities. SAAPM offers a vital opportunity to build on existing momentum to fight sexual assault and ensure all Service members are treated with dignity and respect. Everyone has an integral role in responding to and preventing sexual assault. Be vigilant and always aware of situations at risk for sexual assault. Understand how to safely intervene and know that you are capable of stopping sexual assault.



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

Department of Navy employees are busy juggling work and family, and it is not unusual to encounter difficulties with stress, family, relationships, alcohol, work, or other issues which impact their quality of life. The Department of Navy (DON) values its employees and has partnered with Magellan Health to provide a centralized Employee Assistance and Work-Life program for employees and their household members. The Department of Navy Civilian Employee Assistance Program (DONCEAP) provides a wide range of services to employees and their household members. Employees can access services 24/7 through the web www.MagellanAscend.com or by phone **(1-844-DONCEAP)**. A professionally staffed call center will provide answers to questions, research information, link employees to a wide variety of qualified local services and provide licensed confidential support to help with difficult issues.

Your Biweekly Leave and Earnings Statement

Employees of the Department of the Navy are responsible for reviewing their biweekly Defense Finance and Accounting Service (DFAS) Leave and Earnings Statement (LES) to ensure their benefit deductions match their current benefit elections. It is crucial to identify incorrect deductions and avoid future indebtedness; therefore, it is especially important to review the LES received on 22 January 2021 since reflected any changes made during the Federal Benefits Open Season.

Where to Find Additional Information

Additional information about the LES is available on the DFAS website at:
<http://www.dfas.mil/dfas/civilianemployees/understandingyourcivilianpay/LES>.

Need Assistance?

If you have questions about FEHB, FEGLI, TSP, or retirement, call 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. You may also email your questions to navybenefits@navy.mil. Please include your Full name, pay plan, grade, and contact telephone number, but please do not include Privacy Act or other Personally Identifiable Information such as date of birth or social security number in your email correspondence. Non-benefit issues should be directed to the Payroll Office.

April is Autism Acceptance Month

WHAT IS AUTISM SPECTRUM DISORDER (ASD)?

Autism spectrum disorder (ASD) is a developmental disorder. It affects a person's behavior. And it makes communication and social interactions hard.

ASD can range from mild to severe. The type of symptoms a person has and how severe they are varies. Some children may not be able to function without a lot of help from parents and other caregivers. Others may learn social and verbal skills and lead independent lives as adults.

Most people with ASD will always have some trouble when they communicate or interact with others. But finding and treating ASD early has helped many people who have ASD to lead full lives. They can do things like go to college and work.

ASD now includes conditions that used to be diagnosed separately. These include:

- Autism.
- Asperger's syndrome.
- Pervasive developmental disorder.
- Childhood disintegrative disorder.

You or your doctor might use any of these terms to describe the condition.

WHAT CAUSES IT?

The exact cause of ASD isn't known. But many factors may be involved. A change in certain genes or an interaction of several genes may be responsible. And something in the environment may play a role in these gene changes. Studies show that vaccines don't cause ASD.

WHAT ARE THE SYMPTOMS?

Symptoms include communication and behavior problems, like delays in learning to talk and a strong need for sameness. Other symptoms include problems using or responding to gestures, problems making eye contact, and having unusual attachments to objects. Usually symptoms are noticed by age 2. But parents may notice them as early as age 1.

HOW IS IT DIAGNOSED?

Doctors use screening questions, exams, and tests to see how your child behaves and interacts with others. Talk with the doctor about what you've observed. The doctor will use all of this information, along with his or her judgment, to assess how your child is developing and look for signs of ASD.

HOW IS ASD TREATED?

Treatment for ASD involves behavioral training. This training rewards appropriate behavior to teach children social and other skills. Treatment may also include structured teaching. This involves organizing a child's day and school setting to help a child learn new skills. Some children also need things like speech therapy, physical therapy, or medicine.

Visit [MagellanHealthcare.com/about/bh-resources/mymh](https://www.MagellanHealthcare.com/about/bh-resources/mymh) or call your program for confidential mental health resources.