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CGHR: On the Radar Screen

February 7, 2017

Welcome to CGHR: On the Radar Screen, the monthly newsletter of CG-1, the Coast Guard Human Resources Directorate.



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NOTE: Links on this page will open in a new browser window.

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ON THE HORIZON

CG SUPRT Financial Wellness webinar



Making Tax Returns Less Taxing

Is there any obligation that causes more anxiety than filing our tax returns? For many people, the answer to that question is NO! This presentation features a tax specialist who will discuss the key elements of a tax return and will address some of the most common errors made in filing. There will also be some practical tips offered to make filing your taxes less taxing.

Wednesday, February 15 • 12:00 p.m. ET *

[Join the webinar](#)

Wednesday, February 15 • 3:00 p.m. ET *

[Join the webinar](#)

* Note: These webinars do not require registration but space is limited so please open the link 10 minutes prior to the webinar in order to secure a spot. Since there is no registration there is also no reminder. You will not receive a reminder, so please add the webinar date/time/link to your Outlook calendar. The webinar is accessible from either personal computer, tablet, or the CG Network.

Also, if you are not able to attend a webinar or you want a 1:1 approach, 90 Day Money Coaching is also available as a free service through CG SUPRT. Money Coaches can assist and guide you with the end goal of teaching you new habits to increase your bank balances, lower debts, improve credit, and decrease financial stress. Coaching is available over the phone at times convenient for your busy schedule. Call CG SUPRT at 1-855-CG-SUPRT (247-8778) to schedule your first consultation today.

American Management Association webcast (registration required)

3 Keys to Successful Program Management



The skills needed for program management can differ significantly from those needed for project management. Program management is about maximizing the benefits realized with constrained resources in a changing environment; project management is focused on the efficient creation of a defined deliverable.

Wednesday, March 8 • 12:00 p.m. ET

To register, go to <http://www.amanet.org/training/webcasts/3-Keys-to-Successful-Program-Management.aspx>

Management Concepts webinars (on demand)



Taking Risks as a Supervisor: How to Enjoy Success and Recover From Failure

As a supervisor, you are required to make decisions every day. Every decision can be a gamble: will your decision lead to success or failure? Understandably, this responsibility can be daunting for both new and seasoned supervisors alike. But learning to take risks, and learning how to recover from risks that don't turn out as planned, is a key skill for successful supervisors.

http://learn.managementconcepts.com/taking_risks_as_a_supervisor

ARTICLES AND RESOURCES

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Us versus Them: Reframing Resistance to Change

<http://www.strategy-business.com/blog/Us-versus-Them-Reframing-Resistance-to-Change>

How to Boost Your (and Others') Emotional Intelligence

<https://hbr.org/2017/01/how-to-boost-your-and-others-emotional-intelligence>

Learning to Yield (Navigating Tough Conversations)

<http://www.edbatista.com/2017/01/learning-to-yield-navigating-tough-conversations.html>

The Gift of Humiliation

<https://seapointcenter.com/the-gift-of-humiliation/>

How Leaders Create Safety (and Danger)

<http://www.edbatista.com/2017/01/how-leaders-create-safety-and-danger.html>

4 ways to let the air out of your leadership ego

<http://smartbrief.com/original/2017/01/4-ways-let-air-out-your-leadership-ego>

CareerOneStop Veteran and Military Transition Center, sponsored by the U.S. Department of Labor

<https://www.careeronestop.org/Veterans/default.aspx>

The Merit System Principles, Keys to Managing the Federal Workforce, U.S. Merit Systems Protection Board, January 2017

<https://www.mspb.gov/mspbsearch/viewdocs.aspx?docnumber=1371890&version=1377261&application=ACROBAT>

Issues of Merit, U.S. Merit Systems Protection Board, Winter 2017

This edition features a range of articles on human capital management, including Believing You Can Make a Difference Makes a Difference at Work.

<http://www.mspb.gov/MSPBSEARCH/viewdocs.aspx?docnumber=1379457&version=1384839&application=ACROBAT>

TIPS AND TRICKS

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Make Feedback Feel Normal

Let's face it, giving and receiving feedback can be uncomfortable. To make it easier, you don't necessarily have to get better at saying the exact right thing; you just need practice. If you see someone doing something they can improve, offer your observations right away. Don't wait until your next meeting to provide your input; give it in the moment. You want as little time as possible between identifying and discussing the problem. After you address the problem, offer a "patch up" to help them know that you respect them. The biggest predictor of whether someone will become defensive after presented with feedback is the motive behind it. If they know that you're trying to help them and hold them accountable, they are less likely to push back.

Adapted from "[How to Make Feedback Feel Normal](#)," by Joseph Grenny

Why Other People Wreck Brainstorms (And How To Stop Them)

<https://www.fastcompany.com/3067587/work-smart/why-other-people-wreck-brainstorms-and-how-to-stop-them>

4 Steps to Improving Your Writing

You probably write on the job all the time: proposals to clients, memos to senior executives, a constant flow of emails to colleagues. How can you ensure that your writing is as clear and effective as possible?

- Challenge yourself to be more concise. If you chopped out a sentence or two -- or eight -- would the reader even notice?
- Identify your bad habits. Recognize jargon, passive constructions ("Something must be done!"), and imprecise language as bad habits that make it harder for others to get the meaning of what you're saying.
- Pair up with another writer. People tend to have complementary problems: Maybe you write too long and your colleague struggles to organize ideas. The job of an editor or a peer reviewer is to show you what you cannot see. That's why two flawed writers can make each other better.
- Build disciplined feedback into the writing process. When good writers are whipsawed by contradictory reviews, it leads to bad results. With sufficient notice and carefully organized review cycles, you can fix problems and keep your writing coherent.

Adapted from "[Your Writing Isn't As Good As You Think It Is](#)," by Josh Bernoff

GTCC Newsletter - January 2017 Edition

https://www.uscg.mil/psc/bops/govtrvl/Travel_Card/Travel_Manager/Newsletters/January_2017_GTCC_Newsletter.pdf

RECENT FLAG VOICES

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Flag Voice 468: Renegotiated Master Labor Agreement between USCG and AFGE Council 120

<https://www.uscg.mil/hq/cg1/flagvoice/fv468.asp>

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

COAST GUARD ALL HANDS AND COMPASS BLOGS

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Leadership: Watch, Listen, Learn

<http://allhands.coastguard.dodlive.mil/2017/02/06/leadership-watch-listen-learn/>

Paratus Report: Episode 16

<http://allhands.coastguard.dodlive.mil/2017/02/01/paratus-report-episode-16/>

Blended Retirement System Opt-In Training: Are you required?

<http://allhands.coastguard.dodlive.mil/2017/02/01/blended-retirement-system-opt-in-training-are-you-required/>

From the Homefront: Making the best out of some not so great orders

<http://allhands.coastguard.dodlive.mil/2017/01/26/from-the-homefront-making-the-best-out-of-some-not-so-great-orders/>

CG SUPRT: Free tax filing service with H&R Block

<http://allhands.coastguard.dodlive.mil/2017/01/19/cg-suprt-free-tax-filing-service-with-hr-block/>

Tricare and You -- Reservists injured or ill while on orders

<http://allhands.coastguard.dodlive.mil/2017/01/23/tricare-and-you-reservists-injured-or-ill-while-on-orders/>

Tricare and You -- Disasters and Emergencies

<http://allhands.coastguard.dodlive.mil/2017/01/16/tricare-and-you-disasters-and-emergencies/>

From the Homefront: CG SUPRT offers coaching to help you achieve wellness goals

<http://allhands.coastguard.dodlive.mil/2017/01/12/from-the-homefront-cg-suprt-offers-coaching-to-help-you-achieve-wellness-goals/>

Save the Coast Guard All Hands blog to your favorites or sign up to subscribe at:

<http://allhands.coastguard.dodlive.mil/>

RECENT MESSAGES

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ALCOAST 023/17: RESERVE HEALTH READINESS PROGRAM (RHRP) TEMPORARY SERVICE INTERRUPTION

https://www.uscg.mil/announcements/alcoast/023-17_ALCOAST.txt

ALCOAST 017/17: 2017 COAST GUARD ORGANIZATIONAL ASSESSMENT SURVEY (CG-OAS)

https://www.uscg.mil/announcements/alcoast/017-17_ALCOAST.txt

ACN 013/17: SITREP 3 -- HUMAN CAPITAL STRATEGY -- INITIAL NOTIFICATION OF ELIGIBILITY TO OPT-IN TO THE BLENDED RETIREMENT SYSTEM

http://www.uscg.mil/announcements/acn/013-17_ACN.txt

ALCOAST 010/17: ANNOUNCING THE 2016 INNOVATION AWARD SOLICITATION

http://www.uscg.mil/announcements/alcoast/010-17_ALCOAST.TXT

ALCOAST 009/17: CG SUPRT FREE BASIC ONLINE TAX FILING

http://www.uscg.mil/announcements/alcoast/009-17_ALCOAST.txt

ACN 009/17: DUTY TO PEOPLE -- HUMAN CAPITAL STRATEGY INITIATIVE -- OVERSEAS SCREENING

http://www.uscg.mil/announcements/acn/009-17_ACN.txt

ACN 008/17: DUTY TO PEOPLE - COAST GUARD HAZING AND BULLYING POLICY

http://www.uscg.mil/announcements/acn/008-17_ACN.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 (via Coast Guard workstation only)

CG SUPRT

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"Ask the Expert" Web Chat (registration required)

The next web chat on February 14th at Noon EST will feature the expertise of Dr. Joshua Coleman, Psychologist and Author. He will be discussing *The Honeymoon's Over -- What Now? Real life couple relationships*.



Sign up at <http://cgsuprt.lifespeak.com/> (username: cgsuprt, password: lifespeak)

Please note: users may ask questions in either French or English and choose to view the web chat in any one of a dozen languages.

Random Acts of Kindness Week

Wouldn't it be great to make someone happy without wanting anything in return? The second week in February is Random Acts of Kindness Week. Helping others is a standard part of Coast Guard culture but for one week, you can highlight what it's like to be a Good Samaritan. Help an elderly person cross the road. Give your neighbor a hand with her groceries. Offer your time at a local shelter or a charity that means something to you.

Here are a couple of articles to give you ideas on how to be even kinder to others -- and yourself -- this February:

Article: Helping Others: Finding Opportunities to Volunteer, Donate After a Natural Disaster or Traumatic Event

www.achievementsolutions.net/achievementsolutions/en/cgsuprt/Content.do?contentId=10255

Article: Self-compassion: Be Kind to You

www.achievementsolutions.net/achievementsolutions/en/cgsuprt/Content.do?contentId=42777

Visit www.cgsuprt.com for more health and wellness articles, resources, and free services like counseling and wellness coaching.

H&R Block Free Tax Filing Service offered through CG SUPRT!

CG SUPRT offers the H&R Block Tax Software for your 2016 taxes. File your Federal and State taxes online for free!

To learn more about the H&R Block Tax Software, please visit www.cgsuprt.com. *The free offer is only valid through the CG SUPRT site.*

Reminders

- Be sure to access H&R Block Tax Software through the link provided on the CG SUPRT website.
- Remember to wait until you receive all of your W-2s and other tax documents (1098 etc.) before you file your return. Otherwise, you may have to amend your return.
- Make sure you have your Adjusted Gross Income and Electronic Filing Pin from your 2015 tax return before you start your return. You can reset your pin at <https://www.irs.gov/Individuals/Electronic-Filing-PIN-Request>
- Remember that e-filing is subject to the IRS calendar. Though you may be able to complete your return, it will not be submitted to the IRS until the IRS begins accepting e-file returns on Jan 23th.
- If you are prompted for payment, please call CG SUPRT for assistance.
- H&R Block free-file allows for 1 Federal and up to 3 state returns per user.

Eligibility

The following individuals are eligible for the free tax filing service:

- All Active-duty and selected reserve service members of the U.S. Coast Guard.
- Spouses and dependent children of the services noted above, and who are authorized in DEERS.
- All civilian employees of the U.S. Coast Guard (non-contractors)
- Household members and dependents of U.S. Coast Guard civilian employees.

Questions?

If you have questions about this tax service or about your own tax returns, please call 1-855-CGSUPRT (247-8778) and ask to speak with a CG SUPRT tax consultant. Trained tax consultants are available by appointment Monday through Friday from 9 a.m. to 8 p.m., EST.

If you are experiencing financial difficulty or need advice on money matters, please contact CG SUPRT to work with a Personal Money Coach. Services are free and confidential, within the limits of the law.

INFOGRAPHIC

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10 Common Phrases & What You Can Use Instead

<https://cdn.grammarcheck.net/10-common-phrases-synonyms-infographic.jpg/>

6 Overused Words & What to Use Instead

<https://cdn.grammarcheck.net/6-overused-words.jpg>

5 Basic Rules of English Writing That Everyone Should Know

<https://cdn.grammarcheck.net/5-rules-of-english-writing.jpg/>

The next issue of CGHR: On the Radar Screen will be issued on March 7, 2017.

CGHR: On the Radar Screen archives (2006-2016) are located on CG Portal, keyword "CGHR" (via Coast Guard workstation only)

Advisory Notices from Civilian Human Resources (ANCHR) are archived on the CG Portal, keyword "ANCHR" (via Coast Guard workstation only)

