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CGHR: On the Radar Screen

March 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



Investing: A Beginner's Guide

You don't have to be a big time investor to have success on Wall Street. Our goal is to help you understand the basics of investing so that you can confidently contribute to an employer-sponsored retirement plan or take steps to invest your hard-earned savings to fund long-term goals.

Wednesday, March 22 • 12:00 p.m. ET *

[Join the webinar](#)

Wednesday, March 22 • 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)

Managing Culture and Diversity in the Global Workplace



Diversity can create complexity and negative tensions in the workplace. Yet these differences can also be an organization's greatest strength. More than ever, individuals and organizations are operating in a world with increasing opportunities for cooperation as well as threats of conflict.

Wednesday, April 12 • 12:00 p.m. ET

To register, go to <http://www.amanet.org/training/webcasts/Managing-Culture-and-Diversity-in-the-Global-Workplace.aspx>

ARTICLES AND RESOURCES

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Why integrity is the foundation of a peak performance leader

<http://www.smartbrief.com/original/2017/02/why-integrity-foundation-peak-performance-leader>

Coaching to empowerment: How to promote personal responsibility

<http://smartbrief.com/original/2017/02/coaching-empowerment-how-promote-personal-responsibility>

The Surprising Benefit of Being Inflexible: How No-Exception Priorities Protect Your Productivity

<https://michaelhyatt.com/inflexible.html>

Why Setting Goals Can Actually Make You Less Successful

<https://www.fastcompany.com/3067813/why-setting-goals-can-actually-make-you-less-successful>

It's Not Too Late: Resolve to Have a Successful Year

<http://www.govexec.com/excellence/promising-practices/2017/02/its-not-too-late-resolve-have-successful-year/135252>

Show Empathy for Your Team

There's no doubt that people want to feel appreciated and listened to at work. As a leader, it's your job to create an empathetic environment where everyone feels valued. Here are a few simple things you can do to show empathy for your team:

- Observe, listen, and ask questions. Stop assuming that you know what people are thinking and feeling -- you probably don't. There's always more to learn if you're quiet and curious.

- Stop multitasking. If you're writing an email to one person while talking with another, neither one is getting the best of you. Put your phone down and give your full attention to the person in front of you.
- Don't give in to distractions. There's always a deadline looming, a crisis to deal with, or an annoyance to put to rest. It's important to slow down and take a step back from all of this stress. Practice mindfulness, and encourage your employees to do the same. Let them know it's OK to take some time for themselves.

Adapted from "[If You Can't Empathize with Your Employees, You'd Better Learn To](#)," by Annie McKee

TIPS AND TRICKS

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How to make time for answering emails

<https://hbr.org/2017/02/3-ways-to-make-time-for-the-little-tasks-you-never-make-time-for>

What's the Difference Between Grammar Correction and Grammar Trolling?

<https://www.grammarly.com/blog/grammar-correction-or-trolling>

RECENT FLAG VOICES

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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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Military Saves Week: 5 Ways to Build an Emergency Fund

<http://allhands.coastguard.dodlive.mil/2017/03/03/military-saves-week-5-ways-to-build-an-emergency-fund-2/>

Military Saves Week: Simple Steps to Save Successfully

<http://allhands.coastguard.dodlive.mil/2017/03/02/military-saves-week-5-ways-to-build-an-emergency-fund/>

Military Saves Week kicks off

<http://allhands.coastguard.dodlive.mil/2017/02/27/military-saves-week-kicks-off/>

Paratus Report: March 2017, Episode 1

<http://allhands.coastguard.dodlive.mil/2017/03/01/paratus-report-march-2017-episode-1/>

Distinguished graduate represents Coast Guard

<http://allhands.coastguard.dodlive.mil/2017/02/28/distinguished-graduate-represents-coast-guard/>

All-Star Coast Guard civilians graduate leadership program

<http://allhands.coastguard.dodlive.mil/2017/02/14/all-star-coast-guard-civilians-graduate-leadership-program/>

Spouses support and connect over the miles

<http://allhands.coastguard.dodlive.mil/2017/02/23/spouses-support-and-connect-over-the-miles/>

Tricare and You -- Denied Procedures

<http://allhands.coastguard.dodlive.mil/2017/02/27/tricare-and-you-denied-procedures/>

Tricare and You -- Viewing your medical record

<http://allhands.coastguard.dodlive.mil/2017/02/20/tricare-and-you-viewing-your-medical-record/>

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 046/17: 2016 National Coast Guard Reserve Awards Solicitation

https://www.uscg.mil/announcements/alcoast/046-17_ALCOAST.txt

ALCOAST 040/17: Solicitation for Applications for the Massachusetts Institute of Technology (MIT) Seminar XXI Program

https://www.uscg.mil/announcements/alcoast/040-17_ALCOAST.txt

ALCOAST 034/17: SITREP 4 - Human Capital Strategy - Blended Retirement System (BRS) Opt-In Training Course

https://www.uscg.mil/announcements/alcoast/034-17_ALCOAST.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 March 14th at 3pm EST will feature the expertise of Dr. Joti Samra, Psychologist and Professor. She will be discussing *How to get a good night's sleep and wake up feeling good.*



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.

Top Tax Tips to Remember

Taxes. The dreaded time is upon us. Before you moan and groan, take a moment to read a few quick tips. We've got some insight that will hopefully make this tax season a little bit easier.

The Sooner You File the Safer You Are

Remember the announcement several years ago saying that fraudsters got billions of dollars in fraudulent tax refunds?¹ One of the ways thieves managed to get victims' money was by filing early and using stolen information. You may not realize you're a victim until you try to file your own taxes, and the IRS says, "Hmm, looks like you already did this." Two ways to avoid that is by (1) filing as early as possible to beat the fraudsters, and (2) by getting an [Identity Protection PIN](#) through the IRS. You use the PIN every time you file, so the IRS knows it's really you and not a thief.

Get the Right Links to the Right Places

With so many advertisements cluttering your web browser, how do you know you're getting the correct tax form and not some scam or promotion that requires a special fee? Go straight to the source -- [the official IRS website](#). They have a "[Forms & Publications](#)" web page with current tax forms, eBooks, forms from previous years, and even descriptions of each form so you know what you're getting into. They also provide different formats for people who prefer large print, text versus HTML, voice-recognition or screen-reading capabilities, and more.

Clean Up Your Records

Once you're done filing your taxes, you probably never want to look at a form again (at least until next year), but taking the time to properly store or get rid of tax documents will make things much easier moving forward. For example, always keep copies of your tax returns so you can reference them for future tax returns and/or any possible amendments. Any other documents used for taxes need to be saved or properly discarded (i.e. cross-shredded to keep them out of the hands of fraudsters).

The amount of time you keep a document that is not a tax return depends on the event, action or expense recorded in that particular document. You may have to keep it for as little as three years or indefinitely. The IRS gives a [set of rules](#) to help you figure out how long to keep a particular record. Just remember that even if you no longer have to keep a document for tax purposes according to the IRS, you still want to make sure you don't need it for something else (like insurance) before you get rid of it.

Talk to Your Personal Tax Specialist

The last tip we have for you is the one we're most excited about -- your Money Coach Tax Specialist!

Your Money Coach is someone you can trust when it comes to taxes. Each person on our MSA Tax Team is a financial professional with years of experience, and they all have a passion for helping people just like you. Plus, they take your entire financial picture into account.

When you work with a Money Coach, you can tackle the hard questions about taxes AND you have

the opportunity to explore goals and challenges in other areas of finance. They can also tell you how to get a discount on tax preparation services and get you connected with a Fraud Resolution Specialist™ for more information about protecting your identity.

Taxes don't have to be a burden when you've got a team of money coaches to walk alongside you. For answers and peace of mind, talk to your Money Coach. Call 888-724-2326 today.

¹Ohlemacher, Stephen. "IRS Refunds Billions to ID Thieves." The Sacramento Bee. 8 Nov. 2013: B6.

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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48 Awesome Resources for Creating a Workplace Culture People Love

<http://www.humanresourcestoday.com/edition/weekly-employment-law-onboarding-2017-02-18>

How to Write Better Emails

<https://cdn.grammarcheck.net/write-better-emails-infographic.jpg>

British vs. American English

<https://cdn.grammarcheck.net/british-vs-american-english-infographic.jpg>

The next issue of CGHR: On the Radar Screen will be issued on April 4, 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)

