

## A Message from the Director

DCHR Team:

DCHR represented the District Government at the *Path2Work* Job Symposium, which was held April 14 at the Washington Convention Center. The event was a success — with hundreds in attendance and the District Government offering the most on-site job offers of any employer! In addition, DCHR's ever-popular Ranking Factors class was held at the Symposium to support candidates during the D.C. application process, and there was standing room only for many of the ranking factors sessions. I also got a chance to speak about what the District looks for in prospective employees. The purpose of Path2Work was to motivate the unemployed District residents seeking gainful employment, and I believe we had a hand in accomplishing that mission. Kudos to everyone who helped our agency prepare for this event — and thank you to those agencies that attended!



Also, May marks the beginning of National Family Month, and DCHR will be having a National Family Month celebration. More information on the event is offered below in this newsletter, but for further inquiries, please contact Richan Gaskins.

As always, if you have any comments, suggestions or concerns, please feel free share them with your supervisor or with me.

  
Shawn Y. Stokes  
Director

## Administration News

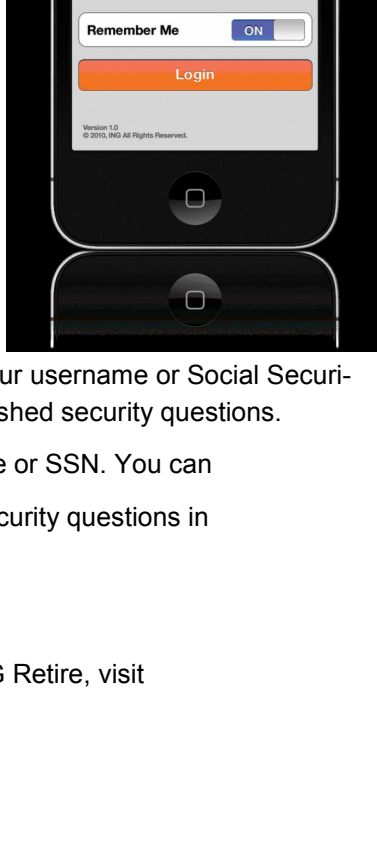
### Mobiliz-ING

Our partners at ING recognize the speed of technology and life nowadays, and have now made it possible for everyone to manage their retirement plan at their convenience. Their new ING Retirement Plan mobile account application is available in the iTunes App Store and the Android Market. Some of the account details you can view on the go are:

- Current balances
- Balance history
- Balances by asset class and fund
- Personal rate of return
- Fund performance
- Contribution history

**You can also:**

- Transfer money among funds (subject to ING's Excessive Trading Policy)
- Reallocate your account balance
- Change how future contributions will be invested



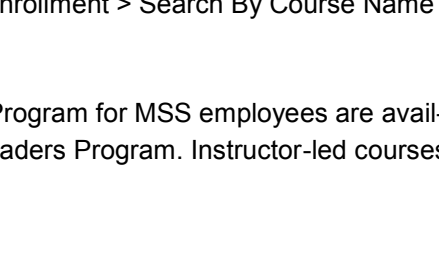
Once you've downloaded the app you'll need to enter your username or Social Security number (SSN) and password and answer your established security questions.

Similar to the Plan website, you can save your username or SSN. You can also register your device so you can avoid answering security questions in the future.

For more information on the features and benefits of ING Retire, visit <https://mobile.ingplans.com>.

### What's New in WDA?

This year Workforce Development is equipping **Training Coordinators** with more tools and resources to help them manage their training more effectively. The newly created Training Coordinator's "Chat & Chew" is a forum where training coordinators from District agencies meet to discuss training issues and employee development strategies. The next meeting time and location is TBA.

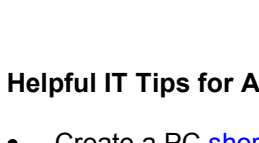


For a list of all training coordinators in the District, you can find them at <http://wda.dc.gov/training-coordinators>.

### 2012 Mandatory Courses and Training

The Ethics training (*separate from the pledge*) deadline is December 31, 2012. The new webinar is available through PeopleSoft — visit <https://ess.dc.gov> > Self Service > Learning and Development > Request Training Enrollment > Search By Course Name > Ethics Webinar).

Also, The Professional Development Certificate Program for MSS employees are available in online courses through the DCHR MindLeaders Program. Instructor-led courses will be available soon.



### Develop your Public Speaking Skills

Looking for a fun way to improve your communication and leadership skills? Join Toastmasters!

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month

Location: 441 4<sup>th</sup> Street NW-(Judiciary Square) 850N

Email for more info: [Kira.wilkinson@dc.gov](mailto:Kira.wilkinson@dc.gov)

### "Lets Go FY12"—Performance Management

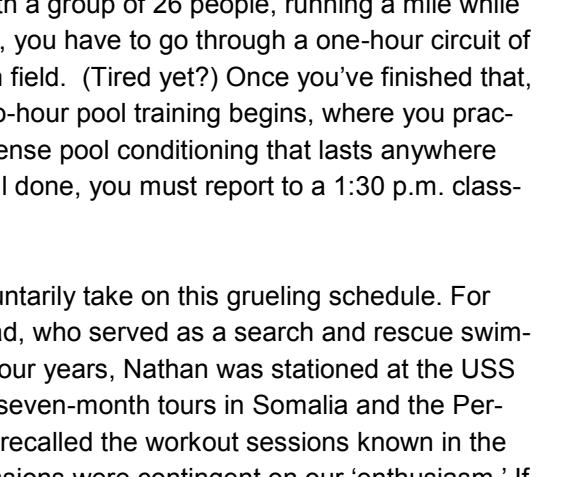
Coming soon – We've identified agencies who have non-traditional tours of duty and have a heavy blue-collar workforce – these agencies have been deficient in receiving full HR Performance Management services. For the first time ever the Performance Management Unit (PMU) has launched a new initiative where we can provide the appropriate and necessary information sessions for them. Stay tuned!

### The IT Corner

Our IT department is a cornerstone to the agency, and has serviced us through our frequent technological changes. Now, every month they will give us important and helpful tips on how we can properly maintain our computers. For more information from the IT Department, please contact [DCHR.IT@dc.gov](mailto:DCHR.IT@dc.gov).

#### Helpful IT Tips for April

- Create a PC [shortcut key](#) to a favorite web page by following the below steps. Once this has been created you can have shortcuts to your favorite web pages on your desktop or anywhere else on the computer.
- Disable unnecessary Windows services, settings, and programs that slow down your computer.
- Take full advantage of the right-click any time you highlight text or wish to view the properties of an object. For example, if you highlight a file or text, you can right-click that highlighted item copy it and then right-click anywhere else to paste it.
- You can enlarge the text on any Web page. In Windows, press Ctrl and the plus or minus keys (for bigger or smaller fonts); on the Mac, it's the Command key and plus or minus.
- You can tap the Space bar to scroll down on a web page one screenful. Add the Shift key to scroll back up.



### Navy Blue

Try to imagine it... waking up at 6 a.m. with a group of 26 people, running a mile while carrying heavy equipment to a pool. Then, you have to go through a one-hour circuit of pushups, sit-ups, and pull-ups on an open field. (Tired yet?) Once you've finished that, you go for a three-mile run. Next, your two-hour pool training begins, where you practice rescue techniques, followed by an intense pool conditioning that lasts anywhere from 30 minutes to an hour. After this is all done, you must report to a 1:30 p.m. classroom session.

It's hard to believe that anyone would voluntarily take on this grueling schedule. For four years, this was the life of Nathan Head, who served as a search and rescue swimmer for the United States Navy. In those four years, Nathan was stationed at the USS Bonhomme Richard (LHD6) and did two, seven-month tours in Somalia and the Persian Gulf, respectively. He laughed as he recalled the workout sessions known in the Navy as PC, "Those pool conditioning sessions were contingent on our 'enthusiasm.' If we weren't into it, it would be a while. But it did put me in the best shape of my life." Nathan first entered the Navy as a means to help with his college tuition, and as a result earned himself much more. Outside of the Naval Achievement Medal he was awarded for his search and rescue abilities, he said the Navy taught him responsibility, respect for his superiors, time and money management, and made him more patriotic and appreciative of this country.

### Mark Your Calendars — May is National Family Month

On May 18, DCHR will be holding an informal brown bag celebration of National Family Month. National Family Month is a five-week observance period of the bond of families starting from Mother's Day to Father's Day Weekend in June. In preparation for this celebration, we ask DCHR employees to send pictures of their family to [dchr\\_email@dc.gov](mailto:dchr_email@dc.gov) for inclusion in a special project! More details on the May 18 event to come!



**April 2012**

The Star provides employees with DCHR news and information via e-mail. If you would like to submit a story or information, please send your content to your team's newsletter point of contact or to [Richan.Gaskins](mailto:Richan.Gaskins).

### HR Advisors' Corner

The following information is for HR Advisors. If you have any questions, please contact HR Specialists, [Nicole Cook](mailto:Nicole.Cook) or [Troy Higginbotham](mailto:Troy.Higginbotham).

#### Office Move

Effective Monday, April 23rd, 2012, the Office of the Director will be moved down to Suite 310 South, and Suite 850 North will now be the Office of the General Counsel.

#### Emergency Contact

Have you checked your personal information in PeopleSoft recently?

For your own well-being, make sure that your emergency contact information is up to date.

Your emergency contacts will be notified in the event of any incidents or emergency that happens while at work, so it's important to keep that information updated.

Login to [PeopleSoft](#) and go into 'Personal Information' to make the necessary changes.

#### Changes in HR Service Requests for Designated Agencies

For certain agencies, changes have been made regarding their DCHR representative for handling HR related requests. Career Service processing for the following agencies will now be handled by the DCHR Recruitment and Staffing Division:

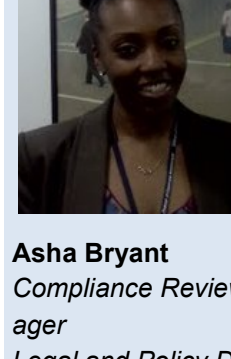
- Justice Grants Administration
- Office of Risk Management
- Office of Victim Services
- Office on Asian and Pacific Islander Affairs
- Office on Latino Affairs
- Office of Boards and Commissions
- D.C. Taxicab Commission
- D.C. Office on Aging
- D.C. Sentencing and Criminal Code Revision Commission

All related Executive and Excepted Service actions will continue to be handled by the Office of the Director. If you have any questions or require additional information, please call (202) 442-9700.

#### Domicile Requirement Reminder

All Executive and Excepted Service employees are reminded that they must submit their 15 required proofs of residency within 180 days of their appointment or confirmation date. Any Executive or Excepted Service employee who has not submitted their document proofs should contact the DCHR Office of the Director at (202) 442-9600.

### Welcome to DCHR



**Ruth Holt**  
Staff Assistant  
Compensation & Classification

### Farewell

After 3 years of serving DCHR as an HR Specialist, **Connie Gorum** will be leaving us to join the Office of Risk Management. Best of luck, Connie!

Compensation and Classification member **Dana Green** will be leaving to go to join the Department of General Services. Best of luck, Dana!

### Links

[dchr.dc.gov](http://dchr.dc.gov)

[DCHR Intranet](#)

[Employee Benefits](#)

[Training and Development](#)

[Employment Opportunities](#)

[Employee Self Service](#)

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