



THIS JUST IN

July 2016

WELCOME TO TJI



Welcome to the July 2016 issue of This Just In (TJI). The Office of Human Capital (OHC) publishes TJI each month to keep you informed and up-to-date on the most important activities and events across CMS. We would like to know what you appreciate or what you would like to change about TJI. We hope to make this newsletter informative and useful to you. Please submit comments or suggestions to the [CMS Internal Communications](#) resource box. To access [current](#) and [archived](#) issues, click the TJI links on the [CMSnet](#) homepage.

For information about CMS including Hot Topics, Messages from CMS Leadership and Leadership and Organizational Changes, please visit the [Administrator's Corner](#).

Find out more about what's happening at CMS – visit [Initiatives and Campaigns](#) and the [Beneficiary Data Protection Initiative](#) on the CMS home page.

Please visit the [This Just In online survey](#) to let us know what you think about the new, electronic version of This Just In. You can let us know if we're meeting your needs, and if there are other topics you'd like us to include.

TABLE OF CONTENTS

3 Table of Contents

5 CMS News

- 5 Leadership Announcements
- 8 General Announcements

9 Human Capital Corner

- 10 Awards
- 12 HR Information
- 14 Training Opportunities

16 Technology Tips

- 16 Webex Tip of the Month
- 17 Microsoft Lync Tip of the Month
- 18 Other Tips for July

20 Acquisition Alert

21 Important Dates and Upcoming Events

22 Baltimore News

- 22 Announcements
- 24 Important Dates
- 28 Employee Activity Association (EAA)
- 29 Large Meetings at CMS

30 Regional Office News

31 Manager News

- 31 Announcements
- 32 Development & Recognition Board (LDRB)
- 32 Important Dates

33 Calendar of Events

- 33 All Employees
- 33 Baltimore Events
- 34 Manager Events
- 34 Regional Office Events
- 34 Bethesda Events



2016

**PUBLIC
SERVICE
RECOGNITION
WEEK**

**May
1st - 7th, 2016**

*Thank you for
your service!*



LEADERSHIP ANNOUNCEMENTS

Office of Acquisition and Grants Management



Melissa Starinsky joined CMS as the Director of the Office of Acquisition and Grants Management (OAGM). Melissa's name and face will be familiar to many of you, as she has worked for CMS in multiple capacities over the course of her career. She returns to CMS after serving as the Director of the Federal Acquisition Institute for the General Services Administration, where she was responsible for delivering acquisition training to more than 200,000 people, as well as certification to more than 70,000 civilian agency acquisition workforce members. From 2010-2013, she served as Senior Contracting Officer on the Medicare Administrative Contractor (MAC) Program and also as the Deputy Director of OAGM. Melissa is thrilled have returned to CMS to reunite with former colleagues and to join the entire talented, dedicated, and committed team within OAGM and across the agency to deliver on our very important healthcare mission. Please join us in welcoming Melissa back to CMS.



Derrick Heard will return to his position as Deputy Director of OAGM, as a new member of the CMS Senior Executive Service team. Derrick graciously agreed to act as Director of OAGM after Dan Kane's retirement in February, and his work over the last few months has been outstanding. As the Deputy Director, Derrick will continue to lead the award and administration of all CMS contracts and discretionary grants, amounting to over \$9 billion annually, and will continue to support CMS in accomplishing its mission critical functions. Derrick has over 26 years of experience in federal procurement, working with the Department of Defense, the Internal Revenue Service and, for the past 16 years, here at CMS. Derrick is a career acquisition professional and has acquired extensive knowledge in managing and applying Federal acquisition regulations, policies, and procedures. He has led wide-spread, strategic change by devising and implementing an innovative and transformative agency-wide approach to acquisitions and contractor oversight.

Thanks to **Don Knode** and **Debra Hoffman** in OAGM for stepping into different roles during the leadership transition. Don served as Acting Deputy Director of OAGM and Debra Hoffman served as Acting Director for the Information Technology Contracting Group (ITCG). We are grateful for the dedication and expertise all of these individuals have brought to CMS and the contributions they have made to this Agency over their years of service.

Office of Communications

Juliet Johnson joined the CMS team as the new Director of the Office of Communications (OC). Juliet is a senior-level public affairs and communications professional with extensive experience in the public and private sectors. Most recently she served as Senior Vice President for Ketchum Communications. Prior to Ketchum, she served as the Deputy Chief of Staff and Director of Communications for the Office of Congresswoman and Chief Deputy Whip Diana Degette. Juliet brings to the position a wealth of health care strategic communications experience and we are excited to have her on board. Juliet will focus on the many priority communications efforts underway in the upcoming months including the Quality Payment Program, Delivery System Reform, Medicaid Modernization, and Marketplace Open Enrollment. We want to thank Mary Wallace for juggling two roles for the last several months as we worked to fill this position.

Josh Peck will be the new Chief Marketing Officer for the Marketplace to recognize and support the importance of consumer growth and retention strategies. Josh has worked for the last year as a Senior Advisor in OC, focusing on expanding direct marketing activities for Marketplace consumers. He and the team have done amazing work to revolutionize this space. While Josh will continue to live and work in OC and work on outreach to current and prospective consumers, this role will also report to the Marketplace CEO and coordinate with teams across the Marketplace.

Office of Human Capital



Captain Scott Helgeson is the new Deputy Director, Employee Services Group (ESG) in the Office of Human Capital. He will be working closely with the director, Lonni Giroux, to lead the agency's training and development programs, internal communications, pay and benefits, and facilities and space management. More specifically, he will be instrumental in developing and implementing the strategic plan for utilizing our real property, ensuring components have the requisite space needed to accomplish their mission while meeting OMB's (Office of Management and Budget) requirement to reduce the footprint. Captain Helgeson has managed training, compensation, human resources and construction projects throughout his career. With this leadership and supervisory experience he also brings strong skills in project management, and continuous quality improvement methodologies. Captain Helgeson was commissioned in the United States Public Health Service (USPHS) in 1992.

Center for Medicaid and CHIP Services



Anne Marie Costello has been selected as the permanent CMCS Director of the Children and Adults Health Programs Group (CAHPG). Anne Marie joined CMCS in 2010, and has made extraordinary contributions to implementing major provisions of the Affordable Care Act in the development of eligibility and enrollment policy for our beneficiaries. She played a key role in streamlining the eligibility and enrollment process, the expansion of Medicaid coverage to low-income adults and the coordination of Medicaid, Children's Health Insurance Program (CHIP), and Marketplace coverage. She has ensured timely processing of Medicaid and CHIP state plan amendments and Basic Health Program (BHP) Blue Print revisions; led the development of regulations and sub-regulatory guidance; supported the development, collection and reporting of the Child and Adult Quality Core Measure Sets; and guided quality improvement initiatives on maternal and child health, children's oral health and prevention. Anne Marie is a nationally-recognized expert on health policy, particularly as it pertains to health coverage for the low-income population. Anne Marie has also served as the Director of the Bureau of Compliance at the New York State Department of Health and the Director of Programs at the New York Children's Defense Fund.

*If your actions inspire
others to dream more,
learn more, do more and
become more, you are a
leader.*

— JOHN QUINCY ADAMS

GENERAL ANNOUNCEMENTS

Performance Management Appraisal Program (PMAP) Mid-Year Progress Reviews: Mid-year performance reviews continue to be conducted throughout July. Employees are encouraged to review their performance plans so they are prepared to discuss their progress and accomplishments with their manager. Please visit the [Performance Management Appraisal Program \(PMAP\)](#) webpage to access the PMAP resources for employees.

Coming soon! My Workplace Transition: CMS is in the process of transitioning all users to the **My Workplace Business Productivity Suite**, which offers a variety of services. CMS will be utilizing the *My Workplace E-mail* offering. After your transition, you will have access to improved services for managing e-mail mailbox sizes, archiving, mobile device management, and document sharing. Visit the [My Workplace Link](#) for information. [My Workplace training](#) is available and we highly recommend that you take the training before the migration begins. Visit our [Frequently Asked Questions](#) page or email your questions to [My Work Place team](#).

Enterprise User Authentication (EUA) Modernization – Coming Your Way in the Summer of 2016!
The new system provides enhancements that will benefit the entire EUA User Community:

- › Easier process for password reset by enabling self-service, resolve issues without calling the IT Service Desk!
- › Easier change and synchronization of passwords!
- › Efficient process for updating and syncing personal profile information!
- › Refined user interface that allows more intuitive search capability and reduces “clicks” to achieve quicker results!
- › Robust search feature allowing one click to find status!
- › User community training will be conducted prior to implementation.

Please be on the lookout for more information over the next few weeks! WebEx training, a new user guide, and YouTube video training will be available!

CMS Mentoring Program: The CMS Mentoring Program is currently experiencing a shortage of mentors grade GS-12 and higher. Join today and experience the satisfaction of giving back!

Why become a mentor?

- › Build your leadership skills
- › Improve your communication skills
- › Expand networking opportunities

Do mentors have to be in a leadership role? Absolutely not! We firmly believe that everyone has something to offer. Mentors can provide guidance about general career, CMS culture and or leadership skills. Don't miss this opportunity to inspire, achieve and grow!

To learn more about the CMS Mentoring Program, please visit our [CMS Mentoring Webpage](#). Interested in becoming a mentor? Complete [an application](#).

Contact: [CMS Mentoring Program](#) at 410.786.7838.

Coming Soon! Report Threats, Incidents and Suspicious Activity Online! The Office of Support Services and Operations (OSSO) has formed the CMS Incident Management System (CIMS), a new, user friendly system that allows CMS Personal Identity Verification (PIV) card holders to report threats, incidents and suspicious activity over the intranet. The new system will allow OSSO's Security Management Group to electronically manage security incidents and allow CMS PIV card holders to track the status of reported events. More information coming this summer! For more information, contact: [Physical Access Management Team](#).



College Care Kit: The transition from home-life to college-life can be extremely stressful for both students and parents. Knowing that your child has fundamental guidance can go a long way to reducing your concerns. That's why there is a valuable care package designed to equip students with products and tools that can address their health, safety and academic success. To request your College Care Kit, contact [WorkLife4You](#) at 800.222.0364. Be sure to speak with a specialist about other resources available for your college-bound teen. [WorkLife4You](#) access is free to CMS employees and their household members.

HUMAN CAPITAL CORNER

AWARDS

Atlanta Federal Executive Board Award

Winners: The Federal Executive Board (FEB) awards are given to honor outstanding men and women who have performed exceptional and meritorious work in the Federal Government. CMS' Atlanta FEB winners for 2016 are below.

Congratulations to Dr. Karla E. Taylor –

Outstanding Achievement in Diversity: For her unwavering commitment and leadership in coordinating a staff led and management supported approach to improving Employee Viewpoint Survey (EVS) results for CMS' Division of Medicare Health Plans Operations (DMHPO).

Under her leadership, the Division's EVS participation rate reached 98 percent



Dr. Karla E. Taylor

and the EVS scores ranked either first or second across the 10 regional offices within one year (a participation rate increase of 53 percent)! DMHPO Atlanta's ranking within the four EVS indices consistently ranks in 1st or 2nd amongst the other Consortium for Medicare Health Plans Operations regional offices.

Congratulations to Kitichia Weekes and Shannon Comage (Consumer Operated and Oriented Plan [CO-OP]) Wind Down Team)–

Outstanding Team Award: In 2014, the Affordable Care Act instituted the Consumer Operated and Oriented Plan (CO-OP) designed

to help create nonprofit, member-controlled health insurance plans offer ACA-compliant policies in the individual and small business markets. The approved CO-OPs received federal funding via grants and loans as startup funding across 24 states. Unfortunately, many of the CO-OPs had to "wind down" their operations due to the inability to generate the necessary revenue to repay the federal loans. Kitichia and Shannon were name requested within 24 hours, to support the wind down operations of three CO-OPs in separate states within Region IV immediately upon the agency being informed of the CO-OPs declining financial status. The duo spend several weeks on site at the respective locations (Lexington, KY, Knoxville, TN and Columbia, SC), while keeping a pulse on their regular work assignments. They were requested to serve in this role due to their previous experience in overseeing Medicare Advantage plan termination activities and their ability to work collaboratively with multiple entities. The CO-OP wind down was a new experience for the



Kitichia Weekes



Shannon Comage

agency, placing them in uncharted waters with limited to no guidance on how to proceed. Nevertheless, this dynamic duo made it their mission to ensure that the 138,612 CO-OP members did not have a lapse in health care coverage during this tumultuous time.

HHS GREEN CHAMPIONS AWARD

The Green Champions Award honors outstanding HHS employees and Native American tribal members involved in various sustainability efforts in the areas of good neighbor; change agents; corporate responsibility; electronic stewardship/data center consolidation; environmental stewardship; energy and fleet management; green procurement; Sustainable Acquisitions; Sustainable Design and Facilities, and Regional Planning; and Water Use Efficiency and Management.



CMS' FY 2015 Green Champions are:

Non Landholding Organization/Small Group- Parking Lot Island Tree Watering (CMS)

Nell Breen, Gina Lambros, David Zbigniew Rembowski, Stephen Jahnke, James Wack

Since the original construction of CMS Headquarters Complex, many of the original trees in the parking lot islands have died. A number of factors contributed to the die off of these trees including poor soil conditions and drainage, lack of irrigation, drought and plant disease. This project is a test pilot to replant seven (7) islands with trees after digging out and amending the existing soil to create better drainage and adding an underground water reservoir with a wicking system to supply water directly to the roots of the trees during low rainfall conditions. If this project is successful, we will expand it to add trees in other islands that have no trees.

Non Landholding Small Group- Electronic Medicaid Operations Workflow Conversion (CMS)

Alice Hogan, Tandra L. Hodges, Elaine Elmore

Since most employees participate in the telework program, the Division of Medicaid and Children's Health Operations Atlanta Regional Office replaced a tedious paper-oriented process with an electronic process to enhance the internal processing of time sensitive work products such as the Medicaid state plan amendments and waivers. To process the work from various alternate duty station (ADS) locations, the team worked with a Sharepoint contractor and created a workflow process that routes items requiring review and decisions through designated managers for signoff. The workflow process is automated, so as each individual completes their review, the next reviewer is notified and can begin the process until the final action is complete.

A complete list of the winners is available at [2016 HHS Green Champions](#).

HR INFORMATION

The Office of Human Capital, Employee Services Group presents 2016 Federal Benefits Seminars: *"Touching Lives...Changing Lives"*

The July course is: **Social Security Retirement**. Do you know the criteria for a spouse to qualify for a social security retirement benefit? Come learn how to determine if you or your spouse are eligible to receive social security benefits, as well as how benefits are calculated. You will also learn about social security disability retirement and how your Federal retirement health insurance correlates with Medicare, and so much more!!

- › [CMS Central Office Employees](#)
- › [CMS Virtual Employees](#)
- › Watch LIVE visit: [YouTube Live Streaming](#)

2016 FEDERAL BENEFITS SEMINAR

Social Security Retirement

July 21st

1:00 pm-3:00 pm



CMS Auditorium

VTC/audio lines: 1-877-267-1577

Meeting I.D.: 992.334.840

Reasonable Accommodation Needs: Employees must request reasonable accommodations by contacting the [HR Center Helpdesk](#) at 410.786.3936. Sign language interpreting will be provided. If you need additional information, please email the CMS [HR Center Helpdesk](#). Prior supervisory approval is required to attend this event.

Voluntary Leave Transfer Program: The Division of Pay and Benefits (DPB), Employee Services Group (ESG), in the Office of Human Capital (OHC) manages the Voluntary Leave Transfer Program (VLTP). For your convenience, DPB has established an Outlook Resource Mailbox for employees and managers. You may use the [VLTP Resource Mailbox](#) to submit a new VLTP application, submit an application to donate annual leave to a current recipient, and/or communicate with the specialists that manage the program. The email address is VLTP@cms.hhs.gov in the Global Address List in Outlook. The name is displayed as "CMS VLTP".

The VLTP allows current Federal Employees to donate annual leave to other employees who need leave because of a medical emergency that may require an employee's absence from duty for a prolonged period of time and results in a substantial loss of income to the employee. Employees cannot use leave donations until all accrued leave (sick and annual) has been exhausted. Employees may not donate leave to their manager. Additional information regarding the VLTP may be found on the [CMS VLTP webpage](#). For more information, please contact the VLTP Coordinator [Donnette Shaw](#) at 410.786.3134, or the [VLTP Resource Mailbox](#).

Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

1. Applicant's name (Last, first, middle)		2. SSN (last 4 digits)
4a. Position title	4b. Pay plan	4c. Grade/pay level
5. Name of organization (Agency, Department, Office, Division, Branch, etc.)		6. Office telephone
7. Nature and severity of the medical emergency		
8. Individual affected by medical emergency (check one) <input type="checkbox"/> Employee <input type="checkbox"/> Employee's family member		9. Date medical emergency began
		10. Date medical emergency (or is expected to)
11. Name of physician who will verify the medical emergency. (Attach documentation from the physician (or other appropriate official) showing the diagnosis, prognosis and duration of illness.)		
12. What is the applicant's annual and sick leave balances as of end of last pay period?		
Annual leave balance →	Sick leave balance →	13. How many hours of leave will be used for this medical emergency? Hours →
14. Provide a description of the medical emergency to be distributed to servicing personnel offices so that other employees can donate annual leave to the applicant. <input type="checkbox"/> Check box if applicant does not want a description distributed. <input type="checkbox"/> Check box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.		Description of medical emergency

TRAINING OPPORTUNITIES



Prior supervisory approval is required to attend training during duty hours.

FREE Training through the CMS Leadership Institute: Featured Courses available NOW!

Central Office employees may log into the Learning Management System ([LMS](#)) to register for training courses offered by the CMS Leadership Institute (CMSLI) through December, 2016. Courses are available for all categories of employees: Non-Managers, Team Leads, Project Leads, Technical Advisors and Managers. Simply access the [2016 CMSLI Course List](#) for available course offerings and dates. Regional Office employees may access the [2016 Regional Office CMSLI Course List](#) to register for any of the 16 training webinars and 4 VTC sessions.

For detailed information on each of the course offerings, please view the [2016 CMSLI Course Catalog](#). You may direct any inquiries to the [CMS Leadership Institute](#). Commit this year to invest in your career development and register today!

CMS Performance Management University (CMS PMU) Project Management Courses: Are you interested in continuing your professional development? The Office of Enterprise Information (OEI) is sponsoring two courses in July:

CMSPMU 104 Scheduling and Cost Control

Tuesday, July 19, 2016 –
Friday July 22, 2016

CMSPMU 100-01 Project Management Fundamentals Overview

Thursday, July 28, 2016

These courses provide foundational information that will help you satisfy the HHS Leadership and Management Competency “Project Management”. You may learn more about these courses and enroll on the [HHS Learning Portal](#). Search for courses that begin with “CMSPMU.”

Project Management Institute Project Management Professionals (PMI PMPs) can earn Professional Development Units (PDUs) and Contracting Officer Representatives (CORs) can earn Continuous Learning Points (CLPs) for participation in Project Management courses. Please contact the [PMU Mailbox](#) for more information.

CMS Disability Employee Resource Group (DERG)

Lunch & Learn Series: *"Retaining Employees with Disabilities: Artfully Communicating the Do's and Don'ts"* (sessions for managers and non-managers)

AUGUST 9 (FOR NON-MANAGERS), **AUGUST 16** (FOR MANAGERS),

12:00 P.M. to 1:00 P.M., Central Building, Conference Room B,

To participate via phone, call 1-877-267-7511, conference code, 998 264 171

For more information about these events or to learn more about the CMS DERG, please contact [Ronza Othman](#) at DERG@cms.hhs.gov or 410.786.3274. If you need a reasonable accommodation, contact [Yolanda Johnson](#) at 410-786-9377.

Virtual Resource Center Sponsored Training, July 14, 2016 WestlawNext 2:00 P.M. to 3:00 P.M.:

WestlawNext is a search engine that permits users to search multiple Westlaw databases at the same time. In this training you will learn to:

- › Use WestlawNext search engine to find information you need quickly and efficiently.
- › Use the KeyCite citation system to verify and expand your results.
- › Find a case by citation, enter a query, and view your results.

Register at CMS [WestlawNext](#).. Contact: [Elnora Scott](#) at 410.786.7804.



TECHNOLOGY TIPS

WEBEX TIP OF THE MONTH

Recommended Method to Enter a Conference:

To join the web-based portion of a WebEx conference, as well as connect to the audio portion of the conference, users should follow the procedures below:

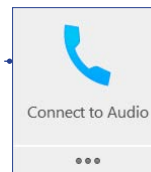
NOTE: Prior to following the procedures below, **do not** dial into the conference via your desk phone/mobile device

1. Open up the meetings web link in the e-mail invite, similar to the one pictured here:

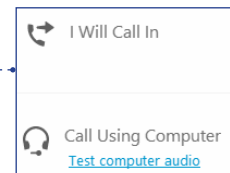
To join this meeting online

1. Go to <https://meetings.cms.gov/orion/joinmeeting.do?MeetingKey=993805247>

2. Navigate to the "Connect to Audio" icon and select it.



3. Choose your preferred method to connect to the audio feed

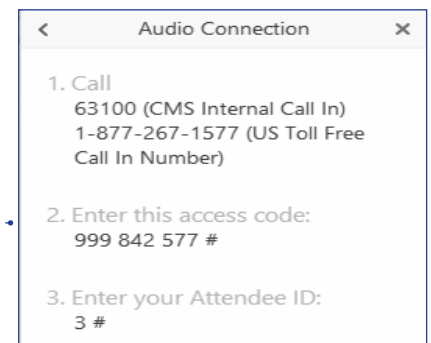


4. If calling in via "Call Using Computer," you will automatically be connected and your participation is synchronized.

5. If selecting "I Will Call In" follow the steps outlined. Be sure to use the TOLL-FREE number and your "Attendee ID" number.

6. After following these procedures, your audio will be synchronized with your web based attendance as shown.

7. This image shows you have correctly connected to the audio feed and your attendance is synchronized.



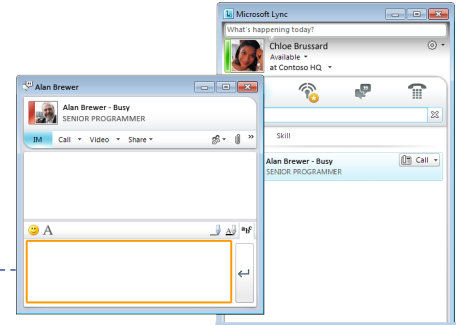
For additional Training and Tips please visit the [WebEx page](#).

MICROSOFT LYNC TIP OF THE MONTH

Sending and Receiving Instant Messages

SEND AN INSTANT MESSAGE

1. In your Contacts list, double-click a contact.
2. Type your message in the message input area at the bottom of the message box, then press Enter on keyboard.
3. (Optional) To add an emoticon, click the emoticon (smile face) button.
4. (Optional) To customize the font, such as type or size, click the letter A next to the emoticon button.



RECEIVE AN INSTANT MESSAGE

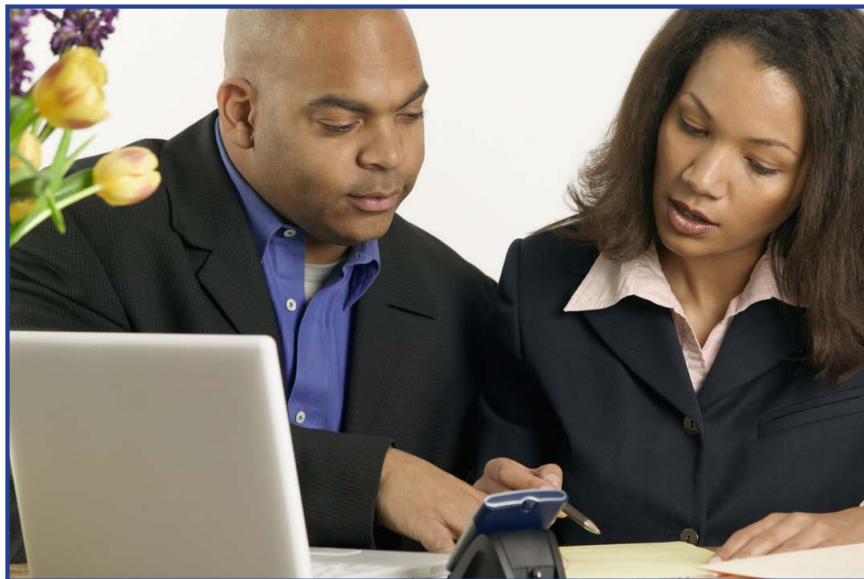
When someone sends you an instant message, an instant message alert appears in the lower-right corner of your computer screen. Choose one of the following:

1. To accept the invitation, click the alert.
2. To redirect the invitation, click **Redirect**.
3. To decline the invitation, click **Ignore**.



For additional Training and Tips, please visit the [Microsoft Lync page](#).

OTHER TIPS FOR JULY



■ TIRED OF MARKETING EMAILS?

Create a rule to move them to the Deleted Items folder or a special Marketing folder

1. Open Outlook
2. Create a New Folder in your Inbox called **Marketing** (if desired)
3. Click the **Rules** button on the tool bar
4. Click **Create Rule...**
5. Click the box next to **Subject contains** and type "[**Marketing**]"
6. Click the box next to Move the items to folder: and select the Deleted Items folder or the newly created Marketing folder
7. Click **OK**
8. Click the box next to **Run this rule now....**
9. Click **OK**

If you require assistance, please contact the [Individual Learning & Support Center](#) (IL&SC) at 410.786.6904.

■ CMS TIPS TO PROTECT YOUR LAPTOP:

Laptop portability places it at risk for theft, loss or damage. To reduce risks, you should:

- Lock your laptop when it is docked.
- Never leave your laptop in your car in plain sight.
- Do not leave your laptop unattended in conference rooms.
- Lock your laptop in a safe place when you are away from the office and not using your laptop.
- When transporting your laptop, be sure to use the back pack or laptop case.
- Keep food and liquids away from your laptop.
- Do not leave your laptop in an extremely hot or cold car.

Please contact the [CMS IT Service Desk](#) at 410.786.2580 or 1.800.562.1963 with any questions or concerns.

■ HOW TO MANAGE YOUR MAILBOX SIZE AND ARCHIVES

Want to avoid “email jail”?

Creating email archives or .pst files allows you to easily manage your email and keep your mailbox size down. If your mailbox exceeds the size limit, you will have an interruption of e-mail services and will no longer be able to send or receive email. For information on how to create .pst files, please visit the [Email Support](#) webpage.

Did you know that .PST files can become corrupt and unreadable?

It is best practice to keep .pst files below 1GB in size to minimize the chance of corruption. The easiest way to do this is to create new separate .pst archive files separated by work topics, year, calendar, etc.

■ WANT TO ENSURE THAT YOUR EMAIL ARCHIVES ARE PRESERVED EVEN IF YOUR COMPUTER WERE TO CRASH?

It is highly recommended that .pst files that are being saved on your CMS laptop's hard drive (C: drive) also be saved on external media (CD/DVDs, flash drives, USB hard drives) as a backup. For instructions on how to save .pst files to external media and a list of storage devices available to CMS employees, please visit the [Storage Device & Encryption](#) webpage.

Did you know that the Individual Learning & Support Center (IL&SC) is there to help with all of this and more? If you require assistance, please contact the [Individual Learning & Support Center](#) (IL&SC) at 410.786.6904.

■ HOW TO PREVENT YOUR LAPTOP FROM OVERHEATING:

- Never block the laptop cooling fans, as this can lead to the laptop overheating
- Keep the laptop on a hard and flat surface
- Put a small book under your computer's battery when undocked. This slight tilt allows more air to flow under the laptop, keeping it significantly cooler. Ensure that the book is not blocking the bottom fan holes.
- Do not use your laptop on soft surfaces such as a sofa, carpeting, folded quilt or pillow, because this prevents airflow from the fan and will cause overheating
- Lowering the brightness also works well to prevent overheating

ACQUISITION ALERT

Tips for Reviewing Invoices

Contracting Officer's Representatives (CORs) perform an essential function in the review of invoices (typically on a monthly basis) that are received for work performed on CMS' contracts. The thorough review of invoices is vital in making certain that Government funding (i.e. taxpayer dollars) is being used as efficiently and effectively as possible, especially on higher risk contract types such as Time & Materials and Cost Reimbursement.

As stated in Chapter 16 of the COR Operating Manual, there are a couple of important steps a COR should take when reviewing an invoice:

1. Recommend Whether to Make Payment;
2. Review Payment Document for Completeness; and,
3. Accept Invoice or Notify the Contracting Officer of Defects Found in Invoice.

The COR is responsible for the reasonableness of the charges on the invoice – are they reasonable for the service that was received in the past month? Contact your Contracting Officer if you need to question any charges in order to question the contractor for resolution. More detailed information can be found in the COR Manual for each of these steps that will guide a COR in providing sound recommendations to the Contracting Officer on whether or not to pay an invoice.

Please contact your specific Contracting Officer/Contract Specialist for more guidance on invoice review or contact [Rich Potocek](#) at 410.786.1541.



The Office of Technology Solutions is pleased to announce an enterprise-wide contract procurement vehicle, the Strategic Partners Acquisition Readiness Contract (SPARC). SPARC is an Indefinite Delivery Indefinite Quantity (IDIQ) contract vehicle that will revolutionize HHS' ability to perform agile software development and maintenance.

SPARC is a 10-year contract, with a scope that includes all IT software services with a contractor community that includes a Small Business pool and an unrestricted pool of vendors.

Find out more on [CMS.gov](https://www.cms.gov). You can also find a link to SPARC on the CMSnet home page under Featured Content.

You can also find a link to SPARC on the CMSnet home page under Featured Content.

IMPORTANT DATES AND UPCOMING EVENTS

Remember, prior supervisory approval is required to attend most events during duty hours.

July 13 – Addressing Addiction Webinar:


Addictions can be damaging to both personal relationships and one's career. This webinar will provide an overview and define substance abuse, help recognize the differences between addictive behavior and habits, and provide resources for help and additional information. This Employee Assistance Program (EAP) webinar will take place from 1:00 P.M. to 2:00 P.M. To register, please visit [Magellan Health Registration](#). For more information, contact [Federal Occupational Health/EAP](#) or call 1.800.222.0364 (TTY: 1.888.262.7848). Contact: [CMS Wellness](#) at 410.786.WELL (9355).

July 26 – Caregiving Resources Webinar:

Learn about all the many caregiving resources available to build your team of professionals, what they can do and how to find them. This free webinar will take place from 1:00 P.M. - 2:00 P.M. (*On-Demand Webinars are also available if you cannot attend this live event*). To register, please follow instructions below:

- › Enter the [WorkLife4You](#) website
- › Click "Start Now" to create an account from the login page
- › Enter Registration Code: CMS
- › Complete registration page
- › Once you are logged in, select "Live Webinar" to register

Contact: WorkLife4You Help Desk at 888.604.9565 for login problems or [CMS Wellness Team](#) at 410.786.WELL (9355).




Welcome to FOH's Work/Life Program

You've got a lot going on. Fortunately, you have access to FOH's Work/Life Program, a benefit designed to help you and your loved ones better manage daily responsibilities and life events, including:

- Adult Care & Aging
- Child Care & Parenting
- Education
- Financial & Legal concerns
- Health & Wellness
- Prenatal Care & Adoption
- Relocation and personal support for urgent everyday issues

Log on to the FOH web site to access in-depth and interactive work/life content and tools. Or call toll-free anytime of the day or night for personalized assistance from a specialist who will provide confidential, expert guidance; personalized referrals to providers that meet your needs—and have confirmed availability; and free kits, guides and booklets to help you understand your options and evaluate providers. Please refer to your agency's communication materials for your access phone number for this program.

FOH's Work/Life program is offered to you and your dependents at no cost and you can use the services as often as you like. Try FOH's Work/Life Program today and save yourself time and energy while reducing stress.



BALTIMORE NEWS

ANNOUNCEMENTS

Coming Soon! New Perimeter Fence and Front Gate at CMS Headquarters: CMS will soon begin an 8-month project to upgrade the perimeter fence and front gate at the Headquarters complex. The front gate improvements will allow the creation of a separate visitor parking area in parking lot B, as needed, and increase the clarity of lane directions for entering drivers. Updates will be shared over the coming months. Contact: [the Division of Physical Security and Strategic Information \(DPSSI\)](#).

Physical Access at Your Fingertips: If you are a CMS PIV card holder and would like to request that access to secure areas (e.g. Baltimore Data Center) be added to your Personal Identity Verification (PIV) card, please use the Physical Access Control System Central (PACS Central) to request access. Access requests will be reviewed for suitability. To access the system, visit [PACS Central](#), enter your PIV card PIN and select the PACS Central icon. Contact: [Physical Access Management Team](#).

Passport Fair, July 28, 2016, 10:30 AM to 1:30 PM, Central Lower Level Lobby: Do you need a Passport or need to renew your existing Passport? The United States Postal Service (USPS) will visit CMS in July.

USPS Fees:

Execution fee	\$ 25
Passport photos	\$ 15

(Cash, Money Orders/Check should be made payable to US Postal Service)

Passport Fees:

Adult Books	\$110
Adult Cards	\$ 30
Child Books	\$ 80
Child Cards	\$ 15

(Additional \$60 to expedite each application)

(Money Orders/Check should be made payable to US Department of State)

You must bring two forms of identification:

1. Certified Birth Certification (including official seal), Current Driver's License or State Identification Card

Or

2. Naturalization Certificate (If naturalized Citizen), Current Driver's License or State Identification Card

You must also provide: A photocopy showing the front and back of the applicant's ID made on plain white, 8½ x 11" standard paper.

Contact: [Corey Brown](#) at 410.786.5228 to schedule an appointment. Appointments will be scheduled every 15 minutes from 10:30 AM to 1:30 PM.

Severe Thunderstorms: Baltimore-area summers bring the threat of severe thunderstorms. Thunderstorms bring the risk of lightning strikes, injury or damage from hail, high winds and power outages. Please visit [Ready.gov](#) for additional information on how to prepare for severe thunderstorms. You may also visit [FEMA](#) for more preparedness information. Prior to any disaster, please make sure your home is stocked with [basic emergency supplies](#). Contact [Occupant Emergency](#) at 410.786.3223.

Shelter in Place (SIP) Exercises: Two Shelter In Place (SIP) exercises will be conducted in July as follows:

- July 06, 2016 at 10:00 A.M. (All Baltimore-based buildings)
- July 13, 2016 at 10:30 A.M. (7501 Wisconsin Avenue)

The main objective of these exercises is for you to know where to go and what to do when an SIP is announced. SIP exercises will take approximately eight to ten minutes. Unlike a fire alarm, an SIP will be announced over the CMS Public Address System. Upon hearing the announcement, please report to the nearest SIP area and remain there until the exercise is over. Prior to the drill, please review the [SIP diagrams](#) for each Baltimore and Bethesda-based building. If you do not know where to go when an SIP is announced, please move to the center most part of the building, away from windows and follow directions from Occupant Emergency Organization (OEO) members. OEO members can be identified by an OEO vest. In preparation

for the SIP exercise, employees with disabilities that wish to self-identify are encouraged to request assistance by notifying [Occupant Emergency](#). To help prepare for the upcoming exercise, please review the [Frequently Asked Questions \(FAQs\)](#). If you have any additional questions, please contact the Division of Safety, Wellness and Transportation at 410.786.3223 or email [Occupant Emergency](#).

CMS Toastmasters – You are invited to attend the 20th Anniversary Celebration of the CMS Toastmasters Club on

Thursday, July 14, 2016
from 12:00 – 1:30pm in
the CMS Media Room.

Come and hear about
our accomplishments
and to learn more about
the Toastmasters International proven education
program.



The Toastmasters Club also meets twice a month on the first and third Thursdays from 12:00 P.M. – 1:00 P.M. in Conference Room C-110 (or one of the adjacent conference rooms). Toastmasters is a worldwide organization and our local CMS club provides a uniquely positive environment in which to develop communication, leadership, and informal networking skills. Invest in your career and have FUN in the process! Our regular July 2016 meetings are Thursdays July 7th and July 21st, so mark your Outlook calendar now! Feel free to contact [Bill Yurcik](#) at 410.786.3497 or [Kimberley Alexander](#) at 410-786-5372 for more information.

Parking at CMS

Register Your Vehicles –We want to notify you quickly if there is a problem with your vehicle: The Parking Office can run a check on your license plate through the Department of Motor Vehicles, but it takes time. We want to be able to notify you quickly if someone hits your car, your lights are left on, you have a flat tire, or in case of other emergency or non-emergency situations. Remember, registering your vehicle(s) with the CMS Parking Office is REQUIRED when parking at any of our Baltimore-based buildings. The Code of Federal Regulations mandates it as a method to ensure that vehicles on Government property are readily identifiable and pose no bonafide threat

to Federal Employees and facilities. Please ensure that your vehicle(s) are registered and that your parking record is correct and up to date by logging into the [Physical Access Management](#) site and selecting the Parking Authority icon. If you encounter problems accessing the website, try refreshing the page. If unsuccessful, please email the [Physical Access Management Mailbox](#). Contact: [CMS Parking](#).

When Parking, Be Mindful Not to Block Walking Paths: In the warmer months, there is an increase in employees taking advantage of our beautiful walking trails during a break or at lunch time. If you park along the walking trails, please be mindful not to block the walking path with your vehicle. Contact: [CMS Parking](#).

IMPORTANT DATES

Remember, prior supervisory approval is required to attend most events during duty hours.

July 14 -Weight Watchers @ Work: If you are interested in joining the next session of Weight Watchers at Work, come and get inspiration from your peers. This session will be held on July 14 from 8:45 A.M. to 9:30 A.M. in Room C-111 (and will continue on Thursdays at the same time). Registration and payment will be accepted at this meeting. The fees are prorated, so you may join at any time. Consider taking advantage of this proven program to meet and keep your weight, fitness, and health goals. Participation requires employees to be in a non-duty status (e.g. prior to starting the workday,

flexing out/in with prior supervisory approval, or taking leave with prior supervisory approval). Contact: [CMS Wellness](#) at 410.786.WELL (9355).

July 14 - Emergency Preparedness Town Hall with Guest Speaker: Are you prepared for a natural or man-made disaster? On July 14, 2016 from 10:00 A.M. - 11:00 A.M., the Office of Support Services and Operations will host an Emergency Preparedness Town Hall meeting with guest speaker Mr. Kenny Hyde, an Occupant Emergency Organization Program Expert at the Social Security Administration and retired Baltimore City Fire Department Division Chief. During Mr. Hyde's presentation, you will learn the importance of being prepared and how to recover from natural and man-

THE 2016 CMS

FARMER'S MARKET



shop, buy & eat locally

THURSDAYS

JUNE 2 — SEPT. 29

10:30 AM *to* 1:30 PM

Rain or shine • CENTRAL LOWER LEVEL LOBBY COURTYARD



made disasters. All CMS building occupants are encouraged to attend this meeting in the CMS Auditorium. Please remember that supervisory approval is required. Viewing is also available by clicking [CMS Live](#). For additional information, please contact [Occupant Emergency](#) at 410.786.3223.

July 7, 14, 21 and 28 - CMS Farmer's Market:

Local farmers and producers will sell fresh fruits, vegetables, artisan breads, and more from 10:30 A.M. – 1:30 P.M. in the Central Building Lower Lobby Courtyard. When we eat locally grown foods, including fresh fruits and vegetables, we promote good health, help support local farmers, and reduce our personal environmental footprints. Shop...Buy...and Eat Locally! The market runs every Thursday from June 2 through September 29. Contact: [CMS Wellness Team](#) at 410.786.WELL (9355).



July 28 – Orioles Fun Day at the CMS Farmer's Market: CMS "Night with the Orioles" is rapidly approaching and we are excited about the many CMS employees' family and friends that will be in attendance. Get ready for the big night by coming out to the CMS Farmer's Market on Thursday, July 28, from 11:00 A.M. – 1:00 P.M. to take a swing at Orioles Trivia and participate in other fun events. Wear your favorite Orioles gear and show your Orioles pride! For more information, contact the [CMS Wellness Team](#) at 410.786.WELL (9355).

August 4 – CMS Night with the Orioles: Join CMS for a night of fun at Camden Yards on Thursday, August 4, as the Orioles take on the Texas Rangers at 7:05 P.M. This is a CMS tradition that goes back to when the Birds were still playing at Memorial Stadium. It's a great opportunity for CMS employees and their families to get together and root for Baltimore's home team! You can buy your tickets at a special group rate of \$12 per ticket (plus \$1.20 service charge). Tickets are on sale now and may be purchased by personal credit card. Go to [Baltimore Orioles Ticket Sales](#) to receive the special pricing offer. Contact: [CMS Wellness Team](#) at 410.786.WELL (9355).



CMS
ORIOLES
NIGHT

AUG. 4TH
7:05P.M.
VS TEXAS RANGERS

\$12
+ \$1.20 SERVICE CHARGE

ORIOLES.COM/TIX/MEDICARE

EMPLOYEE ACTIVITY ASSOCIATION (EAA)

Contact: [Colleen Nelson](#) at 410.786.0284 for EAA assistance, unless otherwise noted.

EAA Closing: The EAA will close every Friday at Noon, July 1st through September 2nd.


Goods and Services:

- › Discounted Theme Park, Maryland Zoo, National Aquarium and Luray Caverns tickets on sale now.
- › We offer online shopping with payroll deduction, a full-service Post Office, Notary services, CMS logo apparel and a variety of gift cards and balloons for sale.
- › Visit the EAA website for more information and/or sign up for the EAA newsletter for the latest updates.

CMS Fitness Center:

**SUMMER MEMBERSHIP SALE: \$0
Down for Payroll Deduction Fee,
\$25 Off Pay in Full option**

- › Drop-in Group Exercise classes or Classes ONLY payroll Memberships available.
- › Ongoing Yoga classes
- › Call or stop by the [Fitness Center](#) for more details. 410.786.7873
- › NON-Members welcome to participate in ALL of our programs.



**SUMMER
MEMBERSHIP
SALE**

Get Moving

Join the EAA/CMS Fitness Center

OPTION 1	OPTION 2	OPTION 3
\$10/PER PAY ALLOTMENT NO INITIATION FEE (SAVE \$25)	\$235 ANNUAL PAY IN FULL OPTION (SAVE \$25)	JUST JOIN FOR THE SUMMER \$60/ 3 MONTHS

For more info, contact the fitness center: fitness_center@cms.hhs.gov

LARGE MEETINGS AT CMS

Prepare for large numbers of visitors. We recommend that you use the back entrance to enter the complex and use the lower lobby, North, or South building entrances.

July 7 and 8

Program of All-Inclusive Care for the Elderly (PACE) Conference and Webcast

Visitors: 200

Time: 9:00 A.M. – 5:00 P.M.

Contact: [Cynthia Keitt](#) at 410.786.63207

July 20

Medicare Evidence Development & Coverage Advisory Committee (MEDCAC) Meeting

Visitors: 200

Time: 8:00 A.M. – 5:00 P.M.

Contact: [Maria Ellis](#) at 410.786.0309

July 28

Strategic Partners Acquisition Readiness Contract (SPARC) Presentation

Visitors: 200

Time: 2:00 P.M. – 5:00 P.M.

Contact: [Pennie Alston](#) at 410.786.2535

July 18

Clinical Laboratory Public Meeting

Visitors: 200

Time: 8:00 A.M. – 5:00 P.M.

Contact: [Glenn McGuirk](#) at 410.786.5723

July 28

Strategic Partners Acquisition Readiness Contract (SPARC) Presentation

Visitors: 200

Time: 2:00 P.M. – 5:00 P.M.

Contact: [Pennie Alston](#) at 410.786.2535



REGIONAL OFFICE NEWS

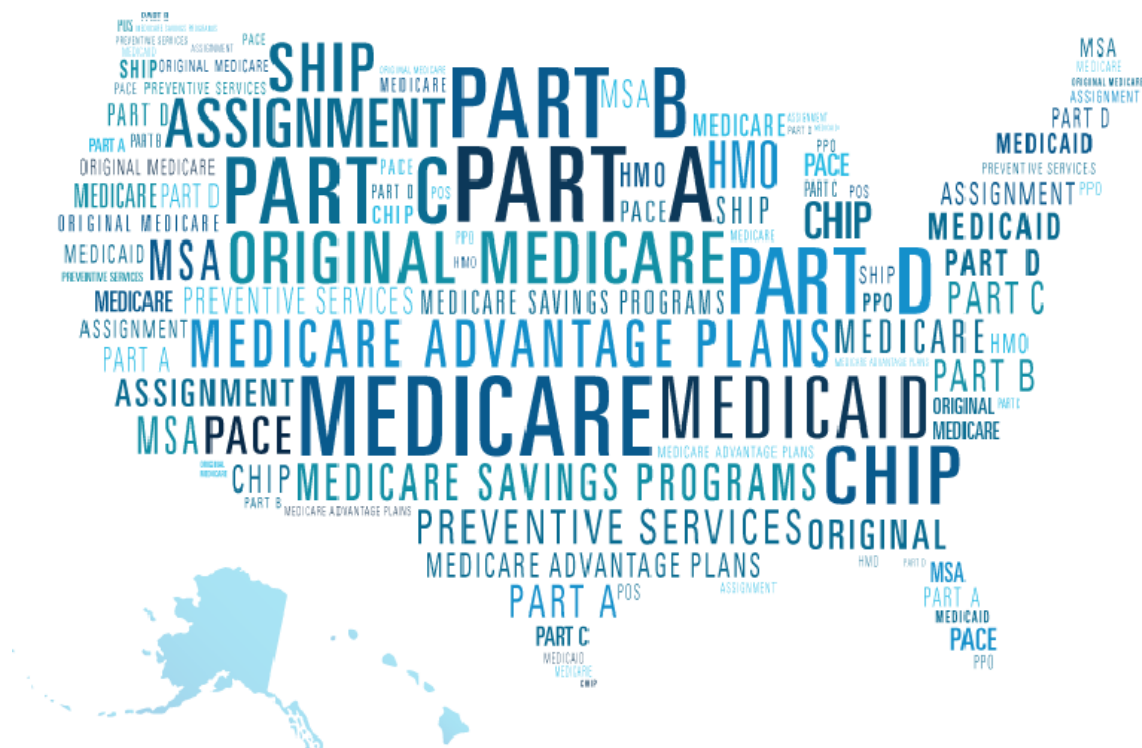
2016 National Training Program Regional Workshops:

The CMS National Training Program (NTP) regional workshops are coordinated by the regional training teams and the Division of Training in the Office of Communications. They are in person, two-day training workshops intended to educate community partners, State Health **Insurance** Assistance Programs (SHIPs), Navigators, congressional staffers, and others so that they can better serve their clients and constituents. The trainers include a combination of Central and Regional Office staff and sometimes regional partners such as the SHIPs. Workshop topics range from basic subjects such as *Understanding Medicare* and *Fraud and Abuse Prevention* to more advanced sessions like *Medigap Policies* and *Coordination of Benefits*. Training now also includes how Medicare interacts with the Health Insurance Marketplace.

■ THE FIVE WORKSHOPS SCHEDULED FOR 2016 ARE:

- › July 25-26 Westminster, CO
- › August 3-4 Kansas City, MO
- › August 18-19 Atlanta, GA
- › August 23-24 Seattle, WA
- › August 30-31 Syracuse, NY

The Regions that do not have NTP workshops this year will conduct local trainings sessions to ensure that their partners receive the latest information on CMS' programs. For more information, please contact [Danielle Liss](#) at 212.616.2217



MANAGER NEWS

ANNOUNCEMENTS

Performance Management Appraisal Program (PMAP): Mid-year progress reviews for eligible employees should be conducted and entered into the PMAP system by **July 31, 2016**. For managers seeking additional information, please see the options below:

- › **PMAP Training: Progress Review Discussions** refresher classes. Please register: [CMS Performance Management Appraisal Program \(PMAP\) - Mid-Year Progress Review – Refresher](#)
- › **Component specific training:** If your component would like a PMAP specialist to attend a managers meeting, please contact [Joanna Hargest](#) at 410.786.3893.
- › **CMS Managers' Website:** PMAP policy and system guidance can be found on the [Performance Management](#) page on the Manager's website.

Please contact [Joanna Hargest](#) 410.786.3893 or [Rorye Jordon](#) 410.786.7510 if you need more information.

Mid-Year Reviews: Managers are reminded that they should contact their servicing [Labor/Employee Relations \(LER\) Specialist](#) if they are having concerns about an employee's performance. If an employee's performance is less than "Achieved Expected Results" in any Critical Element, Article 21, Section 5 of the Master Labor Agreement requires managers to provide written documentation of the deficiencies and the steps needed to bring the employee's performance to the "Achieved Expected Results" level.

CMS Performance Management University (CMS PMU) Project Management Courses: Are you responsible for reporting your component's project progress to senior leadership? If so, the course CMSPMU 100-02 Project Management for Managers and Technical Advisors is for you.

CMSPMU 100-02 Project Management for Managers and Technical Advisors

Thursday, August 4, 2016

12:00 pm - 4:00 pm

CMS Media Center

This 4-hour course provides the fundamentals of the project management discipline and provides practical information about the priorities of CMS senior leadership and CMS-specific tools and methodologies that will make it easier for you and your team to manage and report on projects at CMS successfully. This course also provides foundational information that will help you satisfy the HHS Leadership and Management Competency "Project Management".

For one-step enrollment click [here](#) (you will be prompted to log-in to the LMS to see your enrollment confirmation). To learn about other CMSPMU courses go to the [HHS Learning Portal](#) and search for courses that begin with "CMSPMU."

Project Management Institute Project Management Professionals (PMI PMPs) can earn Professional Development Units (PDUs) and Contracting Officer Representatives (CORs)

can earn Continuous Learning Points (CLPs) for participation in Project Management courses. Please contact the [Performance Management University Mailbox](#) for more information.

DEVELOPMENT & RECOGNITION BOARD (LDRB)

July 28 - Join the LDRB for the monthly **Leadership Open Door Forum**, which will cover the leadership topic "Succession Planning." We are looking forward to a productive discussion and encourage all CMS managers to participate.

As always, you can share your thoughts with us by sending a note to the [LDRB Mailbox](#). If you have questions you can contact [Debra A. Hoffman](#) at 410.786.0517.

IMPORTANT DATES

Thursday July 28th – All Managers' Meeting:

This meeting will be held from 1:00 pm to 2:00 pm. Call in information, YouTube link and VTC locations will be provided. Please check

the [Manager's Webpage](#) for topics and updates. Contact: [Managers Meetings](#) resource box.



CALENDAR OF EVENTS

ALL EMPLOYEES

July 4	Independence Day Holiday
July 13	Addressing Addiction Webinar
July 21	Social Security Retirement Seminar
July 19-22	CMS PMU Scheduling and Cost Control Course
July 26	Caregiving Resources Webinar
July 28	CMS PMU Project Management Fundamentals Overview
August 9	Retaining Employees with Disabilities Course (non-managers)

BALTIMORE EVENTS

July 6	Shelter in Place (Baltimore-based building)
July 7	Toastmasters regular meeting
July 7	CMS Farmer's Market
July 7-8	Large Conference
July 14	Toastmasters 20 th Anniversary Celebration
July 14	Weight Watchers at Work
July 14	Emergency Preparedness Town Hall
July 14	CMS Farmer's Market
July 18	Large Conference
July 20	Large Conference
July 21	Toastmasters regular meeting
July 21	Weight Watchers at Work
July 21	CMS Farmer's Market
July 28	Large Conference
July 28	CMS Farmer's Market/Oriole Fun Day at CMS Farmer's Market
July 28	Weight Watchers at Work
July 28	Passport Fair
August 4	CMS Night with the Orioles

MANAGER EVENTS

- July 28 LDRB Open Door Forum
- July 28 All Manager's Meeting
- July 31 Mid-year progress reviews conducted and entered into PMAP system
- August 4 CMS PMU Project Management Course
- August 16 Retaining Employees with Disabilities Course

REGIONAL OFFICE EVENTS

- July 25-26 National Training Program Regional Workshop – Westminster, CO
- August 3-4 National Training Program Regional Workshop – Kansas City, MO
- August 18-19 National Training Program Regional Workshop – Atlanta, GA
- August 23-24 National Training Program Regional Workshop – Seattle, WA
- August 30-31 National Training Program Regional Workshop – Syracuse, NY

BETHESDA EVENTS

- July 13 Shelter in Place (7501 Wisconsin Avenue)



THIS JUST IN

July 2016

