

HR Newsletter



NIFC / BLM / BIA / NPS

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A Message From the National Business Center

Recently, it was brought to our attention that Employee Express accounts have been accessed by unauthorized personnel. We have identified four cases in our system of funds being improperly transferred. In these cases it appears that personal information was obtained from home computers by use of spy ware. The Thrift Savings Plan (TSP) also has had very similar problems that they believe were caused by users not properly protecting their access information or home computers resulting in loss of funds.

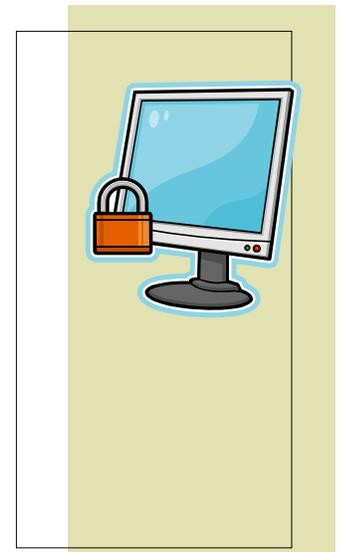
We are taking this problem very seriously at the National Business Center (NBC). We have been correcting the known problems and searching for others. We have brought the Office of Inspector General (IG) into an

investigation that now involves numerous agencies. We have had meetings with representatives from the Office of Personnel Management and Employee Express to identify what needs to be done to safeguard the data of all of our customers. In addition, we have proactively started to identify and verify suspicious transactions that have been sent to us for processing.

NBC's involvement is limited, however, because of the apparent source of the problem. We do not have control over computers which are not protected with updated security software that includes firewalls, anti-virus, and spy ware detection to prevent key logging. Use of these inadequately protected systems for financial transactions makes the user extremely vulnerable to

many forms of identity theft.

It is urgent that we reemphasize to all employees how easy they can make it for criminals if they do not protect their access information or if they use an insecure computer to do their financial business. Although use of a computer at work is not a 100% guarantee of protection, it is, in most cases, far more secure than the average home computer. Please pass the word to your employees that the threat is real and that they are the key to keeping their own financial information secure.



2007 Mandatory Training

It is that time of year to start thinking about fulfilling the mandatory training requirements.

If you log on to DOI Learn and go to course catalog, you will notice that the 2007 Federal Information Systems Security Awareness training class is listed as a featured course.

This course is mandatory for all employees and must be completed annually, typically by June.

While the IM/IB for this training class has not been issued yet, it may be a good idea to get a jump start on completing this class. As we learned last year, if we all wait for the IM/IB to be issued, we

may be all trying to access this course on DOI Learn at once and may encounter the same issues we had last year (system slow, not meeting the deadline for completion).

For a complete list of required training, visit our HR website, under the training section.

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Financial Education Information

The Office of Personnel Management (OPM) has listed several government partners that offer financial educational information for employees. Below is a list of the these partners and their websites.

- ⇒ Federal Deposit Insurance Corp (FDIC)
www.fdic.gov/consumers/consumers/moneysmart
- ⇒ USDA Cooperative State

- Research, Ed. And Extension Services
www.csrees.usda.gov
- ⇒ DOT Bureau of the Public Debt
www.publicdebt.treas.gov
- ⇒ DOL Employee Benefits Security Admin
www.dol.gov/ebsa
- ⇒ DOL Women’s Bureau
www.dol.gov/wb
- ⇒ GSA Federal Citizen Information Center

- www.pueblo.gsa.gov
- ⇒ Federal Trade Commission
www.ftc.gov
- ⇒ Social Security Admin
www.ssa.gov
- ⇒ Securities and Exchange Commission
www.sec.gov/investor
- ⇒ National Assoc. of State Treasurers
www.nast.org



Flexible Spending Reminder (FSAFEDS)

May 31, 2007 is the deadline for submitting claims for eligible expenses incurred during the 2006 Benefit Period.

All claims for eligible 2006 Benefit Period expenses must be postmarked or faxed by May 31, 2007 to be considered for reimbursement.

This includes any 2006 grace period claims incurred be-

tween January 1, 2007 and March 15, 2007 that you want applied towards your 2006 account(s).

All 2006 Benefit Period claims submitted after May 31, 2007 will be denied and your remaining 2006 balance(s) will be forfeited.

For questions, please visit the

FSAFEDS website at
www.fsafeds.com
Or call 877-372-3337

“ON AVERAGE,
20 PERCENT OF
RETIREE INCOME
WILL BE SPENT
ON HEALTH
CARE”

Training Calendar

Pathways
May 14-18
Phoenix, AZ

Leadership Academy
Sept 10th
Phoenix, AZ

Emerging Leaders
Sept 17-21
Phoenix, AZ

COR/COTR Training
May 14-18
NIFC

Leadership Challenge
Sept 17-21
Phoenix, AZ





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	<i>Vacant</i>	HR Staff <i>HR Officer</i>	<i>X5514</i>
	<i>Sheri Kososik</i>	<i>HR Specialist (ER)</i>	<i>X5527</i>
	<i>Sandy Tripp</i>	<i>HR Specialist (Classification)</i>	<i>X5627</i>
	<i>Wendy Little</i>	<i>Supv HR Specialist (Staffing)</i>	<i>X5564</i>
	<i>Karin Nichols</i>	<i>HR Specialist (Staffing)</i>	<i>X5320</i>
	<i>Suzanne Rebish</i>	<i>HR Specialist (Retirement)</i>	<i>X5388</i>
	<i>Pamela Burrows</i>	<i>HR Assistant (FA100, FA600, BIA)</i>	<i>X5498</i>
	<i>Angela Tallant</i>	<i>HR Assistant (FA300, NPS)</i>	<i>X5346</i>
	<i>Nanette Cambron</i>	<i>HR Assistant (FA200, FA500, LEO)</i>	<i>X5518</i>
	<i>Kelly Jardine</i>	<i>HR Assistant (Staff Assistant)</i>	<i>X5523</i>
	<i>Fax</i>		<i>X5723</i>

We're on the web!
http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html

Guidance Resources On-line

Guidance Resources On-line is a free employee assistance resource. On this website, employees are able to find information on

- Health and Wellness
- Family and Relationships
- Work and Education
- Money and Investments
- Law and Regulations
- Consumer and Leisure

Read articles on

- ⇒ When Adult Children Move Back In

⇒ Wine Drinking and Good Health (Company/Organization ID is: FEDSOURCE)

⇒ Dealing with Difficult Neighbors

⇒ Buying Pet Insurance

Employees seeking advice can email or call a Guidance Expert with questions they may have.

To check out the articles and news on the Guidance Resources website, or to contact a Guidance Expert, log on to:

www.guidanceresources.com

Click on "First Time User" and create your userid and password



New Employees
Justin Kirchmeier NPS Steve Smith BIA
Retirement
Tom Frey FA110