

Compass intranet articles - May 2021

Come to Compass First



As this month's Compass First campaign comes to an end, hopefully you've discovered that Compass is the Go-To place for everything HJF.

It's where you go to find helpful training tools, HJF events, volunteer events, and more – all in one place. Hopefully, you've explored and found all these things and more. Just in case you haven't, here is what you're missing:

So what's so special about Compass? It's the Go-To place for HJF information? For example:

- **Communities:** Engage and share with your HJF colleagues in discussion groups about topics from diversity and inclusion to softball and working parents.
- **Employee Spotlights:** Learn about your HJF teammates around the world, especially if you are working remotely.
- **Benefits:** Stay informed and avoid missing out on important benefits that can assist you and your family. Find information on providers, the Employee Assistance Program (EAP), retirement options, and more.
- **Onboarding:** If you're new, use this page to find information about badge access, and site onboarding to military bases and other facilities, and what should go in your HJF signature.
- **Training (TAP):** HJF's Talent Advancement Portal not only has required trainings, but classes that could help you advance your career.
- **Policies:** Find HJF's employee handbook, time reporting policies and more in this section.
- **Marketing Materials:** Need to meet with a customer, use the Communications page to find marketing material to help you spread the word about HJF's services or about our many areas of military medicine support.

Any of these sections are a great starting point to discover all that Compass has to offer.

Get In the Know: Download the Compass Mobile App!



With the pandemic, crazy weather and more, wouldn't it be nice if you could check important HJF announcements just by tapping your phone?

You can! All you need to do is download the mobile app for Compass. It's easy—just refer to the following steps:

- [How to Add Compass to Your Android](#)
- [Have an iPhone or iOS Device?](#)

When you wake first thing in the morning, or when you are on-the-go, you will always be able to get HJF news (or any resources you need) thanks to the Compass mobile app. If you have any questions, please contact the Service Desk at help@hjf.org or 240-694-4010.

Don't forget to keep searching each week for our hidden gem! If you're the first to find it, you'll get a choice of prizes!

Mental Health Month & Your EAP Benefits



Good mental health is critical to succeeding in our jobs, maintaining positive personal relationships and doing well in general. Many wellness services are available to HJF employees through the HJF Employee Assistance Program (EAP). These benefits are available through Carebridge and Mental Health Month is the perfect time for you to check out these benefits, which are available at no cost to you and your family! Below are five of the many EAP benefits you have access to:

- Confidential counseling by accredited counselors, by telephone or virtually (up to six sessions)
- Eldercare assistance, including help with medical directives
- Financial calculators and college planning resources
- Assistance with legal documents
- Childcare resources and adoption guidance

Here are four ways you can contact Carebridge to access your EAP benefits:

1. **Phone:** 800-437-0911 (unlimited telephone access to work-life specialists; outside Washington, D.C. metro area call 888-432-5224)
2. **Website:** Visit MyLifeResource.com (you will need to first register and use access code NBGM4)
3. **Email:** clientservice@carebridge.com
4. **Mobile App:** [Available on both Android and Apple phones](#)

Check out this short [video presentation](#) that summarizes your Carebridge benefits.

For more information, or questions about access to any EAP benefits, contact Naomi Wood, HJF Benefits Administrator at 240-694-2153 or email her at nwood@hjff.org.

Carebridge offers free and confidential resources and referrals. You may contact Carebridge 24 hours a day, 7 days a week. You may also download the Carebridge EAP App by visiting www.myliferesource.com.