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Description of document: Federal Trade Commission (FTC) FTC Daily employee newsletters, November-December 2016

Requested date: 23-December-2016

Released date: 12-January-2017

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Source of document: Freedom of Information Act Request  
Office of General Counsel  
Federal Trade Commission  
600 Pennsylvania Ave., NW  
Washington, D.C. 20580  
Fax: (202) 326-2477  
Email: [FOIA@FTC.GOV](mailto:FOIA@FTC.GOV)

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UNITED STATES OF AMERICA  
FEDERAL TRADE COMMISSION  
WASHINGTON, D.C. 20580

JAN 12 2017

Re: FOIA-2017-00305  
FTC Daily 1/1/2016-12/23/2016

This is in response to your request dated December 23, 2016, under the Freedom of Information Act seeking access to a copy of each FTC Daily for the time period November 1, 2016 to December 23, 2016. In accordance with the FOIA and agency policy, we have searched our records as of December 27, 2016, the date we received your request in our FOIA office.

We have located approximately 202 pages of responsive records. I am granting partial access to the accessible records. Portions of these pages fall within one or more of the exemptions to the FOIA's disclosure requirements, as explained below.

Portions of some responsive records constitute confidential commercial or financial information, which is exempt from disclosure under FOIA Exemption 4, 5 U.S.C. § 552(b)(4). *See Critical Mass Energy Project v. NRC*, 975 F.2d 871, 879 (D.C. Cir. 1992). Moreover, because Section 6(f) of the FTC Act, 15 U.S.C. § 46(f), prohibits public disclosure of this type of information, it is also exempt under FOIA Exemption 3, 5 U.S.C. § 552(b)(3), which, as noted above, exempts from disclosure any information that is protected from disclosure under another federal statute.

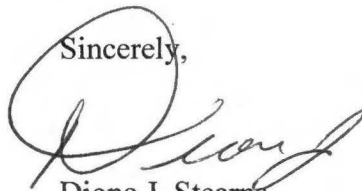
I am also denying access to any personal identifying information found in the records. This information is exempt from release under FOIA Exemption 6, 5 U.S.C. § 552(b)(6), because individuals' right to privacy outweighs the general public's interest in seeing personal identifying information. *See The Lakin Law Firm v. FTC*, 352 F.3d 1122 (7th Cir. 2003).

If you are not satisfied with this response to your request, you may appeal by writing to Freedom of Information Act Appeal, Office of the General Counsel, Federal Trade Commission, 600 Pennsylvania Avenue, N.W., Washington, D.C. 20580, within 90 days of the date of this letter. Please enclose a copy of your original request and a copy of this response.

You also may seek dispute resolution services from the FTC FOIA Public Liaison Richard Gold via telephone at 202-326-3355 or via e-mail at [rgold@ftc.gov](mailto:rgold@ftc.gov); or from the Office of Government Information Services via email at [ogis@nara.gov](mailto:ogis@nara.gov), via fax at 202-741-5769, or via mail at Office of Government Information Services (OGIS), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740.

If you have any questions about the way we handled your request or about the FOIA regulations or procedures, please contact Katie Baker at 202-326-2869.

Sincerely,

A handwritten signature in black ink, appearing to read "Dione J. Stearns". The signature is written in a cursive style with a large, prominent initial "D".

Dione J. Stearns  
Assistant General Counsel

Enc. 1 CD

# FRIDAY TEMPLATE

## TOP STORIES

### **Benefits Open Season runs NOW through Monday, December 12**

This is your opportunity to enroll in or change enrollments for health insurance (FEHB), enroll in the Flexible Savings Account (FSA) for health care and dependent care, and enroll or change enrollments in the Federal Dental and Vision Insurance (FEDVIP) plans. See information for the [Benefits Open Season Homepage](#) or [www.opm.gov/opensession](http://www.opm.gov/opensession). You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### **BC Mentor Program...Application Deadline is Today!**

The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is TODAY! For more information and program applications, please see the BC Mentor Program webpage or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

### **Come Join the Chorus for the FTC Holiday Party!**

The FTC Chorus, now numbering close to 20 people, will perform at the FTC Holiday Party on December 20. We'd love to increase our ranks to 25 or even higher. If you would like to join us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. We have scheduled rehearsals as follows:

Tuesday, December 6, 2:00 pm in HQ332  
Wednesday, December 7, 2:00 pm in CC5117  
Tuesday, December 13, 2:00 pm in CC5117  
Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes. Please try to attend at least two of them in the location of your choice. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings. Fa! La! La!

## EVENTS

### **Soliciting Performance for the FTC Holiday Party**

Have you ever dreamed of making it big in Hollywood, on Broadway, on The Voice, on America's Got Talent, or on Dancing With the Stars? Well, here's your chance to get started, by demonstrating your musical talent or any other talent to the Commissioners and your colleagues at the FTC Holiday Party on Tuesday, December 20th! Several groups will be able to perform, and prizes will be awarded! (subject to certain federal ethics law restrictions). So if you'd like to perform at the Holiday Party, please send an email message to Svetlana Gans, Devon Bacon, Katia Barron, Sheya Jabouin, and Don Clark (**deadline extended!**) **by the close of business on Friday, December 2nd, with the name of your group and what you would like to perform. No reasonable offer will be refused!!** In addition, if you play the violin, viola, cello, or string bass, please send us an email message, as we are hoping to have a string ensemble perform at the Holiday Party. And even if you're not able to perform, please come to the Holiday Party; it will be spectacular! The FTC Chorus will once again perform! Be there! Happy Holidays!

## CFC Annual Bake Sale – December 6

The FTC's Combined Federal Campaign bake sale is coming up! Join us on Tuesday, December 6, in the Constitution Center first floor conference rooms between 11:30 am and 2:30 pm for delicious baked goods! All proceeds will benefit CFC Charities and bring us one step closer to meeting our goal!

If you are still interested in baking, it is not too late! Please contact Kenna Falk ([kfalk@ftc.gov](mailto:kfalk@ftc.gov)). Thank you!

## ADMIN

### All FPPS Databases Unavailable Starting Friday

Due to scheduled maintenance, all FPPS Databases will be unavailable beginning Friday, December 2, until Monday, December 5. If you have any questions, please contact Lynette L. Brown on x3323.

### FTC Leave Bank Enrollment Period... now through Dec. 16

The Leave Bank Program assists members who have exhausted their leave and are experiencing a medical emergency, including pregnancy and childbirth, and other medical conditions requiring a prolonged absence from work. To become a member for the 2017 leave year, complete FTC Form 661a "[Application to Join the FTC Leave Bank Program](#)" on the [Leave Bank Homepage](#). Submit the form to the Human Capital Management Office (H-723). For questions, contact [HRMOworklife-benefits@ftc.gov](mailto:HRMOworklife-benefits@ftc.gov).

### Bring the "Office" to Your Home!

As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code:

(b)(3)-6(f),(b)(4)

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:  
[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## CC Charity Toy Collection

The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

## FTC Issues Agency Financial Report (AFR) for Fiscal Year 2016

The Federal Trade Commission's [Fiscal Year 2016 Agency Financial Report](#) is now available on the Internet. The report provides an overview of fiscal and high-level performance results that show the President, Congress, and the American taxpayers how the agency has managed its resources. It includes highlights from FTC programs, accomplishments that further FTC's missions of protecting consumers and promoting competition, and plans for addressing future challenges. The report also demonstrates the FTC's sound financial management and stewardship of public funds.

## CC Parking Assistance Monday:

A Park America representative will be on site in the Constitution Center property manager's office on Monday from 11 am to 1 pm to process parking passes and assist with parking issues.

## TIPS & GUIDANCE

### 2017 Thrift Savings Plan Contributions

Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in **pay period 01\***.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and **12/11/2016\***, to make the election effective for **pay period 01\***. The change must be entered in Employee Express between **TODAY\*** and **Friday, December 9, 2016\***, to become effective on **12/11/2016\***. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

Corrections are marked with (\*).

### Employee Mobile Device Contact List Available on FTC-issued Smartphones

In light of recent data center outages, OCIO has distributed to all FTC-issued mobile devices (iPhone and Android) a contact list that includes all FTC employees' government mobile phone numbers. The contact list is now available on all mobile devices and will be updated periodically with no impact on the end user. Users should have received a notification on their mobile device's main screen as a pop-up or under the

notification panel displaying the following message: "New document "FTC-Users-Mobile-Number" available for download".

Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download
- PDF and Excel versions of the document are available
- Users can download and open the documents as needed..

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov)

### Sustainability Tip of the Week

We don't know how mild or severe this winter will be, but we do know that it's a good idea to be prepared. Fortunately, [Ready.gov](http://Ready.gov) has some great information for what to do before and during winter storms, as well as [building an emergency kit](#) in the event of a huge snowstorm.

## TRAINING

### Diversity Council e-Train Feature Courses

One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## NEWS RELEASES

[FTC Issues Annual Report On Ethanol Market Concentration](#)

Nov 30, 2016

[FTC Staff Comment: Proposal to Expand Access to Telehealth Services Could Benefit Delaware Speech and Hearing Patients](#)

Nov 30, 2016

[Debt Relief Defendants Agree to Telemarketing and Financial Services Ban and Payment Processors Agree to Payment Processing Ban to Settle FTC Action](#)

Nov 30, 2016

[FTC Puts An End to Data Broker Operation that Helped Scam More Than \\$7 Million from Consumers' Accounts](#)

Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## JOBS

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## FACTOID, MENUS & WEATHER

### Random Factoid

There have already been some pretty major upsets in college hoops, but when people talk major major upset (note no plural), look to the Chaminade Silverswords, of Chaminade University of Honolulu, located in Honolulu, Hawaii. Chaminade hosts the annual men's tournament, the Maui Invitational Tournament. They are the only team that competes in the tournament that is not a NCAA Division I basketball program.

In 1982, Chaminade, then a member of the NAIA, defeated Virginia in what is considered the biggest upset in college basketball history (like said – MAJOR). Virginia, which featured Ralph Sampson and Rick Carlisle, was the top-ranked team in NCAA Division I basketball entering the game after posting victories against Georgetown (with Patrick Ewing) and Houston (with Hakeem Olajuwon). But in the Blaisdell Arena, the 3,500 fans in attendance — most of whom had come to see the nation's #1 team — witnessed the historic 77–72 upset. Many newspapers reportedly checked sources several times to make sure the story was right — that 800-student NAIA Chaminade had actually defeated the NCAA's top-ranked Cavaliers. *(from wikipedia)*

### Lunch Specials

#### *Top of the Trade*

Baked Oven Roast Chicken with Potato and one side - \$7.99  
Taco Salad with (Beef or Chicken) and Chipotle Dressing - \$7.99  
Fried Fish with two sides - \$7.99  
Gyro Sandwich with Fries - \$6.99  
Meatball Sub with Cheese - \$5.50  
Soup: Chicken Barley / White Bean

*Plaza East*



Pasta Bolognese, Butternut Squash Cream, Garlic Bread - \$0.45/oz  
Short Rib, Root Vegetable Hash, Grilled Plum Tomato - \$8.95  
Mixed Green & Caesar Salad - \$0.45/oz  
Cauliflower & Sweet Pea / Roasted Vegetables - \$0.45/oz  
Chicken Noodle / Tomato Provençal -\$2.75/\$3.25  
Baby Spinach, Artichoke, Tomatoes & Fresh Mozzarella - \$6.50

This Week's Plaza East Specials

**FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#) ~ [Washington, DC](#)

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**HELPFUL LINKS/INFO**

Daily Archive: <https://ftcintranet.ftc.gov/ftc-daily/index.cfm>

Daily Intranet Login: <https://ftcintranet.ftc.gov/goto.cfm?get=181>

GovDelivery Login: <https://admin.govdelivery.com/session/new>

Top of the Trade Cafeteria: 202-326-3507

## Mantiplay, James

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**From:** FTCDaily, FTCDaily  
**Sent:** Friday, December 09, 2016 10:11 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Friday, December 9

# FTC Daily



## Top Stories



### TODAY Is the Last Day to Make Changes for Your 2017 Thrift Savings Plan Contributions!

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 01\*...

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/11/2016\*, to make the election effective for pay period 01\*. **The change must be entered in Employee Express TODAY to become effective on 12/11/2016.** In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### The Time to Act is NOW!! Open Season Closes Monday, December 12

**All Staff** - To enroll or change a health benefits enrollment (FEHB) - use Employee Express ([www.employeeexpress.gov](http://www.employeeexpress.gov)) or submit a hard copy Health Benefits Election Form [SF2809](#) to the Human Capital Management Office in room H-723.

- To enroll or change an enrollment in a dental and/or vision (FEDVIP) plan - use the BENEFEDS secure enrollment website ([www.BENEFEDS.com](http://www.BENEFEDS.com)) sponsored by the Office of Personnel Management, or you may call 1-877-888-3337, TTY number 877-889-5680 for enrollment assistance.

- To enroll in a dependent care or health care flexible savings account (FSAFEDS) - use the FSAFEDS website

([www.fsafeds.com](http://www.fsafeds.com)) or you may contact an FSAFEDS Benefits Counselor at 1-877-372-3337, TTY number: 800-952-0450, Monday through Friday, 9 am to 9 pm (EST) for additional information or enrollment assistance. Remember that you MUST re-elect these accounts every calendar year.

See the [Benefits Open Season Homepage](#) for additional information. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Online Transit Subsidy Available NOW!

**All Staff** RIGHT NOW, it's time to transition your subsidy benefits to DOT's online system. This **mandatory** transition eliminates the use of paper (no more Forms 987 or 987a); stores application history on a secure server; streamlines the verification and approval process; and produces much fewer errors. **Current participants** in the transit subsidy program will [go to this page](#) for more information on the program, as well as an [applicant guide](#) and a [short video](#) that you may find helpful for the enrollment process. Because you will be asked for this information in the application, it's a really good idea to find your MISNO at the staff locator, and calculate your daily commuting cost in advance (if taking Metro, [WMATA's trip planner](#) may help). All current participants should complete their enrollment in the online system by Friday, December 16. It only takes a couple of minutes, so don't delay – do it today!

## Bigger and Better than Ever!

**HQ Staff** The FTC Chorus has had two very successful rehearsals this week, but it is not too late to join Chorus, which will perform at the FTC Holiday Party on December 20. If you would like to sing with us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. The remaining rehearsals are as follows:

Tuesday, December 13, 2:00 pm in CC5117

Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes and you may attend whichever one is more convenient for you. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings.

## The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

## One Hundred Hats – Volunteers Get and Give a Warm, Fuzzy

**HQ Staff** One Hundred Hats, a project of volunteer crafters throughout the FTC, creates handmade hats, scarves, mittens, blankets and booties for families in need. On Tuesday, December 6, volunteers donated 123 hats, 46 scarves, 6 blankets and 1 pair of booties to the DC Children's Law Center. In seven years, volunteers have created 1,367 items for donation. For more information – or to view photos of their handiwork – visit the [One Hundred Hats Intranet page](#). Volunteers meet on Tuesdays, from noon to 1 pm in CC-10103. If you would like to join the volunteers or donate yarn or supplies for the project, please come to a meeting or contact [Jennifer Leach](#), x3203 or [Dawne Holz](#), x2933.

## Coming Soon! Inauguration Day Information!

**All Staff** Inauguration Day is Friday, January 20 – stay tuned for more information!

Events



We Need YOU to Help Us Improve Search on FTC.gov

**HQ Staff** We know the search on FTC.gov leaves something to be desired, and that's putting it kindly. On Tuesday, Dec. 13, and Wednesday, Dec. 14, the Web and Digital Strategy Team will host Search Usability Days at FTC HQ and CC to gather your input and feedback on how we can improve our website's search. You can participate in any of three ways – two of which are region friendly.

1. Usability Interviews: Spend 15 minutes with us answering questions and performing a test search.
  - Headquarters: Tuesday, 12/13, 11 a.m. to 3 p.m. H-294
  - Constitution Center: Wednesday, 12/14, 11 a.m. to 3 p.m., CC-10301 You can make an appointment by emailing [webteam@ftc.gov](mailto:webteam@ftc.gov) or just drop in. Yes, we will have treats.
2. Online Survey: Go to the [FTC.gov Search Usability Survey on the Intranet and take a few minutes to answer questions about search and share your thoughts.](#)
3. Email: Don't have time for interviews or the survey? Just drop your thoughts into an email and fire it off to [webteam@ftc.gov](mailto:webteam@ftc.gov)

We are also interviewing external stakeholders such as practitioners, media, Hill staff and consumers.

Thank you for your time and interest in helping us improve the customer experience of FTC.gov!

## Admin



### 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections **do not** automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02. To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Leave Bank Open Enrollment... the Countdown Has Begun!

**All Staff** This is the next to last week to enroll in the Leave Bank Program for the 2017 leave year. The Leave Bank is a pooled fund of donated leave that Leave Bank members may draw upon during a medical emergency. Take this opportunity to become a member by completing the [Application to Join the FTC Leave Bank Program](#) form and submitting it to the Human Capital Management Office (Room H-723). The last day to enroll is December 16. For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Fire Alarm Preventive Maintenance Next Week at HQ Starts on Monday

**HQ Staff** The General Services Administration will be conducting preventive maintenance on the fire alarms at the Headquarters Building on Monday, December 12, through Friday, December 16, from 7 am to 3:30 pm each day. During the maintenance, please disregard any fire alarms that you may hear; in the event of an emergency requiring an evacuation, you will be notified over the PA system.

### Bring the "Office" to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsoft.com/> and use Program Code (b)(3)-6(f),(b)(4).

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsoft.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsoft.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:  
[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## Visit the New OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing real-time feedback. You can search for a service, or browse by service name, OED office or service category. The Catalog replaces the One-stop-shop Policies and Procedures intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

## Final Seventh Floor Sound Attenuation Work at CC on Saturday

**HQ Staff** On Saturday, December 10, contractors will be onsite to install door drop seals and complete final punch list items for the seventh floor sound attenuation project. Contractors will be working from 5 am to approximately 4 pm. Employees are reminded to secure any PII before leaving for the weekend.

## CC Fridge Cleaning TODAY

**HQ Staff** The custodial staff at Constitution Center will clean pantry refrigerators for November and December on TODAY. The custodial staff will wipe interiors and exteriors of refrigerators with disinfectant, and all items and containers, with the exception of condiments and non-dairy beverages, will be discarded.

## CC Parking Assistance Monday

**HQ Staff** A Park America representative will be on site in the Constitution Center property manager's office on Monday from 11 am to 1 pm to process parking passes and assist with parking issues.

## Tips & Guidance

### Employee Mobile Device Contact List Available on FTC-issued Smartphones

**All Staff** In light of recent data center outages, OCIO has distributed to all FTC-issued mobile devices (iPhone and Android) a contact list that includes all FTC employees' government mobile phone numbers. The contact list is now available on all mobile devices and will be updated periodically with no impact on the end user. Users should

have received a notification on their mobile device's main screen as a pop-up or under the notification panel displaying the following message: "New document "FTC-Users-Mobile-Number". available for download".

Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download
- PDF and Excel versions of the document are available
- Users can download and open the documents as needed

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

## Sustainability Tip of the Week

**All Staff** When leaving a room, you should turn off the lights, right? Well, that all depends. It depends on what type of lights you have in your room, as well as how long you will be gone. For what to do on what lights you have for optimal energy savings, please see: <http://energy.gov/energysaver/articles/when-turn-your-lights>.

## Training



### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

### See All HCMO Courses

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## News Releases



[FTC Providing Over \\$88 Million in Refunds to AT&T Customers Who Were Subjected to Mobile Cramming](#)  
Dec 8, 2016

[FTC Announces Agenda for Workshop to Examine Changing Consumer Demographics](#)  
Dec 2, 2016

[FTC Issues Annual Report On Ethanol Market Concentration](#)

Nov 30, 2016

[FTC Staff Comment: Proposal to Expand Access to Telehealth Services Could Benefit Delaware Speech and Hearing Patients](#)

Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

**Jobs**



Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

**Factoid, Menus & Weather**



## Random Factoid

An auto-antonym (sometimes spelled autantonym), or contronym (also spelled contranym), is a word with multiple meanings, one of which is defined as the reverse of one of its other meanings. This phenomenon is called enantiosemy, enantionymy or antilogy. It's best just to give some examples:

- Dust can mean to remove dust (cleaning a house) or to add dust (e.g. to dust a cake with powdered sugar)
- Let can mean "allow" or "prevent"
- Nonplussed can mean "baffled" or "perplexed," but in North America can also mean "not disconcerted" or "unperturbed"
- Clip can mean "attach" or "cut off"
- Refrain can mean either non-action or the repetition of an action (e.g. in musical notation)

(from Wikipedia).

## Lunch Specials

### Top of the Trade

Baked Fish with Crab Meat and two sides - \$7.99

Fried Fish with two sides - \$7.99

Chicken Enchiladas with two sides - \$7.99

Grilled Chicken Breast with two sides - \$7.99

Gyro with Fries - \$6.99

Soup: Seafood

### Plaza East

Coffee Rubbed Brisket, Sweet Potato Mash, Chef's Vegetable - \$0.45/oz

Organic Mixed Greens & Garden Vegetables - \$0.45/oz

Fish & Chips, Coleslaw & Tartar Sauce - \$8.50

Apples & Edamame, Cabbage, Celery, Raisins & Lemon-Tarragon - \$0.45/oz

Local Squash & Fresh Herbs / Basil Grilled Eggplant - \$0.45/oz

Potato Bisque / Country Vegetable - \$2.75/\$3.75

Sliced Apple, Ham, Red Onion, Honey Dijon on Sourdough - \$6.50

[This Week's Plaza East Specials](#)

## **FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#) ~ [Washington, DC](#)

*yay! friday!*

The FTC Daily may contain non-public information; do not forward outside the FTC.



**From:** FTCDaily, FTCDaily  
**Sent:** Friday, December 16, 2016 9:54 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - December 16, 2016

# FTC Daily



## Top Stories



### FTC HOLIDAY PARTY 2016

**HQ Staff** [You are invited](#) to this year's FTC Holiday Party! Please join us on Tuesday, December 20th from 3:00-5:00pm in the Constitution Center First Floor ABC Conference Room. We will be celebrating with food, drinks, and entertainment from across the agency!

We also will be collecting goods for DC shelters this holiday season. Please consider bringing items with you to the FTC Holiday Party or place them in the bins located in the CC and HQ lobbies. Collections begin December 14th. Check out our [flyer for details!](#)

### Feedback Needed: OED Customer Satisfaction Survey

**All Staff** OED is seeking feedback about its services via the [OED customer satisfaction survey](#). Your response is important to OED's efforts to improve the services it provides. The survey asks about your experience with each of the five OED organizations — human capital management, information technology, financial management, records and filings, and administrative services — as well as your overall experience with OED. The final day to complete the survey is Friday, December 30.

### The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

### Leave Bank Enrollment Finale!

**All Staff** Today is the final day to become a Leave Bank member for the 2017 leave year. To become a member, complete the [Application to Join the FTC Leave Bank Program](#) form and submit to the Human Capital Management Office (Room H-723) TODAY. Information about the FTC Leave Bank can be found on the [Leave Bank Homepage](#). For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Announcing the new SAFE Web Portal – Informational

**All Staff** OCIO has created a new web portal for accessing SAFE. The new web portal will be the location where customers can access SAFE, get tip sheets, alerts and other information related to SAFE. Staff will be able to connect to the FTC Network from their FTC issued workstations and to SAFE VDIs through personal workstations from this one location. The new web portal will be available on **December 19, 2016**.

For more information, please visit the new SAFE portal at <https://www.ftc.gov/safe>.

Customers will need to change any shortcuts or links they have saved to get to the current SAFE system with this new web portal location.

If you need any further assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

## Project Management Community of Practice (PM COP)

**All Staff** Calling all project managers and those interested in managing projects: OED has formed an employee-directed Project Management Community of Practice (PM COP) and would like to invite you to join! Co-chaired by Bill Merkle (OCIO) and Valerie Green (FMO), the PM COP will seek to aid the development of project management skills across the agency and ultimately enhance the capacity of employees to complete projects successfully. It will establish best practices and templates for use across the agency. Bring your challenges, objectives, and questions to the table, and get to know your fellow project managers at the FTC. If you are interested in joining the PM COP, please email or call Christiana Chen ([cchen1@ftc.gov](mailto:cchen1@ftc.gov); x2355) by December 30, and she will add you to the list for the kickoff meeting.

## Online Transit Subsidy Available NOW!

**All Staff** RIGHT NOW, it's time to transition your subsidy benefits to DOT's online system. This **mandatory** transition eliminates the use of paper (no more Forms 987 or 987a); stores application history on a secure server; streamlines the verification and approval process; and produces much fewer errors. **Current participants** in the transit subsidy program will [go to this page](#) for more information on the program, as well as an [applicant guide](#) and a [short video](#) that you may find helpful for the enrollment process. Because you will be asked for this information in the application, it's a really good idea to find your MISNO at the staff locator, and calculate your daily commuting cost in advance (if taking Metro, [WMATA's trip planner](#) may help). All current participants should complete their enrollment in the online system by Friday, December 16. It only takes a couple of minutes, so don't delay – do it today!

## One Hundred Hats – Volunteers Get and Give a Warm, Fuzzy Feeling

**All Staff** One Hundred Hats, a project of volunteer crafters throughout the FTC, creates handmade hats, scarves, mittens, blankets and booties for families in need. On Tuesday, December 6, volunteers donated 123 hats, 46 scarves, 6 blankets and 1 pair of booties to the DC Children's Law Center. In seven years, volunteers have created 1,367 items for donation. For more information – or to view photos of their handiwork – visit the [One Hundred Hats Intranet page](#). Volunteers meet on Tuesdays, from noon to 1 pm in CC-10103. If you would like to join the volunteers or donate yarn or supplies for the project, please come to a meeting or contact [Jennifer Leach](#), x3203 or [Dawne Holz](#), x2933.

Events



None

Admin



## Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance, so you may take the necessary steps to prepare for your deposit to arrive a one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

## FTC Telephone Directory White Pages

**All Staff** The employee directory (white pages), updated as of December 13, [can be accessed from the intranet](#). The PDF file can be saved to your computer or printed. Please send any corrections to this listing to Marion Bigelow

## CC Parking Assistance Monday

**HQ Staff** A Park America representative will be on site in the Constitution Center property manager's office on Monday from 11 am to 1 pm to process parking passes and assist with parking issues.

Tips & Guidance



## Employee Mobile Device Contact List Available on FTC-issued Smartphones

**All Staff** In light of recent data center outages, OCIO has distributed to all FTC-issued mobile devices (iPhone and Android) a contact list that includes all FTC employees' government mobile phone numbers. The contact list is now available on all mobile devices and will be updated periodically with no impact on the end user. Users should have received a notification on their mobile device's main screen as a pop-up or under the notification panel displaying the following message: "New document "FTC-Users-Mobile-Number" available for download".

Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download
- PDF and Excel versions of the document are available
- Users can download and open the documents as needed

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov)

## Bring the “Office” to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3),6(f),(b)(4).

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit: [https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## Sustainability Tip of the Week

**All Staff** Wow, its cold outside throughout parts of the nation. Like, really cold. To handle these frigid temps, check out the CDC's page, [Extreme Cold: A Prevention Guide to Promote Your Personal Health and Safety](#). A [very comprehensive downloadable pdf](#) is also available. If you're a big Game of Thrones fan and want to pass on some cold weather tips to friends and family, be sure to check out [CDC's Winter Is Coming themed e-cards](#).

## Training



### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

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- **Managing Diversity:** Leveraging diversity is a key for all organizations. This

Challenge examines how diversity elements relate to business strategy.

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[Vemma Agrees to Ban on Pyramid Scheme Practices to Settle FTC Charges](#)

Dec 15, 2016

[DeVry University Agrees to \\$100 Million Settlement with FTC](#)

Dec 15, 2016

[Operators of AshleyMadison.com Settle FTC, State Charges Resulting From 2015 Data Breach that Exposed 36 Million Users' Profile Information](#)

Dec 14, 2016

[FTC Approves Final Order Settling Charges that Mars Petcare Made False Health Claims for Its Eukanuba Brand Dog Food](#)

Dec 13, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

Hoth is the sixth and outermost planet of the remote Hoth system (this is from Star Wars, so no, it's not a real planet; the current weather just feels like Hoth). It is a small habitable world with a freezing climate, too cold for intelligent life to develop. Hoth was close to the Hoth asteroid belt, and meteors regularly hit the planet. Hoth was home to few species, including the towering, predatory Wampa, and gray snow lizards known as Tauntauns.

The original draft of *The Empire Strikes Back*, written by Leigh Brackett, depicted an opening scene with Luke Skywalker on the ridge of an ice planet, though the name "Hoth" was given to the cloud planet at the time. (The cloud planet was ultimately called Bespin.)

The Hardangerjøkulen glacier near Finse, Norway served as the filming location for Hoth in the movie. Scenes were filmed in subzero temperatures. For the battle scene, miniatures were used on a set that used microscopic glass bubbles and baking soda to mimic the snowy territory. (from Wikipedia)

### Lunch Specials

#### ***Top of the Trade***

Chicken Vegetable Curry over Rice or one Vegetable - \$7.99

Fried Flounder with two sides - \$7.99

Hamburger Stake with Grilled Onions and two sides - \$7.99

Gyro with Fries - \$6.99  
Soup: Seafood / Lentil

**Plaza East**

Baked Radiatore Pasta Primavera & Penne Sausage, Garlic Bread – \$0.45/oz  
Chef's Salad of Organic Mixed Greens & Seasonal Produce - \$0.45/oz  
BBQ Grilled Salmon, Mushrooms & Corn, Ginger Cream - \$8.95  
Watercress & Carrot, Mushrooms with Tarragon & Citrus Dressing - \$0.45/oz  
Plum Tomato Parmesan Cheese / Steamed Rutabagas - \$0.45/oz  
Chicken & Sausage / Vegetable Couscous - \$2.75/\$3.25  
Turkey, Red Onion, Arugula, Smoked Mozzarella, Sun Dried Tomato Mayo - \$6.50

**FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*yay! friday!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

**From:** FTCDaily, FTCDaily  
**Sent:** Friday, December 23, 2016 9:15 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - December 23, 2016

# FTC Daily



## Top Stories



### Feedback Needed: OED Customer Satisfaction Survey

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### OTech Seminar - Dial One for Scam: A Large-Scale Analysis of Technical Support Scams

**All Staff** Dr. Nick Nikiforakis (Department of Computer Science, Stony Brook University) will give a talk on technical support scams on **Wednesday, January 4, at noon in CC-5116**. In technical support scams, cybercriminals seek to convince users that their machines are infected with malware and require technical support. Victims are asked to provide remote computer access to scammers, who “diagnose the problem” before offering expensive support. These scams are responsible for yearly losses of tens of millions of dollars. Dr. Nikiforakis will discuss a systematic study of technical support scams and the call centers hidden behind them. His team identified malvertising as a major culprit exposing users to these scams, using it to build an automated system to discover phone numbers and domains operated by scammers. Over more than eight months, they collected a large corpus of technical support scams and used it to provide insights on their prevalence, abused infrastructure, illicit profits, and scammers' evasion attempts. Finally, they interacted with sixty different scammers, experiencing their social engineering tactics and collecting detailed statistics. Dr. Nikiforakis will explain how law-enforcement agencies can use their findings and propose technical and educational countermeasures for users. This event will also be available via VTC to the Regional Offices. For additional details, contact [jcalandrino@ftc.gov](mailto:jcalandrino@ftc.gov).

### Combined Federal Campaign

**All Staff** Please consider giving through CFC to causes that mean the most to you. Every gift, no matter the amount, is important and makes a difference. The deadline is **Saturday, December 31**. You can give here <https://www.cfcnexus.org/cfcnca/> or here: <https://www.employeeexpress.gov/>.

## Events

*HAPPY HOLIDAYS TO YOU ALL!*

## Admin

### No Services at Constitution Center on Sunday or Monday

**HQ Staff** Please be advised that the Constitution Center property management office will be closed on Sunday, December 25, and Monday, December 26. Standard services including air conditioning and cleaning will not be provided. Should you have any special requirements if coming to work at Constitution Center on Sunday or Monday, please submit all requests to Customer Services (x2266) by noon on Friday, December 23. Please also be advised that the parking garage will be closed and the building will be secured. Tenants requiring access to their suite or tenants with monthly parking passes will need to utilize their access control card.

### OCIO Holiday Support Hours

**All Staff** Happy Holidays! OCIO Helpdesk holiday and weekend support hours will be from 8 am to 5 pm on Saturdays and Sundays, on Monday, December 26, and on Monday, January 2. Please email [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), or call x3500 or (877) 411-4382, if you need assistance.

### Delayed Direct Deposit for Pay Period 01 of 2017

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### Workplace Flexibilities during Inauguration Week

**All Staff** Many inaugural activities will take place both before and after the Presidential oath of office is administered, which will likely cause significant traffic disruptions. Due to the extensive road closures, mass transit changes, and the establishment of security perimeters that will take place on Wednesday, January 18, and Thursday, January 19, **telework ready employees** who work in the downtown Washington, DC area and its vicinity, are encouraged to discuss unscheduled telework options with their immediate supervisor for



the days leading up to the Inauguration.

During this time, SAFE will be fully available for users who are eligible to telework. Please visit [In the Know with OCIO](#) for a preparation tip sheet on accessing SAFE using the new URL <https://www.ftc.gov/safe>. Those eligible and wishing to utilize telework, as an option during this event must have a valid telework agreement in place – please visit the [telework page](#) for more information. Employees may also request to use their alternative work schedule day off, annual leave, leave without pay, previously earned compensatory time off, or earned credit hours under a flexible work schedule.

Those employees who must commute should allow extra time going to and from work whether by private vehicle or public transportation. Employees are encouraged to monitor local news media for announcements on street closures for vehicular and pedestrian traffic, disruptions to public transportation, building closures, or any possible changes to the Washington, DC area Federal Government operating status. Information on street closures is available at [www.secretservice.gov/press/releases](http://www.secretservice.gov/press/releases), and information on DC public transportation changes and delays is available at [www.wmata.com](http://www.wmata.com). Questions regarding workplace flexibilities during inauguration week may be directed to Lynette L. Brown at 202-326-3323.

## Top of the Trade Closing Early TODAY

**HQ Staff** The Headquarters Building cafeteria will be closing TODAY at 1 pm.

## Plaza East Closing Early TODAY

**HQ Staff** The Constitution Center cafeteria will be closing TODAY at 1 pm.

## ASO Customer Services Closing a Bit Early TODAY

**HQ Staff** Customer Services will be closing TODAY at 5 pm. Happy Holidays from the Customer Services Branch!

## Tips & Guidance

### The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

### Sustainability Tip of the Week

**All Staff** Leaving Town for the Holiday Weekend? Drive Smart! To improve your fuel economy and reduce greenhouse gas emissions, go easy on the brakes and gas pedal, avoid hard accelerations, reduce your time spent idling (no more than 30 seconds), and unload unnecessary items in your trunk to reduce weight. If you have a removable roof rack and you are not using it, take it off to improve your fuel economy. Use cruise control if you have it, and for vehicles with selectable four-wheel drive, consider operating in two-wheel drive mode when road conditions make it safe to do so. For more information from the EPA, take a look at these tips for [driving more efficiently](#).

## Training

## Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

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- **Managing Diversity:** Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

### News Releases

[FTC Action Halts Timeshare Resale Scheme](#)

Dec 22, 2016

[Telemarketing Defendants Charged by FTC in Tech Support Scheme Will Pay \\$10 Million for Consumer Redress.](#)

Dec 22, 2016

[FTC Staff Supports Proposal for Flexible Physician Supervision of Physician Assistants in Iowa](#)

Dec 21, 2016

[Statement of FTC Chairwoman Edith Ramirez Regarding The Volkswagen 3.0 Liter Emissions Litigation](#)

Dec 20, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

### Jobs

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](http://USAJOBS).

### Factoid, Menus & Weather

## Random Factoid

This may save you the need for a fitness tracker, in the average lifetime, a person will walk the equivalent of five times around the equator.

## Lunch Specials

### Top of the Trade

Breakfast/Brunch  
Open Grill  
Sandwiches  
Soup: White Bean

### Plaza East

Chef's Salad of Organic Mixed Greens & Seasonal Produce - \$0.45/oz  
Popcorn Shrimp, Caper Remoulade & Fries - \$7.95  
Ginger Sweet Potato - \$2.75/\$3.25  
Turkey Reuben, Sauerkraut, 1,000 Island Dressing, Swiss Cheese - \$6.50

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*yay! friday!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

**From:** FTCDaily, FTCDaily  
**Sent:** Monday, December 05, 2016 10:32 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Monday, December 5

# FTC Daily



## Top Stories



### Fall Technology Series: Smart TV

All Staff

The FTC is hosting a half-day workshop on Wednesday, December 7, at 1 pm to explore smart televisions. Consumers enjoy recommendations based on their television viewing habits (“viewers who watched Mr. Robot... may enjoy Fight Club”), but who else knows what you’re watching? The golden age of television has arrived with the golden age of television *tracking*. In 2016, virtually all television delivery systems – smart TVs, streaming devices, game consoles, apps, and even old-fashioned set top boxes – track consumers’ viewing habits, and sometimes in new and unexpected ways. Television and streaming device manufacturers, software developers, and the advertising industry are collaborating to learn more about what consumers are watching. These collaborations are allowing advertisers to precisely target consumers and better understand what ads are working. The first panel will explore the roles of hardware manufacturers and software developers in creating tracking technologies, how entertainment preferences may be linked to individuals or to individuals’ device graphs, and how the advertising industry is using this information. The second panel will cover what consumers understand about how their entertainment preferences are being tracked, disclosed, and used, privacy issues these practices raise, and related best practices.

Please see the workshop webpage for additional information, including agenda and webcast information. <https://www.ftc.gov/news-events/events-calendar/2016/12/fall-technology-series-smart-tv>.

### Inspector General’s Semiannual Report to Congress



The [OIG Semiannual Report to Congress](#) is now available on the OIG’s public web site. During this reporting period (April 1, 2016 – September 30, 2016), the OIG completed a major evaluation of opportunities to mature the FTC’s Information Technology Governance Practices, using as case studies the FTC’s electronic discovery (eDSS) and smartphone acquisitions. The OIG also completed a significant investigation of violations of the federal employee Standards of Ethical Conduct regulations and issued a related Management Advisory with recommendations. The report also recounts the OIG’s outreach visits to three regional offices and acknowledges management progress on implementing open OIG recommendations.

### Coming Soon! Inauguration Day Information!

**All Staff** Inauguration Day is Friday, January 20 – stay tuned for more information about this upcoming event!

## Come Join the Chorus for the FTC Holiday Party!

**All Staff** The FTC Chorus, now numbering close to 20 people, will perform at the FTC Holiday Party on Tuesday, December 20. We'd love to increase our ranks to 25 or even higher. If you would like to join us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. We have scheduled rehearsals as follows:

- Tuesday, December 6, 2:00 pm in HQ332
- Wednesday, December 7, 2:00 pm in CC5117
- Tuesday, December 13, 2:00 pm in CC5117
- Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes. Please try to attend at least two of them in the location of your choice. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings. Fa! La! La!

## The Time to Act Is NOW!! Open Season Closes Monday, December 12

**All Staff** - To enroll or change a health benefits enrollment (FEHB) - use Employee Express ([www.employeexpress.gov](http://www.employeexpress.gov)) or submit a hard copy Health Benefits Election Form [SF2809](#) to the Human Capital Management Office in room H-723.

- To enroll or change an enrollment in a dental and/or vision (FEDVIP) plan - use the BENEFEDS secure enrollment website ([www.BENEFEDS.com](http://www.BENEFEDS.com)) sponsored by the Office of Personnel Management, or you may call 1-877-888-3337, TTY number 877-889-5680 for enrollment assistance.

- To enroll in a dependent care or health care flexible savings account (FSAFEDS) - use the FSAFEDS website ([www.fsafeds.com](http://www.fsafeds.com)) or you may contact an FSAFEDS Benefits Counselor at 1-877-372-3337, TTY number: 800-952-0450, Monday through Friday, 9 am to 9 pm (EST) for additional information or enrollment assistance. Remember that you MUST re-elect these accounts every calendar year.

See the [Benefits Open Season Homepage](#) for additional information. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## FTC Photo Directory

**All Staff** How many times have you walked down the halls or into an elevator with a colleague...whose name you have temporarily forgotten? Are you better at remembering faces instead of names...or are you better at remembering names instead of faces? Fortunately, the new [FTC Photo Directory](#) is here to minimize the number of these awkward encounters! So far, 695 FTC employees have submitted their photos. However, with about 1655 employees at this agency, we still have a ways to go. The team in OED hopes that you will find the new page to be a valuable resource and would like to encourage you to [participate](#) in the initiative. After all, the more staff that submit photos, the more effective the Directory will be! Participation is open to all staff and contractors.

If you would like to learn more about this initiative, please take a minute to watch this [commercial](#)!

## Events



### CFC Annual Bake Sale – TOMORROW, Tuesday, December 6

**HQ Staff** The FTC's Combined Federal Campaign bake sale is coming up! Join us TOMORROW, Tuesday, December 6, in the Constitution Center first floor conference rooms between 11:30 am and 2:30 pm for delicious baked goods! All proceeds will benefit CFC Charities and bring us one step closer to meeting our goal!

If you are still interested in baking, it is not too late! Please contact Kenna Falk ([kfalk@ftc.gov](mailto:kfalk@ftc.gov)). Thank you!

### Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin



### CC Fridge Cleaning This Friday

**HQ Staff** The custodial staff at Constitution Center will clean pantry refrigerators for November and December on Friday, December 9. The custodial staff will wipe interiors and exteriors of refrigerators with disinfectant, and all items and containers, with the exception of condiments and non-dairy beverages, will be discarded.

### FTC Leave Bank Enrollment Period... Now through Friday, December 16

**All Staff** Would you like to become Leave Bank member? The membership contribution is based on your annual leave category. Employees make a one-time contribution of 4, 6 or 8 hours and have the opportunity to use leave from the Leave Bank in a medical emergency. For more information on the Leave Bank and how to apply, visit the [Leave Bank Homepage](#). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Corrections\* --- 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in **pay period 01\***.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and **12/11/2016\***, to make the election effective for **pay period 01\***. The change must be entered in Employee Express between **by Friday, December 9, 2016\***, to become effective on **12/11/2016\***. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information

is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

Corrections are marked with (\*).

## CC Charity Toy Collection

**HQ Staff** The Constitution Center property manager is collecting new, unwrapped toys for charity. TODAY is the last day for donations!

## CC Parking Assistance TODAY

**HQ Staff** A Park America representative will be on site in the Constitution Center property manager's office TODAY from 11 am to 1 pm to process parking passes and assist with parking issues.

## OCIO Maintenance Window Reminder

**All Staff** Maintenance on all systems may occur during the new maintenance window:

Monday, 12 am to 5 am (ET)  
Wednesday, 12 am to 5 am (ET)  
Thursday, 12 am to 5 am (ET)  
Saturday, 9:30 pm to Sunday 6 am (ET)

The increased number of windows will affect the availability of IT services during non-core work hours through the end of the year. While OCIO will do everything possible to avoid any adverse impact to operations, this process will cause some inconvenience and will require advance planning by everyone to ensure that we meet court deadlines and the mission work of the agency continues apace and without interruption. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500, or the Assistant Director for IT Infrastructure Operations, Jacalyn Johnson, [jaj@ftc.gov](mailto:jaj@ftc.gov), x2218.

## Tips & Guidance

### The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

### Employee Mobile Device Contact List Available on FTC-issued Smartphones

**All Staff** In light of recent data center outages, OCIO has distributed to all FTC-issued mobile devices (iPhone and Android) a contact list that includes all FTC employees' government mobile phone numbers. The contact list is now available on all mobile devices and will be updated periodically with no impact on the end user. Users should have received a notification on their mobile device's main screen as a pop-up or under the notification panel displaying the following message: *New document "FTC-Users-Mobile-Number" available for download.*

Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download
- PDF and Excel versions of the document are available
- Users can download and open the documents as needed

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

## Thinking of Preparing a Rulemaking, a Study, or a New or Revised Form?

**All Staff** See [this intranet page](#) and then consult OGC for further guidance.

## Impersonations of FTC Staff

**All Staff** Scammers are exploiting the FTC's good name by pretending to be FTC employees and asking people to send money. The money might be to cover "shipping" for a phony sweepstakes prize, or to pay a fake fine. Sometimes scammers even use real FTC employees' names. If a consumer contacts you after being targeted by an FTC imposter, please [review this link](#) to know how best to respond to the consumer.

## Bring the "Office" to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsoft.com/> and use Program Code: (b)(3)-6(f),(b)(4).

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsoft.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsoft.com/hupus/contactus.aspx?culture=en-US>.

To view all available Government Employee Discounts, please visit:  
[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)



## Training



### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion online training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

### See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases



[FTC Announces Agenda for Workshop to Examine Changing Consumer Demographics](#)  
Dec 2, 2016

[FTC Issues Annual Report On Ethanol Market Concentration](#)  
Nov 30, 2016

[FTC Staff Comment: Proposal to Expand Access to Telehealth Services Could Benefit Delaware Speech and Hearing Patients](#)  
Nov 30, 2016

[Debt Relief Defendants Agree to Telemarketing and Financial Services Ban and Payment Processors Agree to Payment Processing Ban to Settle FTC Action](#)  
Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs



- [General Attorney \(Trade Regulation\)](#)
- [Federal Trade Investigator – MPP](#)
- [Federal Trade Investigator – MPP](#)
- [Federal Trade Investigator – DEU](#)
- [Federal Trade Investigator – DEU](#)
- [Public Affairs Specialist – DEU](#)

- [Public Affairs Specialist – DEU](#)
- [Human Resources Specialist \(Executive Resources\)](#)
- [General Attorney \(Trade Regulation\)](#)
- [Deputy General Counsel for Legal Counsel](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather ? + +

### Random Factoid

Today is *National Sachertorte Day*; a Sacher torte is a specific type of chocolate cake, or torte, invented by Austrian Franz Sacher in 1832 for Prince Wenzel von Metternich in Vienna, Austria. It also became the subject of a legal battle.

Differences arose with the use of the label *The Original Sacher Torte* between the Hotel Sacher and the Demel bakery. Eduard Sacher completed his recipe for Sacher Torte while working at Demel, which was the first establishment to offer the Original Sachertorte cake. The hotel owners sued Demel in 1954, with the hotel asserting its trademark rights and the bakery claiming it had bought the rights to the name.

Over the next seven years, both parties waged an intense legal war over several of the dessert's specific characteristics, including the change of the name, the second layer of jam in the middle of the cake (not a layer of jam, but the second layer was a point of contention), and the substitution of margarine for butter in the baking of the cake. In 1963 both parties agreed on an out of court settlement that gave the Hotel Sacher the rights to the phrase *The Original Sachertorte* and gave the Demel the rights to decorate its tortes with a triangular seal that reads *Eduard-Sacher-Torte*. (from Wikipedia)

### Lunch Specials

#### *Top of the Trade*

Grilled pork chops with two sides - \$7.99  
 Butter chicken over rice with one side - \$7.99  
 Spaghetti with meat sauce casserole and one side - \$7.99  
 Gyro with fries - \$6.99  
 Soups: Black bean; chicken & rice

#### *Plaza East*

Chile Grilled Chicken, Pepper Quinoa, Cilantro Roasted Squash - 0.45/oz  
 Mixed Greens, Pickled Peppers, Onion, Olives & Roasted Pepper - 0.45/oz  
 Sheppard's Pie with Whipped Potato Crust - \$7.25  
 Bok Choy, Cabbage, Local Mushrooms, Honey-Sesame Dressing - 0.45/oz  
 Steamed Red Bliss Potatoes / Roasted Broccoli - 0.45/oz  
 Chicken Noodle / Country Vegetable & Tomato - \$2.75/\$3.35  
 Turkey, Tomato, Cucumber, Onion, Havarti Dill, Mustard-Mayo - \$6.50

#### [This Week's Plaza East Specials](#)

### FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
 ~ [Washington, DC](#)

*another delicious monday daily*

The FTC Daily may contain non-public information; do not forward outside the FTC.

**From:** FTCDaily, FTCDaily  
**Sent:** Monday, December 12, 2016 10:43 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Monday, December 12

# FTC Daily



## Top Stories

### FTC Photo Directory

**All Staff** How many times have you walked down the halls or into an elevator with a colleague...whose name you have temporarily forgotten? Are you better at remembering faces instead of names...or are you better at remembering names instead of faces? Fortunately, the new [FTC Photo Directory](#) is here to minimize the number of these awkward encounters! So far, **699** FTC employees have submitted their photos. However, with about 1655 employees at this agency, we still have a ways to go. The team in OED hopes that you will find the new page to be a valuable resource and would like to encourage you to [participate](#) in the initiative. After all, the more staff that submit photos, the more effective the Directory will be! Participation is open to all staff and contractors.

If you would like to learn more about this initiative, please take a minute to watch this [commercial!](#)

### Feedback Needed: OED Customer Satisfaction Survey

**All Staff** OED is seeking feedback about its services via the [OED customer satisfaction survey](#). Your response is important to OED's efforts to improve the services it provides. The survey asks about your experience with each of the five OED organizations — human capital management, information technology, financial management, records and filings, and administrative services — as well as your overall experience with OED. The final day to complete the survey is **December 31st**.

### We Need YOU to Help Us Improve Search on FTC.gov

**HQ Staff** We know the search on FTC.gov leaves something to be desired, and that's putting it kindly. On Tuesday, Dec. 13, and Wednesday, Dec. 14, the Web and Digital Strategy Team will host Search Usability Days at FTC HQ and CC to gather your input and feedback on how we can improve our website's search. You can participate in any of three ways — two of which are region friendly.

Usability Interviews: Spend 15 minutes with us answering questions and performing a test search.

- Headquarters: Tuesday, 12/13, 11 a.m. to 3 p.m. H-294
- Constitution Center: Wednesday, 12/14, 11 a.m. to 3 p.m., CC-10301

You can make an appointment by emailing [webteam@ftc.gov](mailto:webteam@ftc.gov) or just drop in. Yes, we will

have treats.

Online Survey: Go to the [FTC.gov Search Usability Survey](#) on the Intranet and take a few minutes to answer questions about search and share your thoughts. Email: Don't have time for interviews or the survey? Just drop your thoughts into an email and fire it off to [webteam@ftc.gov](mailto:webteam@ftc.gov)

We are also interviewing external stakeholders such as practitioners, media, Hill staff and consumers. Thank you for your time and interest in helping us improve the customer experience of FTC.gov!

## The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

## Leave Bank Open Enrollment... the Countdown Has Begun!

**All Staff** This is the last week to enroll in the Leave Bank Program for the 2017 leave year. The Leave Bank is a pooled fund of donated leave that Leave Bank members may draw upon during a medical emergency. Take this opportunity to become a member by completing the [Application to Join the FTC Leave Bank Program](#) form and submitting it to the Human Capital Management Office (Room H-723). The last day to enroll is December 16. For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Events



### FTC Holiday Party 2016

**HQ Staff** [You are invited](#) to this year's FTC Holiday Party! Please join us on Tuesday, December 20th from 3:00-5:00pm in the Constitution Center First Floor ABC Conference Room. We will be celebrating with food, drinks, and entertainment from across the agency!

We also will be collecting goods for DC shelters this holiday season. Please consider bringing items with you to the FTC Holiday Party or place them in the bins located in the CC and HQ lobbies. Collections begin December 14th. Check out our [flyer for details!](#)

### Bigger and Better than Ever!

**HQ Staff** The FTC Chorus has had two very successful rehearsals this week, but it is not too late to join Chorus, which will perform at the FTC Holiday Party on December 20. If you would like to sing with us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. The remaining rehearsals are as follows:

Tuesday, December 13, 2:00 pm in CC5117

Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes and you may attend whichever one is more convenient for you. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings.

## Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin

### Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive a one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

### Fire Alarm Preventive Maintenance Next Week at HQ Starts on Monday

**HQ Staff** The General Services Administration will be conducting preventive maintenance on the fire alarms at the Headquarters Building on Monday, December 12, through Friday, December 16, from 7 am to 3:30 pm each day. During the maintenance, please disregard any fire alarms that you may hear; in the event of an emergency requiring an evacuation, you will be notified over the PA system.

### CC Parking Assistance TODAY

**HQ Staff** A Park America representative will be on site in the Constitution Center property manager's office TODAY from 11 am to 1 pm to process parking passes and assist with parking issues.

### OCIO Maintenance Window Reminder

**All Staff** Maintenance on all systems may occur during the new maintenance window:

Monday, 12 am to 5 am (ET)  
Wednesday, 12 am to 5 am (ET)  
Thursday, 12 am to 5 am (ET)  
Saturday, 9:30 pm to Sunday 6 am (ET)

The increased number of windows will affect the availability of IT services during non-core work hours through the end of the year. While OCIO will do everything possible to avoid any adverse impact to operations, this process will cause some inconvenience and will require advance planning by everyone to ensure that we meet court deadlines and the mission work of the agency continues apace and without interruption. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500, or the Assistant Director for IT Infrastructure Operations, Jacalyn Johnson, [jaj@ftc.gov](mailto:jaj@ftc.gov), x2218.

## Tips & Guidance

### Employee Mobile Device Contact List Available on FTC-issued Smartphones

**All Staff** In light of recent data center outages, OCIO has distributed to all FTC-issued mobile devices (iPhone and Android) a contact list that includes all FTC employees' government mobile phone numbers. The contact list is now available on all mobile devices and will be updated periodically with no impact on the end user. Users should have received a notification on their mobile device's main screen as a pop-up or under the notification panel displaying the following message: "New document "FTC-Users-Mobile-Number" available for download".

Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download
- PDF and Excel versions of the document are available
- Users can download and open the documents as needed

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

### Bring the "Office" to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3);6(f),(b)(4).

NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit: [https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647).

### Thinking of Preparing a Rulemaking, a Study, or a New or Revised Form?

**All Staff** See [this intranet page](#) and then consult OGC for further guidance.

## Training

### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

### Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered December.

- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

### See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[FTC Issues FY 2016 National Do Not Call Registry Data Book](#)  
Dec 9, 2016

[FTC Providing Over \\$88 Million in Refunds to AT&T Customers Who Were Subjected to Mobile Cramming](#)  
Dec 8, 2016

[FTC Announces Agenda for Workshop to Examine Changing Consumer Demographics](#)  
Dec 2, 2016

[FTC Issues Annual Report On Ethanol Market Concentration](#)  
Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).



## Jobs

- [Public Affairs Specialist – DEU](#)
- [Public Affairs Specialist – DEU](#)
- [Human Resources Specialist \(Executive Resources\)](#)
- [General Attorney \(Trade Regulation\)](#)
- [Equal Employment Specialist – MPP- FTC Employees Only](#)
- [Supervisory Data Analyst – MPP](#)
- [Supervisory Data Analyst – DEU](#)
- [General Attorney \(Trade Regulation\)](#)
- [General Attorney \(Trade Regulation\)](#)
- [Deputy General Counsel for Legal Counsel](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

In typography, *leading* (actually rhymes with 'wedding') refers to the distance between the baselines of successive lines of type. The term originated in the days of hand-typesetting, when thin strips of lead were inserted into the forms to increase the vertical distance between lines of type. The term is still used in modern page layout software such as QuarkXPress and Adobe InDesign.

The word comes from lead strips that were put between set lines of lead type, hence the pronunciation "ledding" and not "leeding". When type was set by hand in printing presses, slugs or strips of lead of appropriate thicknesses were inserted between the lines of type to add vertical space, improving legibility.

Leading can be used to enhance the readability of a page or block of text. The standard leading used in printing is usually +2 points for mechanically set body text, or +20% in digital typesetting. In both cases, with a 10 point font the usual leading is 12 point, creating a 10/12 ratio, which is considered single spacing. Some type designers recommend a leading between 120% and 145% of the font size. *(from Wikipedia)*

### Lunch Specials

#### Top of the Trade

Chicken Marsala with two sides – 7.99

Cheese Ravioli with Marinara Sauce and two sides – 6.99

Chicken Kabob Salad – 7.99

Turkey Burgers Greek Style with Red Onions, Oregano, Salt & Pepper with two sides – 7.99

Soups: Chicken Corn Chowder, Black Bean

#### Plaza East

Ancho Lime Chicken, Anaheim Chile Broccoli, Chipotle Corn Grits – 0.45/oz

Farfalle Salad with Broccoli, Roasted Peppers & Red Onions – 0.45/oz

Beef Enchilada, Chile Sauce, Yellow Rice – 7.95

Sweet Potato, Cherry Tomatoes, Peppers, Onion, Mustard Dressing – 0.45/oz  
Cauliflower & Herbs / Roasted Yukon Potatoes – 0.45/oz  
Chicken Curry / Tomato Provencal – 2.75 / 3.25  
Pastrami Reuben on Marble Rye with 1,000 Island, Coleslaw & Muenster – 6.50

[This Week's Plaza East Specials](#)

## **FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*the daily - a possible cure for monday blues*

The FTC Daily may contain non-public information; do not forward outside the FTC.

## Mantiplly, James

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**From:** FTCDaily, FTCDaily  
**Sent:** Monday, December 19, 2016 10:21 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Monday, December 19

# FTC Daily



## Top Stories



### Commission Meeting Transmission TOMORROW

**All Staff** The closed nonadjudicative meeting scheduled for TOMORROW, Tuesday, December 20, at 10 am (EST), will be transmitted on a closed-circuit basis to Rooms 5116 and 5117 at Constitution Center and the Regional Offices. To see a list of the matters on the agenda, click on *Sunshine* at the [bottom of the page](#). The same procedures applicable to attendance at Commission meetings in room H-432 apply to attendance in rooms 5116 and 5117 (Constitution Center). Only Commission employees will be permitted to attend, and each employee will be required to either run his or her FTC badge by a card reader (in Room H-432) or show his or her FTC badge and sign a registration sheet (at Constitution Center). In each Regional Office, a member of the staff should take attendance for those viewing through the video conference link. The attendance lists should then be forwarded to Don Clark. Please call Don, x2514, or Janice Frankle, x3022, if you have any questions.

### FTC Photo Directory

**All Staff** How many times have you walked down the halls or into an elevator with a colleague...whose name you have temporarily forgotten? Are you better at remembering faces instead of names...or are you better at remembering names instead of faces? Fortunately, the new [FTC Photo Directory](#) is here to minimize the number of these awkward encounters! So far, 705 FTC employees have submitted their photos. However, with about 1655 employees at this agency, we still have a ways to go. The team in OED hopes that you will find the new page to be a valuable resource and would like to encourage you to [participate](#) in the initiative. After all, the more staff that submit photos, the more effective the Directory will be! Participation is open to all staff and contractors.

If you would like to learn more about this initiative, please take a minute to watch this [commercial!](#)

### TOMORROW! FTC Holiday Party 2016

**All Staff** [You are invited](#) to this year's FTC Holiday Party! Please join us TOMORROW, Tuesday, December 20, from 3 pm to 5 pm in the Constitution Center First Floor ABC Conference Room. We will be celebrating with food, drinks, and entertainment from across the agency!

We also will be collecting goods for DC shelters this holiday season. Please consider bringing items with you to the FTC Holiday Party or place them in the bins located in the CC and HQ

lobbies. Collections have begun - check out our [flyer for details!](#)

## Feedback Needed: OED Customer Satisfaction Survey

**All Staff** OED is seeking feedback about its services via the [OED customer satisfaction survey](#). Your response is important to OED's efforts to improve the services it provides. The survey asks about your experience with each of the five OED organizations — human capital management, information technology, financial management, records and filings, and administrative services — as well as your overall experience with OED. The final day to complete the survey is Friday, December 30.

## Events



## Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin



## Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

## CC Parking Assistance TODAY

**HQ Staff** A Park America representative will be on site in the Constitution Center property manager's office TODAY from 11 am to 1 pm to process parking passes and assist with parking issues.

## OCIO Maintenance Window Reminder

**All Staff** Maintenance on all systems may occur during the new maintenance window:

Monday, 12 am to 5 am (ET)  
Wednesday, 12 am to 5 am (ET)  
Thursday, 12 am to 5 am (ET)  
Saturday, 9:30 pm to Sunday 6 am (ET)

The increased number of windows will affect the availability of IT services during non-core work hours through the end of the year. While OCIO will do everything possible to avoid any adverse impact to operations, this process will cause some inconvenience and will require advance planning by everyone to ensure that we meet court deadlines and the mission work of the agency continues apace and without interruption. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500, or to Jacalyn

Johnson, [jjaj@ftc.gov](mailto:jjaj@ftc.gov), x2218.

## One Hundred Hats – Volunteers Get and Give a Warm, Fuzzy Feeling

**HQ Staff** One Hundred Hats, a project of volunteer crafters throughout the FTC, creates handmade hats, scarves, mittens, blankets and booties for families in need. On Tuesday, December 6, volunteers donated 123 hats, 46 scarves, six blankets and one pair of booties to the DC Children's Law Center. In seven years, volunteers have created 1,367 items for donation. For more information – or to view photos of their handiwork – visit the [One Hundred Hats Intranet page](#). Volunteers meet on Tuesdays from noon to 1 pm in CC-10103. If you would like to join the volunteers or donate yarn or supplies for the project, please come to a meeting or contact [Jennifer Leach](#), x3203 or [Dawne Holz](#), x2933.

## Tips & Guidance

### The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

### Visit the New OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing real-time feedback. You can search for a service, or browse by service name, OED office or service category. The Catalog replaces the One-stop-shop Policies and Procedures intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

### Bring the “Office” to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite), or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3);6(f),(b)(4)

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>

- Contact Microsoft: <https://www.microsoft.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:  
[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## Thinking of Preparing a Rulemaking, a Study, or a New or Revised Form?

**All Staff** See [this intranet page](#) and then consult OGC for further guidance.

### Training



## Diversity Council e-Train Featured Courses

**All Staff** One of the new initiatives for FY 2017 is to have quarterly Diversity and Inclusion online training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses, log onto [e-Train](#). Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

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- **Managing Diversity:** Leveraging diversity is a key for all organizations. This challenge examines how diversity elements relate to business strategy.

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

### News Releases



[CarMax and Two Other Dealers Settle FTC Charges That They Touted Inspections While Failing to Disclose Some of the Cars Were Subject to Unrepaired Safety Recalls](#)

Dec 16, 2016

[FTC Seeks Comment on Proposed Changes to its FOIA Rules](#)

Dec 16, 2016

[FTC Returns \\$18 Million to Victims of Home-Based Business Coaching Scheme](#)

Dec 16, 2016

[FTC Announces Agenda for PrivacyCon 2017](#)

Dec 16, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs



- [Equal Employment Specialist – MPP- FTC Employees Only](#)
- [Supervisory Data Analyst – DEU](#)
- [Supervisory Data Analyst – MPP](#)
- [General Attorney \(Trade Regulation\)](#)
- [General Attorney \(Trade Regulation\)](#)
- [Accounting Officer – Status & VEOA Candidates](#)
- [Deputy General Counsel for Legal Counsel](#)
- [Economist - DEU](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather



### Random Factoid

Random fact found on the interwebz: only two percent of the Earth's population has green eyes.

### Lunch Specials

#### *Top of the Trade*

Fried chicken with two sides - \$7.99  
Chicken, shrimp & sausage jambalaya with one side - \$7.99  
Meatball sub with cheese - \$5.50  
Grilled chicken sandwich - \$5.50  
Gyro with fries - \$6.99  
Soups: Split pea; chicken & rice

#### *Plaza East*

Tarragon Chicken Fricassee, Kabocha Squash, Egg Noodles – 0.45/oz  
Citrus Wheat Berry Salad, Crispy Vegetables, Fresh Herbs – 0.45/oz  
Jerk Chicken Tacos, Pineapple Salsa, Lettuce, Tomato, Potato Spears - \$7.95  
Cucumber, Tomato, Onion, Feta Lemon Dressing – 0.45/oz  
Honey Buttered Mixed Greens / Steamed Parsley Potatoes – 0.45/oz  
Lentil with Lamb / Black Eyed Pea - \$2.75/\$3.25  
Turkey & Ham, Grilled Vegetables, Provolone, Smoked Paprika Mayo - \$6.50

[This Week's Plaza East Specials](#)

### FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*another cold monday*

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## FTC Daily

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### ANNOUNCEMENTS

**Attorney Advisor (Consumer Protection) Opening in the Office of Chairwoman Ramirez** Chairwoman Ramirez seeks an attorney advisor with consumer protection expertise for a detail to her office. If you are interested in applying for the position, please email your resume and a writing sample to Leemu Kufuor, [lkufuor@ftc.gov](mailto:lkufuor@ftc.gov), by no later than close of business on Wednesday, November 9.

#### FTC Photo Directory

How many times have you walked down the halls or into an elevator with a colleague...whose name you have temporarily forgotten? Are you better at remembering faces instead of names...or are you better at remembering names instead of faces? Fortunately, the new [FTC Photo Directory](#) is here to minimize the number of these awkward encounters! So far, 688 FTC employees have submitted their photos. However, with about 1655 employees at this agency, we still have a ways to go. The team in OED hopes that you will find the new page to be a valuable resource and would like to encourage you to [participate](#) in the initiative. After all, the more staff that submit photos, the more effective the Directory will be! Participation is open to all staff and contractors.

If you would like to learn more about this initiative, please take a minute to watch this [commercial!](#)

**Granting Excused Absence for Voting** Supervisors and Managers may grant a limited amount of excused absence in areas where the polls are not open at least three hours either before or after an employee's regular work hours. For example, if an employee is scheduled to work from 8 am to 4:30 pm and the employee's polling place is open from 7 am to 7 pm, the employee may be granted one half-hour of excused absence from 4 pm to 4:30 pm, if requested. Also, if an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, Supervisors may grant excused absence not to exceed one day to travel to the polling place. An employee is required to request annual leave or leave without pay if any additional time is needed to make that trip. An increasing number of jurisdictions offer a period prior to the day of the election during which voters may cast ballots early. Some employees may find it necessary to vote during this early period because of work requirements on the day of the election. Others, such as those on Alternative Work Schedules, may find it convenient to vote during these early voting periods. Typically, polling places throughout the United States are open for extended periods, and an increasing number of jurisdictions are offering early voting options. Therefore, excused absence should rarely be needed but we are making you aware of these options in the event that any of these issues arise. Employees on Alternative Work Schedules whose regular day off is scheduled for the day polls are open are not permitted to change their regular day off solely for the purpose of gaining excused absence for voting. Please be sure to check your local polling areas for more information. If you have questions, please contact Paula Chandler in HCMO.

**Constitution Center Will Be Closed from Thursday, November 10, at 5 pm until around 3 pm on Sunday, November 13. On Thursday, November 10, by 5 pm Staff Should Turn Off Computers and Leave the Building** Constitution Center will be closed to all employees during this timeframe. The property manager will be conducting an electrical power outage, which will require shutting off the power in all quadrants of CC. During the outage, the data center will still be operational; therefore, employees will still be able to work in the Headquarters Building, BCP's Mobile Internet Lab and LSS, however, will be unavailable during the outage. Employees will also be able to access SAFE during the outage. Because refrigerators throughout the building will have no power, employees should remove any perishables before leaving for the November 10 weekend. The following will also be unavailable for the duration of the outage: water, restrooms, lights, HVAC, access to all floors, elevators, loading dock and garage (please ensure that any vehicles are out of the garage on Thursday by 6 pm).

Before you leave the office for the weekend, please shut down your computer. The Constitution Center network is scheduled to be back up mid-morning on Sunday, November 13..

**Ethics Training: Welcome to Fwitter!** Are you a GS-13 or below who wants to brush up on federal ethics knowledge? Now you can! The Ethics team is pleased to announce that Fwitter – the FTC's first online ethics training program for employees at GS-13 and below - is available on the Intranet. Fwitter is a whimsical alternative to Twitter (aka fake Twitter). It provides an optional refresher course on federal ethics principles for staff who may not have received formal federal ethics training since they first arrived at the agency. Use your login ID to access [Fwitter](#). Although the training is geared towards a certain level of employee, GS-14s and above are also encouraged to test their knowledge and see if they can tweet like a pro!

#### Submitting Items

Monday, November 07, 2016

Select a date to view archives

November, 2016

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**The New Season of the BC Mentor Program is Here!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out! Program information and applications are now available on the [BC Mentor Program](#) webpage or contact [Andrea Zach](#) at x2184.

**Brown Bag on Virtual Competition** The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination. Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present. Tuesday, November 15, from 1pm to 2pm (HQ-332).

**Commission Events this Week:** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

**SAFE Improvements – Coming in November 2016** As part of our commitment to provide you with better and more efficient IT services, we are pleased to inform you that we are upgrading SAFE. Our new system will help us to offer more features and functionality in your telework experience. Starting in November, a **new SAFE website** will be your external remote access point. This website will provide a link to the SAFE login screen, alerts, tip sheets and contact information. All previous SAFE web portal URLs used to access SAFE systems in the past will automatically redirect to the new SAFE website...OCIO is dedicated to improving SAFE remote access for teleworking and remote staff. Stay tuned for more SAFE enhancements in the future. **Note to Mac Users:**

Connecting personal Macintosh (Mac) computers to the new SAFE web portal will require an update to the El Capitan operating system or newer. Please find the links below to determine whether your older Macintosh computer can support El Capitan and how to download the free version of the El Capitan operating system or newer for installation. **Apple Mac Requirements Support for El Capitan:** [https://support.apple.com/kb/SP728?locale=en\\_US](https://support.apple.com/kb/SP728?locale=en_US) **El Capitan OS Update Features and Information:** <http://www.apple.com/pr/library/2015/09/29OS-X-El-Capitan-Available-as-a-Free-Update-Tomorrow.html> **Instructions to Upgrade to OS X El Capitan:** <https://support.apple.com/en-us/HT206886>

- Mac OS v10.6.8 or later
- 8.8GB of available storage on hard drive
- Apple ID and compatible internet service provider

**The New Webta Password Reset Function is Now Available** The new webTA password reset function is now available. This new password is unique and it will not function with any Oracle databases. Staff should no longer contact the FTC Helpdesk to change their passwords. A 'Password Assistance' link is now available on the webTA main page. All staff must reset their current password in order to access webTA. To do so, click the 'Password Assistance' link on the [webTA main page](#). Your webTA login ID remains unchanged. You will receive an email from webTA with a link to complete your password reset. Follow the instructions provided. A step-by-step guide is available on [FTC's webTA Intranet page](#).

**OCIO Maintenance Window Reminder** Maintenance on all systems may occur during the new maintenance window: Monday, 12 am to 5 am (ET) Wednesday, 12 am to 5 am (ET) Thursday, 12 am to 5 am (ET) Saturday, 9:30 pm to Sunday 6 am (ET) The increased number of windows will affect the availability of IT services during non-core work hours through the end of the year. While OCIO will do everything possible to avoid any adverse impact to operations, this process will cause some inconvenience and will require advance planning by everyone to ensure that we meet court deadlines and the mission work of the agency continues apace and without interruption. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500, or the Assistant Director for IT, Infrastructure Operations, Jacalyn Johnson, [jaj@ftc.gov](mailto:jaj@ftc.gov), x2218.

**CC Parking Assistance TODAY** A Park America representative will be on site in the Constitution Center property manager's office TODAY from 11 am to 1 pm to process parking passes and assist with parking issues.

**CC Window Cleaning** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant beginning on Monday, November 7, starting with the tenth floor. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**Impersonations of FTC Staff** Scammers are exploiting the FTC's good name by pretending to be FTC employees and asking people to send money. The money might be to cover "shipping", for a phony sweepstakes prize, or to pay a fake fine. Sometimes scammers even use real FTC employees' names. If a consumer contacts you after being targeted by an FTC imposter, please [review this link](#) to know how best to respond to the consumer.

**Thinking of Preparing a Rulemaking, a Study, or a New or Revised Form?** See [this intranet page](#) and then consult OGC for further guidance.

**ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9** We are upgrading ZyLAB to v3.9 this weekend. Join us for an overview of some new features including the ability to export document lists. Join any session in person in CC-5111 or via WebEx. We will be repeating the "What's new in ZyLAB v3.9" session four times, so pick the day that works best for you. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. *All sessions will be from 12 noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code:*

(b)(6) #. Monday, November 14, 2016. [Click to join WebEx meeting](#) Tuesday, November 15, 2016. [Click to join WebEx meeting](#) Wednesday, November 16, 2016. [Click to join WebEx meeting](#) Friday, November 18, 2016. [Click to join WebEx meeting](#)

#### VACANCY ANNOUNCEMENTS

- Program Support Assistant- MPP
- Economist - DEU

#### LUNCH SPECIALS

**Plaze East** Chicken Fricassee, Potato-Cheddar Pierogi, Kabocha Squash - 0.45/oz  
Citrus Wheat Berry Salad, Crispy Vegetables Fresh Herbs - 0.45/oz  
Jerk Chicken Tacos, Pineapple Salsa, Lettuce, Tomato, Potato Spears - 7.95  
Cucumber, Tomato, Onion, Sunflower Seeds, Feta Dressing - 0.45/oz  
Buttered Savoy Cabbage / Steamed Parsley Potatoes - 0.45/oz  
Lentil with Spinach / Turkey Chili - 2.75 / 3.25  
Turkey & Ham, Grilled Vegetables, Provolone, Smoked Paprika Mayo - 6.50

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## FTC Daily

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### ANNOUNCEMENTS

**TOMORROW! Brown Bag on Virtual Competition** The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination... Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present. The brown bag is TOMORROW, Tuesday, November 15, from 1 pm to 2 pm (HQ-332).

**Time is Running Out...Apply to Be a BC Mentor or Mentee Today!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is **Friday, December 2!** For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

**Ethics Training: Welcome to Fwitter!** Are you a GS-13 or below who wants to brush up on federal ethics knowledge? Now you can! The Ethics team is pleased to announce that *Fwitter* – the FTC's first online ethics training program for employees at GS-13 and below - is available on the Intranet. *Fwitter* is a whimsical alternative to Twitter (aka fake Twitter). It provides an optional refresher course on federal ethics principles for staff who may not have received formal federal ethics training since they first arrived at the agency. Use your login ID to access *Fwitter*. Although the training is geared towards a certain level of employee, GS-14s and above are also encouraged to test their knowledge and see if they can *fweet* like a pro!

#### FTC Photo Directory

How many times have you walked down the halls or into an elevator with a colleague...whose name you have temporarily forgotten? Are you better at remembering faces instead of names...or are you better at remembering names, instead of faces? Fortunately, the new [FTC Photo Directory](#) is here to minimize the number of these awkward encounters! So far, 692 FTC employees have submitted their photos. However, with about 1655 employees at this agency, we still have a ways to go. The team in OED hopes that you will find the new page to be a valuable resource and would like to encourage you to [participate](#) in the initiative. After all, the more staff that submit photos, the more effective the Directory will be! Participation is open to all staff and contractors.

If you would like to learn more about this initiative, please take a minute to watch this [commercial!](#)

**BC Training Council Seminar Series: "Declarations"** Please join us for a discussion on drafting and using declarations. This seminar will provide tips on what to consider when drafting declarations for use in Commission investigation and litigation. *When:* Thursday, November 17, from 1 pm to 2:30 pm

*Where:* Constitution Center Conference Room 5116-A [Register Now!](#) **Upcoming Seminar Series Events:**• Hot Topics in Antitrust, January 24, 2017; 1 pm to 2:30 pm, [Register Now!](#)• Economic Tools, February 23, 2017; 1 pm to 2:30 pm, [Register Now!](#)• Privilege (Clawbacks), March 14, 2017; 1 pm to 2:30 pm, [Register Now!](#)• Evidence (Life Cycle), April 27, 2017; 1 pm to 2:30 pm, [Register Now!](#)• Tips for Working with Experts, May 23, 2017; 1 pm to 2:30 pm, [Register Now!](#)

**Glaucoma and Visual Acuity Screening** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29, from 10 am through 2:30 pm in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

**Commission Events this Week** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

**IT'S HERE! Benefits Open Season Runs through Monday, December 12** The Federal Benefits Open Season is an opportunity for federal employees to elect or make changes to their health (FEHB), dental and vision insurance (FEDVIP) and federal flexible spending accounts (FSA). Open Season runs TODAY through Monday, December 12. The [Benefits Open Season Homepage](#)

#### Submitting Items

Monday, November 14, 2016

Select a date to view archives

November, 2016						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

provides information and comparison tools for the FEHB, FEDVIP and FSA Benefit programs. The Open Season Benefits Information Fair is Wednesday, November 23, from 10 am to 2 pm in CC Room 5117. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Regional office employees are encouraged to visit health fairs in your area.

**Leave Bank Program Open Enrollment Period** The Leave Bank Program Open Enrollment period for 2017 is here! All FTC employees who earn leave are eligible to join the leave bank. The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. For more information on the Leave Bank, go to the [Leave Bank Homepage](#). A Leave Bank representative will be available to answer questions at the FTC Benefits Fair on Friday, November 23, from 10 am to 2 pm in Constitution Center, Room 5117. The enrollment period ends Friday, December 16.

**CC Window Cleaning Continues on the Eighth Floor TONIGHT** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the eighth floor TONIGHT and TOMORROW NIGHT. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**OCIO Maintenance Window Reminder** Maintenance on all systems may occur during the new maintenance window: Monday, 12 am to 5 am (ET) Wednesday, 12 am to 5 am (ET) Thursday, 12 am to 5 am (ET) Saturday, 9:30 pm to Sunday 6 am (ET) The increased number of windows will affect the availability of IT services during non-core work hours through the end of the year. While OCIO will do everything possible to avoid any adverse impact to operations, this process will cause some inconvenience and will require advance planning by everyone to ensure that we meet court deadlines and the mission work of the agency continues apace and without interruption. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500, or the Assistant Director for IT Infrastructure Operations, Jacalyn Johnson, [jaj@ftc.gov](mailto:jaj@ftc.gov), x2218.

**CC Parking Assistance TODAY** A Park America representative will be on site in the Constitution Center property manager's office TODAY from 11 am to 1 pm to process parking passes and assist with parking issues.

**Planning to E-Cycle?** In honor of America Recycles Day, the Constitutional Center has scheduled an E-Cycling event from Monday, November 14, through Friday, November 18. If you wish to participate by recycling any unused personal electronic items (e.g., laptops, hard drives, phones, CDs, etc.), be sure to take the following precautions:

- Review the electronic item for any existing files or folders that may contain PII or sensitive information
- Extract any information from the device that you wish to retain by copying it onto another media (thumb drive, external hard drive, CDs)
- Make sure to delete any PII or sensitive information from the device you wish to recycle
- Empty the "Recycle Bin" to ensure files/folders are permanently deleted from the device/media
- DO NOT recycle FTC-owned devices; if you are no longer using an FTC-issued device, please contact OCIO to return the device

**Thinking of Preparing a Rulemaking, a Study, or a New or Revised Form?** See [this intranet page](#) and then consult OGC for further guidance.

**ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9** We upgraded ZyLAB to v3.9 this past weekend, so join us for an overview of some new features including the ability to export document lists. Join any session in person in CC-5111 or via WebEx. We are repeating the *What's new in ZyLAB v3.9* session four times, so pick the day that works best for you. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. *All sessions will be from noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code:*

**(b)(6)** • TODAY: [Click to join WebEx meeting](#) • TOMORROW, Tuesday, November 15: [Click to join WebEx meeting](#) • Wednesday, November 16: [Click to join WebEx meeting](#) • Friday, November 18: [Click to join WebEx meeting](#)

**Would You Like to Learn More about Online Resources Offered by the Library?** Register today for the [Introduction to Wolters Kluwer IntelliConnect \(webinar\)](#) on Wednesday, November 16, from 2 pm to 3 pm. This webinar offers a fast-paced overview of online resources including Areeda & Hovenkamp's Antitrust Law, CCH Trade Regulation Reporter, and CCH Business Franchise Guide. Litigation treatises such as Wigmore on Evidence, and Almanac of the Federal Judiciary are also included in this session. For more information, please contact the library via [library@ftc.gov](mailto:library@ftc.gov) or x2395, or stop by H-630. Click on the link above to register.

**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training, we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately; therefore, it is highly encouraged that all CORs attend. The training is scheduled for Wednesday, November 30, at 1 pm (EST) in room CC5117. VTC will be available to the Regional Offices. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

**Random Factoid** Lots of talk is being made of the *supermoon*, which is happening today. A supermoon is the coincidence of a full moon with the closest approach the Moon makes to the Earth on its elliptical orbit, resulting in the largest apparent size of the lunar disk as seen from Earth. The technical name (warning: not as cool as supermoon) is the *perigee-syzygy of the Earth-Moon-Sun system*. The term *supermoon* is not astronomical, but actually originated in

modern astrology. The opposite phenomenon, an apogee-syzygy, has been called a micromoon, though this term is not as widespread as supermoon, maybe because it's so far away and not as cool. Occasionally, a supermoon coincides with a total lunar eclipse. The most recent occurrence of this was in September 2015, while the next time will be in October 2033. The most recent supermoon (before today) occurred on October 16, 2016, and the closest supermoon of the century will occur on December 6, 2052. The Moon's distance varies each month between approximately 222,000 and 252,000 miles due to its elliptical orbit around the Earth (distances given are center-to-center). A full moon at perigee is visually larger up to 14% in diameter (or about 30% in area) and shines 30% more light than one at its farthest point, or apogee. *(from wikipedia)*

#### VACANCY ANNOUNCEMENTS

- Program Support Assistant- MPP
- Economist - DEU

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

**Mantiplly, James**

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**From:** FTCDaily, FTCDaily  
**Sent:** Monday, November 21, 2016 10:38 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Monday, November 21

# FTC Daily



## Top Stories



### **TOMORROW! Brown Bag on Competition Law Developments in Latin America**

**All Staff** Over the last two decades, more than 21 jurisdictions in Latin America have adopted laws aiming to establish or modernize competition regimes. Please join OIA for a panel discussion about competition law trends and developments, as well as the FTC's work with competition agencies, in Latin America. Panelists will focus on Brazil, Chile, Colombia, El Salvador, and Mexico. TOMORROW, Tuesday, November 22, from noon to 1pm (CC- 5116/5117). Dial-in will be available.

### **TOMORROW! OED Ask Me Anything Session**

**All Staff** TOMORROW, Tuesday, November 22, at 1 pm (EST), please join us for an *Ask Me Anything* session with David Robbins in CC 10102 (and via VTC). David will be available to answer questions you may have about the operational matters managed by OED. If you would like to pose a question in advance to be answered at the AMA session, please submit an email to [ExecutiveDirector@ftc.gov](mailto:ExecutiveDirector@ftc.gov) or through the [OED Suggestion Box](#).

### **Pay Period 25 Time Cards Due Early!**

**All Staff** Due to the upcoming Thanksgiving holiday on Thursday, November 24, many employees and supervisors plan to take some time off. Please complete your time cards, including applicable leave requests, in webTA prior to taking time off. For supervisors who plan to be out, please ensure time cards are certified and that you have assigned a back-up to handle matters in your absence. The due date for submission of time cards is Wednesday, November 23, but you can always do them earlier. If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

### **Top of the Trade Will Have Limited Service This Week; Closed Day after Thanksgiving**

**HQ Staff** Because of the limited population in the building, on Monday, November 21, through Wednesday, November 23, the Top of the Trade Cafeteria will have limited service to include coffee, soda, sandwiches, salads, soups, and snacks. The cafeteria will be closed on Friday, November 25.

## Performances at the FTC Holiday Party

**All Staff** Have you ever dreamed of making it big in Hollywood, on Broadway, on The Voice, on America's Got Talent, or on Dancing With the Stars? Well, here's your chance to get started, by demonstrating your musical talent or any other talent to the Commissioners and your colleagues at the FTC Holiday Party on Tuesday, December 20! Several groups will be able to perform, and prizes will be awarded! (Subject to certain federal ethics law restrictions.) So if you'd like to perform at the Holiday Party, please send an email message to Svetlana Gans, Devon Bacon and Don Clark by the close of business on Monday, November 28, with the name of your group and what you would like to perform. No reasonable offer will be refused!! And even if you're not able to perform, please come to the Holiday Party; it will be spectacular! Be there! Happy Holidays!

## Benefits Open Season Is ON...

**All Staff** ...and it runs through Monday, December 12. This is your opportunity to enroll in or change enrollments for health insurance (FEHB), enroll in the Flexible Savings Account (FSA) for health care and dependent care, and enroll or change enrollments in the Federal Dental and Vision Insurance (FEDVIP) plans. Complete plan information and comparison tools can be found on the [Benefits Open Season Homepage](#). You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Regional office employees are encouraged to visit health fairs in your area.

## Surge 11 Impacts Both Orange and Silver Lines Next Monday

**HQ Staff** [Surge 11](#) of [Metro's SafeTrack Initiative](#) starts on Monday, November 28, with Orange Line trains single tracking between West Falls Church and East Falls Church through Wednesday, December 21. Both Orange and Silver Line trains will run every 16 minutes. If you believe that Surge 11 (or any of the later surges (there are four more after Surge 11)) will impact your commute, check out the [Commuting Assistance webpage](#) for commuting alternatives, as well as [workplace flexibility options](#) that you can discuss with your supervisor. Please also remember to update your time and attendance to accurately reflect your work time/location. In addition, if you would like to find a fellow FTCer to carpool with during (and maybe even after) SafeTrack, we've created a [special site where you can post your commuting information](#) to find other potential carpoolers in your area ([tip sheets to post and reply with your information](#) are also available).

## FTC Photo Directory

**All Staff** How many times have you walked down the halls or into an elevator with a colleague...whose name you have temporarily forgotten? Are you better at remembering faces instead of names...or are you better at remembering names instead of faces? Fortunately, the new [FTC Photo Directory](#) is here to minimize the number of these awkward encounters! So far, 693 FTC employees have submitted their photos. However, with about 1655 employees at this agency, we still have a ways to go. The team in OED hopes that you will find the new page to be a valuable resource and would like to encourage you to [participate](#) in the initiative. After all, the more staff that submit photos, the more effective the Directory will be! Participation is open to all staff and contractors.

If you would like to learn more about this initiative, please take a minute to watch this [commercial!](#)

## Time Is Running Out...Apply to Be a BC Mentor or Mentee Today!

**All Staff** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is **Friday, December**



2! For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

## Events



### Open Season Information Fair - This Wednesday!

**All Staff** Do you have questions before making 2017 benefit elections? The Human Capital Management Office is sponsoring a Benefits Open Season Information Fair on Wednesday, November 23, from 10 am to 2 pm in Constitution Center, Room 5117. Representatives from many of the health, dental and vision plans, FSAFEDS, EAP, LifeCare and Long Term Care will be onsite, as well as the FTC Leave Bank program to answer any questions. Regional Office employees are encouraged to visit health fairs in their respective areas. Questions can be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Open Season runs Monday, November 14, through Monday, December 12.

### Glaucoma and Visual Acuity Screening

**HQ Staff** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29, from 10 am through 2:30 pm in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

### Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin



### “Use or Lose” Leave

**All Staff** This is a reminder that “use or lose” annual leave must be scheduled and approved or denied in webTA no later than Saturday, November 26. Leave that is originally approved may subsequently be denied after November 26. An agency may consider for restoration annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled before the start of the third biweekly pay period prior to the end of the leave year (5 C.F.R. § 308(a)). This year, that date is November 26, 2016. Getting the leave scheduled is the first criteria toward restoration. Guidance on restoration of forfeited annual leave may be found on the HCMO website.

### 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections **do not** automatically continue, therefore **new elections must be made for each calendar year**. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02. To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to

make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## CC Window Cleaning Concludes on the Sixth Floor TONIGHT

**HQ Staff** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the sixth floor TONIGHT (cleaning of the fifth floor begins TOMORROW, Tuesday, November 22). Employees should remove personal items away from windows and secure any PII before the cleaning.

## No Services at Constitution Center on Thursday

**HQ Staff** Please be advised that the Constitution Center property management office will be closed Thursday, November 24. Standard services including air conditioning and cleaning will not be provided. Should you have any special requirements if coming to work at Constitution Center on Thursday, please submit all requests to Customer Services (x2266) by noon on Wednesday, November 23. Please also be advised that the parking garage will be closed and the building will be secured. Tenants requiring access to their suite or tenants with monthly parking passes will need to utilize their access control card.

## FTC Leave Bank Enrollment Period...Now through Friday, December 16

**All Staff** Would you like to become Leave Bank member? The membership contribution is based on your annual leave category. Employees make a one-time contribution of 4, 6 or 8 hours and have the opportunity to use leave from the Leave Bank in a medical emergency. For more information on the Leave Bank and how to apply, visit the [Leave Bank Homepage](#). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Plaza East Closing Early This Wednesday and Friday

**HQ Staff** On Wednesday, November 23, the Constitution Center cafeteria will close at 2 pm; on Friday, November 25, the cafeteria will close at 1 pm.

## Voluntary Leave Transfer Program - Request for Donations

**All Staff** [\(b\)\(6\)](#) of the Bureau of Consumer Protection, has become an approved recipient of the Voluntary Leave Transfer Program and is in need of leave. To donate annual leave to [\(b\)\(6\)](#) please complete FTC Form 509 at <https://ftcintranet.ftc.gov/forms/hrmo/ftc-509.pdf> and submit it to the attention of Rokeisha Haizlip in the Human Capital Management Office in Room H-723. Federal employees outside of the agency may donate leave by submitting OPM Form 630B (available at [http://www.opm.gov/forms/pdf\\_fill/opm630b.pdf](http://www.opm.gov/forms/pdf_fill/opm630b.pdf)) to the leave program coordinator at their agency. Additional program information and a list of currently approved recipients may be found on the HCMO website at [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15350](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15350).

## CC Charity Toy Collection

**HQ Staff** The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

## CC Parking Assistance TODAY

**HQ Staff** A Park America representative will be on site in the Constitution Center property manager's office TODAY from 11 am to 1 pm to process parking passes and assist with parking issues.

## OCIO Maintenance Window Reminder

**All Staff** Maintenance on all systems may occur during the new maintenance window:

Monday, 12 am to 5 am (ET)  
Wednesday, 12 am to 5 am (ET)  
Thursday, 12 am to 5 am (ET)  
Saturday, 9:30 pm to Sunday 6 am (ET)

The increased number of windows will affect the availability of IT services during non-core work hours through the end of the year. While OCIO will do everything possible to avoid any adverse impact to operations, this process will cause some inconvenience and will require advance planning by everyone to ensure that we meet court deadlines and the mission work of the agency continues apace and without interruption. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500, or the Assistant Director for IT Infrastructure Operations, Jacalyn Johnson, [jaj@ftc.gov](mailto:jaj@ftc.gov), x2218.

## Tips & Guidance

### Bring the "Office" to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3)6(f),(b)(4).

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:

[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## Thinking of Preparing a Rulemaking, a Study, or a New or Revised Form?

**All Staff** See [this intranet page](#) and then consult OGC for further guidance.

### Training

#### COR Training

**All Staff** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training, we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately; therefore, it is highly encouraged that all CORs attend. The training is scheduled for Wednesday, November 30, at 1 pm (EST) in room CC5117. VTC will be available to the Regional Offices. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

#### December Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered in December.

- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

#### Westlaw Webinars in December

**All Staff** Please click on the link to register for Westlaw webinars offered in December.

- Advanced Westlaw Research Training: Wednesday, December 7, 2 pm to 3 pm: [Webinar Registration](#)
- Bluebook a Document Training: Wednesday, December 7, 3 pm to 4 pm: [Webinar Registration](#)

#### See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

### News Releases

[FTC Roundtable in Chicago Will Examine Consumer Fraud Affecting Latino Communities](#)  
Nov 17, 2016

[FTC "Sharing Economy" Report Explores Evolving Internet And App-Based Services](#)  
Nov 17, 2016

[FTC Releases 2014 Cigarette and Smokeless Tobacco Sales and Marketing Expenditures](#)

## [Reports](#)

Nov 16, 2016

## [FTC Issues Agency Financial Report for Fiscal Year 2016](#)

Nov. 15, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

- [Associate Director for Consumer Response and Operations](#)
- [General Attorney \(Trade Regulation\)](#)
- [Economist - DEU](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

It was on this day in 1961 that the *La Ronde* opened in Honolulu, Hawaii. It was pretty famous at the time as it was the first revolving restaurant in the United States (preceding the *Eye of the Needle* restaurant in Seattle).

The restaurant is situated at 1441 Kapi'olani Boulevard in the Ala Moana district at the 23rd floor of the Ala Moana Building. The restaurant's revolving part has a diameter of about 16 feet with a seating capacity for 162 guests, the office building has a total height of 25 floors and 298 feet, including an observation deck at the top. The rotational speed was one rotation per hour.

The building was completed in 1960, and opened 55 years ago today. At that time, it was the highest building in Honolulu. The designer later received a patent for the revolving design in 1964. Later, the restaurant changed the name to *Windows of Hawaii* but closed completely in the mid-1990s. The premises were converted to office space and the floor was welded into place (so no more revolving food service there anymore). *(from wikipedia)*

### Lunch Specials

#### *Top of the Trade*

Salad with chicken souvlaki - \$6.99  
Sandwiches - \$4.50 to \$4.99  
Soups: White bean; turkey & rice; chicken vegetable

#### *Plaza East*

Roasted Chicken, Saffron Potatoes, Broccoli, Carrots -0.45/oz  
Cucumber, Feta, Bermuda Onion, Dill Vinaigrette -0.45/oz  
BBQ Pulled Beef Sandwich, Baked Beans, Waffle Fries - \$7.95  
Roasted Mushrooms, Arugula, Gorgonzola, Tomato, Honey Balsamic -0.45/oz  
Soy Buttered Cabbage / Steamed Cauliflower -0.45/oz  
Lamb & Bean / Pesto Vegetable - \$2.75/\$3.25  
Fresh Mozzarella, Genoa Salami, Tomato, Red Onion, Basil Aioli - \$6.50

[This Week's Plaza East Specials](#)

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*brrrrrrrrrr!*

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## FTC Daily

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### ANNOUNCEMENTS

#### Important Message for Those Who Attended FTCU Reception

Yesterday we received notice from Costco that the Sabra Hummus that we served at the FTCU reception on November 7th was subject to recall for possible listeria. <http://www.costco.com/wcsstore/CostcoUSBCatalogAssetStore/Attachment/recalls/161121-FDA-Recall-Sabra-Hummus.pdf>. Listeria is a bacteria, which, when it contaminates food and is ingested, can cause serious health effects or even result in death in high risk individuals... The disease primarily affects older adults, pregnant women, newborns, and adults with weakened immune systems. However, rarely, persons without these risk factors can also be affected. The Center for Disease Control (CDC) states that a person in a higher-risk category (pregnant woman, older adults, and people with weakened immune systems) who experiences fever and other non-specific symptoms, such as fatigue and aches, within 2 months of eating contaminated food should seek medical care and tell the physician or health care provider about eating the contaminated food. If a person has eaten food contaminated with Listeria and does not have any symptoms, most experts believe that no tests or treatment are needed, even for persons at higher risk for listeriosis. Please read the follow link to the CDC on listeria at <https://www.cdc.gov/listeria/> and consult your physician and/or Costco if you have concerns.

#### Inspector General's FY 2016 FTC Top Management Challenges

The Office of Inspector General's FY 2016 FTC Management Challenges are now available on the OIG's web site and in the FY 2016 Agency Financial Report. This year the OIG identified four management challenges for the FTC: (1) securing the agency's information systems and networks from destruction, data loss, or compromise, (2) accelerating maturity of the agency's information technology governance process, (3) improving acquisition planning and contract management, and (4) acquiring employee suitability determinations. Management's ongoing efforts to address these challenges are also included in the OIG report. Congress directs agency inspectors general each year to identify the top management challenges in their agencies. Many of the management challenges identified by inspectors general are enduring challenges that require sustained leadership over time to address.

**Surge 11 to Be Worse Than Anticipated** [Surge 11 of Metro's SafeTrack Initiative](#) starts TODAY, with Orange Line trains will single tracking between West Falls Church and East Falls Church through Wednesday, December 21. WMATA recently announced that both Orange and Silver Line trains will run every 20 minutes as opposed to every 16 minutes. In addition, they do not expect trains will be able to accommodate all riders. If you believe that Surge 11 (or any of the later surges (there are four more after Surge 11)) will impact your commute, check out the [Commuting Assistance webpage](#) for commuting alternatives, as well as [workplace flexibility options](#) that you can discuss with your supervisor. Please also remember to update your time and attendance to accurately reflect your work time/location. In addition, if you would like to find a fellow FTCer to carpool with during (and maybe even after) SafeTrack, we've created a [special site where you can post your commuting information](#) to find other potential carpoolers in your area ([tip sheets to post and reply with your information](#) are also available).

**Performances at the FTC Holiday Party** Have you ever dreamed of making it big in Hollywood, on Broadway, on The Voice, on America's Got Talent, or on Dancing With the Stars? Well, here's your chance to get started, by demonstrating your musical talent or any other talent to the Commissioners and your colleagues at the FTC Holiday Party on Tuesday, December 20<sup>th</sup>! Several groups will be able to perform, and prizes will be awarded! (Subject to certain federal ethics law restrictions.) So if you'd like to perform at the Holiday Party, please send an email message to Svetlana Gans, Devon Bacon and Don Clark by the close of business TODAY, with the name of your group and what you would like to perform. No reasonable offer will be refused!! And even if you're not able to perform, please come to the Holiday Party; it will be spectacular! Be there! Happy Holidays!

**BC Mentor Program...Application Deadline Is Friday, December 2!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is Friday, December 2! For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

**Glaucoma & Visual Acuity Screening - TOMORROW** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on TOMORROW, Tuesday, November 29, from 10 am to 2:30 pm in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

#### Submitting Items

Monday, November 28, 2016

Select a date to view archives

November, 2016

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Tech Seminar: Hacking Health** Avi Rubin (Department of Computer Science, Johns Hopkins University) will give a talk on hacking health **Thursday, December 1, at 1:30 pm in CC-5116**. Modern healthcare systems are increasingly online, connected, mobile and cloud-based. As the Internet of Things proliferates, the Internet of Healthcare Things permeates our medical establishments, our homes, and our lives. This talk will explore some of the new security risks and vulnerabilities created by recent trends in healthcare IT. We will explore the anatomy of a typical exploitation of an embedded system and look at some famous hacks. This event will also be available via VTC to the Regional Offices. For additional details, contact [lcranor@ftc.gov](mailto:lcranor@ftc.gov) or [jcalandrino@ftc.gov](mailto:jcalandrino@ftc.gov).

**CFC Annual Bake Sale – Tuesday, December 6** Calling all bakers! We need your help for the FTC's Combined Federal Campaign bake sale, scheduled for Tuesday, December 6. If you are available to bring in a baked good, please contact Nathan Hawthorne ([nhawthorne@ftc.gov](mailto:nhawthorne@ftc.gov)). Thank you!

**Commission Events this Week** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

**Benefits Open Season Runs NOW through Monday, December 12** This is your opportunity to enroll in or change enrollments for health insurance (FEHB), enroll in the Flexible Savings Account (FSA) for health care and dependent care, and enroll or change enrollments in the Federal Dental and Vision Insurance (FEDVIP) plans. See information for the [Benefits Open Season Homepage](#) or [www.opm.gov/openseason](http://www.opm.gov/openseason). You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

**FTC Leave Bank Enrollment Period...Now through Friday, December 16** Did you know you could use your use-or-lose annual leave as your Leave Bank contribution? The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. All FTC employees who earn leave are eligible to join the leave bank. For more information on the Leave Bank and how to apply, visit the [Leave Bank Homepage](#). For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

**FTC Issues Agency Financial Report (AFR) for Fiscal Year 2016** The Federal Trade Commission's [Fiscal Year 2016 Agency Financial Report](#) is now available on the Internet. The report provides an overview of fiscal and high-level performance results that show the President, Congress, and the American taxpayers how the agency has managed its resources. It includes highlights from FTC programs, accomplishments that further FTC's missions of protecting consumers and promoting competition, and plans for addressing future challenges. The report also demonstrates the FTC's sound financial management and stewardship of public funds.

**2017 Thrift Savings Plan Contributions** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections **do not** automatically continue, therefore **new elections must be made for each calendar year**. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02. To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcno/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcno/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

**CC Charity Toy Collection** The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

**OCIO Maintenance Window Reminder** Maintenance on all systems may occur during the new maintenance window: Monday, 12 am to 5 am (ET) Wednesday, 12 am to 5 am (ET) Thursday, 12 am to 5 am (ET) Saturday, 9:30 pm to Sunday 6 am (ET) The increased number of windows will affect the availability of IT services during non-core work hours through the end of the year. While OCIO will do everything possible to avoid any adverse impact to operations, this process will cause some inconvenience and will require advance planning by everyone to ensure that we meet court deadlines and the mission work of the agency continues apace and without interruption. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500, or the Assistant Director for IT Infrastructure Operations, Jacalyn Johnson, [jaj@ftc.gov](mailto:jaj@ftc.gov), x2218.

**CC Parking Assistance TODAY** A Park America representative will be on site in the Constitution Center property manager's office TODAY from 11 am to 1 pm to process parking passes and assist with parking issues.

**Bring the "Office" to Your Home!** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program! FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)



**Thinking of Preparing a Rulemaking, a Study, or a New or Revised Form?** See [this intranet page](#) and then consult OGC for further guidance.

**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training, we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately; therefore, it is highly encouraged that all CORs attend. The training is scheduled for Wednesday, November 30, at 1 pm (EST) in room CC5117. VTC will be available to the Regional Offices. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

**Upcoming Lexis Classes** Just click on the registration link for Lexis webinars offered in November and December.

- Lexis News & Business Research Training: Wednesday, November 30, 1 pm to 2 pm: [Webinar Registration](#)
- Lexis Courtlink training: Wednesday, November 30, 3:30 pm to 4:30 pm: [Webinar Registration](#)
- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

**Random Factoid** On this day in 1701, *Celsius* was born (literally). Swedish astronomer, physicist and mathematician Anders Celsius would go on to develop the metric unit of measurement and scale for temperature. But he didn't do it so perfectly (it had to be changed later on). In 1742, he created the temperature scale, which was the reverse of the scale that we now know: 0 represented the boiling point of water, while 100 represented the freezing point of water. Go figure. It got fixed pretty quick. In 1743, the Lyonnais physicist Jean-Pierre Christin, working independently of Celsius, developed a scale where zero represented the freezing point of water and 100 represented the boiling point of water. In May 1743, he published the design of a mercury thermometer, the *Thermometer of Lyon*, built by the craftsman Pierre Casati that used this scale. *(from wikipedia)*

#### VACANCY ANNOUNCEMENTS

- Associate Director for Consumer Response and Operations
- General Attorney (Trade Regulation)
- Federal Trade Investigator – MPP
- Federal Trade Investigator – DEU
- Federal Trade Investigator – MPP
- Federal Trade Investigator – DEU
- Human Resources Specialist (Executive Resources)
- General Attorney (Trade Regulation)
- Economist - DEU

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

# FRIDAY TEMPLATE

## TOP STORIES

### **Attorney Advisor (Consumer Protection) Opening in the Office of Chairwoman Ramirez**

Chairwoman Ramirez seeks an attorney advisor with consumer protection expertise for a detail to her office. If you are interested in applying for the position, please email your resume and a writing sample to Leemu Kufuor, [lkufuor@ftc.gov](mailto:lkufuor@ftc.gov), by no later than close of business on Wednesday, November 9.

### **Ethics Training: Welcome to *Fwitter*!**

Are you a GS-13 or below who wants to brush up on federal ethics knowledge? Now you can! The Ethics team is pleased to announce that *Fwitter* – the FTC's first online ethics training program for employees at GS-13 and below - is available on the Intranet. *Fwitter* is a whimsical alternative to Twitter (aka fake Twitter). It provides an optional refresher course on federal ethics principles for staff who may not have received formal federal ethics training since they first arrived at the agency. Use your login ID to access *Fwitter*. Although the training is geared towards a certain level of employee, GS-14's and above, are also encouraged to test their knowledge and see if they can *fweet* like a pro!

### **Faster than a Speeding Bullet...**

Data Breach Awareness Week is coming to an end, but your obligation to protect FTC information continues. Please remember to review the [Privacy and Security FAQs](#) and to contact your [PSC Representative](#) if you have any questions about working with non-public information or Personally Identifiable Information. Report any losses or suspected losses of PII or non-public information to your manager and the Help Desk (x3500) immediately. Thank you for participating in Data Breach Awareness Week 2016!

### **Granting Excused Absence for Voting**

Supervisors and Managers may grant a limited amount of excused absence in areas where the polls are not open at least three hours either before or after an employee's regular work hours. For example, if an employee is scheduled to work from 8 am to 4:30 pm and the employee's polling place is open from 7 am to 7 pm, the employee may be granted one half-hour of excused absence from 4 pm to 4:30 pm, if requested. Also, if an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, Supervisors may grant excused absence not to exceed one day to travel to the polling place. An employee is required to request annual leave or leave without pay if any additional time is needed to make that trip.

An increasing number of jurisdictions offer a period prior to the day of the election during which voters may cast ballots early. Some employees may find it necessary to vote during this early period because of work requirements on the day of the election. Others, such as those on Alternative Work Schedules, may find it convenient to vote during these early voting periods. Typically, polling places throughout the United States are open for extended periods, and an increasing number of jurisdictions are offering early voting options. Therefore, excused absence should rarely be needed but we are making you aware of these options in the event that any of these issues arise. Employees on Alternative Work Schedules whose regular day off is scheduled for the day polls are open are not permitted to change their regular day off solely for the purpose of gaining excused absence for voting.

Please be sure to check your local polling areas for more information. If you have questions, please contact Paula Chandler in HCMO.

## The FTC Ethicist – Volume 2, Issue 4

Spooked by Federal Ethics? Don't be! Read [The FTC Ethicist – Volume 2, Issue 4](#) for helpful guidance regarding outside employment activities. As a bonus, this quarter's newsletter showcases an adorable dog in the Ethics K-9 Korner. See the newsletter for instructions on how to enter your own fur baby! We encourage you to let us know what other information you would find helpful. As a reminder, when in doubt, give the FTC Ethics Team a shout. Thank you for reading The FTC Ethicist!

## EVENTS

### Brown Bag on Virtual Competition

The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination. Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present. Tuesday, November 15, from 1pm to 2pm (HQ-332).

## ADMIN

### webTA Password Change Function

The new **webTA** password reset function is now available. Staff should no longer contact the FTC Helpdesk to change their passwords. A 'Password Assistance' link is now available on the webTA main page. All staff must reset their current password in order to access webTA. To do so, click the 'Password Assistance' link on the [webTA main page](#). Your webTA login ID remains unchanged. You will receive an email from webTA with a link to complete your password reset. Follow the instructions provided. A step-by-step guide is available on [FTC's webTA Intranet page](#).

If you have any questions regarding the change, please contact [webta@ftc.gov](mailto:webta@ftc.gov).

### **Constitution Center Will Be Closed from Thursday, November 10, at 5 pm until around 3 pm on Sunday, November 13. On Thursday, November 10, by 5 pm Staff Should Turn Off Computers and Leave the Building**

Constitution Center will be closed to all employees during this timeframe. The property manager will be conducting an electrical power outage, which will require shutting off the power in all quadrants of CC. During the outage, the data center will still be operational; therefore, employees will still be able to work in the Headquarters Building. BCP's Mobile Internet Lab and LSS, however, will be unavailable during the outage. Employees will also be able to access SAFE during the outage. Because refrigerators throughout the building will have no power, employees should remove any perishables before leaving for the November 10 weekend. The following will also be unavailable for the duration of the outage: water, restrooms, lights, HVAC, access to all floors, elevators, loading dock and garage (please ensure that any vehicles are out of the garage on Thursday by 6 pm).

Before you leave the office for the weekend, please shut down your computer. The Constitution Center network is scheduled to be back up mid-morning on Sunday, November 13.

## **SAFE Improvements – November 2016**

As part of our commitment to provide you with better and more efficient IT services, we are pleased to inform you that we are upgrading SAFE. Our new system will help us to offer more features and functionality in your telework experience. Starting in November, a **new** SAFE website will be your external remote access point. This website will provide a link to the SAFE login screen, alerts, tip sheets and contact information. All previous SAFE web portal URLs used to access SAFE systems in the past will automatically redirect to the new SAFE website. OCIO is dedicated to improving SAFE remote access for teleworking and remote staff. Stay tuned for more SAFE enhancements in the future.

### **Note to Mac Users:**

Connecting personal Macintosh (Mac) computers to the new SAFE web portal will require an update to the El Capitan operating system or newer. Please find the links below to determine whether your older Macintosh computer can support El Capitan and how to download the free version of the El Capitan operating system or newer for installation.

**Apple Mac Requirements Support for El Capitan:** [https://support.apple.com/kb/SP728?locale=en\\_US](https://support.apple.com/kb/SP728?locale=en_US)

**El Capitan OS Update Features and Information:** <http://www.apple.com/pr/library/2015/09/29OS-X-El-Capitan-Available-as-a-Free-Update-Tomorrow.html>

**Instructions to Upgrade to OS X El Capitan:** <https://support.apple.com/en-us/HT206886>

- Mac OS v10.6.8 or later
- 8.8GB of available storage on hard drive
- Apple ID and compatible internet service provider

## **ZyLAB Unavailable November 10<sup>th</sup> - 14<sup>th</sup> for System Upgrades**

ZyLAB system engineers are conducting a system upgrade. The ZyLAB Legal Review will be unavailable from Thursday, November 10<sup>th</sup> at 5:00pm ET through the weekend. Service will return on Monday, November 14<sup>th</sup> at 8am ET.

Please look for the "What's New" Brown Bag sessions the week of November 14<sup>th</sup> for more information.

If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500 or 1-877-411-4382.

## **Please, No Additional Furnishings in the CC Restrooms**

The property manager discovered a number of pieces of furniture (stools, small tables, chairs) placed in various restrooms in the SW Quadrant. The property manager advised that these items may constitute a tripping hazard and may also impede restroom traffic. Please remove the furniture and refrain from adding furniture to the restrooms.

## **CC Window Cleaning**

Per the schedule, contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant beginning on Monday, November 7, starting with the tenth floor.

Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

### **CC Parking Assistance Monday**

A Park America representative will be on site in the Constitution Center property manager's office on Monday from 11 am to 1 pm to process parking passes and assist with parking issues.

## **TIPS & GUIDANCE**

### **Sustainability Tip of the Week**

At least in the DC area, we've been pretty lucky this week with a VERY temperate climate (in the 70s!; cracking 80!). But we have a feeling this won't last and it's going to get cold. So here's a low cost (actually free) winter heating tip for when the cold does arrive - keep the draperies and shades on your south-facing windows open during the day to allow the sunlight to enter your home and closed at night to reduce the chill you may feel from cold windows.

## **TRAINING**

For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## **NEWS RELEASES**

[FTC and DOJ Seek Public Comment on Proposed Revisions to International Antitrust Guidelines](#)  
Nov 1, 2016

[Sales Lead Generators Fined and Barred from Violating FTC's Telemarketing Sales Rule](#)  
Nov 1, 2016

[FTC to Host R&D Networking Event as Part of PrivacyCon 2017](#)  
Nov 1, 2016

[Statement from Federal Trade Commission's Bureau of Competition Director on Appeals Court Decision to Remand Advocate/North Shore Hospital Merger Case to District Court for Further Action](#)  
Oct 31, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## **JOBS**

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## **FACTOID, MENUS & WEATHER**

## Random Factoid

A *fid* (odd name) is a conical tool traditionally made of wood or bone. It is used to work with rope and canvas in marlinespike seamanship. A fid differs from a marlinspike in material and purpose. A marlinspike is used in working with wire rope, may be used to open shackles, and is made of metal. A fid is used to hold open knots and holes in canvas, and to separate the 'lays' (or strands) of synthetic or natural rope for splicing. A variation of the fid, the gripfid, is used for ply-split braiding. It adds a jamming cleat to pull a cord back through the cord split by the fid's point.

Modern fids are typically made of aluminum, steel, or plastic. In addition to holding rope open to assist the creation of a rope splice, modern push fids have markings for precise measurements in a variety of sizes of rope. The length of these fids is typically 21 or 22 times the diameter of rope to be spliced. A half-inch diameter rope would have any accompanying fid 10.5" to 11" in length with hash-marks denoting the long and short fid measurements.

Modern major rope manufacturers each have full sets of published splicing directions available on their websites. Typically, all splice directions measurements use fid-length as the unit of measurement. *(from wikipedia)*

## Lunch Specials

### *Top of the Trade*

Oven Roasted Chicken with two sides - \$7.99  
Corn Beef Sandwich with Potato Salad - \$6.50  
Fried Fish with two sides - \$7.99  
Pasta with Chicken Pesto and one side - \$6.99  
Gyro and Fries - \$6.99  
Soup: Chicken Quinoa / Split Pea

### *Plaza East*

Tomato Pork Ragout with Wide Noodles, Mashed Root Vegetables -\$0.45/oz  
Chef's Salad of Organic Mixed Greens & Seasonal Produce - \$0.45/oz  
Tamarind BBQ Salmon, Mushrooms & Corn & Cilantro Jus - \$8.95  
Watercress & Carrot, Mushrooms with Tarragon & Citrus Dressing - \$0.45/oz  
Pasta & Parmesan Cheese / Sautéed Squash - \$0.45/oz  
Chicken & Sausage / Vegetable Goussous -\$2.75/\$3.25  
Turkey, Sun Dried Tomato Mayo, Red Onion, Arugula, Smoked Mozzarella - \$6.50

This Week's Plaza East Specials

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#) ~ [Washington, DC](#)

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## HELPFUL LINKS/INFO

Daily Archive: <https://ftcintranet.ftc.gov/ftc-daily/index.cfm>

Daily Intranet Login: <https://ftcintranet.ftc.gov/goto.cfm?get=181>  
GovDelivery Login: <https://admin.govdelivery.com/session/new>  
Top of the Trade Cafeteria: 202-326-3507

# FRIDAY TEMPLATE

## TOP STORIES

### Ask Me Anything with the Executive Director

Coming up next week! On Tuesday, November 22, at 1:00 PM EST, please join us for an *Ask Me Anything* session with David Robbins in CC 10102 (and via VTC). David will be available to answer questions you may have about the operational matters managed by OED. If you would like to pose a question in advance to be answered at the AMA session, please submit an email to [ExecutiveDirector@ftc.gov](mailto:ExecutiveDirector@ftc.gov) or through the [OED Suggestion Box](#).

### “Use or Lose” Leave

This is a reminder that “use or lose” annual leave must be scheduled and approved or denied in webTA no later than Saturday, November 26. Leave that is originally approved may subsequently be denied after November 26. An agency may consider for restoration annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled before the start of the third biweekly pay period prior to the end of the leave year (5 C.F.R. § 308(a)). This year, that date is November 26, 2016. Getting the leave scheduled is the first criteria toward restoration. Guidance on restoration of forfeited annual leave may be found on the HCMO website.

### 2017 Thrift Savings Plan Contributions

Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections **do not** automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02. To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Ethics Training: Welcome to *Fwitter*!

Are you a GS-13 or below who wants to brush up on federal ethics knowledge? Now you can! The Ethics team is pleased to announce that *Fwitter* – the FTC's first online ethics training program for employees at GS-13 and below - is available on the Intranet. *Fwitter* is a whimsical alternative to Twitter (aka fake Twitter). It provides an optional refresher course on federal ethics principles for staff who may not have received formal federal ethics training since they first arrived at the agency. Use your login ID to access *Fwitter*. Although the training is geared towards a certain level of employee, GS-14's and above are also encouraged to test their knowledge and see if they can *fweet* like a pro!

### FTC Issues Agency Financial Report (AFR) for Fiscal Year 2016



The Federal Trade Commission's [Fiscal Year 2016 Agency Financial Report](#) is now available on the Internet. The report provides an overview of fiscal and high-level performance results that show the President, Congress, and the American taxpayers how the agency has managed its resources. It includes highlights from FTC programs, accomplishments that further FTC's missions of protecting consumers and promoting competition, and plans for addressing future challenges. The report also demonstrates the FTC's sound financial management and stewardship of public funds.

### **Leave Bank Program Open Enrollment Period**

The Leave Bank Program Open Enrollment period for 2017 is here! All FTC employees who earn leave are eligible to join the leave bank. The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. For more information on the Leave Bank, go to the [Leave Bank Homepage](#). A Leave Bank representative will be available to answer questions at the FTC Benefits Fair on November 23 from 10 AM -2 PM in Constitution Center Room 5117. The enrollment period ends Friday, December 16, 2016.

### **IT'S HERE! Benefits Open Season runs through Monday, December 12**

The Federal Benefits Open Season is an opportunity for federal employees to elect or make changes to their health (FEHB), dental and vision insurance (FEDVIP) and federal flexible spending accounts (FSA). Open Season runs Monday, November 14 – Monday, December 12, 2016. The [Benefits Open Season Homepage](#) provides information and comparison tools for the FEHB, FEDVIP and FSA Benefit programs. The Open Season Benefits Information Fair is Wednesday, November 23 from 10 a.m. - 2 p.m. in CC Room 5117. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Regional office employees are encouraged to visit health fairs in your area.

### **Top of the Trade Will Have Limited Service Next Week; Closed Day After Thanksgiving**

Because of the limited population in the building, on Monday, November 21, through Wednesday, November 23, the Top of the Trade Cafeteria will have limited service to include coffee, soda, sandwiches, salads, soups, and snacks. The cafeteria will be closed on Friday, November 25.

## **EVENTS**

### **Brown Bag on Competition Law Developments in Latin America**

Over the last two decades, more than 21 jurisdictions in Latin America have adopted laws aiming to establish or modernize competition regimes. Please join OIA for a panel discussion about competition law trends and developments, as well as the FTC's work with competition agencies, in Latin America. Panelists will focus on Brazil, Chile, Colombia, El Salvador, and Mexico. Tuesday, November 22, from noon to 1pm (CC- 5116/5117). Dial-in will be available.

### **ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9**

We upgraded ZyLAB to v3.9 this past weekend. Join us today for an overview of some new features including the ability to export document lists.

The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training.

*Today's session will be from 12 noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code: (b)(6) #. Friday, November 18, 2016. [Click to join WebEx meeting](#)*

## ADMIN

### Pay Period 25 Time Cards Due Early!

Due to the upcoming Thanksgiving holiday on Thursday, November 24, many employees and supervisors plan to take some time off. Please complete your time cards, including applicable leave requests, in webTA prior to taking time off. For supervisors who plan to be out, please ensure time cards are certified and that you have assigned a back-up to handle matters in your absence. The due date for submission of time cards is Wednesday, November 23, but you can always do them earlier. If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

### Voluntary Leave Transfer Program - Request for Donations

(b)(6) of the Bureau of Consumer Protection, has become an approved recipient of the Voluntary Leave Transfer Program and is in need of leave. To donate annual leave to (b)(6) please complete FTC Form 509 at <https://ftcintranet.ftc.gov/forms/hrmo/ftc-509.pdf> and submit it to the attention of Rokeisha Haizlip in the Human Capital Management Office in Room H-723. Federal employees outside of the agency may donate leave by submitting OPM Form 630B (available at [http://www.opm.gov/forms/pdf\\_fill/opm630b.pdf](http://www.opm.gov/forms/pdf_fill/opm630b.pdf)) to the leave program coordinator at their agency. Additional program information and a list of currently approved recipients may be found on the HCMO website at [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15350](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15350).

### CC Charity Toy Collection

The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

### Glaucoma and Visual Acuity Screening

The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29 from 10:00 A.M. and 2:30 P.M. in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

### CC Window Cleaning Continues on the Sixth Floor TONIGHT

Per the schedule, contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the sixth floor TONIGHT through Monday, November 21. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

### CC Parking Assistance Monday:

A Park America representative will be on site in the Constitution Center property manager's office on Monday from 11 am to 1 pm to process parking passes and assist with parking issues.

## TIPS & GUIDANCE

### Sustainability Tip of the Week

The EPA has lots and lots of tips on how you [can go green during the holidays](#). Not only can you learn about [energy-efficient electronics](#), but also [how to deal with snow and ice emergencies](#), and [how to have](#)

[a water efficient H<sub>2</sub>Ooliday](#) (now that's not a good pun (if that's what you would call this), but the tips are pretty good).

### Planning to E-Cycle?

In honor of America Recycles Day, the Constitutional Center has scheduled an E-Cycling event from Monday, November 14, through Friday, November 18. If you wish to participate by recycling any unused personal electronic items (e.g., laptops, hard drives, phones, CDs, etc.), be sure to take the following precautions:

- Review the electronic item for any existing files or folders that may contain PII or sensitive information
- Extract any information from the device that you wish to retain by copying it onto another media (thumb drive, external hard drive, CDs)
- Make sure to delete any PII or sensitive information from the device you wish to recycle
- Empty the "Recycle Bin" to ensure files/folders are permanently deleted from the device/media
- DO NOT recycle FTC-owned devices; if you are no longer using an FTC-issued device, please contact OCIO to return the device

To get to the e-cycling drop-off, go through the doors marked "loading dock" to the left of the entrance to Plaza East Cafeteria, on the plaza level of Constitution Center. Here is a [map!](#)

### Beware Phishing Attempts Targeting OPM Breach Victims

Recently, cyber thieves have been targeting victims of the OPM data breaches and attempting to trick them into downloading ransomware. Victims receive an email which claims to be from OPM, warning of suspicious movements in their bank account, with a ZIP file attached. The ZIP file contains a hostile JavaScript application which, when run, will download and install ransomware demanding that the victim pay a Bitcoin ransom or lose all their files.

As a reminder, OPM will never send specific details regarding your personal or financial information via email. If you believe you have been affected by either breach, please visit OPM's [Cybersecurity Resource Center](#) to view a sample notification letter, verify if you were a victim of one or both breaches, or enroll in the OPM-sponsored identity monitoring services. To protect yourself from this and similar phishing emails, be skeptical about unexpected or unusual emails, even if they appear to come from a person you know or an organization with which you do business. Before clicking on links or opening files in an email that seems to be from, for example, a friend, your bank, or UPS, contact the sender at a phone number, email address, or URL that you know to be correct and confirm that the email is legitimate. For more information about phishing, visit our [Consumer Information website](#).

### Bring the "Office" to Your Home!

As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program! FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: 17D9DB9292.

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>

- Contact Microsoft: <https://www.microsoft.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:  
[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## TRAINING

For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## NEWS RELEASES

[FTC Roundtable in Chicago Will Examine Consumer Fraud Affecting Latino Communities](#)  
Nov 17, 2016

[FTC "Sharing Economy" Report Explores Evolving Internet And App-Based Services](#)  
Nov 17, 2016

[FTC Releases 2014 Cigarette and Smokeless Tobacco Sales and Marketing Expenditures Reports](#)  
Nov 16, 2016

[FTC Issues Agency Financial Report for Fiscal Year 2016](#)  
Nov 15, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## JOBS

The following vacancy announcement is being posted through the HCMO automated staffing and recruitment system. You may view and apply to this announcement at [www.usajobs.gov](http://www.usajobs.gov)

**Job Title: Associate Director for Consumer Response and Operations**

**Agency:** Federal Trade Commission

**Job Announcement Number:** BCP-DCRO-2017-0002

**Salary Range:** \$123,175.00 - \$185,100

**Open:** Thursday, November 17

**Closes:** Friday, December 2

**Series & Grade:** ES-905-00

**Position Information:** Excepted Service – Senior Executive Service

**Supervisory Status:** Yes

**Duty Locations:** Washington, DC

<https://www.usajobs.gov/GetJob/ViewDetails/456746700>

**Job Title: General Attorney (Trade Regulation)**

**Agency:** Federal Trade Commission

**Job Announcement Number:** BCP-MP-2017-0002

**Salary Range:** \$92,145.00 to 160,300.00 per year

**Open:** Thursday 11/17/2016 to  
**Closes:** Wednesday 12/07/2016  
**Series & Grade:** GS-0905-13/14/15  
**Position Information:** Excepted Service - Permanent  
**Promotion Potential:** 15  
**Supervisory Status:** No  
**Duty Locations:** Washington DC

This vacancy can be seen at:

<https://www.usajobs.gov/GetJob/ViewDetails/456689300>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## FACTOID, MENUS & WEATHER

### Random Factoid

*Little River Band* (not enough airplay, btw) is a rock band originally formed in Melbourne, Australia, in March 1975. The band achieved commercial success, not only in Australia but also in the United States. They have sold more than 30 million records; nine singles appeared in the top 20 on the related singles chart, with *Help Is on Its Way* (1977) as their only number-one hit. Ten singles reached the top 20 on the Billboard Hot 100 with *Reminiscing* their highest peaking at No. 3.

The band's name appeared to be happenstance. Initially performing under the name Mississippi, while driving to a performance down the Geelong Road from Melbourne, they passed the turn-off for Little River (tiny place – population 1,393). From the back of the truck, one of the band members shouted, "What about the Little River Band?" They performed under that name, even though the marquee still advertised Mississippi. (from wikipedia)

### Lunch Specials

#### *Top of the Trade*

Baked Fish with Crab Meat and two sides - \$7.99  
Fried Fish with two sides - \$7.99  
Turkey with Stuffing and two sides - \$7.99  
Chicken Fajitas with two sides - \$6.99  
Gyro with Fries - \$6.99  
Soup: Turkey Rice / Red Lentil

#### *Plaza East*

Chicken Wings, Sauces, Vegetable Crudit , Potato Spears - \$0.45/oz  
Cauliflower, Feta, Arugula, Honey, White Balsamic Vinaigrette - \$0.45/oz  
Grilled Salmon, Shiitake Mushrooms, Rice & Green Onion Butter - \$9.95  
String Beans / Cottage Fries \$0.45/oz  
Old Fashioned Tomato / Bacon Mushroom - \$2.75/\$3.25  
Grilled Vegetable Fresh Mozzarella Roasted Garlic Mayo Ciabatta - \$6.50

This Week's Plaza East Specials

**FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#) ~ [Washington, DC](#)

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***HELPFUL LINKS/INFO***

Daily Archive: <https://ftcintranet.ftc.gov/ftc-daily/index.cfm>

Daily Intranet Login: <https://ftcintranet.ftc.gov/goto.cfm?get=181>

GovDelivery Login: <https://admin.govdelivery.com/session/new>

Top of the Trade Cafeteria: 202-326-3507

**From:** FTCDaily, FTCDaily  
**Sent:** Thursday, December 01, 2016 10:23 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Thursday, December 1

# FTC Daily



## Top Stories



### FTC Leave Bank Enrollment Period - Now Through Dec. 16

**All Staff** Did you know you could use your use-or-lose annual leave as your Leave Bank contribution? The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. All FTC employees who earn leave are eligible to join the leave bank. For more information on the Leave Bank and how to apply, visit the [Leave Bank Homepage](#). For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Benefits Open Season runs NOW Through Monday, December 12

**All Staff** This is your opportunity to enroll in or change enrollments for health insurance (FEHB), enroll in the Flexible Savings Account (FSA) for health care and dependent care, and enroll or change enrollments in the Federal Dental and Vision Insurance (FEDVIP) plans. See information for the [Benefits Open Season Homepage](#) or [www.opm.gov/openseason](http://www.opm.gov/openseason). You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### BC Mentor Program - Application Deadline is Friday, December 2!

**All Staff** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is Friday, December 2! For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

### Come Join the Chorus for the FTC Holiday Party!

**All Staff** The FTC Chorus, now numbering close to 20 people, will perform at the FTC Holiday Party on December 20. We'd love to increase our ranks to 25 or even higher. If you would like to join us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. We have scheduled rehearsals as follows: Tuesday, December 6, 2:00 pm in HQ332 Wednesday, December 7, 2:00 pm in CC5117 Tuesday, December 13, 2:00 pm in CC5117 Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes. Please try to attend at least two of them in the location of your choice. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings. Fa! La! La!

## Events



### TODAY - Tech Seminar: Hacking Health

**All Staff** Avi Rubin (Department of Computer Science, Johns Hopkins University) will give a talk on hacking health **TODAY at 1:30pm in CC-5116**. Modern healthcare systems are increasingly online, connected, mobile and cloud-based. As the Internet of Things proliferates, the Internet of Healthcare Things permeates our medical establishments, our homes, and our lives. This talk will explore some of the new security risks and vulnerabilities created by recent trends in healthcare IT. We will explore the anatomy of a typical exploitation of an embedded system and look at some famous hacks. This event will also be available via VTC to the regions. For additional details, contact [lcranor@ftc.gov](mailto:lcranor@ftc.gov) or [icalandrino@ftc.gov](mailto:icalandrino@ftc.gov).

### CFC Annual Bake Sale – December 6

**HQ Staff** The FTC's Combined Federal Campaign bake sale is coming up! Join us on Tuesday, December 6, in the Constitution Center first floor conference rooms between 11:30 am and 2:30 pm for delicious baked goods! All proceeds will benefit CFC Charities and bring us one step closer to meeting our goal!

If you are still interested in baking, it is not too late! Please contact Kenna Falk ([kfalk@ftc.gov](mailto:kfalk@ftc.gov)). Thank you!

### Good and Good for Ya

**HQ Staff** Don't forget that TODAY you can get some fresh, delicious and good for you foods from the Penn Quarter Famers Market. The PQFM will be open from 3 pm to 7 pm, and is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

## Admin



### Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive a one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

### All FPPS Databases Unavailable Starting Friday

**All Staff** Due to scheduled maintenance, all FPPS Databases will be unavailable beginning Friday, December 2, until Monday, December 5. If you have any questions, please contact Lynette L. Brown on x3323.



## Tips & Guidance

### 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Public Comments

**All Staff** Are you working on a proceeding that will solicit public comments? The Records and Filings Office (RFO) will gladly assist you in making the process of collecting public comments smooth and easy. If you have any questions regarding public comments, please contact the Public Comment Processing Team at [PublicCommentProcessing@ftc.gov](mailto:PublicCommentProcessing@ftc.gov) or ext. 3586. Please also check out RFO's intranet site for more information on [public comments](#).

### Looking For a Deal?

**All Staff** Check out [this page for some special offers](#) available to Government employees.

## Training

### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Understanding Workplace Diversity: Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity

mixture in today's business world.

- Managing Diversity: Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

## Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered in November and December.

- Lexis News & Business Research Training: Wednesday, November 30, 1 pm to 2 pm: [Webinar Registration](#)
- Lexis Courtlink training: Wednesday, November 30, 3:30 pm to 4:30 pm: [Webinar Registration](#)
- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

## Westlaw Webinars in December

**All Staff** Please click on the link to register for Westlaw webinars offered in December.

- Advanced Westlaw Research Training: Wednesday, December 7, 2 pm to 3 pm: [Webinar Registration](#)
- Bluebook a Document Training: Wednesday, December 7, 3 pm to 4 pm: [Webinar Registration](#)

## Today - Introduction to Wolters Kluwer IntelliConnect (webinar)

**All Staff** Would you like to learn more about online resources offered by the library?

Register today for the [Introduction to Wolters Kluwer IntelliConnect \(webinar\)](#) on 12/1/2016 from 2:00pm-3:00pm.

This webinar offers a fast-paced overview of online resources including Areeda & Hovenkamp's Antitrust Law, CCH Trade Regulation Reporter, and CCH Business Franchise Guide. Litigation treatises such as Wigmore on Evidence, and Almanac of the Federal Judiciary are also included in this session. For more information please contact the library via email: [library@ftc.gov](mailto:library@ftc.gov), x2395 or stop by HQ room 630. Click on the link above to register.

## Live LegalEdCenter Events in December!

**All Staff** Register for these live sessions on the [LegalEdCenter](#) website. If you have any questions, please contact [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). If you are not able to attend these live events, please look for them as on-demand events at the end of January.

- December 5, 2016, 1:00 p.m. - 2:00 p.m. (EST), Dissecting the FCC's New Net Neutrality and Broadband Privacy Rules and Their Far-Reaching Impact, presented by West LegalEdCenter.
- December 6, 2016, 1:00 p.m. - 2:00 p.m. (EST), Understanding ISO Standards for Cyber Security, presented by West LegalEdCenter.
- December 8, 2016, 12:00 p.m. - 1:00 p.m. (EST), Substance Abuse, Mental Health

and Competence Issues in the Legal Profession, presented by Celesq AttorneysEd Center.

- December 12, 2016, 1:00 p.m. - 2:00 p.m. (EST), Handling E-Discovery in Complex Cases, presented by West LegalEdCenter.
- December 14, 2016, 12:00 p.m. – 1:00 p.m. (EST), Antitrust Law and Data: What In-House Counsel Should Know to Avoid the Misuse of Customer Data, presented by Celesq AttorneysEd Center.
- December 14, 2016, 1:00 p.m. – 2:00 p.m. (EST), Ethical Issues in Bankruptcy Cases, presented by Norton Institutes on Bankruptcy Law.
- December 19, 2016, 1:00 p.m. – 2:00 p.m. (EST), Asymmetric Cyberwarfare: How to Prepare for and Defend Against Cyberattacks When You're Bound by the Law and your Attacker is Not, presented by West LegalEdCenter.
- December 27, 2016, 2:00 p.m. – 5:15 p.m. (EST), Ethics of ESI, presented by NBI, Inc. (National Business Institute, Inc.).

## LegalEdCenter On-Demand Classes for December!

**All Staff** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165.

- Basics of Bankruptcy: Allowance of Claims and Priority Claims
- Everything a General Counsel and a General Health Care Practitioner Need to Know about Antitrust in an Era of Enforcement
- Health Care Fraud and Abuse
- Patent Exhaustion after the Federal Circuit's Decision in Lexmark International, Inc., v. Impression Products, Inc.
- The European Securities Regime pre and post-Brexit
- The Impact of Campbell-Ewald, Tyson Foods, and Spokeo on Class Actions x

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

### News Releases



[FTC Issues Annual Report On Ethanol Market Concentration](#)

Nov 30, 2016

[FTC Staff Comment: Proposal to Expand Access to Telehealth Services Could Benefit Delaware Speech and Hearing Patients](#)

Nov 30, 2016

[Debt Relief Defendants Agree to Telemarketing and Financial Services Ban and Payment Processors Agree to Payment Processing Ban to Settle FTC Action](#)

Nov 30, 2016

[FTC Puts An End to Data Broker Operation that Helped Scam More Than \\$7 Million from Consumers' Accounts](#)

Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** Deputy General Counsel for Legal Counsel  
**Agency:** Federal Trade Commission  
**Job Announcement Number:** OGC-2017-0003  
**Salary Range:** \$ 123,175 to \$ 179,400 per year  
**Opened:** Wednesday, November 30, 2016  
**Closes:** January 3, 2017  
**Series & Grade:** ES-905-00  
**Position Information:** Excepted Service - Permanent  
**Supervisory Status:** Yes  
**Duty Locations:** Washington DC

This vacancy can be seen at: <https://www.usajobs.gov/GetJob/ViewDetails/457999000>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

Today is *National Eat a Red Apple Day*. The honeycrisp is a red apple, and it's also patented (we're not sure how cool that is). Anywho, the honeycrisp is an apple cultivar (cultivated variety) developed at the Minnesota Agricultural Experiment Station's Horticultural Research Center at the University of Minnesota, Twin Cities.

U.S. Plant Patent 7197 and Report 225-1992 (AD-MR-5877-B) from the Horticultural Research Center indicated that the Honeycrisp was a hybrid of two apple cultivars; however, genetic fingerprinting conducted by a group of researchers in 2004, which included those who were attributed on the US plant patent, determined that neither of those cultivars is a parent of the honeycrisp, but that the Keepsake (another apple developed by the University of Minnesota program) is one of the parents.

The US patent for the honeycrisp cultivar expired in 2008, though patent protection in some countries continues until as late as 2031. Patent royalties had generated more than \$10 million by 2011, split three ways by the University of Minnesota between its inventors, the college and department in which the research was conducted, and a fund for other research. *(from Wikipedia)*

### Lunch Specials

#### Top of the Trade

Chicken & Vegetable Masala with one side – 7.99  
Spaghetti & Meatballs with one side – 7.99  
Chicken Kabob Salad – 6.99  
Lamb Gyro with French Fries – 6.99  
Soups: Chicken Barley, White Bean

#### Plaza East

Allspice Glazed Pork Loin, Mixed Squash Pilaf, Steamed Cauliflower - 0.45/oz  
Nappa, Radish, Carrot, Sweet Onion, Ginger-Maple Dressing - 0.45/oz  
Blackened Local Catfish, Grits, Peas, Corn - 7.95

Local Mushroom Risotto, Parmesan, White Wine, Peas - 8.95  
Garlic & Local Greens / Yukon Potatoes - 0.45/oz  
Shrimp Bisque / Garden Vegetable - 2.75/3.25  
Spicy Roast Beef, Poblano Peppers, Pepper Jack, Chipotle Mayo - 6.50  
Peruvian Style Chicken, Plantains, Green Sauce - 6.95

[This Week's Plaza East Specials](#)

## **FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

***the daily - still free after all these years!***

The FTC Daily may contain non-public information; do not forward outside the FTC.

**From:** FTCDaily, FTCDaily  
**Sent:** Thursday, December 08, 2016 10:17 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Thursday, December 8

# FTC Daily



## Top Stories



### The Time To Act is NOW!! Open Season Closes Monday, December 12

**All Staff** To enroll or change a health benefits enrollment (FEHB) - use Employee Express ([www.employeeexpress.gov](http://www.employeeexpress.gov)) or submit a hard copy Health Benefits Election Form [SF2809](#) to the Human Capital Management Office in room H-723.

To enroll or change an enrollment in a dental and/or vision (FEDVIP) plan - use the BENEFEDS secure enrollment website ([www.BENEFEDS.com](http://www.BENEFEDS.com)) sponsored by the Office of Personnel Management, or you may call 1-877-888-3337, TTY number 877-889-5680 for enrollment assistance.

To enroll in a dependent care or health care flexible savings account (FSAFEDS) - use the FSAFEDS website ([www.fsafeds.com](http://www.fsafeds.com)) or you may contact an FSAFEDS Benefits Counselor at 1-877-372-3337, TTY number: 800-952-0450, Monday through Friday, 9 am to 9 pm (EST) for additional information or enrollment assistance. Remember that you MUST re-elect these accounts every calendar year.

See the [Benefits Open Season Homepage](#) for additional information. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Leave Bank Open Enrollment... the Countdown Has Begun!

**All Staff** This is the next to last week to enroll in the Leave Bank Program for the 2017 leave year. The Leave Bank is a pooled fund of donated leave that Leave Bank members may draw upon during a medical emergency. Take this opportunity to become a member by completing the [Application to Join the FTC Leave Bank Program](#) form and submitting it to the Human Capital Management Office (Room H-723). The last day to enroll is December 16. For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Bigger And Better Than Ever!

**HQ Staff** The FTC Chorus has had two very successful rehearsals this week, but it is not too late to join Chorus, which will perform at the FTC Holiday Party on December 20. If you would like to sing with us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one

of the DC area's many choirs, please consider sharing your talents with your colleagues. The remaining rehearsals are as follows:

Tuesday, December 13, 2:00 pm in CC5117

Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes and you may attend whichever one is more convenient for you. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings.

## Online Transit Subsidy Available NOW!

**All Staff** RIGHT NOW, it's time to transition your subsidy benefits to DOT's online system. This mandatory transition eliminates the use of paper (no more Forms 987 or 987a); stores application history on a secure server; streamlines the verification and approval process; and produces way fewer errors. **Current participants** in the transit subsidy program can [go to this page](#) for more information on the program, as well as an [applicant guide](#) and a [short video](#) that you may find helpful for the enrollment process. Because you will be asked for this information in the application, It's a really good idea to find your MISNO at the staff locator, and calculate your daily commuting cost in advance (if taking Metro, [WMATA's trip planner](#) may help). We're asking all current participants to complete their enrollment in the online system by Friday, December 16. It only takes a couple of minutes, so don't delay – do it today!

## Events



### 2017 Black History Month Planning Committee Meeting - TODAY

**All Staff** The Planning Committee for Black History Month will hold its first meeting on Thursday, December 8, 2016, at 3:00 pm (EST), in the Constitution Center, Room 5103. Employees are invited to join in as well with the following call-in information: USA Toll-Free: (877) 848-7030; USA Caller Paid/International Toll: (404) 443-2170; and the access code is (b)(6). If you have any questions, please contact Teresa Kelsey at x2198.

### Lots of Choices and One Close By

**HQ Staff** There are lots and lots of farmers markets in this area, and TODAY one will pop up really close by! From 3 pm to 7 pm, stop by the Penn Quarter Farmers Market for some fresh, delicious and good for you foods. The PQFM is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

## Admin



### Corrections\*: 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231

for catch up contributions, starting in pay period 01\*.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/11/2016\*, to make the election effective for pay period 01\*. The change must be entered in Employee Express by Friday, December 9, 2016\*, to become effective on 12/11/2016\*. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

Corrections are marked with (\*).

## Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive a one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

## Final Seventh Floor Sound Attenuation Work at CC on Saturday

**HQ Staff** On Saturday, December 10, contractors will be onsite to install door drop seals and complete final punch list items for the seventh floor sound attenuation project. Contractors will be working from 5 am to approximately 4 pm. Employees are reminded to secure any PII before leaving for the weekend.

## CC Fridge Cleaning This Friday

**HQ Staff** The custodial staff at Constitution Center will clean pantry refrigerators for November and December on Friday, December 9. The custodial staff will wipe interiors and exteriors of refrigerators with disinfectant, and all items and containers, with the exception of condiments and non-dairy beverages, will be discarded.

## It's About That Time

**All Staff** This is the second week of the pay period, so everyone should affirm time sheets TODAY. If you're ready to affirm, [log onto webTA](#). If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

## Tips & Guidance

### Visit the new OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing realtime feedback. You can search for a service, or browse by service name, OED



office or service category. The Catalog replaces the One-stop-shop Policies and Procedures intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

## Holiday Emails: Big Files = Slow Connection

**All Staff** During this holiday season, we know that everyone will be emailing out Holiday greetings and invites to many of your colleagues. Please be mindful and compress any large files or images before sending. Large files suck up significant storage space in several ways: (1) In the recipient's inbox, (2) In the sender's Sent folder, and (3) In Trash/Deleted folders. Large files mean slow systems: Email servers are not designed to handle large file transfers, and the process of delivering those files slows down network traffic. From bounced-back emails to storage issues, just about everyone in the agency is affected when large files are emailed. If you are planning to send an email with a large attachment or image and need help compressing the files to a reasonable size for email, please contact [OCIOTouchServices@ftc.gov](mailto:OCIOTouchServices@ftc.gov) for assistance.

## Records and Information Management (RIM)

**All Staff** Are you at the end of a case and not sure what to keep in the matter case file? Do you have other records and information management questions? Do you have questions on off-site storage of records? The Records and Filings Office (RFO) Records and Information Management (RIM) Team can help with all of these questions and more! Please contact the RIM Team at [RecordsManagementServices@ftc.gov](mailto:RecordsManagementServices@ftc.gov) or at ext. 2528.

## Looking For a Deal?

**All Staff** Check out [this page for some special offers](#) available to Government employees.

## Training



## LegalEdCenter On-Demand Classes for December!

**All Staff** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165.

- Basics of Bankruptcy: Allowance of Claims and Priority Claims
- Everything a General Counsel and a General Health Care Practitioner Need to Know about Antitrust in an Era of Enforcement
- Health Care Fraud and Abuse
- Patent Exhaustion after the Federal Circuit's Decision in Lexmark International, Inc., v. Impression Products, Inc.
- The European Securities Regime pre and post-Brexit
- The Impact of Campbell-Ewald, Tyson Foods, and Spokeo on Class Actions x

## Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered in November and December.

- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar](#)

### [Registration](#)

- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm:  
[Webinar Registration](#)

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[FTC Announces Agenda for Workshop to Examine Changing Consumer Demographics](#)  
Dec 2, 2016

[FTC Issues Annual Report On Ethanol Market Concentration](#)  
Nov 30, 2016

[FTC Staff Comment: Proposal to Expand Access to Telehealth Services Could Benefit Delaware Speech and Hearing Patients](#)  
Nov 30, 2016

[Debt Relief Defendants Agree to Telemarketing and Financial Services Ban and Payment Processors Agree to Payment Processing Ban to Settle FTC Action](#)  
Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

- [Federal Trade Investigator – MPP](#)
- [Federal Trade Investigator – MPP](#)
- [Federal Trade Investigator – DEU](#)
- [Federal Trade Investigator – DEU](#)
- [Public Affairs Specialist – DEU](#)
- [Public Affairs Specialist – DEU](#)
- [Human Resources Specialist \(Executive Resources\)](#)
- [General Attorney \(Trade Regulation\)](#)
- [Equal Employment Specialist – MPP- FTC Employees Only](#)
- [General Attorney \(Trade Regulation\)](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](http://USAJOBS).

## Factoid, Menus & Weather

### Random Factoid

Today is *Pretend to be a Time Traveler Day*, the operative word here being 'pretend.' But, some theories, most notably special and general relativity, suggest that suitable geometries of spacetime or specific types of motion in space might allow time travel into the past and future if these geometries or motions were possible.

There's one theory as to why it's not possible. Stephen Hawking has suggested that the absence of tourists from the future is an argument against the existence of backward time travel. Of course, this would not prove that time travel is physically impossible, since it might be that time travel is physically possible but that it is never developed or is cautiously never used. Carl Sagan also once suggested the possibility that time travelers could be here but are disguising their existence, or are not recognized as time travelers. *(from Wikipedia)*

## Lunch Specials

### Top of the Trade

Shepherd's Pie with one side – 7.99  
Spinach Ravioli with Alfredo Sauce and one side – 6.99  
Chicken Teriyaki with two sides – 7.99  
Lamb Gyro with French Fries – 6.99  
Soups: Chicken & Rice, Split Pea

### Plaza East

Char Sui Pork, Green Onion Noodles, Chinese Roasted Vegetables - 0.45/oz  
Spinach, Arugula, Radicchio, Local Mushroom, Caesar Dressing - 0.45/oz  
Grilled Italian Sausage, Onions, Peppers, Polenta - 7.50  
Beets, Walnuts, Spinach, Grapefruit, Ginger-Honey Vinaigrette - 0.45/oz  
Stewed Green Beans / Rice Pilaf - 0.45/oz  
Tomato Coriander / Roasted Pumpkin - 2.75 / 3.25  
Italian Hoagie, Salami, Ham, Capicola, Provolone, LTO & Dressing – 6.50

[This Week's Plaza East Specials](#)

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*the daily - still free after all these years!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

## Mantiplly, James

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**From:** FTCDaily, FTCDaily  
**Sent:** Thursday, December 15, 2016 10:21 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Thursday, December 15

# FTC Daily



## Top Stories



### International Fellows Programs Brown Bag on Antitrust Advocacy and Enforcement in El Salvador

**All Staff** TODAY at noon in CC-6103, FTC International Fellow Javier Alberto Urrutia Jule, economic consultant in the area of mergers and acquisitions at El Salvador's Superintendencia de Competencia, will present on Antitrust Advocacy and Enforcement in El Salvador. Javier is completing a three-month Fellowship in BC Mergers II Division. The call-in number for the regions is (888) 330-1716, the access code is (b)(6), and the conference host is Michael Shore.

### Feedback Needed: OED Customer Satisfaction Survey

**All Staff** OED is seeking feedback about its services via the [OED customer satisfaction survey](#). Your response is important to OED's efforts to improve the services it provides. The survey asks about your experience with each of the five OED organizations — human capital management, information technology, financial management, records and filings, and administrative services — as well as your overall experience with OED. The final day to complete the survey is Friday, December 30.

### Leave Bank Enrollment Finale!

**All Staff** Tomorrow is the last day to become a member of the Leave Bank for the 2017 leave year. Don't miss your opportunity! Sign up Today. Information about the FTC Leave Bank can be found on the [Leave Bank Homepage](#). Become member by completing the [Application to Join the FTC Leave Bank Program](#) form and submitting it to the Human Capital Management Office (Room H-723) today! For questions, contact [HRMOworklife-benefits@ftc.gov](mailto:HRMOworklife-benefits@ftc.gov).

### Project Management Community of Practice (PM COP)

**All Staff** Calling all project managers and those interested in managing projects: OED has formed an employee-directed Project Management Community of Practice (PM COP) and would like to invite you to join! Co-chaired by Bill Merkle (OCIO) and Valerie Green (FMO), the PM COP will seek to aid the development of project management skills across the agency and ultimately enhance the capacity of employees to complete projects successfully. It will establish best practices and templates for use across the agency. Bring your challenges, objectives, and questions to the table, and get to know your fellow project managers at the FTC. If you are interested in joining the PM COP, please email or call

Christiana Chen ([cchen1@ftc.gov](mailto:cchen1@ftc.gov); x2355) by December 30, and she will add you to the list for the kickoff meeting.

## Online Transit Subsidy Available NOW!

**All Staff** RIGHT NOW, it's time to transition your subsidy benefits to DOT's online system. This **mandatory** transition eliminates the use of paper (no more Forms 987 or 987a); stores application history on a secure server; streamlines the verification and approval process; and produces way fewer errors. Current participants in the transit subsidy program will [go to this page](#) for more information on the program, as well as an [applicant guide](#) and a [short video](#) that you may find helpful for the enrollment process. Because you will be asked for this information in the application, it's a really good idea to find your MISNO at the staff locator, and calculate your daily commuting cost in advance (if taking Metro, [WMATA's trip planner](#) may help). All current participants should complete their enrollment in the online system by Friday, December 16. It only takes a couple of minutes, so don't delay – do it today!

## Hacking Health Seminar Video

**All Staff** If you missed Avi Rubin's recent seminar on medical device security, it is now available on FTC live at

<https://ftcintranet.ftc.gov/ftc-live/index.cfm?video=BCP-Avi-Rubin-Talk-1-of-4>

## Events



### FTC Holiday Party 2016

**All Staff** [You are invited](#) to this year's FTC Holiday Party! Please join us on Tuesday, December 20th from 3:00-5:00pm in the Constitution Center First Floor ABC Conference Room. We will be celebrating with food, drinks, and entertainment from across the agency!

We also will be collecting goods for DC shelters this holiday season. Please consider bringing items with you to the FTC Holiday Party or place them in the bins located in the CC and HQ lobbies. Collections begin December 14th. Check out our [flyer for details!](#)

### Bigger and Better Than Ever!

**All Staff** The FTC Chorus has had two very successful rehearsals this week, but it is not too late to join Chorus, which will perform at the FTC Holiday Party on December 20. If you would like to sing with us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. The remaining rehearsal is:

- **Thursday, December 15, 2:00 pm in HQ385**

Rehearsals will last no more than 30 minutes and you may attend whichever one is more convenient for you. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings.

### TODAY Is the Last PQFM of the Year!

**HQ Staff** TODAY is your last chance to sample the fresh, locally grown, nutritious foods at the Penn Quarter Farmers Market sometime between 3 pm and 7 pm. The PQFM is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

## Admin

### Announcing the new SAFE Web Portal – Informational

**All Staff** OCIO has created a new web portal for accessing SAFE. The new web portal will be the location where customers can access SAFE, get tip sheets, alerts and other information related to SAFE. Staff will be able to connect to the FTC Network from their FTC issued workstations and to SAFE VDIs through personal workstations from this one location. The new web portal will be available on December 19, 2016.

For more information, please visit the new SAFE portal at <https://www.ftc.gov/safe>.

Customers will need to change any shortcuts or links they have saved to get to the current SAFE system with this new web portal location.

If you need any further assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

### Visit the new OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing realtime feedback. You can search for a service, or browse by service name, OED office or service category. The Catalog replaces the One-stop-shop Policies and Procedures intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

## Tips & Guidance

### Holiday Emails: Big Files = Slow Connection

**All Staff** During this holiday season, we know that everyone will be emailing out Holiday greetings and invites to many of your colleagues. Please be mindful and compress any large files or images before sending. Large files suck up significant storage space in several ways: (1) In the recipient's inbox, (2) In the sender's Sent folder, and (3) In Trash/Deleted folders. Large files mean slow systems: Email servers are not designed to handle large file transfers, and the process of delivering those files slows down network traffic. From bounced-back emails to storage issues, just about everyone in the agency is affected when large files are emailed. If you are planning to send an email with a large attachment or image and need help compressing the files to a reasonable size for email, please contact [OCIOTouchServices@ftc.gov](mailto:OCIOTouchServices@ftc.gov) for assistance.

### Document Processing

**All Staff** Do you have questions on service of Subpoenas/CIDs? Do you have questions regarding Part 3 filings or need assistance using the E-Filing System? If so, please contact the Records and Filings Office (RFO) Document Processing Team at [DocumentProcessing@ftc.gov](mailto:DocumentProcessing@ftc.gov) or ext. 2932.

### Looking For a Deal?

**All Staff** Check out [this page for some special offers](#) available to Government employees.

## Training



### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Understanding Workplace Diversity: Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- Managing Diversity: Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

### LegalEdCenter On-Demand Classes for December!

**All Staff** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165.

- Basics of Bankruptcy: Allowance of Claims and Priority Claims
- Everything a General Counsel and a General Health Care Practitioner Need to Know about Antitrust in an Era of Enforcement
- Health Care Fraud and Abuse
- Patent Exhaustion after the Federal Circuit's Decision in Lexmark International, Inc., v. Impression Products, Inc.
- The European Securities Regime pre and post-Brexit
- The Impact of Campbell-Ewald, Tyson Foods, and Spokeo on Class Actions x

### Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered December.

- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

### See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their](#)

[Training & Development intranet page.](#)

## News Releases

[Operators of AshleyMadison.com Settle FTC, State Charges Resulting From 2015 Data Breach that Exposed 36 Million Users' Profile Information](#)

Dec 14, 2016

[FTC Approves Final Order Settling Charges that Mars Petcare Made False Health Claims for Its Eukanuba Brand Dog Food](#)

Dec 13, 2016

[FTC Rules California Naturel, Inc. Misled Consumers, Violated the FTC Act](#)

Dec 12, 2016

[Marketers of Blood-Pressure App Settle FTC Charges Regarding Accuracy of App Readings](#)

Dec 12, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

- [Equal Employment Specialist – MPP- FTC Employees Only](#)
- [Supervisory Data Analyst – DEU](#)
- [Supervisory Data Analyst – MPP](#)
- [General Attorney \(Trade Regulation\)](#)
- [General Attorney \(Trade Regulation\)](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](http://USAJOBS).

## Factoid, Menus & Weather

### Random Factoid

We're clearly too fascinated with the fact that some odors are disappearing. One such smell is bubble gum cards (allow us to explain). One company stopped including a stick of stiff, hard-to-chew bubble gum in their trading cards several years ago when more collectors than kids were buying the product and complaining about the gum sticking to and ruining the bottom card in the pack. So kids today are getting mint-condition cards for their money, but they're missing out on that distinctive bubble gum smell that wafted from the package when it was opened (and from the cards when they were brand new). (from [mental\\_floss](#))

### Lunch Specials

#### Top of the Trade

Baked Chicken with potatoes and one side – 7.99

Pasta Supreme with one side – 7.99

Vegetable Casserole with one side – 6.99

Lamb Gyro with French Fries – 6.99

Soups: Chicken Barley, Lentil

#### Plaza East



BBQ Roasted Brisket, Baked Beans, Harissa Roasted Carrots, Biscuits - 0.45/oz  
Broccoli & Crispy Tofu, Red Beans, Ginger Dressing, Tempura - 0.45/oz  
Pork Carnita Tacos, Jalapeno Pico, Lime Crema, Yucca Fries - 7.95  
Roasted Carrots & Green Beans, Almonds & Lemon Vinaigrette - 0.45/oz  
Couscous Pilaf / Stewed Eggplant in Tomato Sauce - 0.45/oz  
Cream of Celery / Smoked Corn & Potato - 2.75 / 3.25  
Tuna Salad, Tomato, Bacon, Swiss on Multigrain - 6.50

[This Week's Plaza East Specials](#)

## **FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*the daily - still free after all these years!*

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**From:** FTCDaily, FTCDaily  
**Sent:** Thursday, December 22, 2016 10:45 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Thursday, December 22

# FTC Daily



## Top Stories



### Feedback Needed: OED Customer Satisfaction Survey

**All Staff** OED is seeking feedback about its services via the [OED customer satisfaction survey](#). Your response is important to OED's efforts to improve the services it provides. The survey asks about your experience with each of the five OED organizations — human capital management, information technology, financial management, records and filings, and administrative services — as well as your overall experience with OED. The final day to complete the survey is Friday, December 30.

## Events



### OTech Seminar - Dial One for Scam: A Large-Scale Analysis of Technical Support Scams

**All Staff** Dr. Nick Nikiforakis (Department of Computer Science, Stony Brook University) will give a talk on technical support scams on **Wednesday, January 4, at noon in CC-5116**. In technical support scams, cybercriminals seek to convince users that their machines are infected with malware and require technical support. Victims are asked to provide remote computer access to scammers, who "diagnose the problem" before offering expensive support. These scams are responsible for yearly losses of tens of millions of dollars. Dr. Nikiforakis will discuss a systematic study of technical support scams and the call centers hidden behind them. His team identified malvertising as a major culprit exposing users to these scams, using it to build an automated system to discover phone numbers and domains operated by scammers. Over more than eight months, they collected a large corpus of technical support scams and used it to provide insights on their prevalence, abused infrastructure, illicit profits, and scammers' evasion attempts. Finally, they interacted with sixty different scammers, experiencing their social engineering tactics and collecting detailed statistics. Dr. Nikiforakis will explain how law-enforcement agencies can use their findings and propose technical and educational countermeasures for users. This event will also be available via VTC to the Regional Offices. For additional details, contact [jcalandrino@ftc.gov](mailto:jcalandrino@ftc.gov).

### Employee Resource Group Brown Bag Luncheon

**All Staff** Would you like to meet other FTC employees and discuss issues affecting women in the Federal workplace? There will be a brownbag luncheon at noon (EST), on Wednesday, January 18, in the Constitution Center Building, Rooms 5116/5117, to discuss

the possibility of forming an employee resource group. FTC employees are invited to send, via email, additional potential discussion topics to Katherine Koza at [kkoza@ftc.gov](mailto:kkoza@ftc.gov), or Kevin Williams at [kwilliams1@ftc.gov](mailto:kwilliams1@ftc.gov). Employees in the Regional Offices will be able to attend via video conference.

## Admin

### Top of the Trade Closing Early TOMORROW

**HQ Staff** The Headquarters Building cafeteria will be closing TOMORROW, Friday, December 23, at 1 pm.

### Plaza East Closing Early TOMORROW

**HQ Staff** The Constitution Center cafeteria will be closing TOMORROW, Friday, December 23, at 1 pm.

### No Change in Shuttle Schedule TOMORROW

**HQ Staff** The shuttle will run on its normal schedule TOMORROW, Friday, December 23.

### ASO Customer Services Closing a Bit Early TOMORROW

**All Staff** Customer Services will be closing TOMORROW, Friday, December 23, at 5 pm. Happy Holidays from the Customer Services Branch!

### Telework Coding in webTA

**All Staff** Information about telework is reported to the Office of Personnel Management and the Congress. Bureau/Office leaders make decisions about telework, staffing and space based on telework information in our time and attendance systems, so we must have accurate information. If you have teleworked in the current pay period, please be sure to code your timecard to reflect your telework hours. For instructions on coding intermittent telework hours, click here: [Populating Intermittent Telework In webTA](#). If you have a recurring (weekly) telework day, please contact your timekeeper to update your Default Timesheet in webTA to include recurring day(s). Questions regarding telework coding may be directed to Lynette Brown, x3323.

### No Services at Constitution Center on Sunday or Monday

**HQ Staff** Please be advised that the Constitution Center property management office will be closed on Sunday, December 25, and Monday, December 26. Standard services including air conditioning and cleaning will not be provided. Should you have any special requirements if coming to work at Constitution Center on Sunday or Monday, please submit all requests to Customer Services (x2266) by noon on Friday, December 23. Please also be advised that the parking garage will be closed and the building will be secured. Tenants requiring access to their suite or tenants with monthly parking passes will need to utilize their access control card.

### OCIO Holiday Support Hours

**All Staff** Happy Holidays! OCIO Helpdesk holiday and weekend support hours will be from 8 am to 5 pm on Saturdays and Sundays, on Monday, December 26, and on Monday, January 2. Please email [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), or call x3500 or (877) 411-4382, if you need assistance.

## Tips & Guidance

### StenTrack (Stenographic Services)

**All Staff** StenTrack is FTC's web-based system that enables FTC staff to request and track the progress of stenographic/court reporting orders. For more information on how to use StenTrack, the Records and Filings Office (RFO) recommends you watch the short, but informative StenTrack [demo](#). If you have any questions, please contact the Steno Team at [courtreporters@ftc.gov](mailto:courtreporters@ftc.gov) or x2503.

### Looking For a Deal?

**All Staff** Check out [this page for some special offers](#) available to Government employees.

## Training

### LegalEdCenter On-Demand Classes for December!

**All Staff** Log on to the FTC's [LegalEdCenter](#) for six of HCMO's highlighted courses available on the LegalEdCenter. LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, x3165.

- Basics of Bankruptcy: Allowance of Claims and Priority Claims
- Everything a General Counsel and a General Health Care Practitioner Need to Know about Antitrust in an Era of Enforcement
- Health Care Fraud and Abuse
- Patent Exhaustion after the Federal Circuit's Decision in Lexmark International, Inc., v. Impression Products, Inc.
- The European Securities Regime pre and post-Brexit
- The Impact of Campbell-Ewald, Tyson Foods, and Spokeo on Class Actions

### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY 2017 is to have quarterly Diversity and Inclusion online training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses, log onto [e-Train](#). Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This challenge examines how diversity elements relate to business strategy.

### See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their](#)

[Training & Development intranet page.](#)

## News Releases

[FTC Staff Supports Proposal for Flexible Physician Supervision of Physician Assistants in Iowa](#)  
Dec 21, 2016

[Statement of FTC Chairwoman Edith Ramirez Regarding The Volkswagen 3.0 Liter Emissions Litigation](#)  
Dec 20, 2016

[Digital Advertising Company Settles FTC Charges It Deceptively Tracked Consumers Both Online and Through Their Mobile Devices](#)  
Dec 20, 2016

[FTC Approves American Air Liquide Holdings, Inc.'s Application to Divest Assets to Reliant Holdings, Ltd.](#)  
Dec 20, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** Supervisory Systems Accountant (correction to title) – FTC Employees Only

**Job Announcement Number:** OED-FIN-2017-0002

**Salary Range:** \$128,082 to \$160,300 / Per Year

**Opened:** December 20, 2016

**Closes:** January 5, 2017

**Series & Grade:** GS-0510-15

**Position Information:** Competitive Service – Permanent

**Promotion Potential:** 15

**Supervisory Status:** Yes

**Duty Location:** Washington, DC.

**Announcement Link:** <https://www.usajobs.gov/GetJob/PrintPreview/460309700>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

*Silly Putty* is a toy based on silicone polymers that have unusual physical properties. It bounces, but breaks when given a sharp blow, can also flow like a liquid (just very slowly), and can even float in a liquid. It contains a viscoelastic liquid silicone, a type of non-Newtonian fluid, which makes it act as a viscous liquid over a long time period but as an elastic solid over a short time period.

So here's what it's made of: the original coral-colored Silly Putty is composed of 65% dimethyl siloxane (hydroxy-terminated polymers with boric acid), 17% silica (crystalline quartz), 9% Thixatrol ST (castor oil derivative), 4% polydimethylsiloxane, 1% decamethyl cyclopentasiloxane, 1% glycerine, and 1% titanium dioxide.

And then there was the copying of newspaper comics. When newspaper ink was petroleum based, Silly Putty could be used to transfer newspaper images to other surfaces, possibly after introducing distortion. Newer papers with soy-based inks are more resistant to this process.

(from wikipedia)

## Lunch Specials

### *Top of the Trade*

Pork ribs with two sides - \$7.99

Two salmon cakes with two sides - \$7.99

General Tso's chicken over rice with one side - \$7.99

Gyro with fries - \$6.99

Soups: White bean; chicken & rice

### *Plaza East*

Juniper Roasted Chicken, Sage Apple Stuffing, Green Beans, Roasted Peppers – 0.45/oz

Brussels Sprouts, Beets, Apples, Caramelized Onion Vinaigrette – 0.45/oz

Grilled Chile Brisket Sandwich, Guacamole, Pepper Jack Cheese, Chips - \$8.50

Roasted Eggplant, Cherry Tomatoes, Roasted Peppers, Romaine, Garlic Vin – 0.45/oz

Au Gratin Potatoes / Carrots with Agave Lime – 0.45/oz

New England Clam Chowder / Minestrone - \$2.75/\$3.25

Roasted Ham, Swiss, Mustard, Dill Pickle on Rye Bread - \$6.50

### [This Week's Plaza East Specials](#)

## FTC Weather Around the Nation

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*happy holidays from the daily!*

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## FTC Daily

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### ANNOUNCEMENTS

**Attorney Advisor (Consumer Protection) Opening in the Office of Chairwoman Ramirez** Chairwoman Ramirez seeks an attorney advisor with consumer protection expertise for a detail to her office. If you are interested in applying for the position, please email your resume and a writing sample to Leemu Kufuor, [lkufuor@ftc.gov](mailto:lkufuor@ftc.gov), by no later than close of business on Wednesday, November 9.

**2016 No FEAR Act Online Training via e-Train** On October 12, 2016, the Office of Equal Employment Opportunity began assigning the online 2016 No FEAR Act Training through the e-Train Learning System. You will receive an email from the Office of EEO and an automated email notification from the e-Train Learning System Administrator. The deadline for completion of this mandatory training is Friday, November 18, 2016. The Office of EEO will be monitoring the completion of the course and you will receive periodic, follow-up emails regarding the status of your training. Newly hired employees who have recently completed No FEAR Act Training will not have to recertify. If you have questions, please contact Namon Friends at [nfriends@ftc.gov](mailto:nfriends@ftc.gov) or ext. 2582.

**The New Season of the BC Mentor Program Is Here!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out! Program information and applications are now available on the [BC Mentor Program](#) webpage or contact [Andrea Zach](#) at x2184.

**Granting Excused Absence for Voting** Supervisors and Managers may grant a limited amount of excused absence in areas where the polls are not open at least three hours either before or after an employee's regular work hours. For example, if an employee is scheduled to work from 8 am to 4:30 pm and the employee's polling place is open from 7 am to 7 pm, the employee may be granted one half-hour of excused absence from 4 pm to 4:30 pm, if requested. Also, if an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, Supervisors may grant excused absence not to exceed one day to travel to the polling place. An employee is required to request annual leave or leave without pay if any additional time is needed to make that trip. An increasing number of jurisdictions offer a period prior to the day of the election during which voters may cast ballots early. Some employees may find it necessary to vote during this early period because of work requirements on the day of the election. Others, such as those on Alternative Work Schedules, may find it convenient to vote during these early voting periods. Typically, polling places throughout the United States are open for extended periods, and an increasing number of jurisdictions are offering early voting options. Therefore, excused absence should rarely be needed but we are making you aware of these options in the event that any of these issues arise. Employees on Alternative Work Schedules whose regular day off is scheduled for the day polls are open are not permitted to change their regular day off solely for the purpose of gaining excused absence for voting. Please be sure to check your local polling areas for more information. If you have questions, please contact Paula Chandler in HCMO.

**Ninth Annual FTC Microeconomics Conference – TODAY AND TOMORROW** The FTC Bureau of Economics will host the Ninth Annual FTC Microeconomics Conference today and tomorrow in the Constitution Center Plaza-Level Conference Center. The conference will feature panel discussions on the relationship between competition and innovation and the role of economics at the FTC. In addition, there will be research paper sessions focusing on market structure, informational asymmetries, and competitive dynamics. The agenda and other conference information are available at [www.ftc.gov/microeconomics](http://www.ftc.gov/microeconomics). For questions, please contact Laura Kmitch.

**Brown Bag on Virtual Competition** The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination. Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present. Tuesday, November 15, from 1pm to 2pm (HQ-332).

**Freshness Is All Around...and Right Around the Corner** Want some fresh fruits and vegetables? Maybe some breads or meats from local farms? You can get all this and more at the Penn Quarter Farmers Market, **TODAY** from 3 pm to 7 pm. The PQFM is located near the Navy Memorial (on 8th Street between D and E Streets), but if that's not close enough, there are lots of

### Submitting Items

Thursday, November 03, 2016

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other farmers markets out there. Look for one in your neighborhood, or see <http://www.freshfarmmarkets.org/> for a listing of times and locations of the Fresh Farm Markets.

**webTA Password Change Function** The new webTA password reset function is now available. Staff should no longer contact the FTC Helpdesk to change their passwords. A 'Password Assistance' link is now available on the webTA main page. All staff must reset their current password in order to access webTA. To do so, click the 'Password Assistance' link on the [webTA main page](#). Your webTA login ID remains unchanged. You will receive an email from webTA with a link to complete your password reset. Follow the instructions provided. A step-by-step guide is available on [FTC's webTA Intranet page](#). If you have any questions regarding the change, please contact [webta@ftc.gov](mailto:webta@ftc.gov).

**Constitution Center Will Be Closed from Thursday, November 10, at 5 pm until Sunday, November 13, around 3 pm – Please Turn Off Computers before Leaving for the Holiday Weekend** Constitution Center will be closed to all employees during this timeframe. The property manager will be conducting an electrical power outage, which will require shutting off the power in all quadrants of CC. During the outage, the data center will still be operational; therefore, employees will still be able to work in the Headquarters Building. BCP's Mobile Internet Lab and LSS, however, will be unavailable during the outage. Employees will also be able to access SAFE during the outage. Because refrigerators throughout the building will have no power, employees should remove any perishables before leaving for the November 10 weekend. The following will also be unavailable for the duration of the outage: water, restrooms, lights, HVAC, access to all floors, elevators, loading dock and garage. (please ensure that any vehicles are out of the garage on Thursday by 6 pm).

Before you leave the office for the weekend, please shut down your computer. The Constitution Center network is scheduled to be back up mid-morning on Sunday, November 13.

**CC Window Cleaning** Per the schedule, contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant beginning on Monday, November 7, starting with the tenth floor. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**ZyLAB Unavailable November 10th - 14th for System Upgrades** ZyLAB system engineers are conducting a system upgrade. The ZyLAB Legal Review will be unavailable from Thursday, November 10<sup>th</sup> at 5:00pm ET through the weekend. Service will return on Monday, November 14<sup>th</sup> at 8am ET. Please look for the "What's New" Brown Bag sessions the week of November 14<sup>th</sup> for more information. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500 or 1-877-411-4382.

**It's A Bird, It's A Plane...** Working away from the office? The procedures for protecting and handling Sensitive Personally Identifiable Information (SPII) travel right along with you! • When you're in transit, keep your laptop with you. • When you reach your destination, remember to lock your laptop with a laptop cable – contact the Help Desk if you need to borrow one. • As a reminder, encrypted thumb drives are available for staff to use when travelling (and not just abroad). • Be aware of who is around you while you are working. • Be careful about working in public places and using public WiFi hotspots. For more information about traveling with Sensitive PII, visit the Privacy and Security FAQs.

Don't forget to visit our Data Breach Awareness Week page!

**Looking For a Deal?** [Check out this page](#) for some special offers available to Government employees.

**MS Windows – Intermediate Training – In-person and WebEx** HCMO is hosting the following desktop classes in November: • MS Word – Intermediate, November 15, 2016, 9:00 a.m. – 12:00 p.m. (EST) • MS Word – Intermediate (WebEx), November 15, 2016, 1:00 p.m. - 4:00 p.m. (EST) This MS Word course covers Using Styles, Working with Headers and Footers, Using Section Breaks, Working with Tables, and Using Quick Parts. Completion of this course will prepare participants for the January MS Word – Finishing Touches course which covers Tables of Content/Authority and Working with Footnotes and Endnotes. The in-person session will be held in Room CC-5109. Dial-in and login information for the WebEx session will be sent upon registration confirmation. The full course description is available on the [HCMO Training webpage](#). To register, please e-mail [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov) and place the course title in the subject line. If you have any questions, please contact Kevin Elliott, x3165 or [kelliott@ftc.gov](mailto:kelliott@ftc.gov). For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

**LegalEdCenter On-Demand Classes for November!** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165. • Global Trends in Discrimination, Harassment and Equal Opportunity Laws • Hospital Mergers and Hospital Acquisitions of Physician Groups: Antitrust Considerations and Ways to Save Your Transaction (**Not available for CLE credit in VA**) • Identifying and Resolving Conflicts of Interest Between Lawyers and Clients • Identifying the Enemy: Cyber Hostilities Against Nations • New Rules of E-Discovery: Everything Lawyers Need to Know • The Dos and Don'ts of Functional Claiming After Williamson v. Citrix

#### Westlaw Training

The following webinars are available:



- Introduction to Westlaw Training: Thursday, November 17, 2 pm to 3 pm: [Webinar Registration](#)
- Searching News on Westlaw training: Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#)

**Random Factoid** *Mercury* is the smallest and innermost planet in the Solar System. Its orbital period (about 88 Earth days) is less than any other planet in the Solar System. Seen from Earth, it appears to move around its orbit in about 116 days. It has no known natural satellites. You like massive temperature swings? Mercury's got 'em. Partly because it has almost no atmosphere to retain heat, Mercury's surface temperature varies diurnally more than any other planet in the Solar System, ranging from -280 °F (reeeeeallly cold) at night to 800 °F (reeeeeallly hot) during the day in some equatorial regions. Mercury is tidally or gravitationally locked with the Sun in a 3:2 resonance, and rotates in a way that is unique in the Solar System. As seen relative to the fixed stars, it rotates on its axis exactly three times for every two revolutions it makes around the Sun. As seen from the Sun, in a frame of reference that rotates with the orbital motion, it appears to rotate only once every two Mercurian years. An observer on Mercury would therefore see only one day every two years. Because Mercury orbits the Sun within Earth's orbit (as does Venus), it can appear in Earth's sky in the morning or the evening, but not in the middle of the night. Also, like Venus and the Moon, it displays a complete range of phases as it moves around its orbit relative to Earth. Although Mercury can appear as a bright object when viewed from Earth, its proximity to the Sun makes it more difficult to see than Venus. *(from Wikipedia)*

#### VACANCY ANNOUNCEMENTS

- Program Support Assistant- MPP
- Economist - DEU

#### LUNCH SPECIALS

##### Plaza East

Jambalaya, Chorizo & Chicken, Dirty Rice & Spicy Sauce - 0.45/oz Broccoli & Grilled Tofu, Red Beans, Ginger Dressing, Tempura - 0.45/oz Bean Tacos, Lettuce, Tomatoes & Cotija Cheese & Yucca Fries - 7.95 Roasted Carrots & Green Beans, Almonds & Lemon Vinaigrette - 0.45/oz Couscous Pilaf / Stewed Eggplant in Tomato Sauce - 0.45/oz Cream of Celery / Smoked Corn & Potato - 2.75 / 3.25 Tuna Salad, Tomato, Bacon, Swiss on Multigrain – 6.50 [This Week's Plaza East Specials](#)

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

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## FTC Daily

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### ANNOUNCEMENTS

**Constitution Center Will Be Closed from Thursday, November 10, at 5 pm until around 3 pm on Sunday, November 13. On Thursday, November 10, by 5 pm Staff Should Turn Off Computers and Leave the Building** Constitution Center will be closed to all employees during this timeframe. The property manager will be conducting an electrical power outage, which will require shutting off the power in all quadrants of CC. During the outage, the data center will still be operational; therefore, employees will still be able to work in the Headquarters Building, BCP's Mobile Internet Lab and LSS, however, will be unavailable during the outage. Employees will also be able to access SAFE during the outage. Because refrigerators throughout the building will have no power, employees should remove any perishables before leaving for the November 10 weekend. The following will also be unavailable for the duration of the outage: water, restrooms, lights, HVAC, access to all floors, elevators, loading dock and garage (please ensure that any vehicles are out of the garage on Thursday by 6 pm).

Before you leave the office for the weekend, please shut down your computer. The Constitution Center network is scheduled to be back up mid-morning on Sunday, November 13.

#### The New Season of the BC Mentor Program Is Here!

The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out! Program information and applications are now available on the BC Mentor Program webpage or contact Andrea Zach at x2184.

**Brown Bag on Virtual Competition** The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination. Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present. Tuesday, November 15, from 1pm to 2pm (HQ-332).

**ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9** We are upgrading ZyLAB to v3.9 this weekend. Join us for an overview of some new features including the ability to export document lists. Join any session in person in CC-5111 or via WebEx. We will be repeating the "What's new in ZyLAB v3.9" session four times, so pick the day that works best for you. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. *All sessions will be from 12 noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code: (b)(6)* Monday, November 14, 2016. [Click to join WebEx meeting](#) Tuesday, November 15, 2016. [Click to join WebEx meeting](#) Wednesday, November 16, 2016. [Click to join WebEx meeting](#) Friday, November 18, 2016. [Click to join WebEx meeting](#)

**Lots of Choices and One Close By** There are lots and lots of farmers markets in this area, and TODAY, one will pop up really close by! From 3 pm to 7 pm, stop by the Penn Quarter Farmers Market for some fresh, delicious and good for you foods. The PQFM is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

**CC Window Cleaning** Per the schedule, contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the ninth floor TONIGHT. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**ZyLAB Unavailable November 10th - 14th for System Upgrades** ZyLAB system engineers are conducting a system upgrade. The ZyLAB Legal Review will be unavailable from Thursday, November 10<sup>th</sup> at 5:00pm ET through the weekend. Service will return on Mon-day, November 14<sup>th</sup> at 8am ET. Please look for the "What's New" Brown Bag sessions the week of November 14<sup>th</sup> for more information. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500 or 1-877-411-4382.

**HQ Garage Inbound/Outbound Ramps – Track Drains Cleaning** Contractors will be cleaning the track drains at HQ Garage Inbound/Outbound Ramps from 8 am to 12 pm on Saturday, 12

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Thursday, November 10, 2016

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November. Please use caution when entering and exiting the garage.

**New FTC Merchandise** Just in time for the holidays, or the next office baby shower, the FTC Child Care Center has added infant onesies and stuffed panda bears to [its merchandise store](#). All sales raise funds to benefit the FTC Child Care Center.

**It's About That Time** This is the second week of the pay period, so everyone should affirm time sheets TODAY. If you're ready to affirm, [log onto webTA](#). If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

**Glaucoma and Visual Acuity Screening** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29 from 10:00 A.M. and 2:30 P.M. in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

**New webTA Password Reset Function Available** The new webTA password reset function is now available. This new password is unique and it will not function with any Oracle databases. Staff should no longer contact the FTC Helpdesk to change their passwords. A 'Password Assistance' link is now available on the webTA main page. All staff must reset their current password in order to access webTA. To do so, click the 'Password Assistance' link on the [webTA main page](#). Your webTA login ID remains unchanged. You will receive an email from webTA with a link to complete your password reset. Follow the instructions provided. A step-by-step guide is available on [FTC's webTA Intranet page](#).

**Public Comments** Are you working on a proceeding that will solicit public comments? The Records and Filings Office (RFO) will gladly assist you in making the process of collecting public comments smooth and easy. If you have any questions regarding public comments, please contact the Public Comment Processing Team at [PublicCommentProcessing@ftc.gov](mailto:PublicCommentProcessing@ftc.gov) or ext. 3586. Please also check out RFO's intranet site for more information on [public comments](#).

**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately, therefore, it is highly encouraged that all CORs attend. The training is scheduled for Nov. 30, 2016 at 1 o'clock in room CC5117. VTC will be available to the regions. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

**Live LegalEdCenter Events in November!** Register for these live sessions on the [LegalEdCenter](#) website. If you have any questions, please contact [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). If you are not able to attend these live events, please look for them as on-demand events at the end of December. November 14, 2016, 1:00 p.m. - 2:00 p.m. (EST), Mediating Your E-Discovery Rather than Litigating: Save Your Clients Money, presented by West LegalEdCenter. November 16, 2016, 12:00 p.m. - 1:00 p.m. (EST), Cyber Threat Landscape: Considerations the Board of Directors Needs to Know, presented by West LegalEdCenter. November 17, 2016, 2:00 p.m. - 3:00 p.m. (EST), Ethics and Risk Allocation Between US In-House and Outside Counsel, presented by Association of Corporate Counsel (ACC). Not available for CLE credit. November 21, 2016, 1:00 p.m. - 2:00 p.m. (EST), When is it Appropriate to Arbitrate Cyber and Privacy Issues?, presented by West LegalEdCenter. November 28, 2016, 1:00 p.m. - 2:30 p.m. (EST), FDCPA: Changes You Need to Know, presented by NBI, Inc. (National Business Institute, Inc.). Not available for CLE credit in VA.

**LegalEdCenter On-Demand Classes for November!** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165. • Global Trends in Discrimination, Harassment and Equal Opportunity Laws • Hospital Mergers and Hospital Acquisitions of Physician Groups: Antitrust Considerations and Ways to Save Your Transaction (**Not available for CLE credit in VA**) • Identifying and Resolving Conflicts of Interest Between Lawyers and Clients • Identifying the Enemy: Cyber Hostilities Against Nations • New Rules of E-Discovery: Everything Lawyers Need to Know • The Dos and Don'ts of Functional Claiming After Williamson v. Citrix

**MS Windows – Intermediate Training – In-person and WebEx** HCMO is hosting the following desktop classes in November: • MS Word – Intermediate, November 15, 2016, 9:00 a.m. – 12:00 p.m. (EST)  
• MS Word – Intermediate (WebEx), November 15, 2016, 1:00 p.m. - 4:00 p.m. (EST)  
This MS Word course covers Using Styles, Working with Headers and Footers, Using Section Breaks, Working with Tables, and Using Quick Parts. Completion of this course will prepare participants for the January MS Word – Finishing Touches course which covers Tables of Content/Authority and Working with Footnotes and Endnotes. The in-person session will be held in Room CC-5109. Dial-in and login information for the WebEx session will be sent upon registration confirmation. The full course description is available on the [HCMO Training webpage](#). To register, please e-mail [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov) and place the course title in the subject line. If you have any questions, please contact Kevin Elliott, x3165 or [kelliott@ftc.gov](mailto:kelliott@ftc.gov).

**Introduction to Wolters Kluwer IntelliConnect (webinar)** Would you like to learn more about online resources offered by the library? Register today for the [Introduction to Wolters Kluwer IntelliConnect \(webinar\)](#) on 11/16/2016 from 2:00pm-3:00pm. This webinar offers a fast-paced overview of online resources, including Areeda & Hovenkamp's Antitrust Law, CCH Trade Regulation Reporter, and CCH Business Franchise Guide. Litigation treatises such as Wigmore on Evidence, and Almanac of the Federal Judiciary are also included in this session. For more

information please contact the library via email: [library@ftc.gov](mailto:library@ftc.gov), x2395 or stop by HQ room 630. Click on the link above to register.

**Westlaw Training** Sign up for these informative Webinars!

- Introduction to Westlaw Training: Thursday, November 17, 2 pm to 3 pm: [Webinar Registration](#)
- Searching News on Westlaw training: Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#)

For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

**Random Factoid** Of all the grammar concepts we have, "plural" seems to be one of the most straightforward. You got one thing? It's singular. Got more than one thing? It's plural. But alas, language is always less straightforward than we expect. The way we conceptualize something—as one thing or many things—doesn't always match up with the way our word for it behaves. There are some nouns that only have a plural form, regardless of how we think of them. They are known as *pluralia tantum*, Latin for "plural only." For example, *scissors* has a plural verb agreement. We say, "the scissors are over there," not "the scissors is over there." Scissors likes to hang on to its "s." We can say "give me a pair of scissors," but not "give me a scissor." True, there is a sense in which scissors are two objects, two blades, being used as one tool, and many similar tools are also pluralia tantum: pliers, tongs, tweezers, forceps. But not all such tools are plural. A clamp and a flat iron are also tools made of two joined parts, and they are singular (yes, there is a scissor kick, but then it's not a noun, is it?). *Suds* is a strange one. Usually a word for a mass of stuff made of teeny, tiny individuated parts will be a mass noun. For example, rice, sand, sugar, and salt are all mass nouns. Mass nouns have singular verb agreement ("the rice is cooked"). *Suds* is a plural noun and has plural agreement ("the suds are everywhere"). Does this mean we care more about individual soap bubbles than individual grains of rice? Probably not. Is that what a "sud" even is? A bubble? It doesn't matter anyway, because we can know what suds are without knowing what a sud is. (*from mental floss*)

#### VACANCY ANNOUNCEMENTS

- Program Support Assistant- MPP
- Economist - DEU

#### LUNCH SPECIALS

**Plaza East** Juniper Roasted Pork Loin, Sage Apple Stuffing, Nappa Cabbage 0.45/oz Brussels Sprouts, Beets, Apples, Lingonberry Vinaigrette - 0.45/oz BBQ Brisket Sandwich, Pepper Jack Cheese, Coleslaw & French Fries 8.50 Vietnamese Pho with Beef, Vermicelli Noodles, Sprouts, Fresh Herbs - 8.95 Gratin Potatoes / Baby Carrots with Agave Lime - 0.45/oz New England Chowder / Minestrone - 2.75 / 3.25 Roasted Ham, Swiss, Mustard Dill Pickle on Pretzel Bun - 6.50 Peruvian Style Chicken, Plantains, Green Sauce - 6.50 [This Week's Plaza East Specials](#)

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

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# FTC Daily

 Search

## ANNOUNCEMENTS

**Ask Me Anything with the Executive Director** Coming up next week! On Tuesday, November 22nd, at 1:00 PM EST, please join us for an Ask Me Anything session with David Robbins in CC 10102 (and via VTC). David will be available to answer questions you may have about the operational matters managed by OED. If you would like to pose a question in advance to be answered at the AMA session, please submit an email to [ExecutiveDirector@ftc.gov](mailto:ExecutiveDirector@ftc.gov) or through the [OED Suggestion Box](#).

**"Use or Lose" Leave** This is a reminder that "use or lose" annual leave must be scheduled and approved or denied in webTA no later than Saturday, November 26. Leave that is originally approved may subsequently be denied after November 26. An agency may consider for restoration annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled before the start of the third biweekly pay period prior to the end of the leave year (5 C.F.R. § 308(a)). This year, that date is November 26, 2016. Getting the leave scheduled is the first criteria toward restoration. Guidance on restoration of forfeited annual leave may be found on the HCMO website.

**Time is Running Out...Apply to Be a BC Mentor or Mentee Today!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is **Friday, December 2!** For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

**Leave Bank Program Open Enrollment Period** The Leave Bank Program Open Enrollment period for 2017 is here! All FTC employees who earn leave are eligible to join the leave bank. The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. For more information on the Leave Bank, go to the [Leave Bank Homepage](#). A Leave Bank representative will be available to answer questions at the FTC Benefits Fair on November 23 from 10 AM -2 PM in Constitution Center Room 5117. The enrollment period ends Friday, December 16, 2016.

**IT'S HERE! Benefits Open Season runs through Monday, December 12** The Federal Benefits Open Season is an opportunity for federal employees to elect or make changes to their health (FEHB), dental and vision insurance (FEDVIP) and federal flexible spending accounts (FSA). Open Season runs Monday, November 14 – Monday, December 12, 2016. The [Benefits Open Season Homepage](#) provides information and comparison tools for the FEHB, FEDVIP and FSA Benefit programs. The Open Season Benefits Information Fair is Wednesday, November 23 from 10 a.m. - 2 p.m. in CC Room 5117. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Regional office employees are encouraged to visit health fairs in your area.

**Brown Bag on Competition Law Developments in Latin America** Over the last two decades, more than 21 jurisdictions in Latin America have adopted laws aiming to establish or modernize competition regimes. Please join OIA for a panel discussion about competition law trends and developments, as well as the FTC's work with competition agencies, in Latin America. Panelists will focus on Brazil, Chile, Colombia, El Salvador, and Mexico. Tuesday, November 22, from noon to 1pm (CC- 5116/5117). Dial-in will be available.

**ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9** We upgraded ZyLAB to v3.9 this past weekend. Join us tomorrow for an overview of some new features including the ability to export document lists. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. Tomorrow's session will be from 12 noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code: (b)(6) #. Friday, November 18, 2016. [Click to join WebEx meeting](#)

**Last PQFM Before Thanksgiving** TODAY will be the last day that the Penn Quarter Farmers Market will be open before the Thanksgiving holiday. Stop by to get the freshest, locally grown food for your holiday feast! The PQFM is open from 3 pm to 7 pm, and is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

### Submitting Items

Thursday, November 17, 2016

Select a date to view archives

November, 2016						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Voluntary Leave Transfer Program** (b)(6) of the Bureau of Consumer Protection, has become an approved recipient of the Voluntary Leave Transfer Program and is in need of leave. To donate annual leave to (b)(6) please complete FTC Form 509 at <https://ftcintranet.ftc.gov/forms/nrmo/ftc-509.pdf> and submit it to the attention of Rokeisha Haizlip in the Human Capital Management Office in Room H-723. Federal employees outside of the agency may donate leave by submitting OPM Form 630B (available at [http://www.opm.gov/forms/pdf\\_fill/opm630b.pdf](http://www.opm.gov/forms/pdf_fill/opm630b.pdf)) to the leave program coordinator at their agency. Additional program information and a list of currently approved recipients may be found on the HCMO website at [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15350](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15350).

**CC Window Cleaning** Per the schedule, contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the seventh floor TONIGHT. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**CC Charity Toy Collection** The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

**Glaucoma and Visual Acuity Screening** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29 from 10:00 A.M. and 2:30 P.M. in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

**Recently, cyber thieves have been targeting victims of the OPM data breaches and attempting to trick them into downloading ransomware. Victims receive an email which claims to be from OPM, warning of suspicious movements in their bank account, with a ZIP file attached. The ZIP file contains a hostile JavaScript application which, when run, will download and install ransomware demanding that the victim pay a Bitcoin ransom or lose all their files.** Recently, cyber thieves have been targeting victims of the OPM data breaches and attempting to trick them into downloading ransomware. Victims receive an email which claims to be from OPM, warning of suspicious movements in their bank account, with a ZIP file attached. The ZIP file contains a hostile JavaScript application which, when run, will download and install ransomware demanding that the victim pay a Bitcoin ransom or lose all their files.

As a reminder, OPM will never send specific details regarding your personal or financial information via email. If you believe you have been affected by either breach, please visit OPM's [Cybersecurity Resource Center](#) to view a sample notification letter, verify if you were a victim of one or both breaches, or enroll in the OPM-sponsored identity monitoring services. To protect yourself from this and similar phishing emails, be skeptical about unexpected or unusual emails, even if they appear to come from a person you know or an organization with which you do business. Before clicking on links or opening files in an email that seems to be from, for example, a friend, your bank, or UPS, contact the sender at a phone number, email address, or URL that you know to be correct and confirm that the email is legitimate. For more information about phishing, visit our [Consumer Information website](#).

**Planning to E-Cycle?** In honor of America Recycles Day, the Constitutional Center has scheduled an E-Cycling event from Monday, November 14, through Friday, November 18. If you wish to participate by recycling any unused personal electronic items (e.g., laptops, hard drives, phones, CDs, etc.), be sure to take the following precautions:

- Review the electronic item for any existing files or folders that may contain PII or sensitive information
- Extract any information from the device that you wish to retain, by copying it onto another media (thumb drive, external hard drive, CDs)
- Make sure to delete any PII or sensitive information from the device you wish to recycle
- Empty the "Recycle Bin" to ensure files/folders are permanently deleted from the device/media
- DO NOT recycle FTC-owned devices; if you are no longer using an FTC-issued device, please contact OCIO to return the device
- To get to the e-cycling drop-off, go through the doors marked "loading dock" to the left of the entrance to Plaza East Cafeteria, on the plaza level of Constitution Center. Here is a [map!](#)

**StenTrack (Stenographic Services)** StenTrack is FTC's web-based system that enables FTC staff to request and track the progress of stenographic/court reporting orders. For more information on how to use StenTrack, the Records and Filings Office (RFO) recommends you watch the short, but informative StenTrack [demo](#). If you have any questions, please contact the Steno Team at [courtreporters@ftc.gov](mailto:courtreporters@ftc.gov) or x2503.

**Document Processing** Do you have questions on service of Subpoenas/CIDs? Do you have questions regarding Part 3 filings or need assistance using the E-Filing System? If so, please contact the Records and Filings Office (RFO) Document Processing Team at [DocumentProcessing@ftc.gov](mailto:DocumentProcessing@ftc.gov) or ext. 2932.

**Looking For a Deal?** [Check out this page](#) for some special offers available to Government employees.

**BC Training Council Seminar Series: "Declarations"** Please join us for a discussion on drafting and using declarations. This seminar will provide tips on what to consider when drafting declarations for use in Commission investigation and litigation. When: Thursday, November 17, from 1 pm to 2:30 pm

Where: Constitution Center Conference Room 5116-A

[Register Now!](#) **Upcoming Seminar Series Events:**

- Hot Topics in Antitrust, January 24, 2017; 1 pm to 2:30 pm, [Register Now!](#)
- Economic Tools, February 23, 2017; 1 pm to 2:30 pm, [Register Now!](#)
- Privilege (Clawbacks), March 14, 2017; 1 pm to 2:30 pm, [Register Now!](#)

- Evidence (Life Cycle), April 27, 2017; 1 pm to 2:30 pm, [Register Now!](#)
- Tips for Working with Experts, May 23, 2017; 1 pm to 2:30 pm, [Register Now!](#)

**LegalEdCenter On-Demand Classes for November!** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165. • Global Trends in Discrimination, Harassment and Equal Opportunity Laws • Hospital Mergers and Hospital Acquisitions of Physician Groups: Antitrust Considerations and Ways to Save Your Transaction (**Not available for CLE credit in VA**) • Identifying and Resolving Conflicts of Interest Between Lawyers and Clients • Identifying the Enemy: Cyber Hostilities Against Nations • New Rules of E-Discovery: Everything Lawyers Need to Know • The Dos and Don'ts of Functional Claiming After Williamson v. Citrix

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**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately, therefore, it is highly encouraged that all CORs attend. The training is scheduled for Nov. 30, 2016 at 1 o'clock in room CC5117. VTC will be available to the regions. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

**Random Factoid** Just in case you're interested in *-ologies*, here are some that begin with the letter 'a' that you may not have known existed: Actinology - the study of the effect of light on chemicals Aerobiology - a branch of biology that studies organic particles that are transported by the air Aerology - the study of the atmosphere Agrobiolgy - the study of plant nutrition and growth in relation to soil Agrology - the branch of soil science dealing with the production of crops Algology - the study of algae Allergology - the study of the causes and treatment of allergies Apiology - the study of bees Archaeozoology - the study of relationships between humans and animals over time Areology - the study of Mars Astacology - the study of crawfish Autecology - the study of the ecology of any individual species (*from about.com*)

#### VACANCY ANNOUNCEMENTS

- Associate Director for Consumer Response and Operations
- General Attorney (Trade Regulation)
- Economist - DEU

#### LUNCH SPECIALS

##### Plaza East

Tortellini Alfredo & Pepper Steak, Rice Pilaf, Acorn Squash - 0.45/oz Lentil, Spinach, Sundried Tomato, Oregano Dressing - 0.45/oz Buffalo Chicken Sandwich, Shaved Celery, Blue Cheese Dressing & a Side - 8.25 Frisee Salad, Bacon, Apples, Blue Cheese & Candied Walnuts - 0.45/oz Steamed Broccoli / Red Bliss Mashies Potatoes - 0.45/oz Creole Yellow Squash / Coconut Chicken - 2.75 / 3.25 Corned Beef on Rye with Coleslaw, Russian Dressing & Swiss Cheese – 6.50 [This Week's Plaza East Specials](#)

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

**From:** FTCDaily, FTCDaily  
**Sent:** Tuesday, December 06, 2016 10:39 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Tuesday, December 6

# FTC Daily



## Top Stories



### Online Transit Subsidy Available NOW!

RIGHT NOW, it's time to transition your subsidy benefits to DOT's online system. This mandatory transition eliminates the use of paper (no more Forms 987 or 987a); stores application history on a secure server; streamlines the verification and approval process; and produces way fewer errors. **Current participants** in the transit subsidy program can [go to this page](#) for more information on the program, as well as an [applicant guide](#) and a [short video](#) that you may find helpful for the enrollment process. Because you will be asked for this information in the application, it's a really good idea to find your MISNO at the staff locator, and calculate your daily commuting cost in advance (if taking Metro, [WMATA's trip planner](#) may help). We're asking all current participants to complete their enrollment in the online system by Friday, December 16. It only takes a couple of minutes, so don't delay – do it today!

### FTC Leave Bank Enrollment Period... Now through Dec. 16

All Staff

**All Staff** Did you know you could use your use-or-lose annual leave as your Leave Bank contribution? The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. All FTC employees who earn leave are eligible to join the leave bank. For more information on the Leave Bank and how to apply, visit the [Leave Bank Homepage](#). For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### The Time To Act is NOW!! Open Season Closes Monday, December 12

**All Staff** To enroll or change a health benefits enrollment (FEHB) - use Employee Express ([www.employeeexpress.gov](http://www.employeeexpress.gov)) or submit a hard copy Health Benefits Election Form [SF2809](#) to the Human Capital Management Office in room H-723.

To enroll or change an enrollment in a dental and/or vision (FEDVIP) plan - use the BENEFEDS secure enrollment website ([www.BENEFEDS.com](http://www.BENEFEDS.com)) sponsored by the Office of Personnel Management, or you may call 1-877-888-3337, TTY number 877-889-5680 for



enrollment assistance.

To enroll in a dependent care or health care flexible savings account (FSAFEDS) - use the FSAFEDS website ([www.fsafeds.com](http://www.fsafeds.com)) or you may contact an FSAFEDS Benefits Counselor at 1-877-372-3337, TTY number: 800-952-0450, Monday through Friday, 9 am to 9 pm (EST) for additional information or enrollment assistance. Remember that you MUST re-elect these accounts every calendar year.

See the [Benefits Open Season Homepage](#) for additional information. You may email questions to [HRMOworklife-benefits@ftc.gov](mailto:HRMOworklife-benefits@ftc.gov).

## Come Join the Chorus for the FTC Holiday Party!

**HQ Staff** The FTC Chorus, now numbering close to 20 people, will perform at the FTC Holiday Party on December 20. We'd love to increase our ranks to 25 or even higher. If you would like to join us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. We have scheduled rehearsals as follows:

Tuesday, December 6, 2:00 pm in HQ332  
Wednesday, December 7, 2:00 pm in CC5117  
Tuesday, December 13, 2:00 pm in CC5117  
Thursday, December 15, 2:00 pm in HQ385.

Rehearsals will last no more than 30 minutes. Please try to attend at least two of them in the location of your choice. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings. Fa! La! La!

## 2017 Black History Month Planning Committee Meeting

**All Staff** The Planning Committee for Black History Month will hold its first meeting on Thursday, December 8, 2016, at 3:00 pm (EST), in the Constitution Center, Room 5103. Employees are invited to join in as well with the following call-in information: USA Toll-Free: (877) 848-7030; USA Caller Paid/International Toll: (404) 443-2170; and the access code is (b)(6). If you have any questions, please contact Teresa Kelsey at x2198.

## Events



### Tomorrow: Fall Technology Series: Smart TV

**All Staff** The FTC is hosting a half-day workshop on Wednesday, December 7, at 1 PM to explore smart televisions. Consumers enjoy recommendations based on their television viewing habits ("viewers who watched Mr. Robot... may enjoy Fight Club"), but who else knows what you're watching? The golden age of television has arrived with the golden age of television tracking. In 2016, virtually all television delivery systems – smart TVs, streaming devices, game consoles, apps, and even old-fashioned set top boxes – track consumers' viewing habits, and sometimes in new and unexpected ways. Television and streaming device manufacturers, software developers, and the advertising industry are collaborating to learn more about what consumers are watching. These collaborations are allowing advertisers to precisely target consumers and better understand what ads are working. The first panel will explore the roles of hardware manufacturers and software developers in creating tracking technologies, how entertainment preferences may be linked to individuals or to individuals' device graphs, and how the advertising industry is using this information. The second panel will cover what consumers understand about how their entertainment preferences are being tracked, disclosed, and used, privacy issues these practices raise, and related best practices.

Please see the workshop webpage for additional information, including agenda and webcast

information. <https://www.ftc.gov/news-events/events-calendar/2016/12/fall-technology-series-smart-tv>

## CFC Annual Bake Sale – Happening Today!

**All Staff** The FTC's Combined Federal Campaign bake sale is HERE! Join us TODAY, in the Constitution Center first floor conference rooms between 11:30 am and 2:30 pm for delicious baked goods! All proceeds will benefit CFC Charities and bring us one step closer to meeting our goal!

Admin



## Corrections\*: 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in **pay period 01\***.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and **12/11/2016\***, to make the election effective for **pay period 01\***. The change must be entered in Employee Express between **TODAY\*** and **Friday, December 9, 2016\***, to become effective on **12/11/2016\***. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

**Corrections are marked with (\*).**

## Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive a one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

## CC Fridge Cleaning This Friday

**All Staff** The custodial staff at Constitution Center will clean pantry refrigerators for November and December on Friday, December 9. The custodial staff will wipe interiors and exteriors of refrigerators with disinfectant, and all items and containers, with the exception of condiments and non-dairy beverages, will be discarded.

## Burn Bag Pickup TOMORROW

**HQ Staff**

Burn bags and boxes will be picked up in the Headquarters and Constitution Center Buildings TOMORROW MORNING, beginning at 10 am. Document disposition containers also will be emptied tomorrow. Please:

- Put only PAPER in the burn bags.
- DO NOT OVERFILL the bags.
- SEAL them with staples or tape.
- Where available, place your nonpublic/PII into the document disposition containers.

Place items in the hallways before 10 am. If you have 10 or more bags and/or need a special pickup, please contact Customer Services, x2266. For more information on burn bags, [see this page](#).

## Tips & Guidance

### Holiday Emails: Big Files = Slow Connection

**All Staff**

During this holiday season, we know that everyone will be emailing out Holiday greetings and invites to too many of your colleagues. Please be mindful and compress any large files or images before sending. Large files suck up significant storage space in several ways: (1) In the recipient's inbox, (2) In the sender's Sent folder, and (3) In Trash/Deleted folders. Large files mean slow systems: Email servers are not designed to handle large file transfers, and the process of delivering those files slows down network traffic. From bounced-back emails to storage issues, just about everyone in the agency is affected when large files are emailed. If you are planning to send an email with a large attachment or image and need help compressing the files to a reasonable size for email, please contact [OCIOTouchServices@ftc.gov](mailto:OCIOTouchServices@ftc.gov) for assistance.

### StenTrack (Stenographic Services)

StenTrack is FTC's web-based system that enables FTC staff to request and track the progress of stenographic/court reporting orders. For more information on how to use StenTrack, the Records and Filings Office (RFO) recommends you watch the short, but informative StenTrack [demo](#). If you have any questions, please contact the Steno Team at [courtreporters@ftc.gov](mailto:courtreporters@ftc.gov) or x2503.

### FTC Daily Clips

**All Staff**

The Office of Public Affairs compiles news clips related to FTC matters daily. You can find an [archive of news clips](#) on the intranet. If you would like to receive clips in your FTC inbox, [you can subscribe here](#).

## Training

### Live LegalEdCenter Events in December!

**All Staff**

Register for these live sessions on the [LegalEdCenter](#) website. If you have any questions, please contact [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). If you are not able to attend these live events, please look for them as on-demand events at the end of January.

- Live LegalEdCenter Events in December!
- December 6, 2016, 1:00 p.m. - 2:00 p.m. (EST), Understanding ISO Standards for Cyber Security, presented by West LegalEdCenter.

- December 8, 2016, 12:00 p.m. - 1:00 p.m. (EST), Substance Abuse, Mental Health and Competence Issues in the Legal Profession, presented by Celesq AttorneysEd Center.
- December 12, 2016, 1:00 p.m. - 2:00 p.m. (EST), Handling E-Discovery in Complex Cases, presented by West LegalEdCenter.
- December 14, 2016, 12:00 p.m. – 1:00 p.m. (EST), Antitrust Law and Data: What In-House Counsel Should Know to Avoid the Misuse of Customer Data, presented by Celesq AttorneysEd Center.
- December 14, 2016, 1:00 p.m. – 2:00 p.m. (EST), Ethical Issues in Bankruptcy Cases, presented by Norton Institutes on Bankruptcy Law.
- December 19, 2016, 1:00 p.m. – 2:00 p.m. (EST), Asymmetric Cyberwarfare: How to Prepare for and Defend Against Cyberattacks When You're Bound by the Law and your Attacker is Not, presented by West LegalEdCenter.
- December 27, 2016, 2:00 p.m. – 5:15 p.m. (EST), Ethics of ESI, presented by NBI, Inc. (National Business Institute, Inc.).

## e-Train Featured Courses – December 2016

**All Staff** This month, HCMO is offering six online courses from the Performance Management competency from the New Supervisors course list of The Leadership Framework. Using the [Individual Development Plan](#) is a great way to document how an employee can reach his or her goals. The Leadership Framework tool is an excellent resource to help employees “Managing Self and Beyond – Your Development”. To access these courses, visit the HCMO Training Intranet page and click on the e-Train **Featured Courses – December 2016** link. Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. Questions may be directed to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Planning for Performance
- Monitoring and Improving Performance
- Reviewing and Rewarding Performance
- First Steps for Turning Around a Performance Problem
- Underperforming Employee – Now What?
- Managing Performance

## ZyLAB Legal Review Training is Back, Reserve Your Seat Today!

**All Staff** The FTC has deployed ZyLAB, electronic document review software, which will replace some of the functionality of Concordance and other legal review tools. This course will provide litigation staff with instruction and hands-on practice using the ZyLAB Legal Review platform. Training sessions are scheduled for:

- Thursday, December 8, 1:00 p.m. – 4:00 p.m., Room CC-5111
- Thursday, January 12, 1:00 p.m. – 4:00 p.m., Room CC-5111

## Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered in November and December.

- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

## Westlaw Webinars in December

**All Staff** Please click on the link to register for Westlaw webinars offered in December.

- Advanced Westlaw Research Training: Wednesday, December 7, 2 pm to 3 pm: [Webinar Registration](#)
- Bluebook a Document Training: Wednesday, December 7, 3 pm to 4 pm: [Webinar Registration](#)

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[FTC Announces Agenda for Workshop to Examine Changing Consumer Demographics](#)  
Dec 2, 2016

[FTC Issues Annual Report On Ethanol Market Concentration](#)  
Nov 30, 2016

[FTC Staff Comment: Proposal to Expand Access to Telehealth Services Could Benefit Delaware Speech and Hearing Patients](#)  
Nov 30, 2016

[Debt Relief Defendants Agree to Telemarketing and Financial Services Ban and Payment Processors Agree to Payment Processing Ban to Settle FTC Action](#)  
Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** Equal Employment Specialist – MPP- FTC Employees Only

**Agency:** Federal Trade Commission

**Job Announcement Number:** OFCCHAIR-2017-0005

**Salary Range:** \$64,650.00 to 119,794.00 per year

**Opened:** Monday 12/05/2016

**Closes:** Monday 12/19/2016

**Series & Grade:** GS-0260-11/12/13

**Position Information:** Competitive Service - Permanent

**Promotion Potential:** 13

**Supervisory Status:** No

**Duty Locations:** Washington DC

This vacancy can be seen at: <https://www.usajobs.gov/GetJob/ViewDetails/458461300>

**Job Title:** General Attorney (Trade Regulation)

**Agency:** Federal Trade Commission

**Job Announcement Number:** OGC-2017-0004

**Salary Range:** \$92,145.00 to \$160,300.00 / Per Year

**Opened:** Tuesday 12/6/2016

**Closes:** Tuesday 12/27/2016

**Series & Grade:** GS-0905-13/15

**Position Information:** Excepted Service- - Permanent - Full-time

**Promotion Potential:** 15

**Supervisory Status:** No

**Duty Locations:** Washington DC

This vacancy can be seen at:<https://www.usajobs.gov/GetJob/ViewDetails/458480100/>

**Job Title:** General Attorney (Trade Regulation)

**Agency:** Federal Trade Commission

**Job Announcement Number:** OGC-2017-0005

**Salary Range:** \$108,887.00 to \$160,300.00 / Per Year.

**Opened:** Tuesday 12/6/2016

**Closes:** Tuesday 12/27/2016

**Series & Grade:** GS-0905-14/15

**Position Information:** Excepted Service- - Permanent - Full-Time

**Promotion Potential:** 15

**Supervisory Status:** No

**Duty Locations:** Washington DC

This vacancy can be seen at:<https://www.usajobs.gov/GetJob/ViewDetails/458512700/>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather ? + +

### Random Factoid

We recently came across some files about scents that are disappearing. One such odor is scent from the 1960s and '70s-era classrooms, when the *spirit duplicator* made those purple-print 'ditto' sheets. The aroma that emanated from the printing fluid was a 50/50 mix of methanol and isopropanol. The sole company that still manufactures ditto fluid in the U.S. only sells a few thousand gallons per year these days, as opposed to the over 100,000 gallons they delivered during the 1970s. (*from mental\_floss*)

### Lunch Specials

#### Top of the Trade

Jambalaya with Shrimp, Chicken & Sausage - 7.99

Grilled Chicken Breast with Brown Rice & Mushrooms with one side – 7.99

Hamburger Steak with two sides – 7.99

Lamb Gyro with French Fries – 6.99

Soups: Chicken Orzo, Lentil

#### Plaza East

Chicken Taco's with Chef's Accompaniments - 0.45/oz

Butternut Squash, Roasted Peppers, Romaine, Honey Dressing - 0.45/oz

BBQ Grilled Pork Chop, White Beans & Collards - 7.50

Gingered Carrots / Zucchini & Mushroom Sauté - 0.45/oz

Kale & Mushroom / Black Bean & Bacon - 2.75 / 3.25

Cubano — Ham, Roast Pork, Pickles, Swiss Cheese & Dijon – 6.50

[This Week's Plaza East Specials](#)

### FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*another stellar tuesday edition!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

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## Mantipty, James

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**From:** FTCDaily, FTCDaily  
**Sent:** Tuesday, December 13, 2016 10:20 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Tuesday, December 13

# FTC Daily



## Top Stories



### Upcoming International Fellows Program Brown Bags on Consumer Protection and Competition Law

#### All Staff Chile:

TODAY, at noon in CC-8102, FTC International Fellow Ximena Soto Tellez, staff attorney in the Financial Consumer Division of Chile's National Consumer Service (SERNAC), will present on Development of Consumer Protection in Chile. The presentation will discuss reforms, including a bill changing current consumer protection law, which would give SERNAC additional powers. Ximena is completing a three-month Fellowship in BCP Division of Financial Practices and OIA. The call-in number for the regions is (888) 330-1716, the access code is (b)(6) and the conference host is Michael Shore.

#### United Kingdom:

On Wednesday, December 14 at noon in CC-10102, FTC International Fellow Sarah Shannon, Assistant Director of Economics at the U.K. Competition and Markets Authority, will present on An Introduction to the UK Competition and Markets Authority from her perspective as a lead economist on cases. Sarah is completing a three-month Fellowship in the Bureau of Economics. The call-in number for the regions is (888) 330-1716, the access code is (b)(6) and the conference host is Michael Shore.

#### El Salvador:

On Thursday, December 15 at noon in CC-6103, FTC International Fellow Javier Alberto Urrutia Jule, economic consultant in the area of mergers and acquisitions at El Salvador's Superintendencia de Competencia, will present on Antitrust Advocacy and Enforcement in El Salvador. Javier is completing a three-month Fellowship in BC Mergers II Division. The call-in number for the regions is (888) 330-1716, the access code is (b)(6) and the conference host is Michael Shore.

### Leave Bank Open Enrollment... the Countdown Has Begun!

#### All Staff

This is the last week to enroll in the Leave Bank Program for the 2017 leave year. The Leave Bank is a pooled fund of donated leave that Leave Bank members may draw upon during a medical emergency. Take this opportunity to become a member by completing the [Application to Join the FTC Leave Bank Program](#) form and submitting it to the Human Capital Management Office (Room H-723). The last day to enroll is December 16. For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).



## We Need YOU to Help Us Improve Search on FTC.gov

**All Staff** We know the search on FTC.gov leaves something to be desired, and that's putting it kindly. On Tuesday, Dec. 13, and Wednesday, Dec. 14, the Web and Digital Strategy Team will host Search Usability Days at FTC HQ and CC to gather your input and feedback on how we can improve our website's search. You can participate in any of three ways – two of which are region friendly.

Usability Interviews: Spend 15 minutes with us answering questions and performing a test search.

- Headquarters: Tuesday, 12/13, 11 a.m. to 3 p.m. H-294
- Constitution Center: Wednesday, 12/14, 11 a.m. to 3 p.m., CC-10301

You can make an appointment by emailing [webteam@ftc.gov](mailto:webteam@ftc.gov) or just drop in. Yes, we will have treats.

Online Survey: Go to the [FTC.gov Search Usability Survey](#) on the Intranet and take a few minutes to answer questions about search and share your thoughts. Email: Don't have time for interviews or the survey? Just drop your thoughts into an email and fire it off to [webteam@ftc.gov](mailto:webteam@ftc.gov)

We are also interviewing external stakeholders such as practitioners, media, Hill staff and consumers. Thank you for your time and interest in helping us improve the customer experience of FTC.gov!

## Online Transit Subsidy Available NOW!

**All Staff** **Right now**, it's time to transition your subsidy benefits to DOT's online system. This mandatory transition eliminates the use of paper (no more Forms 987 or 987a); stores application history on a secure server; streamlines the verification and approval process; and produces way fewer errors. Current participants in the transit subsidy program will [go to this page](#) for more information on the program, as well as an [applicant guide](#) and a [short video](#) that you may find helpful for the enrollment process. Because you will be asked for this information in the application, it's a really good idea to find your MISNO at the staff locator, and calculate your daily commuting cost in advance (if taking Metro, [WMATA's trip planner](#) may help). All current participants should complete their enrollment in the online system by Friday, December 16. It only takes a couple of minutes, so don't delay – do it today!

## Hacking Health Seminar Video

**All Staff** If you missed Avi Rubin's recent seminar on medical device security, it is now available on FTC live at

<https://ftcintranet.ftc.gov/ftc-live/index.cfm?video=BCP-Avi-Rubin-Talk-1-of-4>

## FEDVIP Open Season Extension

**All Staff** OPM has announced that it has extended the opportunity to make **FEDVIP dental and vision enrollments/change/cancellations until midnight on Wednesday, December 14, 2016.**

The dental and vision enrollment website, BENEFEDS.com, is currently undergoing repairs due to technical issues, however, the call center (1-877-888-3337) is open until midnight on Wednesday, December 14, 2016, Eastern Time to process FEDVIP changes. Those wishing to enroll or make changes can do so by calling the call center.

**This extension is only for the Federal Employees Dental and Vision Insurance Program.** Open Season for FEHB and FSAFEDS has **closed.**

## Events

### FTC Holiday Party 2016

**All Staff** [You are invited](#) to this year's FTC Holiday Party! Please join us on Tuesday, December 20th from 3:00-5:00pm in the Constitution Center First Floor ABC Conference Room. We will be celebrating with food, drinks, and entertainment from across the agency!

We also will be collecting goods for DC shelters this holiday season. Please consider bringing items with you to the FTC Holiday Party or place them in the bins located in the CC and HQ lobbies. Collections begin December 14th. Check out our [flyer for details!](#)

### Bigger and Better Than Ever!

**All Staff** The FTC Chorus has had two very successful rehearsals this week, but it is not too late to join Chorus, which will perform at the FTC Holiday Party on December 20. If you would like to sing with us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. The remaining rehearsals are as follows:

**Tuesday, December 13, 2:00 pm in CC5117**

Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes and you may attend whichever one is more convenient for you. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings.

## Admin

### Announcing the new SAFE Web Portal – Informational

**All Staff** OCIO has created a new web portal for accessing SAFE. The new web portal will be the location where customers can access SAFE, get tip sheets, alerts and other information related to SAFE. Staff will be able to connect to the FTC Network from their FTC issued workstations and to SAFE VDIs through personal workstations from this one location. The new web portal will be available on **December 19, 2016**.

For more information, please visit the new SAFE portal at <https://www.ftc.gov/safe>.

Customers will need to change any shortcuts or links they have saved to get to the current SAFE system with this new web portal location.

If you need any further assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

### Visit the new OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing realtime feedback. You can search for a service, or browse by service name, OED office or service category. The Catalog replaces the One-stop-shop Policies and Procedures intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

## Burn Bag Pickup TOMORROW

**HQ Staff** Burn bags and boxes will be picked up in the Headquarters and Constitution Center Buildings TOMORROW MORNING, beginning at 10 am. Document disposition containers also will be emptied tomorrow. Please:

- Put only PAPER in the burn bags.
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## Tips & Guidance

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### Public Comments

**All Staff** Are you working on a proceeding that will solicit public comments? The Records and Filings Office (RFO) will gladly assist you in making the process of collecting public comments smooth and easy. If you have any questions regarding public comments, please contact the Public Comment Processing Team at [PublicCommentProcessing@ftc.gov](mailto:PublicCommentProcessing@ftc.gov) or ext. 3586. Please also check out RFO's intranet site for more information on [public comments](#).

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## Training

### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

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## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[FTC Rules California Naturel, Inc. Misled Consumers, Violated the FTC Act](#)  
Dec 12, 2016

[Marketers of Blood-Pressure App Settle FTC Charges Regarding Accuracy of App Readings](#)  
Dec 12, 2016

[FTC Issues FY 2016 National Do Not Call Registry Data Book](#)  
Dec 9, 2016

[FTC Providing Over \\$88 Million in Refunds to AT&T Customers Who Were Subjected to Mobile Cramming](#)  
Dec 8, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

- [Human Resources Specialist \(Executive Resources\)](#)
- [General Attorney \(Trade Regulation\)](#)
- [Equal Employment Specialist – MPP- FTC Employees Only](#)
- [Supervisory Data Analyst – DEU](#)
- [Supervisory Data Analyst – MPP](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](http://USAJOBS).

## Factoid, Menus & Weather

### Random Factoid

Today is *National Violin Day*, so it bears mentioning the Stradivarius, which is one of the violins, violas, cellos and other string instruments built by members of the Italian family Stradivari (Stradivarius), particularly Antonio Stradivari, during the 17th and 18th centuries. According to their reputation, the quality of their sound has defied attempts to explain or equal it, though this belief is disputed. The name "Stradivarius" has become a superlative often

associated with excellence; to be called "the Stradivari" of any field is to be deemed the finest there is.

These instruments were not carved out of one piece of wood, and the actual fabrication appears pretty complicated (even using egg whites). The wood used included spruce for the top, willow for the internal blocks and linings, and maple for the back, ribs, and neck. There has been conjecture that this wood was treated with several types of minerals, including potassium borate (borax), sodium and potassium silicate, and vernice bianca, a varnish composed of gum arabic, honey, and egg white (see!). Stradivari made his instruments using an inner form, unlike the French copyists, such as Vuillaume, who employed an outer form. It is clear from the number of forms throughout his career that he experimented with some of the dimensions of his instruments. *(from Wikipedia)*

## Lunch Specials

### Top of the Trade

Chicken Cordon Blue with two sides – 7.99  
Hamburger Steak with grilled onions and two sides – 7.99  
Ham Quiche with two sides – 6.99  
Soups: Black Bean, Chicken Posole

### Plaza East

Cuban Pork & Chicken, Plantains & Black Beans & Rice - 0.45/oz  
Couscous & Cucumber Salad with Edamame, Peppers & Onions - 0.45/oz  
Iceberg & Romaine, Bacon, Tomato, Croutons, Onions, Blue Cheese - 0.45/oz  
Grilled Chicken Cordon Bleu Sandwich, Green Bean Fries - 7.95  
Quinoa Pilaf / Broccoli & Peppers - 0.45/oz  
Lamb & Lentils / Black Bean Soup - 2.75 / 3.25  
Mortadella & Salami, Roasted Peppers, Red Onion, Tomato, Provolone - 6.50

[This Week's Plaza East Specials](#)

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*another stellar tuesday edition!*

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## Mantiply, James

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**From:** FTCDaily, FTCDaily  
**Sent:** Tuesday, December 20, 2016 10:53 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Tuesday, December 20

# FTC Daily



## Top Stories



### TODAY Is the FTC Holiday Party!

**All Staff** [You are invited](#) to this year's FTC Holiday Party! Please join us TODAY from 3 pm to 5 pm in the Constitution Center First Floor ABC Conference Room. We will be celebrating with food, drinks, and entertainment from across the agency!

We also will be collecting goods for DC shelters this holiday season. Please consider bringing items with you to the FTC Holiday Party or place them in the bins located in the CC and HQ lobbies. Collections have begun - check out our [flyer for details!](#)

## Events



### Calling All Project Managers and Those Interested in Managing Projects

**All Staff** OED has formed an employee-directed Project Management Community of Practice (PMCOP) and would like to invite you to join! Co-chaired by Bill Merkle (OCIO) and Valerie Green (FMO), the PMCOP will seek to aid the development of project management skills across the agency and ultimately enhance the capacity of employees to complete projects successfully. It will establish best practices and templates for use across the agency. Bring your challenges, objectives, and questions to the table, and get to know your fellow project managers at the FTC. If you are interested in joining the PMCOP, please email or call Christiana Chen ([cchen1@ftc.gov](mailto:cchen1@ftc.gov); x2355) by December 30, and she will add you to the list for the kickoff meeting.

## Admin



### OCIO Holiday Support Hours

**All Staff** Happy Holidays! OCIO Helpdesk holiday and weekend support hours will be from 8 am to 5 pm on Saturdays and Sundays, on Monday, December 26, and on Monday, January 2. Please email [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov) or call x3500 or (877) 411-4382, if you need assistance.

## Telework Coding in webTA

**All Staff** Information about telework is reported to the Office of Personnel Management and the Congress. Bureau/Office leaders make decisions about telework, staffing and space based on telework information in our time and attendance systems, so we must have accurate information. If you have teleworked in the current pay period, please be sure to code your timecard to reflect your telework hours. For instructions on coding intermittent telework hours, click here: [Populating Intermittent Telework In webTA](#). If you have a recurring (weekly) telework day, please contact your timekeeper to update your Default Timesheet in webTA to include recurring day(s). Questions regarding telework coding may be directed to Lynette Brown, x3323.

## Burn Bag Pickup TOMORROW

**HQ Staff** Burn bags and boxes will be picked up in the Headquarters and Constitution Center Buildings TOMORROW MORNING, beginning at 10 am. Document disposition containers also will be emptied tomorrow. Please:

- Put only PAPER in the burn bags.
- DO NOT OVERFILL the bags.
- SEAL them with staples or tape.
- Where available, place your nonpublic/PII into the document disposition containers.

Place items in the hallways before 10 am. If you have 10 or more bags and/or need a special pickup, please contact Customer Services, x2266. For more information on burn bags, [see this page](#).

## Tips & Guidance

### Records and Information Management (RIM)

**All Staff** Are you at the end of a case and not sure what to keep in the matter case file? Do you have other records and information management questions? Do you have questions on off-site storage of records? The Records and Filings Office (RFO) Records and Information Management (RIM) Team can help with all of these questions and more! Please contact the RIM Team at [RecordsManagementServices@ftc.gov](mailto:RecordsManagementServices@ftc.gov) or at x2528.

### Holiday Emails: Big Files = Slow Connection

**All Staff** During this holiday season, we know that everyone will be emailing out Holiday greetings and invites to too many of your colleagues. **Please be mindful and compress any large files or images before sending.** Large files take up significant storage space in several ways: (1) In the recipient's inbox, (2) In the sender's Sent folder, and (3) In Trash/Deleted folders. Large files mean slow systems: email servers are not designed to handle large file transfers, and the process of delivering those files slows down network traffic. From bounced-back emails to storage issues, just about everyone in the agency is affected when large files are emailed. If you are planning to send an email with a large attachment or image and need help compressing the files to a reasonable size for email, please contact [OCIOTouchServices@ftc.gov](mailto:OCIOTouchServices@ftc.gov) for assistance.

### Visit the new OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing real-time feedback. You can search for a service, or browse by service name, OED office or service category. The Catalog replaces the One-stop-shop Policies and Procedures



intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

## FTC Daily Clips

**All Staff** The Office of Public Affairs compiles news clips related to FTC matters daily. You can find an [archive of news clips](#) on the intranet. If you would like to receive clips in your FTC inbox, [you can subscribe here](#).

## Training



### Last Live LegalEdCenter Event in December!

**All Staff** Tuesday, December 27, 2 pm to 5:15 pm (EST), *Ethics of ESI*, presented by NBI, Inc. (National Business Institute, Inc.)

Register for this live session on the [LegalEdCenter](#) website. If you have any questions, please contact [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). If you are not able to attend this live event or any of the other live events in December, please look for them as on-demand events at the end of January.

### e-Train Featured Courses for December

**All Staff** This month, HCMO is offering six online courses from the Performance Management competency from the New Supervisors course list of The Leadership Framework. Using the [Individual Development Plan](#) is a great way to document how an employee can reach his or her goals. The Leadership Framework tool is an excellent resource to help employees *Managing Self and Beyond – Your Development*. To access these courses, [log onto the e-Train](#). Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. Questions may be directed to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Planning for Performance
- Monitoring and Improving Performance
- Reviewing and Rewarding Performance
- First Steps for Turning Around a Performance Problem
- Underperforming Employee – Now What?
- Managing Performance

### ZyLAB Legal Review Training is Back - Reserve Your Seat Today!

**HQ Staff** The FTC has deployed ZyLAB, electronic document review software, which will replace some of the functionality of Concordance and other legal review tools. This course will provide litigation staff with instruction and hands-on practice using the ZyLAB Legal Review platform. Training sessions are scheduled for Thursday, January 12, 1 pm to 4 pm, in Room CC-5111.

### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY 2017 is to have quarterly Diversity and Inclusion online training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations.

increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses, log onto [e-Train](#). Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This challenge examines how diversity elements relate to business strategy.

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[CarMax and Two Other Dealers Settle FTC Charges That They Touted Inspections While Failing to Disclose Some of the Cars Were Subject to Unrepaired Safety Recalls](#)

Dec 16, 2016

[FTC Seeks Comment on Proposed Changes to its FOIA Rules](#)

Dec 16, 2016

[FTC Returns \\$18 Million to Victims of Home-Based Business Coaching Scheme](#)

Dec 16, 2016

[FTC Announces Agenda for PrivacyCon 2017](#)

Dec 16, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** Litigation Support Specialist (Data Processor) – DEU

**Job Announcement Number:** BCP-DLTA-2017-0003

**Salary Range:** \$77,490 to 119,794 per year

**Opened:** December 20, 2016

**Closes:** January 2, 2017

**Series & Grade:** GS-0301-12/13

**Position Information:** Competitive Service - Permanent

**Promotion Potential:** 13

**Supervisory Status:** No

**Duty Location:** Washington, DC

**Vacancy Link:** <https://www.usajobs.gov/GetJob/ViewDetails/460197300>

**Job Title:** Litigation Support Specialist (Data Processor) – MPP

**Job Announcement Number:** BCP-DLTA-2017-0004

**Salary Range:** \$77,490 to 119,794 per year

**Opened:** December 20, 2016

**Closes:** January 2, 2017

**Series & Grade:** GS-0301-12/13

**Position Information:** Competitive Service - Permanent

**Promotion Potential:** 13

**Supervisory Status:** No

**Duty Location:** Washington, DC

**Vacancy Link:** <https://www.usajobs.gov/GetJob/ViewDetails/460197400>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather ? + +

### Random Factoid

Apparently we've got a color theme going on random facts from around the web: 1 in 5,000 north Atlantic lobsters are born bright blue.

### Lunch Specials

#### *Top of the Trade*

BBQ chicken with two sides - \$7.99

Italian sausage with two sides - \$6.99

Baked fish with two sides - \$7.99

Gyro with fries - \$6.99

Soups: Chicken quinoa; lentil; split pea .

#### *Plaza East*

Coriander Roasted Brisket, Broccoli Fried Orzo, Roasted Cauliflower – 0.45/oz

Potatoes, Edamame & Sunflower Seeds, Poppy Dressing – 0.45/oz

Open-Faced Turkey Meatloaf, Gravy Mashed Potatoes & String Beans - \$7.50

Butternut Squash, Spinach, Frisee, Cranberries, Champagne Dressing – 0.45/oz

Zucchini & Squash / Roasted Sweet Potatoes – 0.45/oz

Chicken & Kale / Three Onion Soup - \$2.75/\$3.25

Roast Beef, Tomato, Caramelized Onion, Blue Cheese Dressing & Sprouts - \$6.50

[This Week's Plaza East Specials](#)

### FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*still emoji free*

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## FTC Daily

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### ANNOUNCEMENTS

**The New Season of the BC Mentor Program Is Here!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out! Program information and applications are now available on the [BC Mentor Program](#) webpage or contact [Andrea Zach](#) at x2184.

**Federal Benefits Open Season Is Coming!** This is an opportunity for federal employees to elect or make changes to their health (FEHB), dental and vision insurance (FEDVIP) and federal flexible spending accounts (FSA). Open Season runs Monday, November 14 – Monday, December 12, 2016. There will be two opportunities to attend a Benefits Open Season Fair! The National Endowment of the Humanities (NEH) invites FTC employees to attend the Open Season Fair on Tuesday, November 1 from 11 am – 2 pm in CC Conference Rooms A and B on the main level. The FTC Open Season Fair is Wednesday, November 23 from 10 am to 2 pm in CC Rooms 5116 and 5117. Representatives from various plans and programs will be available to provide new information for 2017 and answer any questions. Regional employees, you are encouraged to visit a Benefits Fair in your area. Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

#### Attorney Advisor (Consumer Protection) Opening in the Office of Chairwoman Ramirez

Chairwoman Ramirez seeks an attorney advisor with consumer protection expertise for a detail to her office. If you are interested in applying for the position, please email your resume and a writing sample to [Leemu Kufuor, lkufuor@ftc.gov](mailto:lkufuor@ftc.gov), by no later than close of business on Wednesday, November 9.

**Check before you send!** Phishing isn't the only email-related threat – outgoing email can cause problems as well. Make sure that you send the right email with the right attachment to the right person: • Outlook's AutoComplete function fills in email addresses before you finish typing them – convenient, but risky. Consider disabling AutoComplete (instructions [here](#)) or removing non-FTC names from your Autocomplete list (instructions [here](#)). • Review email attachments to make sure that you've attached the correct ones. • Segregate documents into folders for sharing (with redactions in place) and folders for internal use. • Double-check your To:, Cc:, and Bcc: addresses before you send.

If you accidentally send someone a non-public email or the wrong attachment, contact your supervisor and the Help Desk (x3500) immediately. For more tips on using email safely and securely, check out the [FTC Email Best Practices](#). Don't forget to visit our [Data Breach Awareness Week](#) page!

**Sound Attenuation Continues TONIGHT on the Seventh Floor at CC** The sound attenuation project for CC's seventh floor continues TONIGHT and concludes TOMORROW, Wednesday, November 2. Contractors will work after hours from 7:30 pm to 5:30 pm to avoid any disruption. [Per the schedule](#), rooms will be completed within one evening. Individuals will be asked to remove personal and/or secure items from their desks the day prior to their scheduled night. Employees should also secure any PII prior to work commencing. Desks will be covered with plastic to minimize debris while the contractors install new ceiling tiles, door sweeps, and caulk empty spaces. After inspection of the completed project, we will advise if additional punchlist work is required.

**CC Exterior Window Washing** Constitution Center exterior window washing will take place on Tuesday, November 1, from 8 am to 5 pm, weather permitting. Areas of overhead work will be marked along perimeter sidewalks as the work moves around the building. Please use caution when entering and exiting the building or walking around the exterior when the work is in those respective areas.

#### SAFE Improvements – Coming in November 2016

As part of our commitment to provide you with better and more efficient IT services, we are pleased to inform you that we are upgrading SAFE. Our new system will help us to offer more features and functionality in your telework experience. Starting in November, a new SAFE website will be your external remote access point. This website will provide a link to the SAFE login screen, alerts, tip sheets and contact information. All previous SAFE web portal URLs used to access SAFE systems in the past will automatically redirect to the new SAFE website. OCIO is dedicated to improving SAFE remote access for teleworking and remote staff. Stay tuned for more SAFE enhancements in the future. [Note to Mac Users](#):

#### Submitting Items

Tuesday, November 01, 2016

Select a date to view archives

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Connecting personal Macintosh (Mac) computers to the new SAFE web portal will require an update to the El Capitan operating system or newer. Please find the links below to determine whether your older Macintosh computer can support El Capitan and how to download the free version of the El Capitan operating system or newer for installation. Apple Mac Requirements Support for El Capitan: [https://support.apple.com/kb/SP728?locale=en\\_US](https://support.apple.com/kb/SP728?locale=en_US) El Capitan OS Update Features and Information: <http://www.apple.com/pr/library/2015/09/29OS-X-El-Capitan-Available-as-a-Free-Update-Tomorrow.html> Instructions to Upgrade to OS X El Capitan: <https://support.apple.com/en-us/HT206886>

- Mac OS v10.6.8 or later
- 8.8GB of available storage on hard drive
- Apple ID and compatible internet service provider

**OPM Telework and Performance Management Webinar for Federal Managers** This is the second part of a two part webinar on telework and performance management and will provide Federal managers with the necessary tools to manage employees in a virtual environment. The discussion will demonstrate how effective performance management can lead to organizational success in a virtual environment. Part Two is on November 3, from 2:00 p.m. – 3:30 p.m. (EDT). **No registration required.** Click on the link to join the live webinar: <http://web.2.c3.audiovideoweb.com/ca25web26002/7c3fslive1573.html>

**Link for live captioning:** <https://recapd.com/w-87472e>

**e-Train Featured Courses – November 2016** This month, HCMO is offering six online courses from the Leadership Essentials competency from the Aspiring Leader/Team Lead course list of The Leadership Framework. Using the [Individual Development Plan](#) is a great way to document how an employee can reach his or her goals. The Leadership Framework tool is an excellent resource to help employees “Managing Self and Beyond – Your Development”. To access these courses, visit the HCMO Training Intranet page and click on the e-Train **Featured Courses – November 2016** link. Courses on e-Train are available on any computer with Internet access, along with additional reading via Books 24/7. Questions may be directed to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Leadership Essentials: Building Your Influence as a Leader
- Leadership Essentials: Communicating Vision
- Leadership Essentials: Leading Change
- Leadership Essentials: Leading Innovation
- Leadership Essentials: Leading with Emotional Intelligence

- Leadership Essentials: Motivating Employees

**ZyLAB Legal Review Training is Back, Reserve Your Seat Today!** The FTC has deployed ZyLAB, electronic document review software, which will replace some of the functionality of Concordance and other legal review tools. This course will provide litigation staff with instruction and hands-on practice using the ZyLAB Legal Review platform. Training sessions are scheduled for:

- Thursday, November 3, 9:30 a.m. – 12:30 p.m., Room CC-5111
- Thursday, December 8, 1:00 p.m. – 4:00 p.m., Room CC-5111

**Westlaw Training**

- Introduction to Westlaw Training: Thursday, November 17, 2 pm to 3 pm: [Webinar Registration](#)
- Searching News on Westlaw training: Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#)

**Random Factoid** It was on this day in 1941 that American photographer Ansel Adams took a picture of a moonrise over the town of Hernandez, New Mexico that would become one of the most famous images in the history of photography. He took it from a shoulder of U.S. Route 84-285. The photograph became so popular and collectible that Adams personally made over 1,300 photographic prints of it during his long career. On October 17, 2006, a print was auctioned for \$609,600. Art historian H. W. Janson called this photo “a perfect marriage of straight and pure photography”. Adams wasn’t that impressed, himself: “It was made after sundown, there was a twilight glow on the distant peaks and clouds. The average light values of the foreground were placed on the ‘U’ of the Weston Master meter; apparently the values of the moon and distant peaks did not lie higher than the ‘A’ of the meter ... Some may consider this photograph a ‘tour de force’ but I think of it as a rather normal photograph of a typical New Mexican landscape. Twilight photography is unfortunately neglected; what may be drab and uninteresting by daylight may assume a magnificent quality in the half-light between sunset and dark.” (from wikipedia)

## VACANCY ANNOUNCEMENTS

- Program Support Assistant- MPP
- Economist - DEU

## LUNCH SPECIALS

### Plaza East

Cuban Mojo Pork & Chicken, Plantains & Black Beans - 0.45/oz Couscous & Cucumber Salad with Edamame, Peppers & Onions - 0.45/oz Mixed Greens “Wedge”, Bacon, Tomato, Croutons Onions, Blue Cheese - 0.45/oz Sloppy Joe on a Soft Roll, Jalapeno Jack Cheese, Tater Tots - 7.50 Quinoa Pilaf / Broccoli & Peppers - 0.45/oz Lamb & Lentils / Black Bean Soup - 2.75 / 3.25 Mortadella & Salami, Roasted Peppers, Red Onion, Tomato, Provolone – 6.50 [This Week's Plaza East Specials](#)

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## FTC Daily

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### ANNOUNCEMENTS

**Attorney Advisor (Consumer Protection) Opening in the Office of Chairwoman Ramirez** Chairwoman Ramirez seeks an attorney advisor with consumer protection expertise for a detail to her office. If you are interested in applying for the position, please email your resume and a writing sample to Leemu Kufuor, [lkufuor@ftc.gov](mailto:lkufuor@ftc.gov), by no later than close of business on Wednesday, November 9.

**Granting Excused Absence for Voting** Supervisors and Managers may grant a limited amount of excused absence in areas where the polls are not open at least three hours either before or after an employee's regular work hours. For example, if an employee is scheduled to work from 8 am to 4:30 pm and the employee's polling place is open from 7 am to 7 pm, the employee may be granted one half-hour of excused absence from 4 pm to 4:30 pm, if requested. Also, if an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, Supervisors may grant excused absence not to exceed one day to travel to the polling place. An employee is required to request annual leave or leave without pay if any additional time is needed to make that trip. An increasing number of jurisdictions offer a period prior to the day of the election during which voters may cast ballots early. Some employees may find it necessary to vote during this early period because of work requirements on the day of the election. Others, such as those on Alternative Work Schedules, may find it convenient to vote during these early voting periods. Typically, polling places throughout the United States are open for extended periods, and an increasing number of jurisdictions are offering early voting options. Therefore, excused absence should rarely be needed but we are making you aware of these options in the event that any of these issues arise. Employees on Alternative Work Schedules whose regular day off is scheduled for the day polls are open are not permitted to change their regular day off solely for the purpose of gaining excused absence for voting. Please be sure to check your local polling areas for more information. If you have questions, please contact Paula Chandler in HCMO.

**The New Season of the BC Mentor Program Is Here!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out! Program information and applications are now available on the BC Mentor Program webpage or contact Andrea Zach at x2184.

**U.S. v. Electrolux: Lessons from the Investigation and Trial** Attorneys from the Department of Justice Antitrust Division will give a training presentation on their experiences in last year's trial challenging the GE/Electrolux merger. Wednesday, Nov. 9, 1:00-2:30 PM (CC 5116/5117 - 5th Floor Constitution Center)

**Brown Bag on Virtual Competition** The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination. Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present. Tuesday, November 15, from 1pm to 2pm (HQ-332).

**ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9** We are upgrading ZyLAB to v3.9 this weekend. Join us for an overview of some new features including the ability to export document lists. Join any session in person in CC-5111 or via WebEx. We will be repeating the "What's new in ZyLAB v3.9" session four times, so pick the day that works best for you. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. All sessions will be from 12 noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code: (b)(6) #. Monday, November 14, 2016. [Click to join WebEx meeting](#) Tuesday, November 15, 2016. [Click to join WebEx meeting](#) Wednesday, November 16, 2016. [Click to join WebEx meeting](#) Friday, November 18, 2016. [Click to join WebEx meeting](#)

**Constitution Center Will Be Closed from Thursday, November 10, at 5 pm until around 3 pm on Sunday, November 13. On Thursday, November 10, by 5 pm Staff Should Turn Off Computers and Leave the Building** Constitution Center will be closed to all employees during this timeframe. The property manager will be conducting an electrical power outage, which will require shutting off the power in all quadrants of CC. During the outage, the data center will still be operational; therefore, employees will still be able to work in the Headquarters Building, BCP's Mobile Internet Lab and LSS, however, will be unavailable during the outage. Employees will also be able to access SAFE during the outage. Because refrigerators throughout the building will have no power, employees

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should remove any perishables before leaving for the November 10 weekend. The following will also be unavailable for the duration of the outage: water, restrooms, lights, HVAC, access to all floors, elevators, loading dock and garage (please ensure that any vehicles are out of the garage on Thursday by 6 pm).

Before you leave the office for the weekend, please shut down your computer. The Constitution Center network is scheduled to be back up mid-morning on Sunday, November 13.

**SAFE Improvements – Coming in November 2016** As part of our commitment to provide you with better and more efficient IT services, we are pleased to inform you that we are upgrading SAFE. Our new system will help us to offer more features and functionality in your telework experience. Starting in November, a **new** SAFE website will be your external remote access point. This website will provide a link to the SAFE login screen, alerts, tip sheets and contact information... All previous SAFE web portal URLs used to access SAFE systems in the past will automatically redirect to the new SAFE website. OCIO is dedicated to improving SAFE remote access for teleworking and remote staff. Stay tuned for more SAFE enhancements in the future. **Note to Mac Users:**

Connecting personal Macintosh (Mac) computers to the new SAFE web portal will require an update to the El Capitan operating system or newer. Please find the links below to determine whether your older Macintosh computer can support El Capitan and how to download the free version of the El Capitan operating system or newer for installation. **Apple Mac Requirements Support for El Capitan:** [https://support.apple.com/kb/SP728?locale=en\\_US](https://support.apple.com/kb/SP728?locale=en_US) **El Capitan OS Update Features and Information:** <http://www.apple.com/pr/library/2015/09/29OS-X-El-Capitan-Available-as-a-Free-Update-Tomorrow.html> **Instructions to Upgrade to OS X El Capitan:** <https://support.apple.com/en-us/HT206886>

- Mac OS v10.6.8 or later
- 8.8GB of available storage on hard drive
- Apple ID and compatible internet service provider

**ZyLAB Unavailable November 10th - 14th for System Upgrades** ZyLAB system engineers are conducting a system upgrade. The ZyLAB Legal Review will be unavailable from Thursday, November 10<sup>th</sup> at 5:00pm ET through the weekend. Service will return on Mon-day, November 14<sup>th</sup> at 8am ET. Please look for the "What's New" Brown Bag sessions the week of November 14<sup>th</sup> for more information.

**New FTC Merchandise** Just in time for the holidays, or the next office baby shower, the FTC Child Care Center has added infant onesies and stuffed panda bears to [its merchandise store](#). All sales raise funds to benefit the FTC Child Care Center. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500 or 1-877-411-4382.

**New webTA Password Reset Function Available** The new webTA password reset function is now available. This new password is unique and it will not function with any Oracle databases. Staff should no longer contact the FTC Helpdesk to change their passwords. A 'Password Assistance' link is now available on the webTA main page. All staff must reset their current password in order to access webTA. To do so, click the 'Password Assistance' link on the [webTA main page](#). Your webTA login ID remains unchanged. You will receive an email from webTA with a link to complete your password reset. Follow the instructions provided. A step-by-step guide is available on [FTC's webTA Intranet page](#).

**Records and Information Management (RIM)** Are you at the end of a case and not sure what to keep in the matter case file? Do you have other records and information management questions? Do you have questions on off-site storage of records? The Records and Filings Office (RFO) Records and Information Management (RIM) Team can help with all of these questions and more! Please contact the RIM Team at [RecordsManagementServices@ftc.gov](mailto:RecordsManagementServices@ftc.gov) or at ext. 2528.

**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately, therefore, it is highly encouraged that all CORs attend. The training is scheduled for Nov. 30, 2016 at 1 o'clock in room CC5117. VTC will be available to the regions. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

**e-Train Featured Courses – November 2016** This month, HCMO is offering six online courses from the Leadership Essentials competency from the Aspiring Leader/Team Lead course list of The Leadership Framework. Using the [Individual Development Plan](#) is a great way to document how an employee can reach his or her goals. The Leadership Framework tool is an excellent resource to help employees "Managing Self and Beyond – Your Development". To access these courses, visit the HCMO Training Intranet page and click on the e-Train **Featured Courses – November 2016** link. Courses on e-Train are available on any computer with Internet access, along with additional reading via Books 24/7. Questions may be directed to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Leadership Essentials: Building Your Influence as a Leader
- Leadership Essentials: Communicating Vision
- Leadership Essentials: Leading Change
- Leadership Essentials: Leading Innovation
- Leadership Essentials: Leading with Emotional Intelligence

- Leadership Essentials: Motivating Employees

**ZyLAB Legal Review Training is Back, Reserve Your Seat Today!** The FTC has deployed ZyLAB, electronic document review software, which will replace some of the functionality of Concordance and other legal review tools. This course will provide litigation staff with instruction and hands-on practice using the ZyLAB Legal Review platform. Training sessions are scheduled for: • Thursday, December 8, 1:00 p.m. – 4:00 p.m., Room CC-5111



**Westlaw Training** • Introduction to Westlaw Training; Thursday, November 17, 2 pm to 3 pm:  
[Webinar Registration](#) • Searching News on Westlaw training; Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#)

**Random Factoid** *Annealing*, in metallurgy and materials science, is a heat treatment that alters the physical and sometimes chemical properties of a material to increase its ductility and reduce its hardness, making it more workable. It involves heating a material to above its recrystallization temperature, maintaining a suitable temperature, and then cooling. In annealing (funny sounding word, btw), atoms migrate in the crystal lattice and the number of dislocations decreases, leading to the change in ductility and hardness. In the cases of copper, steel, silver, and brass, this process is performed by heating the material (generally until glowing) for a while and then slowly letting it cool to room temperature in still air. Copper, silver and brass can be cooled slowly in air, or quickly by quenching in water, unlike ferrous metals, such as steel, which must be cooled slowly to anneal. In this fashion, the metal is softened and prepared for further work—such as shaping, stamping, or forming. Annealing occurs by the diffusion of atoms within a solid material, so that the material progresses towards its equilibrium state. Heat increases the rate of diffusion by providing the energy needed to break bonds. The movement of atoms has the effect of redistributing and eradicating the dislocations in metals and (to a lesser extent) in ceramics. This alteration to existing dislocations allows a metal object to deform more easily, increasing its ductility. *(from Wikipedia)*

#### VACANCY ANNOUNCEMENTS

- Program Support Assistant- MPP
- Economist - DEU

#### LUNCH SPECIALS

##### Plaza East

Coriander Roasted Brisket, Broccoli Fried Orzo, Roasted Tomatoes - 0.45/oz Marble Potatoes, Edamame & Sunflower Seeds, Poppy Dressing - 0.45/oz Open-Faced Turkey Meatloaf, Gravy Mashed Potatoes & String Beans - 7.50 Romanesco Salad, Beets, Local Apples, Pomegranate Vinaigrette - 0.45/oz Zucchini & Squash / Roasted Sweet Potatoes - 0.45/oz Sausage & Kale / Three Onion Soup - 2.75 / 3.25 Roast Beef, Tomato, Caramelized Onion, Blue Cheese Dressing & Sprouts - 6.50 Fresh Baked Chicken Pot Pie – 6.75

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

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## FTC Daily

 Search

### ANNOUNCEMENTS

**TODAY! Brown Bag on Virtual Competition** The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination. Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present... The brown bag is TODAY from 1 pm to 2 pm in H-332.

**Beware Phishing Attempts Targeting OPM Breach Victims** Recently, cyber thieves have been targeting victims of the OPM data breaches and attempting to trick them into downloading ransomware. Victims receive an email which claims to be from OPM, warning of suspicious movements in their bank account, with a ZIP file attached. The ZIP file contains a hostile JavaScript application which, when run, will download and install ransomware demanding that the victim pay a Bitcoin ransom or lose all their files.

As a reminder, OPM will never send specific details regarding your personal or financial information via email. If you believe you have been affected by either breach, please visit OPM's [Cybersecurity Resource Center](#) to view a sample notification letter, verify if you were a victim of one or both breaches, or enroll in the OPM-sponsored identity monitoring services. To protect yourself from this and similar phishing emails, be skeptical about unexpected or unusual emails, even if they appear to come from a person you know or an organization with which you do business. Before clicking on links or opening files in an email that seems to be from, for example, a friend, your bank, or UPS, contact the sender at a phone number, email address, or URL that you know to be correct and confirm that the email is legitimate. For more information about phishing, visit our [Consumer Information website](#).

**Time Is Running Out...Apply to Be a BC Mentor or Mentee Today!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is **Friday, December 2!** For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

**BC Training Council Seminar Series: "Declarations"**  
**BC Training Council Seminar Series: "Declarations"**

**Glaucoma and Visual Acuity Screening** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29, from 10 am through 2:30 pm in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

**IT'S HERE! Benefits Open Season Runs through Monday, December 12** The Federal Benefits Open Season is an opportunity for federal employees to elect or make changes to their health (FEHB), dental and vision insurance (FEDVIP) and federal flexible spending accounts (FSA). Open Season runs TODAY through Monday, December 12. The [Benefits Open Season Homepage](#) provides information and comparison tools for the FEHB, FEDVIP and FSA Benefit programs. The Open Season Benefits Information Fair is Wednesday, November 23, from 10 am to 2 pm in CC Room 5117. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Regional office employees are encouraged to visit health fairs in your area.

**Leave Bank Program Open Enrollment Period** The Leave Bank Program Open Enrollment period for 2017 is here! All FTC employees who earn leave are eligible to join the leave bank. The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. For more information on the Leave Bank, go to the [Leave Bank Homepage](#). A Leave Bank representative will be available to answer questions at the FTC Benefits Fair on Wednesday, November 23, from 10 am to 2 pm in Constitution Center, Room 5117. The enrollment period ends Friday, December 16.

**CC Window Cleaning** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the ninth floor TONIGHT. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

[Submitting Items](#)

Tuesday, November 15, 2016

Select a date to view archives

<< November, 2016 >>

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Burn Bag Pickup TOMORROW** Burn bags and boxes will be picked up in the Headquarters and Constitution Center Buildings TOMORROW MORNING, beginning at 10 am. Document disposition containers also will be emptied tomorrow. Please: - Put only PAPER in the burn bags. - DO NOT OVERFILL the bags. - SEAL them with staples or tape. - Where available, place your nonpublic/PII into the document disposition containers. Place items in the hallways before 10 am. If you have 10 or more bags and/or need a special pickup, please contact Customer Services, x2266. For more information on burn bags, [see this page](#).

**CC Charity Toy Collection** The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

**Document Processing** Do you have questions on service of Subpoenas/CIDs? Do you have questions regarding Part 3 filings or need assistance using the E-Filing System? If so, please contact the Records and Filings Office (RFO) Document Processing Team at [DocumentProcessing@ftc.gov](mailto:DocumentProcessing@ftc.gov) or x2932.

**Planning to E-Cycle?** In honor of America Recycles Day, the Constitutional Center has scheduled an E-Cycling event from Monday, November 14, through Friday, November 18. If you wish to participate by recycling any unused personal electronic items (e.g., laptops, hard drives, phones, CDs, etc.), be sure to take the following precautions:

- Review the electronic item for any existing files or folders that may contain PII or sensitive information
- Extract any information from the device that you wish to retain by copying it onto another media (thumb drive, external hard drive, CDs)
- Make sure to delete any PII or sensitive information from the device you wish to recycle
- Empty the "Recycle Bin" to ensure files/folders are permanently deleted from the device/media
- DO NOT recycle FTC-owned devices; if you are no longer using an FTC-issued device, please contact OCIO to return the device

**FTC Daily Clips** The Office of Public Affairs compiles news clips related to FTC matters daily. You can find an [archive of news clips](#) on the intranet. If you would like to receive clips in your FTC inbox, [you can subscribe here](#).

**Westlaw Training** Just click on the links to register for upcoming Westlaw classes this week. • Introduction to Westlaw Training: Thursday, November 17, 2 pm to 3 pm: [Webinar Registration](#) • Searching News on Westlaw training: Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#)

**ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9** We upgraded ZyLAB to v3.9 this past weekend, so join us for an overview of some new features including the ability to export document lists. Join any session in person in CC-5111 or via WebEx. We are repeating the *What's new in ZyLAB v3.9* session four times, so pick the day that works best for you. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. *All sessions will be from noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code:*

**(b)(6)** • TODAY: [Click to join WebEx meeting](#) • TOMORROW, Wednesday, November 16: [Click to join WebEx meeting](#) • Friday, November 18: [Click to join WebEx meeting](#)

**ZyLAB Legal Review Training Is Back -- Reserve Your Seat Today!** The FTC has deployed ZyLAB, electronic document review software, which will replace some of the functionality of Concordance and other legal review tools. This course will provide litigation staff with instruction and hands-on practice using the ZyLAB Legal Review platform. The next training session is currently scheduled for Thursday, December 8, from 1 pm to 4 pm, in CC-5111.

**e-Train Featured November Courses** This month, HCMO is offering six online courses from the Leadership Essentials competency from the Aspiring Leader/Team Lead course list of The Leadership Framework. Using the [Individual Development Plan](#) is a great way to document how an employee can reach his or her goals. The Leadership Framework tool is an excellent resource to help employees "Managing Self and Beyond – Your Development." To access these courses, log onto the [e-Train](#). Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. Questions may be directed to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Leadership Essentials: Building Your Influence as a Leader
- Leadership Essentials: Communicating Vision
- Leadership Essentials: Leading Change
- Leadership Essentials: Leading Innovation
- Leadership Essentials: Leading with Emotional Intelligence
- Leadership Essentials: Motivating Employees

**Would You Like to Learn More about Online Resources Offered by the Library?** Register today for the [Introduction to Wolters Kluwer IntelliConnect \(webinar\)](#) on Wednesday, November 16, from 2 pm to 3 pm. This webinar offers a fast-paced overview of online resources including Areeda & Hovenkamp's Antitrust Law, CCH Trade Regulation Reporter, and CCH Business Franchise Guide. Litigation treatises such as Wigmore on Evidence, and Almanac of the Federal Judiciary are also included in this session. For more information, please contact the library via [library@ftc.gov](mailto:library@ftc.gov) or x2395, or stop by H-630. Click on the link above to register.

**Lexis Training** Just click on the links to register for upcoming Lexis classes taking place at the end of November. • Lexis News & Business Research training: Wednesday, November 30, 1 pm to 2 pm: [Webinar Registration](#) • Lexis Courtlink training: Wednesday, November 30, 3:30 pm to

4:30 pm: [Webinar Registration](#)

**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training, we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately; therefore, it is highly encouraged that all CORs attend. The training is scheduled for Wednesday, November 30, at 1 pm (EST) in room CC5117. VTC will be available to the Regional Offices. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

**Random Factoid** It was on this day in 1971 that the world's first *microprocessor* was released. Now before you say, well, that's all well and good now that we have computers, consider that these little devices are in everything nowadays. Thousands of items that were traditionally not computer-related include microprocessors. These include large and small household appliances, cars (and their accessory equipment units), car keys, tools and test instruments, toys, light switches/dimmers and electrical circuit breakers, smoke alarms, battery packs, and hi-fi audio/visual components (from DVD players to phonograph turntables). Such products as cellular telephones, DVD video and HDTV broadcast systems fundamentally require consumer devices with powerful, low-cost, microprocessors. Increasingly stringent pollution control standards effectively require automobile manufacturers to use microprocessor engine management systems, to allow optimal control of emissions over widely varying operating conditions of an automobile. Non-programmable controls would require complex, bulky, or costly implementation to achieve the results possible with a microprocessor. *(from wikipedia)*

#### VACANCY ANNOUNCEMENTS

- [Economist - DEU](#)

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

## Mantiply, James

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**From:** FTCDaily, FTCDaily  
**Sent:** Tuesday, November 22, 2016 10:58 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Tuesday, November 22

# FTC Daily



## Top Stories



### Important Message for Those Who Attended FTCU Reception

**All Staff** Yesterday we received notice from Costco that the Sabra Hummus that we served at the FTCU reception on November 7th was subject to recall for possible listeria. <http://www.costco.com/wcsstore/CostcoUSBCCatalogAssetStore/Attachment/recalls/161121-FDA-Recall-Sabra-Hummus.pdf>. Listeria is a bacteria, which, when it contaminates food and is ingested, can cause serious health effects or even result in death in high risk individuals. The disease primarily affects older adults, pregnant women, newborns, and adults with weakened immune systems. However, rarely, persons without these risk factors can also be affected. The Center for Disease Control (CDC) states that a person in a higher-risk category (pregnant woman, older adults, and people with weakened immune systems) who experiences fever and other non-specific symptoms, such as fatigue and aches, within 2 months of eating contaminated food should seek medical care and tell the physician or health care provider about eating the contaminated food. If a person has eaten food contaminated with Listeria and does not have any symptoms, most experts believe that no tests or treatment are needed, even for persons at higher risk for listeriosis. Please read the follow link to the CDC on listeria at <https://www.cdc.gov/listeria/> and consult your physician and/or Costco if you have concerns.

### TODAY! Brown Bag on Competition Law Developments in Latin America

**All Staff** Over the last two decades, more than 21 jurisdictions in Latin America have adopted laws aiming to establish or modernize competition regimes. Please join OIA for a panel discussion about competition law trends and developments, as well as the FTC's work with competition agencies, in Latin America. Panelists will focus on Brazil, Chile, Colombia, El Salvador, and Mexico. TODAY, from noon to 1 pm in CC- 5116/5117. The dial-in number is 1 (888) 273-3658, and the access code is (b)(6)

### TODAY! OED Ask Me Anything Session

**All Staff** TODAY at 1 pm (EST), please join us for an *Ask Me Anything* session with David Robbins in CC-10102 (and via VTC). David will be available to answer questions you may have about the operational matters managed by OED. If you would like to pose a question in advance to be answered at the AMA session, please submit an email to [ExecutiveDirector@ftc.gov](mailto:ExecutiveDirector@ftc.gov) or through the [OED Suggestion Box](#).

## TOMORROW!! Open Season Benefits Information Fair

**All Staff** The Human Capital Management Office is sponsoring a Benefits Information Fair TOMORROW, Wednesday, November 23, from 10 am to 2 pm in Constitution Center, Room 5117. Stop by and speak with representatives of many health insurance plans, dental and vision plans, the flexible savings account program, the long-term care insurance program and the FTC leave bank program. Regional Office employees should plan to visit health fairs in their area. Questions can be directed to [HRMOworklife-benefits@ftc.gov](mailto:HRMOworklife-benefits@ftc.gov). Open Season runs Monday, November 14, through Monday, December 12.

## Pay Period 25 Time Cards Due Early!

**All Staff** Due to the upcoming Thanksgiving holiday on Thursday, November 24, many employees and supervisors plan to take some time off. Please complete your time cards, including applicable leave requests, in webTA prior to taking time off. For supervisors who plan to be out, please ensure time cards are certified and that you have assigned a back-up to handle matters in your absence. The due date for submission of time cards is TOMORROW, Wednesday, November 23, but you can always do them earlier. If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

## “Use or Lose” Leave

**All Staff** This is a reminder that “use or lose” annual leave must be scheduled and approved or denied in webTA no later than Saturday, November 26. Leave that is originally approved may subsequently be denied after November 26. An agency may consider for restoration annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled before the start of the third biweekly pay period prior to the end of the leave year (5 C.F.R. § 308(a)). This year, that date is November 26, 2016. Getting the leave scheduled is the first criteria toward restoration. Guidance on restoration of forfeited annual leave may be found on the HCMO website.

## Top of the Trade Will Have Limited Service TODAY and TOMORROW; Closed Day after Thanksgiving

**HQ Staff** Because of the limited population in the building, TODAY and TOMORROW, Wednesday, November 23, the Top of the Trade Cafeteria will have limited service to include coffee, soda, sandwiches, salads, soups, and snacks. The cafeteria will be closed on Friday, November 25.

## Performances at the FTC Holiday Party

**All Staff** Have you ever dreamed of making it big in Hollywood, on Broadway, on The Voice, on America’s Got Talent, or on Dancing With the Stars? Well, here’s your chance to get started, by demonstrating your musical talent or any other talent to the Commissioners and your colleagues at the FTC Holiday Party on Tuesday, December 20! Several groups will be able to perform, and prizes will be awarded! (Subject to certain federal ethics law restrictions.) So if you’d like to perform at the Holiday Party, please send an email message to Svetlana Gans, Devon Bacon and Don Clark by the close of business on Monday, November 28, with the name of your group and what you would like to perform. No reasonable offer will be refused!! And even if you’re not able to perform, please come to the Holiday Party; it will be spectacular! Be there! Happy Holidays!

## BC Mentor Program...Application Deadline Is Friday, December 2!

**All Staff** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don’t miss out—the application deadline is Friday, December 2! For

more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

## Events

### Glaucoma and Visual Acuity Screening

**HQ Staff** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29, from 10 am through 2:30 pm in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

### Tech Seminar: Hacking Health

**All Staff** Avi Rubin (Department of Computer Science, Johns Hopkins University) will give a talk on hacking health **Thursday, December 1, at 1:30 pm in CC-5116**. Modern healthcare systems are increasingly online, connected, mobile and cloud-based. As the Internet of Things proliferates, the Internet of Healthcare Things permeates our medical establishments, our homes, and our lives. This talk will explore some of the new security risks and vulnerabilities created by recent trends in healthcare IT. We will explore the anatomy of a typical exploitation of an embedded system and look at some famous hacks. This event will also be available via VTC to the Regional Offices. For additional details, contact [lcranor@ftc.gov](mailto:lcranor@ftc.gov) or [jcalandrino@ftc.gov](mailto:jcalandrino@ftc.gov).

### CFC Annual Bake Sale – Tuesday, December 6

**HQ Staff** Calling all bakers! We need your help for the FTC's Combined Federal Campaign bake sale, scheduled for Tuesday, December 6. If you are available to bring in a baked good, please contact Nathan Hawthorne ([nhawthorne@ftc.gov](mailto:nhawthorne@ftc.gov)). Thank you!

## Admin

### No Daily for This Friday

**All Staff** There will not be a Daily for Friday, November 25; the Daily will resume publication on Monday, November 28.

### No Services at Constitution Center on Thursday

**HQ Staff** Please be advised that the Constitution Center property management office will be closed Thursday, November 24. Standard services including air conditioning and cleaning will not be provided. Should you have any special requirements if coming to work at Constitution Center on Thursday, please submit all requests to Customer Services (x2266) by noon on Wednesday, November 23. Please also be advised that the parking garage will be closed and the building will be secured. Tenants requiring access to their suite or tenants with monthly parking passes will need to utilize their access control card.

### CC Window Cleaning Continues on the Fifth Floor TONIGHT

**HQ Staff** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the fifth floor TONIGHT, and scheduled to finish this floor TOMORROW NIGHT. Employees should remove personal items away from windows and secure any PII before the cleaning.

## No Fridge Cleaning at CC for November

**HQ Staff** Because the holidays are so close to the last Fridays of the months of November and December this year, the custodial staff will not empty and clean refrigerators this November. Instead, **for both November and December, on Friday, December 9**, the custodial staff will wipe interiors and exteriors of refrigerators with disinfectant, and all items and containers, with the exception of condiments and non-dairy beverages, will be discarded.

## FTC Leave Bank Enrollment Period...Now through Friday, December 16

**All Staff** Did you know you could use your use-or-lose annual leave as your Leave Bank contribution? The Leave Bank Program is a pooled fund of donated annual leave that is available to recipients during a personal or family medical emergency. All FTC employees who earn leave are eligible to join the leave bank. For more information on the Leave Bank and how to apply, visit the [Leave Bank Homepage](#). For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Benefits Open Season Is ON...

**All Staff** ...and it runs through Monday, December 12. This is your opportunity to enroll in or change enrollments for health insurance (FEHB), enroll in the Flexible Savings Account (FSA) for health care and dependent care, and enroll or change enrollments in the Federal Dental and Vision Insurance (FEDVIP) plans. Complete plan information and comparison tools can be found on the [Benefits Open Season Homepage](#). You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Regional office employees are encouraged to visit health fairs in your area.

## 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections **do not** automatically continue, therefore **new elections must be made for each calendar year**. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02. To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Voluntary Leave Transfer Program - Request for Donations

**All Staff** (b)(6) of the Bureau of Consumer Protection, has become an approved recipient of the Voluntary Leave Transfer Program and is in need of leave. To donate annual leave to (b)(6) please complete FTC Form 509 at <https://ftcintranet.ftc.gov/forms/hrmo/ftc-509.pdf> and submit it to the attention of Rokeisha Haizlip in the Human Capital Management Office in Room H-723. Federal employees outside of the agency may donate leave by submitting OPM Form 630B (available at



[http://www.opm.gov/forms/pdf\\_fill/opm630b.pdf](http://www.opm.gov/forms/pdf_fill/opm630b.pdf)) to the leave program coordinator at their agency. Additional program information and a list of currently approved recipients may be found on the HCMO website at [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15350](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15350).

## Surge 11 Impacts Both Orange and Silver Lines This Monday

**HQ Staff** [Surge 11](#) of [Metro's SafeTrack Initiative](#) starts on Monday, November 28, with Orange Line trains single tracking between West Falls Church and East Falls Church through Wednesday, December 21. Both Orange and Silver Line trains will run every 16 minutes. If you believe that Surge 11 ([or any of the later surges](#) (there are four more after Surge 11)) will impact your commute, check out the [Commuting Assistance webpage](#) for commuting alternatives, as well as [workplace flexibility options](#) that you can discuss with your supervisor. Please also remember to update your time and attendance to accurately reflect your work time/location. In addition, if you would like to find a fellow FTCer to carpool with during (and maybe even after) SafeTrack, we've created a [special site where you can post your commuting information](#) to find other potential carpoolers in your area ([tip sheets to post and reply with your information](#) are also available).

## FTC Telephone Directory White Pages

**All Staff** The employee directory (white pages), updated as of November 21, [can be accessed from the intranet](#). The PDF file can be saved to your computer or printed. Please send any corrections to this listing to Marion Bigelow.

## Plaza East Closing Early TOMORROW and Friday

**HQ Staff** On Wednesday, November 23, the Constitution Center cafeteria will close at 2 pm; on Friday, November 25, the cafeteria will close at 1 pm.

## Burn Bag Pickup TOMORROW

**HQ Staff** Burn bags and boxes will be picked up in the Headquarters and Constitution Center Buildings TOMORROW MORNING, beginning at 10 am. Document disposition containers also will be emptied tomorrow. Please: ...

- Put only PAPER in the burn bags.
- DO NOT OVERFILL the bags.
- SEAL them with staples or tape.
- Where available, place your nonpublic/PII into the document disposition containers.

Place items in the hallways before 10 am. If you have 10 or more bags and/or need a special pickup, please contact Customer Services, x2266. For more information on burn bags, [see this page](#).

## Tips & Guidance

### FTC Daily Clips

**All Staff** The Office of Public Affairs compiles news clips related to FTC matters daily. You can find an [archive of news clips](#) on the intranet. If you would like to receive clips in your FTC inbox, [you can subscribe here](#).

## Training

## Last Live LegalEdCenter Event in November!

**All Staff** Monday, November 28, 1 pm to 2:30 pm (EST), FDCPA: Changes You Need to Know, presented by NBI, Inc. (National Business Institute, Inc.). **Not available for CLE credit in VA.**

Register for this live session on the [LegalEdCenter](#) website. If you have any questions, please contact [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). If you are not able to attend this or any of the other live events this month, please look for them as on-demand events at the end of December.

## COR Training

**All Staff** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training, we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately; therefore, it is highly encouraged that all CORs attend. The training is scheduled for Wednesday, November 30, at 1 pm (EST) in room CC5117. VTC will be available to the Regional Offices. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

## Westlaw Webinars in December

**All Staff** Please click on the link to register for Westlaw webinars offered in December.

- Advanced Westlaw Research Training: Wednesday, December 7, 2 pm to 3 pm: [Webinar Registration](#)
- Bluebook a Document Training: Wednesday, December 7, 3 pm to 4 pm: [Webinar Registration](#)

## e-Train Featured November Courses

**All Staff** This month, HCMO is offering six online courses from the Leadership Essentials competency from the Aspiring Leader/Team Lead course list of The Leadership Framework. Using the [Individual Development Plan](#) is a great way to document how an employee can reach his or her goals. The Leadership Framework tool is an excellent resource to help employees “Managing Self and Beyond – Your Development.” To access these courses, log onto the [e-Train](#). Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. Questions may be directed to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Leadership Essentials: Building Your Influence as a Leader
- Leadership Essentials: Communicating Vision
- Leadership Essentials: Leading Change
- Leadership Essentials: Leading Innovation
- Leadership Essentials: Leading with Emotional Intelligence
- Leadership Essentials: Motivating Employees

## ZyLAB Legal Review Training Is Back -- Reserve Your Seat Today!

**HQ Staff** The FTC has deployed ZyLAB, electronic document review software, which will replace some of the functionality of Concordance and other legal review tools. This course will provide litigation staff with instruction and hands-on practice using the ZyLAB Legal Review platform. The next training session is currently scheduled for Thursday, December 8, from 1 pm to 4 pm, in CC-5111.

## Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered in November and December.

- Lexis News & Business Research Training: Wednesday, November 30, 1 pm to 2 pm: [Webinar Registration](#)
- Lexis Courtlink training: Wednesday, November 30, 3:30 pm to 4:30 pm: [Webinar Registration](#)
- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[FTC Approves Final Order Requiring Warner Bros. to Disclose Payments to Online Influencers](#)  
Nov 21, 2016

[FTC Roundtable in Chicago Will Examine Consumer Fraud Affecting Latino Communities](#)  
Nov 17, 2016

[FTC "Sharing Economy" Report Explores Evolving Internet And App-Based Services](#)  
Nov 17, 2016

[FTC Releases 2014 Cigarette and Smokeless Tobacco Sales and Marketing Expenditures Reports](#)  
Nov 16, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** General Attorney (Trade Regulation)

**Job Announcement Number:** OGC-2017-0002

**Salary Range:** \$92,145 to \$160,300 / Per Year

**Opened:** November 22

**Closes:** December 13

**Series & Grade:** GS-0905-13/14/15

**Position Information:** Excepted Service- Permanent - Full-time

**Promotion Potential:** 15

**Supervisory Status:** No

**Duty Locations:** Washington DC

**Announcement Link:** <https://www.usajobs.gov/GetJob/ViewDetails/456906200/>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

## Random Factoid

So maybe during the holidays, someone will break out some version of Monopoly. During play, someone lands on *Free Parking* and collects the money sitting in the middle of the board. That's in the rules, right? Um, no. Actually, in the copy of the rules slipped into every copy of Monopoly ever sold (so they say), Free Parking does nothing. It is quite simply a free space for that tiny car or top hat to rest while counting money.

Despite this rule being clearly displayed in every box of Monopoly (we can't vouch for all the different versions out there), the game's publisher has stated they receive hundreds of calls from customers asking about it every year. In a study of customers, it was found that an astonishing 68% of respondents admitted that they'd never actually read the game's rules. In addition, around 30% of players simply made up their own rules while playing. (*from todayifoundout*)

## Lunch Specials

### *Top of the Trade*

#### Salads

Chicken souvlaki salad - \$6.99

Sandwiches - \$4.50 - \$4.99

Gyro - \$5.50

Soups: Turkey chili; split pea; chicken noodle

### *Plaza East*

*Thanksgiving Lunch*—Roasted Turkey, Brioche Stuffing, Whipped Potatoes, Cranberry Sauce, Green Beans, Sweet Potato & Spinach Salad – 0.45/oz

Toasted Barley, Cranberries, Arugula, Onion, Orange-Chive Dressing -0.45/oz

Sliced Ham, Cranberry Sauce, Glazed Sweet Potato Fries, Grilled Squash - \$7.95

Buttered Noodles / Collard Greens -0.45/oz

Pork Chili / Lobster Bisque - \$2.75/\$3.25

BLT— Applewood Smoked Bacon, Toasted Rye, Mayonnaise - \$6.50

### [This Week's Plaza East Specials](#)

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*still brrrrrrrrrrrr!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

**Mantiplay, James**

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**From:** FTCDaily, FTCDaily  
**Sent:** Tuesday, November 29, 2016 10:24 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Tuesday, November 29

# FTC Daily



## Top Stories



### Need Help Publishing to FTC.gov? Contact OPA's New Web & Digital Strategy Team

**All Staff** Do you have content that needs to be posted to FTC.gov? Have a question about PDF accessibility for the web? Want to share an idea for how to improve our website? The Office of Public Affairs' new Web and Digital Strategy Team is at your service. Just email us at [webteam@ftc.gov](mailto:webteam@ftc.gov). Check out [our new Intranet page](#) for more information about us and links to helpful resources, such as the [Visual Style Guide for FTC public websites](#). Stay tuned for opportunities to provide feedback on FTC.gov's search to help us improve its effectiveness.

### Another Pro Bono Success Story!

**All Staff** Congratulations y felicidades to BCP attorneys Andi Arias and Annette Soberats, who recently achieved a great outcome for their client in a pro bono case. Andi and Annette represented a Spanish-speaking client in a consumer protection case assigned through the D.C. Bar Pro Bono Center's Advocacy and Justice Clinic. The client had a long-standing dispute with his neighbors regarding damages in his home caused by construction activity in his neighbors' home. After a tremendous amount of legwork, Annette and Andi were able to reach a settlement with the neighbors' contractor to repair all damage caused to their client's home. The case was particularly difficult because it required the two attorneys to communicate legal terms (and agreements) in Spanish. Despite all of this, the attorneys secured a great settlement for their client. This was Annette's first pro bono matter through the DC Bar Pro Bono Center, and Andi's second.

### BC Mentor Program...Application Deadline is Friday, December 2!

**All Staff** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is Friday, December 2! For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

### FTC Leave Bank Enrollment Period... now through Dec. 16

**All Staff** The Leave Bank Program assists members who have exhausted their leave and are experiencing a medical emergency, including pregnancy and childbirth, and other medical conditions requiring a prolonged absence from work. To become a member for the 2017 leave year, complete FTC Form 661a "[Application to Join the FTC Leave Bank Program](#)" on the [Leave Bank Homepage](#). Submit the form to the Human Capital Management Office (H-723). For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Benefits Open Season runs NOW through Monday, December 12

**All Staff** This is your opportunity to enroll in or change enrollments for health insurance (FEHB), enroll in the Flexible Savings Account (FSA) for health care and dependent care, and enroll or change enrollments in the Federal Dental and Vision Insurance (FEDVIP) plans. See information for the [Benefits Open Season Homepage](#) or [www.opm.gov/openseason](http://www.opm.gov/openseason). You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Events



### Tech Seminar: Hacking Health

**All Staff** Avi Rubin (Department of Computer Science, Johns Hopkins University) will give a talk on hacking health **Thursday, December 1 at 1:30pm in CC-5116**. Modern healthcare systems are increasingly online, connected, mobile and cloud-based. As the Internet of Things proliferates, the Internet of Healthcare Things permeates our medical establishments, our homes, and our lives. This talk will explore some of the new security risks and vulnerabilities created by recent trends in healthcare IT. We will explore the anatomy of a typical exploitation of an embedded system and look at some famous hacks. This event will also be available via VTC to the regions. For additional details, contact [lcranor@ftc.gov](mailto:lcranor@ftc.gov) or [icalandrino@ftc.gov](mailto:icalandrino@ftc.gov).

### CFC Annual Bake Sale – December 6

**All Staff** Calling all bakers! We need your help for the FTC's Combined Federal Campaign bake sale, scheduled for Tuesday, December 6. If you are available to bring in a baked good, please contact Nathan Hawthorne ([nhawthorne@ftc.gov](mailto:nhawthorne@ftc.gov)). Thank you!

## Admin



### Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive a one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

### All FPPS Databases Unavailable Starting Friday

**All Staff** Due to scheduled maintenance, all FPPS Databases will be unavailable beginning Friday, December 2, until Monday, December 5. If you have any questions, please contact Lynette L. Brown on x3323.

## Glaucoma & Visual Acuity Screening - TODAY

**HQ Staff** Today, from 10:00 A.M. and 2:30 P.M. in Room CC-5117, the Prevention of Blindness Society of Metropolitan Washington will be providing free glaucoma and visual acuity screenings. If you did not sign-up, feel free to stop by to check if there is an appointment available. For questions, contact Rokeisha Haizlip at x2428.

## Burn Bag Pickup TOMORROW

**HQ Staff** Burn bags and boxes will be picked up in the Headquarters and Constitution Center Buildings TOMORROW MORNING, beginning at 10 am. Document disposition containers also will be emptied tomorrow. Please:

- Put only PAPER in the burn bags.
- DO NOT OVERFILL the bags.
- SEAL them with staples or tape.
- Where available, place your nonpublic/PII into the document disposition containers.

Place items in the hallways before 10 am. If you have 10 or more bags and/or need a special pickup, please contact Customer Services, x2266. For more information on burn bags, [see this page](#).

## Tips & Guidance

### Attending Casto Geer?

**All Staff** Hogan Lovells is hosting the annual Casto C. Geer reception, taking place on Thursday, December 1. Hogan Lovells is a registered lobbying organization. Staff subject to the Ethics Pledge must pay Hogan Lovells to attend the event. Staff working on FTC specific party matters involving Hogan Lovells should also pay to attend. Otherwise, staff may personally accept free attendance to the event (it is a widely attended gathering). If you have questions, please contact Regina Duarte ([rduarte@ftc.gov](mailto:rduarte@ftc.gov) or x3547).

### 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections **do not** automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02. To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Document Processing

**All Staff** Do you have questions on service of Subpoenas/CIDs? Do you have questions regarding Part 3 filings or need assistance using the E-Filing System? If so, please contact the Records and Filings Office (RFO) Document Processing Team at [DocumentProcessing@ftc.gov](mailto:DocumentProcessing@ftc.gov) or ext. 2932.

## FTC Daily Clips

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## Training



### Diversity Council e-Train Feature Courses

One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Understanding Workplace Diversity: Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- Managing Diversity: Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

**All Staff**

### e-Train Featured Courses – November 2016

**All Staff** This month, HCMO is offering six online courses from the Leadership Essentials competency from the Aspiring Leader/Team Lead course list of The Leadership Framework. Using the [Individual Development Plan](#) is a great way to document how an employee can reach his or her goals. The Leadership Framework tool is an excellent resource to help employees "Managing Self and Beyond – Your Development". To access these courses, visit the HCMO Training Intranet page and click on the e-Train **Featured Courses – November 2016** link. Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. Questions may be directed to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Leadership Essentials: Building Your Influence as a Leader
- Leadership Essentials: Communicating Vision
- Leadership Essentials: Leading Change
- Leadership Essentials: Leading Innovation



- Leadership Essentials: Leading with Emotional Intelligence
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- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

## Would You Like to Learn More about Online Resources Offered by the Library?

**All Staff** Register today for the Thursday, December 1 [Introduction to Wolters Kluwer IntelliConnect webinar](#) at 2 pm to 3 pm (EST). This webinar offers a fast-paced overview of online resources including Areeda & Hovenkamp's Antitrust Law, CCH Trade Regulation Reporter, and CCH Business Franchise Guide. Litigation treatises such as Wigmore on Evidence, and Almanac of the Federal Judiciary are also included in this session. For more information please contact the library via email at [library@ftc.gov](mailto:library@ftc.gov), x2395, or stop by HQ room 630. Click on the link above to register.

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

News Releases



[FTC and Department of Justice Submit Comment to FERC on Need for Careful Market Power Analysis of Electricity Markets](#)  
Nov 28, 2016

[FTC Staff Provides Public Comment and Testimony in Tennessee Opposing Certificate of Public Advantage Application](#)  
Nov 23, 2016

[FTC's Bureau of Consumer Protection Director Comments on NHTSA's Federal Automated Vehicle Policy](#)  
Nov 22, 2016

[FTC Approves Final Order Requiring Warner Bros. to Disclose Payments to Online Influencers](#)  
Nov 21, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** Public Affairs Specialist – DEU  
**Agency:** Federal Trade Commission  
**Job Announcement Number:** OPA-2017-0003  
**Salary Range:** \$108,887 to 141,555 per year  
**Opened:** Tuesday 11/29/2016  
**Closes:** Monday 12/12/2016  
**Series & Grade:** GS-1035-14  
**Position Information:** Competitive Service - Permanent  
**Promotion Potential:** 14  
**Supervisory Status:** No  
**Duty Locations:** Washington DC  
This vacancy can be seen at:  
<https://www.usajobs.gov/GetJob/ViewDetails/457725500>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

- [Associate Director for Consumer Response and Operations](#)
- [General Attorney \(Trade Regulation\)](#)
- [Federal Trade Investigator – MPP](#)
- [Federal Trade Investigator – MPP](#)
- [Federal Trade Investigator – DEU](#)
- [Human Resources Specialist \(Executive Resources\)](#)
- [General Attorney \(Trade Regulation\)](#)
- [Economist - DEU](#)

## Factoid, Menus & Weather

### Random Factoid

*Bryce Canyon National Park* is a National Park located in southwestern Utah in the United States. The major feature of the park is Bryce Canyon, which despite its name, is not a canyon, but a collection of giant natural amphitheaters along the eastern side of the

Paunsaugunt Plateau.

Bryce Canyon was not formed from erosion initiated from a central stream, meaning it technically is not a canyon. Instead headward erosion has excavated large amphitheater-shaped features in the Cenozoic-aged rocks. This erosion exposed delicate and colorful pinnacles called hoodoos that are up to 200 feet high. *(from Wikipedia)*

## Lunch Specials

### Top of the Trade

Meatloaf with Mashed Potatoes and one side – 7.99  
Arroz con Pollo (Baked Chicken & Rice) with one side – 7.99  
Spanakopita Platter with two sides – 6.99  
Soups: Lentil, Chicken Orzo, White Bean

### Plaza East

Native American Heritage Day:  
Juniper Roasted Chicken, Succotash, Maple Sweet Potatoes, Root Vegetables,  
Frybread & Berry Wojape - 0.45/oz  
Sesame-Soy Cabbage, Sweet Peppers, Red Onion, Sprouts – 0.45/oz  
Bison Cheeseburger, Smoked Gouda, Sweet Onions, Potato Bun – 8.50  
Spinach, Mushroom, Apples, Frisse, Peppers & Honey Vinaigrette - 0.45/oz  
Three Sisters Soup / Chili - 2.75 / 3.25  
Tuna Melt, Tomato, Swiss & Arugula on Multigrain - 6.50

[This Week's Plaza East Specials](#)

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*another excellent tuesday edition!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

**From:** FTCDaily, FTCDaily  
**Sent:** Wednesday, December 07, 2016 10:27 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily - Wednesday, December 7

# FTC Daily



## Top Stories



### Fall Technology Series: Smart TV – TODAY!

**All Staff** The FTC is hosting a half-day workshop on Wednesday, December 7, at 1 PM to explore smart televisions. Consumers enjoy recommendations based on their television viewing habits (“viewers who watched Mr. Robot... may enjoy Fight Club”), but who else knows what you’re watching? The golden age of television has arrived with the golden age of television tracking. In 2016, virtually all television delivery systems – smart TVs, streaming devices, game consoles, apps, and even old-fashioned set top boxes – track consumers’ viewing habits, and sometimes in new and unexpected ways. Television and streaming device manufacturers, software developers, and the advertising industry are collaborating to learn more about what consumers are watching.

These collaborations are allowing advertisers to precisely target consumers and better understand what ads are working. The first panel will explore the roles of hardware manufacturers and software developers in creating tracking technologies, how entertainment preferences may be linked to individuals or to individuals’ device graphs, and how the advertising industry is using this information. The second panel will cover what consumers understand about how their entertainment preferences are being tracked, disclosed, and used, privacy issues these practices raise, and related best practices.

### Leave Bank Open Enrollment... the Countdown Has Begun!

**All Staff** This is the last week to enroll in the Leave Bank Program for the 2017 leave year. The Leave Bank is a pooled fund of donated leave that Leave Bank members may draw upon during a medical emergency. Take this opportunity to become a member by completing the [Application to Join the FTC Leave Bank Program](#) form and submitting it to the Human Capital Management Office (Room H-723). The last day to enroll is December 16. For questions, contact [HRMOworklife-benefits@ftc.gov](mailto:HRMOworklife-benefits@ftc.gov).

### The Time To Act is NOW!! Open Season Closes Monday, December 12

**All Staff** To enroll or change a health benefits enrollment (FEHB) - use Employee Express ([www.employeeexpress.gov](http://www.employeeexpress.gov)) or submit a hard copy Health Benefits Election Form [SF2809](#) to the Human Capital Management Office in room H-723.

To enroll or change an enrollment in a dental and/or vision (FEDVIP) plan - use the BENEFEDS secure enrollment website ([www.BENEFEDS.com](http://www.BENEFEDS.com)) sponsored by the Office of Personnel Management, or you may call 1-877-888-3337, TTY number 877-889-5680 for enrollment assistance.

To enroll in a dependent care or health care flexible savings account (FSAFEDS) - use the FSAFEDS website ([www.fsafeds.com](http://www.fsafeds.com)) or you may contact an FSAFEDS Benefits Counselor at 1-877-372-3337, TTY number: 800-952-0450, Monday through Friday, 9 am to 9 pm (EST) for additional information or enrollment assistance. Remember that you MUST re-elect these accounts every calendar year.

See the [Benefits Open Season Homepage](#) for additional information. You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Come Join the Chorus for the FTC Holiday Party!

**HQ Staff** The FTC Chorus, now numbering close to 20 people, will perform at the FTC Holiday Party on December 20. We'd love to increase our ranks to 25 or even higher. If you would like to join us, we warmly invite you. Some prior singing experience is helpful but not required. Especially if you sing elsewhere, such as your place of worship or one of the DC area's many choirs, please consider sharing your talents with your colleagues. We have scheduled rehearsals as follows:

Tuesday, December 6, 2:00 pm in HQ332  
Wednesday, December 7, 2:00 pm in CC5117  
Tuesday, December 13, 2:00 pm in CC5117  
Thursday, December 15, 2:00 pm in HQ385

Rehearsals will last no more than 30 minutes. Please try to attend at least two of them in the location of your choice. If are interested in joining us, contact Mark Hegedus at [mhegedus@ftc.gov](mailto:mhegedus@ftc.gov) or x2115 to receive a copy of the music and rehearsal recordings. Fa! La! La!

## Online Transit Subsidy Available NOW!

**All Staff** RIGHT NOW, it's time to transition your subsidy benefits to DOT's online system. This mandatory transition eliminates the use of paper (no more Forms 987 or 987a); stores application history on a secure server; streamlines the verification and approval process; and produces way fewer errors. **Current participants** in the transit subsidy program can [go to this page](#) for more information on the program, as well as an [applicant guide](#) and a [short video](#) that you may find helpful for the enrollment process. Because you will be asked for this information in the application, it's a really good idea to find your MISNO at the staff locator, and calculate your daily commuting cost in advance (if taking Metro, [WMATA's trip planner](#) may help). We're asking all current participants to complete their enrollment in the online system by Friday, December 16. It only takes a couple of minutes, so don't delay – do it today!

## The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

## One Hundred Hats – Volunteers Get and Give a Warm, Fuzzy Feeling

**HQ Staff** One Hundred Hats, a project of volunteer crafters throughout the FTC, creates handmade hats, scarves, mittens, blankets and booties for families in need. On

Tuesday, December 6, volunteers donated 123 hats, 46 scarves, 6 blankets and 1 pair of booties to the DC Children's Law Center. In seven years, volunteers have created 1,367 items for donation. For more information – or to view photos of their handiwork – visit the [One Hundred Hats Intranet page](#). Volunteers meet on Tuesdays, from noon to 1 pm in CC-10103. If you would like to join the volunteers or donate yarn or supplies for the project, please come to a meeting or contact [Jennifer Leach](#), x3203 or [Dawne Holz](#), x2933.

## Events

### 2017 Black History Month Planning Committee Meeting

**All Staff** The Planning Committee for Black History Month will hold its first meeting on Thursday, December 8, 2016, at 3:00 pm (EST), in the Constitution Center, Room 5103. Employees are invited to join in as well with the following call-in information: USA Toll-Free: (877) 848-7030; USA Caller Paid/International Toll: (404) 443-2170; and the access code is (b)(6). If you have any questions, please contact Teresa Kelsey at x2198.

### Lots of Choices and One Close By

**HQ Staff** There are lots and lots of farmers markets in this area, and TOMORROW, Thursday, December 8, one will pop up really close by! From 3 pm to 7 pm, stop by the Penn Quarter Farmers Market for some fresh, delicious and good for you foods. The PQFM is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

### Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin

### Corrections\*: 2017 Thrift Savings Plan Contributions

Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 01\*.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/11/2016\*, to make the election effective for pay period 01\*. The change must be entered in Employee Express by Friday, December 9, 2016\*, to become effective on 12/11/2016\*. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOworklife-benefits@ftc.gov](mailto:HRMOworklife-benefits@ftc.gov).

Additional information is available at the Human Capital Management Office's

**All Staff** page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions

may be directed to [HRMOworklife-benefits@ftc.gov](mailto:HRMOworklife-benefits@ftc.gov).

Corrections are marked with (\*).

## Bring the “Office” to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3) 6(f),(b)(4)

NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:

[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## Visit the new OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing realtime feedback. You can search for a service, or browse by service name, OED office or service category. The Catalog replaces the One-stop-shop Policies and Procedures intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

## It’s About That Time

**All Staff** This is the second week of the pay period, so everyone should affirm time sheets TOMORROW, Thursday, December 8. If you’re ready to affirm, [log onto webTA](#). If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

## Burn Bag Pickup TODAY

**HQ Staff** Burn bags and boxes are being picked up in the Headquarters and Constitution Center Buildings THIS MORNING, and document disposition containers will be emptied. For more information on burn bags, [see this page](#).

## CADapult Work Order Deadlines

**All Staff** Need to submit a CADapult work order? Please see the [required submission dates](#).

## Tips & Guidance

### Employee Mobile Device Contact List Available on FTC-issued Smartphones

**All Staff** In light of recent data center outages, OCIO has distributed to all FTC-issued mobile devices (iPhone and Android) a contact list that includes all FTC employees' government mobile phone numbers. The contact list is now available on all mobile devices and will be updated periodically with no impact on the end user. Users should have received a notification on their mobile device's main screen as a pop-up or under the notification panel displaying the following message: "New document "FTC-Users-Mobile-Number" available for download".

Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download
- PDF and Excel versions of the document are available
- Users can download and open the documents as needed

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

### Document Processing

**All Staff** Do you have questions on service of Subpoenas/CIDs? Do you have questions regarding Part 3 filings or need assistance using the E-Filing System? If so, please contact the Records and Filings Office (RFO) Document Processing Team at [DocumentProcessing@ftc.gov](mailto:DocumentProcessing@ftc.gov) or ext. 2932.

### Lots of Feet (Actually Footnotes) for Your Hands

**All Staff** We're in the middle of National Handwashing Awareness Week, so this is a good a time as any to learn about the science of handwashing (yes, a lot of research has been conducted about handwashing). At the CDC's website, you can learn [why you should wash your hands](#), [when to use hand sanitizer](#), and maybe most importantly, [how to wash your hands](#). And if you love footnotes (hey, who doesn't?), there are plenty of references to scientific articles at the CDC's pages.

### Privacy Tip of the Week

**All Staff** Brrrrr... Working remotely this winter? Here are some tips for protecting privacy while you're working away from the office...

- Keep your FTC laptop and anything containing PII or Sensitive PII (electronic or paper) with you at all times.
- Store FTC work on the FTC network in your personal network storage folder or in an appropriate shared folder – NOT on your computer's hard drive.
- To access the FTC network remotely, you must use Secure Access for Employees (SAFE). If you are using a non-FTC laptop to access SAFE, it must be protected with FTC-approved antivirus software. To learn more about SAFE, please visit the [SAFE intranet page](#).



- As always, always do all your FTC work on FTC-approved equipment using FTC-approved accounts. Never use your personal email account for FTC business or to send or receive FTC documents.

For more information about working remotely, please see the [Privacy & Information Security FAQs](#), or contact the Helpdesk ([helpdesk@ftc.gov](mailto:helpdesk@ftc.gov)) or the [Privacy Office](#).

## Training



### MS Windows – Intermediate Training – In-person and WebEx

**All Staff** HCMO is hosting the following desktop classes in January:

- MS Word – Finishing Touches, January 12, 2017, 9:00 a.m. – 12:00 p.m. (EST)
- MS Word – Finishing Touches (WebEx), January 12, 2017, 1:00 p.m. - 4:00 p.m. (EST)

This MS Word course covers Tables of Content/Authority and Working with Footnotes and Endnotes.

The in-person session will be held in Room CC-5109. Dial-in and login information for the WebEx session will be sent upon registration confirmation. The full course description is available on the [HCMO Training webpage](#). To register, please e-mail [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov) and place the course title in the subject line. If you have any questions, please contact Kevin Elliott, x3165 or [kelliott@ftc.gov](mailto:kelliott@ftc.gov)

### Did You Know? – The Leadership Framework Can Help You with Information on Mentoring and Coaching

**All Staff** The Leadership Framework has competency lists for Mentoring, Coaching, and Peer Relationships. To find out more, click on the [Leadership Framework](#) page link and explore one or more of the course lists.

### Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered in November and December.

- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

### Westlaw Webinars in December

**All Staff** Please click on the link to register for Westlaw webinars offered in December.

- Advanced Westlaw Research Training: Wednesday, December 7, 2 pm to 3 pm: [Webinar Registration](#)
- Bluebook a Document Training: Wednesday, December 7, 3 pm to 4 pm: [Webinar Registration](#)

### Upcoming Training

HCMO is offering the following training courses on the dates listed. To register, please email [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). Please include the course title in the subject line of the email. For questions, contact Kevin Elliott at x3165.

#### **Class & Date**

[Health Care Fraud and Abuse](#) December 01 - 31, 2016

[The Impact of Campbell-Ewald, Tyson Foods, and Spokeo on Class Actions](#) December 01 - 31, 2016

[The European Securities Regime pre and post-Brexit](#) December 01 - 31, 2016

[Patent Exhaustion after the Federal Circuit's Decision in Lexmark International, Inc., v. Impression Products, Inc.](#) December 01 - 31, 2016

[Basics of Bankruptcy: Allowance of Claims and Priority Claims](#) December 01 - 31, 2016

[Everything a General Counsel and a General Health Care Practitioner Need to Know about Antitrust in an Era of Enforcement](#) December 01 - 31, 2016

[ZyLAB Legal Review Training - 12-8-16](#) December 08, 2016 [Register](#)

[MS Word - Finishing Touches - January 12 \(9:00 a.m. - 12:00 p.m.\)](#) January 12, 2017 [Register](#)

[MS Word - Finishing Touches \(WebEx\) - January 12 \(1:00 p.m. - 4:00 p.m.\)](#) January 12, 2017 [Register](#)

[ZyLAB Legal Review Training - 1-12-17](#) January 12, 2017 [Register](#)

### **See All HCMO Courses**

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## **News Releases**



[FTC Announces Agenda for Workshop to Examine Changing Consumer Demographics](#)  
Dec 2, 2016

[FTC Issues Annual Report On Ethanol Market Concentration](#)  
Nov 30, 2016

[FTC Staff Comment: Proposal to Expand Access to Telehealth Services Could Benefit Delaware Speech and Hearing Patients](#)  
Nov 30, 2016

[Debt Relief Defendants Agree to Telemarketing and Financial Services Ban and Payment Processors Agree to Payment Processing Ban to Settle FTC Action](#)  
Nov 30, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## **Jobs**



**Job Title:** Supervisory Data Analyst – DEU  
**Agency:** Federal Trade Commission  
**Job Announcement Number:** BCP-DCRO-2017-0003  
**Salary Range:** \$108,887 to 141,555 per year  
**Opened:** Wednesday 12/07/2016  
**Closes:** Tuesday 12/20/2016  
**Series & Grade:** GS-0301-14

**Position Information:** Competitive Service - Permanent

**Promotion Potential:** 14

**Supervisory Status:** Yes

**Duty Locations:** Washington DC

This vacancy can be seen at: <https://www.usajobs.gov/GetJob/ViewDetails/458750100>.

**Job Title:** Supervisory Data Analyst – MPP

**Agency:** Federal Trade Commission

**Job Announcement Number:** BCP-DCRO-2017-0004

**Salary Range:** \$108,887 to 141,555 per year

**Opened:** Wednesday 12/07/2016

**Closes:** Tuesday 12/20/2016

**Series & Grade:** GS-0301-14

**Position Information:** Competitive Service - Permanent

**Promotion Potential:** 14

**Supervisory Status:** Yes

**Duty Locations:** Washington DC

This vacancy can be seen at: <https://www.usajobs.gov/GetJob/ViewDetails/458750200>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

Some more –ologies that you may (or may not) know about:

- Bromatology - the study of food
- Cariology - the study of cells
- Cetology - the study of cetaceans (e.g., whales, dolphins)
- Coleopterology - the study of beetles
- Conchology - the study of shells and of molluscs
- Coniology - the study of dust in the atmosphere and its effects on living organisms
- Cryology - the study of very low temperatures and related phenomena
- Cynology - the study of dogs (not canineology or dogology)
- Cytology - the study of cells (again)
- Cytomorphology - the study of the structure of cells (more cells!)

*(from about.com)*

### Lunch Specials

#### Top of the Trade

Meatloaf with two sides – 7.99

Baked Fish stuffed with crab meat and two sides – 7.99

Chicken Fajitas with two sides – 7.99

Lamb Gyro with French Fries – 6.99

Soups: Split Pea, Chicken Orzo

#### Plaza East

Curry Lamb & Vegetable Rice Bowls with Chef's Accompaniments - 0.45/oz  
Watercress, Mixed Greens, Artichoke Hearts, Italian Dressing - 0.45/oz  
Maryland Style Crab Cake, Sweet Potato Fries, Tartar Sauce - 8.95  
Squash & Tomatoes / Lentil Ragout - 0.45/oz  
White Bean & Spinach / Chicken Orzo - 2.75/3.25  
Roast Beef, Cheddar, Caramelized Onions, Peppers & Horseradish Aioli – 6.50

[This Week's Plaza East Specials](#)

## **FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*halfway there!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

## Mantiply, James

**From:** FTCDaily, FTCDaily  
**Sent:** Wednesday, December 14, 2016 10:32 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Wednesday, December 14

# FTC Daily



## Top Stories

### Upcoming International Fellows Program Brown Bags

#### **All Staff** United Kingdom:

**TODAY** at noon in CC-10102, FTC International Fellow Sarah Shannon, Assistant Director of Economics at the U.K. Competition and Markets Authority, will present on An Introduction to the UK Competition and Markets Authority from her perspective as a lead economist on cases. Sarah is completing a three-month Fellowship in the Bureau of Economics. The call-in number for the regions is (888) 330-1716, the access code is (b)(6) and the conference host is Michael Shore.

#### **El Salvador:**

On Thursday, December 15 at noon in CC-6103, FTC International Fellow Javier Alberto Urrutia Jule, economic consultant in the area of mergers and acquisitions at El Salvador's Superintendencia de Competencia, will present on Antitrust Advocacy and Enforcement in El Salvador. Javier is completing a three-month Fellowship in BC Mergers II Division. The call-in number for the regions is (888) 330-1716, the access code is (b)(6) and the conference host is Michael Shore.

### Leave Bank Open Enrollment... the Countdown Has Begun!

**All Staff** This is the last week to enroll in the Leave Bank Program for the 2017 leave year. The Leave Bank is a pooled fund of donated leave that Leave Bank members may draw upon during a medical emergency. Take this opportunity to become a member by completing the [Application to Join the FTC Leave Bank Program](#) form and submitting it to the Human Capital Management Office (Room H-723). The last day to enroll is December 16. For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Announcing the new SAFE Web Portal – Informational

**All Staff** OCIO has created a new web portal for accessing SAFE. The new web portal will be the location where customers can access SAFE, get tip sheets, alerts and other information related to SAFE. Staff will be able to connect to the FTC Network from their FTC issued workstations and to SAFE VDIs through personal workstations from this one location. The new web portal will be available on December 19, 2016.

For more information, please visit the new SAFE portal at <https://www.ftc.gov/safe>.

Customers will need to change any shortcuts or links they have saved to get to the current SAFE system with this new web portal location.

If you need any further assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

## The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

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## Events



### Last PQFM of the Year TOMORROW!

**HQ Staff** This is your last chance to sample the fresh, locally grown, nutritious foods at the Penn Quarter Farmers Market TOMORROW, Thursday, December 15, sometime between 3 pm and 7 pm. The PQFM is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

## Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin



### Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive a one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

## Visit the new OED Services Catalog!

**All Staff** OED has launched a [new online OED Services Catalog](#). The catalog is intended to serve as a one-stop-shop for information about the services OED provides, including key contacts, the service levels you can expect, and a mechanism to provide us with ongoing realtime feedback. You can search for a service, or browse by service name, OED office or service category. The Catalog replaces the One-stop-shop Policies and Procedures intranet page as a go-to source for OED information, and offices will review Catalog pages regularly to ensure that they remain accurate and up to date. Please contact Valerie Green (x2901) or Monique Fortenberry (x2017) if you have any questions.

## New Administrative Manual Section

**All Staff** Administrative Manual Chapter 3, [Section 350, FTC's new Pathways policy](#) establishes and implements three student hiring programs, collectively referred to as the Pathways Programs. The programs (Pathways Internship Program, Recent Graduates and Presidential Management Fellows) provide an alternative hiring method that is tailored to recruit, hire, develop, and retain a diverse range of students and recent graduates to provide them with meaningful training and developmental opportunities at the FTC. Appointments in this program are made to positions in the excepted service.

Questions regarding this new policy should be directed to Priya Shanker, HR Specialist (Policy) [pshanker@ftc.gov](mailto:pshanker@ftc.gov). Questions regarding the Pathways program should be directed to Stephanie Smith, Director, Human Capital Operations [ssmith4@ftc.gov](mailto:ssmith4@ftc.gov).

## Burn Bag Pickup TODAY

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**All Staff** Need to submit a CADapult work order? Please see the [required submission dates](#).

## Tips & Guidance

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Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download

- PDF and Excel versions of the document are available
- Users can download and open the documents as needed

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

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- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3),6(f),(b)(4)

NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit: [https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## StenTrack (Stenographic Services)

**All Staff** StenTrack is FTC’s web-based system that enables FTC staff to request and track the progress of stenographic/court reporting orders. For more information on how to use StenTrack, the Records and Filings Office (RFO) recommends you watch the short, but informative StenTrack [demo](#). If you have any questions, please contact the Steno Team at [courtreporters@ftc.gov](mailto:courtreporters@ftc.gov) or x2503.

## Privacy Tip of the Week

Recently, there has been an uptick in Facebook friend requests from people impersonating FTC employees. While the FTC uses official social media accounts to engage with the public and to convey information about FTC activities, FTC staff cannot use any social media account (including investigatory or undercover accounts) to directly contact an individual or entity without prior approval from OGC and the Privacy Office. Using social media and web-based tools and applications for FTC-related activities can raise privacy and data security concerns, and can also potentially raise legal, ethical, and public relations issues. When using Facebook or other social media tools, follow these steps to avoid enabling fraudulent activity:

- Verify the senders of any messages or requests you receive.
- Delete any social media accounts registered with your FTC e-mail address, if not authorized.
- If you spot an FTC social media account that you know to be fraudulent, report it to the website, CyberSec and the [Social Media Task Force](#).
- If you receive any e-mail messages from social media websites or anything associated with a social media account that you did not request, send them to [cybersec@ftc.gov](mailto:cybersec@ftc.gov).



For more information on FTC-related (and personal) use of social media, please see the [Social Media FAQs](#).

## Training

### Upcoming Training

**All Staff** HCMO is offering a series of desktop application training during the month of December. To register, please email [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). Please include the course title in the subject line of the email. For questions, contact Kevin Elliott at x3165.

#### Class & Date

[Patent Exhaustion after the Federal Circuit's Decision in Lexmark International, Inc., v. Impression Products, Inc.](#) December 01 - 31, 2016

[The Impact of Campbell-Ewald, Tyson Foods, and Spokeo on Class Actions](#) December 01 - 31, 2016

[The European Securities Regime pre and post-Brexit](#) December 01 - 31, 2016

[Basics of Bankruptcy: Allowance of Claims and Priority Claims](#) December 01 - 31, 2016

[Everything a General Counsel and a General Health Care Practitioner Need to Know about Antitrust in an Era of Enforcement](#) December 01 - 31, 2016

[Health Care Fraud and Abuse](#) December 01 - 31, 2016

[MS Word - Finishing Touches \(WebEx\) - January 12 \(1:00 p.m. - 4:00 p.m.\)](#) January 12, 2017 [Register](#)

[MS Word - Finishing Touches - January 12 \(9:00 a.m. - 12:00 p.m.\)](#) January 12, 2017 [Register](#)

[ZyLAB Legal Review Training - 1-12-17](#) January 12, 2017 [Register](#)

### MS Windows – Intermediate Training – In-person and WebEx

**All Staff** HCMO is hosting the following desktop classes in January:

- MS Word – Finishing Touches, January 12, 2017, 9:00 a.m. – 12:00 p.m. (EST)
- MS Word – Finishing Touches (WebEx), January 12, 2017, 1:00 p.m. - 4:00 p.m. (EST)

This MS Word course covers Tables of Content/Authority and Working with Footnotes and Endnotes.

The in-person session will be held in Room CC-5109. Dial-in and login information for the WebEx session will be sent upon registration confirmation. The full course description is available on the [HCMO Training webpage](#). To register, please e-mail [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov) and place the course title in the subject line. If you have any questions, please contact Kevin Elliott, x3165 or [kelliott@ftc.gov](mailto:kelliott@ftc.gov)

### Did You Know? – The Leadership Framework Can Help You with Information on Mentoring and Coaching

**All Staff** The [Leadership Framework](#) has competency lists for Mentoring, Coaching, and Peer Relationships. To find out more, click on the Leadership Framework page

link and explore one or more of the course lists.

## Upcoming Lexis Classes

All Staff

Just click on the registration link for Lexis webinars offered in December.

- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

## See All HCMO Courses

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[FTC Approves Final Order Settling Charges that Mars Petcare Made False Health Claims for Its Eukanuba Brand Dog Food](#)

Dec 13, 2016

[FTC Rules California Naturel, Inc. Misled Consumers, Violated the FTC Act](#)

Dec 12, 2016

[Marketers of Blood-Pressure App Settle FTC Charges Regarding Accuracy of App Readings](#)

Dec 12, 2016

[FTC Issues FY 2016 National Do Not Call Registry Data Book](#)

Dec 9, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** Accounting Officer – Status & VEOA Candidates

**Agency:** Federal Trade Commission

**Job Announcement Number:** OED-FIN-2017-0001

**Salary Range:** \$128,082 to \$160,300/ Per Year

**Opened:** Tuesday, 12/13/2016

**Closes:** Wednesday, 12/28/2016

**Series & Grade:** GS-0510-15

**Position Information:** Competitive Service – Permanent

**Promotion Potential:** 15

**Supervisory Status:** Yes

**Duty Locations:** Washington, DC

You may view and apply to this announcement at

<https://www.usajobs.gov/GetJob/ViewDetails/459480600/>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather



## Random Factoid

It was on this day in 1911 that Roald Amundsen's team became the first to reach the South Pole. The South Pole, also known as the Geographic South Pole or Terrestrial South Pole, is one of the two points where the Earth's axis of rotation intersects its surface. It is the southernmost point on the surface of the Earth.

Amundsen still has a tent way down below. The tent was placed by his expedition upon their arrival. It is currently buried beneath the snow and ice in the vicinity of the Pole. It has been designated a Historic Site or Monument (HSM 80), following a proposal by Norway to the Antarctic Treaty Consultative Meeting. The precise location of the tent is unknown, but based on calculations of the rate of movement of the ice and the accumulation of snow, it is believed, as of 2010, to lie between 1.8 and 2.5 km (1.1 and 1.6 miles) from the Pole at a depth of 17 m (56 ft) below the present surface. *(from Wikipedia)*

## Lunch Specials

### Top of the Trade

General Tso's Chicken over rice with one side – 7.99  
Shrimp Fried Rice with one side – 7.99  
Meatball Sub with cheese – 5.50  
Lamb Gyro with French Fries – 6.99  
Soups: Lentil, Chicken & Rice

### Plaza East

Jambalaya, Chorizo or Chicken, Dirty Rice & Spicy Sauce - 0.45/oz  
Kale Salad, Crispy Red Onions, Sweet Peppers, Agave Lime Vinaigrette - 0.45/oz  
Chicken Cheesesteak, Arugula, Cherry Tomato, Red Onion, Fries - 7.95  
Roasted Vegetables, Frisee, Peppers, Bacon Dressing - 0.45/oz  
Toasted Garlic Green Beans / Roasted Plum Tomatoes - 0.45/oz  
Vegetable Chili / Smoked Pepper Chowder - 2.75 / 3.25  
Basil Chicken, Red Onions, Fresh Mozzarella, Tomato Pesto - 6.50  
Roasted Beef Striploin & Glazed Ham, Fingerlings, Delicata Squash - 8.95 / 6.95

[This Week's Plaza East Specials](#)

## FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*halfway there!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

**Mantiply, James**

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**From:** FTCDaily, FTCDaily  
**Sent:** Wednesday, December 21, 2016 10:44 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Wednesday, December 21

# FTC Daily



## Top Stories



### Special webTA Notices

**All Staff** **Changes to AWS, Leave Bank, Leave Share:** Some changes have been made to the webTA system. Previously, when coding Leave Share or Leave Bank hours, an Error was posted which required HCMO intervention in order to validate the time card. Also, when changing an Alternative Work Schedule (AWS) Day Off from one week to another, an Error was presented that required HCMO intervention in order to validate the time card. Both Errors have now been converted to Warnings, which permits the time card to be validated and affirmed without HCMO intervention. Happy Holidays from HCMO!

**Submit Time Cards Today:** Because Monday is a holiday, there is one less day to process this pay period's time sheets; therefore, everyone should code, validate/affirm, and certify their time sheets by close of business TODAY. If you are ready to take action, [log onto webTA](#). If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

### Feedback Needed: OED Customer Satisfaction Survey

**All Staff** OED is seeking feedback about its services via the [OED customer satisfaction survey](#). Your response is important to OED's efforts to improve the services it provides. The survey asks about your experience with each of the five OED organizations — human capital management, information technology, financial management, records and filings, and administrative services — as well as your overall experience with OED. The final day to complete the survey is Friday, December 30.

### Employee Resource Group Brown Bag Luncheon

**All Staff** Would you like to meet other FTC employees and discuss issues affecting women in the Federal workplace? There will be a brownbag luncheon at noon (EST), on Wednesday, January 18, in the Constitution Center Building, Rooms 5116/5117, to discuss the possibility of forming an employee resource group. FTC employees are invited to send, via email, additional potential discussion topics to Katherine Koza at [kkoza@ftc.gov](mailto:kkoza@ftc.gov), or Kevin Williams at [kwilliams1@ftc.gov](mailto:kwilliams1@ftc.gov). Employees in the Regional Offices will be able to attend via video conference.

## Events



### Calling All Project Managers and Those Interested in

## Managing Projects

**All Staff** OED has formed an employee-directed Project Management Community of Practice (PM COP) and would like to invite you to join! Co-chaired by Bill Merkle (OCIO) and Valerie Green (FMO), the PM COP will seek to aid the development of project management skills across the agency and ultimately enhance the capacity of employees to complete projects successfully. It will establish best practices and templates for use across the agency. Bring your challenges, objectives, and questions to the table, and get to know your fellow project managers at the FTC. If you are interested in joining the PM COP, please email or call Christiana Chen ([cchen1@ftc.gov](mailto:cchen1@ftc.gov); x2355) by December 30, and she will add you to the list for the kickoff meeting.

## Admin

### No Services at Constitution Center on Sunday or Monday

**HQ Staff** Please be advised that the Constitution Center property management office will be closed on Sunday, December 25, and Monday, December 26. Standard services including air conditioning and cleaning will not be provided. Should you have any special requirements if coming to work at Constitution Center on Sunday or Monday, please submit all requests to Customer Services (x2266) by noon on Friday, December 23. Please also be advised that the parking garage will be closed and the building will be secured. Tenants requiring access to their suite or tenants with monthly parking passes will need to utilize their access control card.

### OCIO Holiday Support Hours

**All Staff** Happy Holidays! OCIO Helpdesk holiday and weekend support hours will be from 8 am to 5 pm on Saturdays and Sundays, on Monday, December 26, and on Monday, January 2. Please email [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), or call x3500 or (877) 411-4382, if you need assistance.

### Delayed Direct Deposit for Pay Period 01 of 2017

**All Staff** This is to inform you that the direct deposit for Pay Period 01 of 2017 will be delayed until Monday, January 2, or Tuesday, January 3, depending on when your financial institution posts the funds. This is because the Pay Period 01 direct deposit date falls on December 30, 2016, which is still in tax year 2016. IRS regulations prohibit making 2017 funds available in tax year 2016. The deposit will occur no later than Tuesday, January 3. FTC's official pay date for Pay Period 01 is Tuesday, January 3, so the delay will not cause you to receive your funds late; they will arrive on the official pay date. This notice is being posted in advance so you may take the necessary steps to prepare for your deposit to arrive one or two days later than normal. If you have any questions, please email [webta@ftc.gov](mailto:webta@ftc.gov).

### Telework Coding in webTA

**All Staff** Information about telework is reported to the Office of Personnel Management and the Congress. Bureau/Office leaders make decisions about telework, staffing and space based on telework information in our time and attendance systems, so we must have accurate information. If you have teleworked in the current pay period, please be sure to code your timecard to reflect your telework hours. For instructions on coding intermittent telework hours, click here: [Populating Intermittent Telework In webTA](#). If you have a recurring (weekly) telework day, please contact your timekeeper to update your Default Timesheet in webTA to include recurring day(s). Questions regarding telework coding may be directed to Lynette Brown, x3323.

### Burn Bag Pickup TODAY

**HQ Staff** Burn bags and boxes are being picked up in the Headquarters and Constitution Center Buildings THIS MORNING, and document disposition containers will be emptied. For more information on burn bags, [see this page](#).

## CADapult Work Order Deadlines

**All Staff** Need to submit a CADapult work order? Please see the [required submission dates](#).

## Tips & Guidance

### Did You Know? The Leadership Framework Can Help You with Information on Mentoring and Coaching

**All Staff** The Leadership Framework has competency lists for Mentoring, Coaching, and Peer Relationships. To find out more, click on the [Leadership Framework](#) page link and explore one or more of the course lists.

### The FTC Ethics Team Presents: The 2017 Ethics Calendar

**All Staff** The Ethics Team received so many cute submissions for the FTC Ethicist's K-9 Korner that we decided to create a whole calendar full of pups with ethics tips! Click [here](#) to see a sneak preview. Email Alice Bartek-Santiago at [abarteksantiago@ftc.gov](mailto:abarteksantiago@ftc.gov) to get your own hardcopy calendar. As always, when in doubt, give the FTC Ethics Team a shout. Thank you for viewing The 2017 Ethics Calendar!

### Privacy Tip of the Week

**All Staff** *Brrrrr.* Working remotely over the holidays? Here are some tips for protecting privacy while you're away from the office.

- Keep your FTC laptop and anything containing PII or Sensitive PII (electronic or paper) with you at all times.
- Store FTC files on the FTC network in your personal network storage folder or in an appropriate shared folder – NOT on your computer's hard drive.
- To access the FTC network remotely, use the new Secure Access for Employees (SAFE) web portal. If you are using a non-FTC laptop to access SAFE, it must be protected with FTC-approved antivirus software. For more information, please visit the new SAFE portal at <https://www.ftc.gov/safe>.
- As always, work on FTC-approved equipment using FTC-approved accounts. Never use your personal email account for FTC business or to send or receive FTC documents.

For more information about working remotely, please see the [Privacy & Information Security FAQs](#), or contact the Helpdesk ([helpdesk@ftc.gov](mailto:helpdesk@ftc.gov)) or the [Privacy Office](#).

### Public Comments

**All Staff** Are you working on a proceeding that will solicit public comments? The Records and Filings Office (RFO) will gladly assist you in making the process of collecting public comments smooth and easy. If you have any questions regarding public comments, please contact the Public Comment Processing Team at [PublicCommentProcessing@ftc.gov](mailto:PublicCommentProcessing@ftc.gov) or x3586. Please also check out RFO's intranet site for more information on [public comments](#).

## Bring the “Office” to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3);6(f),(b)(4)

**NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.**

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:

[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## Training



### MS Word – Intermediate Training – In-person and WebEx

**All Staff** HCMO is hosting the following desktop classes in January:

- MS Word – Finishing Touches, Thursday, January 12, 9 am to noon (EST)
- MS Word – Finishing Touches (WebEx), Thursday, January 12, 2017, 1 pm to 4 pm (EST)

This MS Word course covers Tables of Content/Authority and Working with Footnotes and Endnotes.

The in-person session will be held in Room CC-5109. Dial-in and login information for the WebEx session will be sent upon registration confirmation. The full course description is available on the [HCMO Training webpage](#). To register, please email [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov) and place the course title in the subject line. If you have any questions, please contact Kevin Elliott, x3165 or [kelliott@ftc.gov](mailto:kelliott@ftc.gov).

### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY 2017 is to have quarterly Diversity and Inclusion online training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses, log onto [e-Train](#). Courses on [e-Train](#) are available on any computer

with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTTraining@ftc.gov](mailto:HRMOTTraining@ftc.gov).

- **Understanding Workplace Diversity:** Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- **Managing Diversity:** Leveraging diversity is a key for all organizations. This challenge examines how diversity elements relate to business strategy.

## See All HCMO Courses

- [Patent Exhaustion after the Federal Circuit's Decision in Lexmark International, Inc., v. Impression Products, Inc.](#); December 01 - 31, 2016
- [The Impact of Campbell-Ewald, Tyson Foods, and Spokeo on Class Actions](#); December 01 - 31, 2016
- [The European Securities Regime pre and post-Brexit](#); December 01 - 31, 2016
- [Basics of Bankruptcy: Allowance of Claims and Priority Claims](#); December 01 - 31, 2016
- [Everything a General Counsel and a General Health Care Practitioner Need to Know about Antitrust in an Era of Enforcement](#); December 01 - 31, 2016
- [Health Care Fraud and Abuse](#); December 01 - 31, 2016
- [MS Word - Finishing Touches \(WebEx\) - January 12 \(1:00 p.m. - 4:00 p.m.\)](#); January 12, 2017; [Register](#)
- [MS Word - Finishing Touches - January 12 \(9:00 a.m. - 12:00 p.m.\)](#); January 12, 2017; [Register](#)
- [ZyLAB Legal Review Training - 1-12-17](#); January 12, 2017; [Register](#)

For information on training and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

## News Releases

[Statement of FTC Chairwoman Edith Ramirez Regarding The Volkswagen 3.0 Liter Emissions Litigation](#)

Dec 20, 2016

[Digital Advertising Company Settles FTC Charges It Deceptively Tracked Consumers Both Online and Through Their Mobile Devices](#)

Dec 20, 2016

[FTC Approves American Air Liquide Holdings, Inc.'s Application to Divest Assets to Reliant Holdings, Ltd.](#)

Dec 20, 2016

[CarMax and Two Other Dealers Settle FTC Charges That They Touted Inspections While Failing to Disclose Some of the Cars Were Subject to Unrepaired Safety Recalls](#)

Dec 16, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title: Supervisory Financial Program Specialist – FTC Employees Only**

**Job Announcement Number: OED-FIN-2017-0002**



**Salary Range:** \$128,082 to \$160,300 / Per Year  
**Opened:** December 20, 2016  
**Closes:** January 5, 2017  
**Series & Grade:** GS-0510-15  
**Position Information:** Competitive Service – Permanent  
**Promotion Potential:** 15  
**Supervisory Status:** Yes  
**Duty Location:** Washington, DC  
**Announcement Link:** <https://www.usajobs.gov/GetJob/PrintPreview/460309700>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather ? + +

### Random Factoid

In typography, you can have a font family, but you can also have a font superfamily or typeface superfamily. Such a superfamily is a font family containing fonts that fall into multiple classifications.

The norm in a superfamily is to start from an identical character shape, and then class-specific features such as serifs are added. The result is a set of fonts that, while belonging to different classes such as sans and serif, have a similar appearance. Generally the sans-serif member of a superfamily will be a humanist design to complement the serif.

Other superfamilies may include fonts grouped together for a common purpose that are not exactly complementary in letterform structure. For example, the Thesis Superfamily contains TheSans, TheSerif, TheMix and TheAntiqua. (from Wikipedia)

### Lunch Specials

#### *Top of the Trade*

Lasagna with a salad - \$7.99  
Fried fish sandwich with coleslaw OR French fries - \$6.99  
Rustic spanakopita with one side - \$6.99  
Shish kabob chicken salad - \$6.99  
Gyro with fries - \$6.99  
Soups: Chicken & rice; lentil

#### *Plaza East*

Chinese Beef & Vegetable Stir Fry, Lo Mein Noodles – 0.45/oz  
Plum Tomatoes, Frisee, Grilled Onion, Local Goat Cheese, Tarragon – 0.45/oz  
Fried Chicken Sandwich, Honey Sriracha Mayo, Green Bean Fries - \$7.95  
Steamed Broccoli / Delicata Squash – 0.45/oz  
Pork Chili / Vegetable Tortilla - \$2.75/\$3.25  
Grilled Three Cheese, Candied Rosemary Bacon & Tomato - \$6.50

[This Week's Plaza East Specials](#)

### FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

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## FTC Daily

 Search

### ANNOUNCEMENTS

**Ethics Training: Welcome to Fwitter!** Are you a GS-13 or below who wants to brush up on federal ethics knowledge? Now you can! The Ethics team is pleased to announce that *Fwitter* – the FTC’s first online ethics training program for employees at GS-13 and below - is available on the Intranet. *Fwitter* is a whimsical alternative to Twitter (aka fake Twitter). It provides an optional refresher course on federal ethics principles for staff who may not have received formal federal ethics training since they first arrived at the agency. Use your login ID to access *Fwitter*. Although the training is geared towards a certain level of employee, GS-14’s and above are also encouraged to test their knowledge and see if they can *tweet* like a pro!

**Granting Excused Absence for Voting** Supervisors and Managers may grant a limited amount of excused absence in areas where the polls are not open at least three hours either before or after an employee’s regular work hours. For example, if an employee is scheduled to work from 8 am to 4:30 pm and the employee’s polling place is open from 7 am to 7 pm, the employee may be granted one half-hour of excused absence from 4 pm to 4:30 pm, if requested. Also, if an employee’s voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, Supervisors may grant excused absence not to exceed one day to travel to the polling place. An employee is required to request annual leave or leave without pay if any additional time is needed to make that trip. An increasing number of jurisdictions offer a period prior to the day of the election during which voters may cast ballots early. Some employees may find it necessary to vote during this early period because of work requirements on the day of the election. Others, such as those on Alternative Work Schedules, may find it convenient to vote during these early voting periods. Typically, polling places throughout the United States are open for extended periods, and an increasing number of jurisdictions are offering early voting options. Therefore, excused absence should rarely be needed but we are making you aware of these options in the event that any of these issues arise. Employees on Alternative Work Schedules whose regular day off is scheduled for the day polls are open are not permitted to change their regular day off solely for the purpose of gaining excused absence for voting. Please be sure to check your local polling areas for more information. If you have questions, please contact Paula Chandler in HCMO.

**Attorney Advisor (Consumer Protection) Opening in the Office of Chairwoman Ramirez** Chairwoman Ramirez seeks an attorney advisor with consumer protection expertise for a detail to her office. If you are interested in applying for the position, please email your resume and a writing sample to Leemu Kufuor, [lkufuor@ftc.gov](mailto:lkufuor@ftc.gov), by no later than close of business on Wednesday, November 9.

**The New Season of the BC Mentor Program is Here!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don’t miss out! Program information and applications are now available on the [BC Mentor Program](#) webpage or contact [Andrea Zach](#) at x2184.

**The FTC Ethicist – Volume 2, Issue 4** Spooked by Federal Ethics? Don’t be! Read [The FTC Ethicist – Volume 2, Issue 4](#) for helpful guidance regarding outside employment activities. As a bonus, this quarter’s newsletter showcases an adorable dog in the *Ethics K-9 Korner*. See the newsletter for instructions on how to enter your own fur baby! We encourage you to let us know what other information you would find helpful. As a reminder, when in doubt, give the FTC Ethics Team a shout. Thank you for reading *The FTC Ethicist!*

**Ninth Annual FTC Microeconomics Conference** The FTC Bureau of Economics will host the Ninth Annual FTC Microeconomics Conference November 3 and 4 in the Constitution Center Plaza-Level Conference Center. The conference will feature panel discussions on the relationship between competition and innovation and the role of economics at the FTC. In addition, there will be research paper sessions focusing on market structure, informational asymmetries, and competitive dynamics. The agenda and other conference information are available at [www.ftc.gov/microeconomics](http://www.ftc.gov/microeconomics). Email [BE-Micro@ftc.gov](mailto:BE-Micro@ftc.gov) to register. For questions, please contact Laura Kmitch at x3133.

**Freshness Is All Around...and Right Around the Corner** Want some fresh fruits and vegetables? Maybe some breads or meats from local farms? You can get all this and more at the Penn Quarter Farmers Market, TOMORROW, Thursday, November 3, from 3 pm to 7 pm. The PQFM is located near the Navy Memorial (on 8th Street between D and E Streets), but if that’s not close enough, there are lots of other farmers markets out there. Look for one in your neighborhood, or see <http://www.freshfarmmarkets.org/> for a listing of times and locations of the Fresh Farm Markets.

### Submitting Items

Wednesday,  
November 02, 2016

Select a date to view archives

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**SAFE Improvements – Coming in November 2016** As part of our commitment to provide you with better and more efficient IT services, we are pleased to inform you that we are upgrading SAFE. Our new system will help us to offer more features and functionality in your telework experience. Starting in November, a new SAFE website will be your external remote access point. This website will provide a link to the SAFE login screen, alerts, tip sheets and contact information. All previous SAFE web portal URLs used to access SAFE systems in the past will automatically redirect to the new SAFE website. OCIO is dedicated to improving SAFE remote access for teleworking and remote staff. Stay tuned for more SAFE enhancements in the future. **Note to Mac Users:**

Connecting personal Macintosh (Mac) computers to the new SAFE web portal will require an update to the El Capitan operating system or newer. Please find the links below to determine whether your older Macintosh computer can support El Capitan and how to download the free version of the El Capitan operating system or newer for installation. **Apple Mac Requirements Support for El Capitan:**[https://support.apple.com/kb/SP728?locale=en\\_US](https://support.apple.com/kb/SP728?locale=en_US) **El Capitan OS Update Features and Information:** <http://www.apple.com/pr/library/2015/09/29OS-X-El-Capitan-Available-as-a-Free-Update-Tomorrow.html>

**Instructions to Upgrade to OS X El Capitan:** <https://support.apple.com/en-us/HT206886>

- Mac OS v10.6.8 or later
- 8.8GB of available storage on hard drive
- Apple ID and compatible internet service provider

**ZyLAB Unavailable November 10th - 14th for System Upgrades** ZyLAB system engineers are conducting a system upgrade. The ZyLAB Legal Review will be unavailable from Thursday, November 10<sup>th</sup> at 5:00pm ET through the weekend. Service will return on Mon-day, November 14<sup>th</sup> at 8am ET. Please look for the "What's New" Brown Bag sessions the week of November 14<sup>th</sup> for more information. If you have any concerns or need additional information, please direct your questions to [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov), x3500 or 1-877-411-4382.

**CC Window Cleaning** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant beginning on Monday, November 7, starting with the tenth floor. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**Please, No Additional Furnishings in the CC Restrooms** The property manager discovered a number of pieces of furniture (stools, small tables, chairs) placed in various restrooms in the SW Quadrant. The property manager advised that these items may constitute a tripping hazard and may also impede restroom traffic. Please remove the furniture and refrain from adding furniture to the restrooms.

**Sound Attenuation Concludes TONIGHT on the Seventh Floor at CC** The sound attenuation project for CC's seventh floor concludes TONIGHT. Contractors will work after hours from 7:30 pm to 5:30 pm to avoid any disruption. [Per the schedule](#), rooms will be completed within one evening. Individuals will be asked to remove personal and/or secure items from their desks the day prior to their scheduled night. Employees should also secure any PII prior to work commencing. Desks will be covered with plastic to minimize debris while the contractors install new ceiling tiles, door sweeps, and caulk empty spaces. After inspection of the completed project, we will advise if additional punchlist work is required.

**Burn Bag Pickup TODAY** Burn bags and boxes are being picked up in the Headquarters and Constitution Center Buildings THIS MORNING, and document disposition containers will be emptied. For more information on burn bags, [see this page](#).

**CADapult Work Order Deadlines** Need to submit a CADapult work order? Please see the [required submission dates](#).

**With Great Power Comes Great Responsibility** The FTC collects and handles information that could be used to commit identity theft if it fell into the wrong hands. Preventing data breaches is about preventing harm to individuals: • Limit access to Sensitive Personally Identifiable Information (SPII) to those who need it. • If you don't need SPII for a particular project, don't collect it. • Omit, summarize, or redact SPII whenever possible. • Encrypt electronic SPII that leaves the FTC. • Comply with FTC procedures for transmitting materials containing SPII, including obtaining permission from your supervisor and logging the transmission, whether in hard copy or electronic format. See the [Privacy and Security FAQs](#).

If something goes wrong, report it immediately to your supervisor and the Help Desk (x3500). Don't forget to visit our [Data Breach Awareness Week page!](#)

**Public Comments** Are you working on a proceeding that will solicit public comments? The Records and Filings Office (RFO) will gladly assist you in making the process of collecting public comments smooth and easy. If you have any questions regarding public comments, please contact the Public Comment Processing Team at [PublicCommentProcessing@ftc.gov](mailto:PublicCommentProcessing@ftc.gov) or ext. 3586. Please also check out RFO's intranet site for more information on [public comments](#).

**All FTC-issued Smartphones Need to be Upgraded to the Latest Operating System (OS)** Keeping your smartphone device updated will improve OCIO's ability to roll out user requested mobile apps and features to enhance your Smartphone experience. The older operating systems have many security vulnerabilities that are mitigated by the latest versions. It is important that all Smartphones be updated to the latest Operating System (OS) by October 31, 2016. Beginning, November 1, OCIO will begin terminating mobile services for [email, calendar and contacts](#), if customers have an OS lower than Apple IOS 9 or Galaxy 6. See the [In the Know with OCIO](#) website for upgrade instructions and additional information.

**OPM Telework and Performance Management Webinar for Federal Managers** This is the second part of a two part webinar on telework and performance management and will provide Federal managers with the necessary tools to manage employees in a virtual environment. The discussion will demonstrate how effective performance management can lead to organizational success in a virtual environment. Part Two is on November 3, from 2:00 p.m. – 3:30 p.m. (EDT). **No registration required.** Click on the link to join the live webinar: <http://web.2.c3.audiovideoweb.com/ca25web260027c3flslive1573.html>

**Link for live captioning:** <https://recapd.com/w-87472e>

**Did You Know? – The Leadership Framework Can Help with Your Work Relationships**

The Leadership Framework has competency lists for Interpersonal Skills, Oral and Written Communications, Influencing and Negotiating, Feedback, and Conflict Management. To find out more, click on the [Leadership Framework](#) page link and explore one or more of the course lists.

**Westlaw Training** • Introduction to Westlaw Training; Thursday, November 17, 2 pm to 3 pm: [Webinar Registration](#) • Searching News on Westlaw training; Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#)

**Random Factoid** On computer keyboards, the *Esc key* (named *Escape key* in the international standard series ISO/IEC 9995) is a key used to generate the Escape character. The escape character, when sent from the keyboard to a computer, often is interpreted by software as "stop", and when sent from the computer to an external device (including many printers since the 1980s, computer terminals and Linux consoles, for example) marks the beginning of an escape sequence to specify operating modes or characteristics generally. It is now generally placed at the top left corner of the keyboard, a convention dating at least to the original IBM PC keyboard, though the key itself originated decades earlier with teletypewriters. The Escape key's creation is credited to Bob Bemer, a computer programmer who worked for IBM. He created the Escape key in 1960 to allow programmers working with diverse machines to switch from one type of code to another. The name of the equivalent key on some early Teletype Model 33 keyboards was labeled Alt Mode...the alternative mode of operation causing the escapement to treat the following one character in a special way. Much later printers and Computer terminals that would use Escape sequences often would take more than one following byte as part of a special sequence. On machines running Microsoft Windows, prior to the implementation of the Windows key on keyboards, the typical practice for invoking the "start" button was to hold down the Control key and press escape. This key combination still works as of Windows 10. (And yes, we tried it, and yes, it still works.) *(from Wikipedia)*

#### VACANCY ANNOUNCEMENTS

- [Program Support Assistant- MPP](#)
- [Economist - DEU](#)

#### LUNCH SPECIALS

**Plaza East** BBQ Brisket & Chicken, Beans, Harissa Grilled Carrots - 0.45/oz Kale Salad with Crispy Red Onions, Sweet Peppers, Agave Lime Vinaigrette - 0.45/oz Cinnamon Roasted Striploin, Pancetta Peach BBQ, Dauphinoise Potatoes - 9.95 Roasted Root Vegetables, Frisee, Roasted Peppers, Bacon Dressing - 2.75 / 3.25 Roasted Garlic Green Beans / Blistered Tomatoes - 0.45/oz Vegetable Chili / Smoked Pepper Chowder - 2.75 / 3.25 Basil Chicken, Red Onions, Fresh Mozzarella, Tomato Pesto on Semolina - 6.50 [This Week's Plaza East Specials](#)

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

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## FTC Daily

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### ANNOUNCEMENTS

**Attorney Advisor (Consumer Protection) Opening in the Office of Chairwoman Ramirez** Chairwoman Ramirez seeks an attorney advisor with consumer protection expertise for a detail to her office. If you are interested in applying for the position, please email your resume and a writing sample to Leemu Kufuor, [lkufuor@ftc.gov](mailto:lkufuor@ftc.gov), by no later than close of business on Wednesday, November 9.

**The New Season of the BC Mentor Program Is Here!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out! Program information and applications are now available on the [BC Mentor Program](#) webpage or contact [Andrea Zach](#) at x2184.

**Ethics Training: Welcome to Fwitter!** Are you a GS-13 or below who wants to brush up on federal ethics knowledge? Now you can! The Ethics team is pleased to announce that Fwitter – the FTC's first online ethics training program for employees at GS-13 and below - is available on the Intranet. Fwitter is a whimsical alternative to Twitter (aka fake Twitter). It provides an optional refresher course on federal ethics principles for staff who may not have received formal federal ethics training since they first arrived at the agency. Use your login ID to access Fwitter. Although the training is geared towards a certain level of employee, GS-14s and above are also encouraged to test their knowledge and see if they can tweet like a pro!

**U.S. v. Electrolux: Lessons from the Investigation and Trial - TODAY** Attorneys from the Department of Justice Antitrust Division will give a training presentation on their experiences in last year's trial challenging the GE/Electrolux merger. Wednesday, Nov. 9, 1:00-2:30 PM (CC 5116/5117 - 5th Floor Constitution Center)

**Brown Bag on Virtual Competition** The Internet and modern technology have changed the way we shop. Virtual competition, big data, and big analytics are also changing the way that markets operate. In their new book, *Virtual Competition: The Promise and Perils of the Algorithm-Driven Economy*, Professors Ariel Ezrachi and Maurice Stucke argue that virtual competition may lead to new forms of anticompetitive practices – from algorithm driven collusion to advanced behavioural discrimination. Join Professors Ezrachi & Stucke for a brown bag discussion of these issues and the enforcement challenges they present. Tuesday, November 15, from 1pm to 2pm (HQ-332).

### ZyLAB Legal Review Brown Bag Series: What's new in ZyLAB v3.9

We are upgrading ZyLAB to v3.9 this weekend. Join us for an overview of some new features including the ability to export document lists. Join any session in person in CC-5111 or via WebEx. We will be repeating the "What's new in ZyLAB v3.9" session four times, so pick the day that works best for you. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. *All sessions will be from 12 noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code: (b)(6) #.* Monday, November 14, 2016. [Click to join WebEx meeting](#) Tuesday, November 15, 2016. [Click to join WebEx meeting](#) Wednesday, November 16, 2016. [Click to join WebEx meeting](#) Friday, November 18, 2016. [Click to join WebEx meeting](#)

**Constitution Center Will Be Closed from Thursday, November 10, at 5 pm until around 3 pm on Sunday, November 13. On Thursday, November 10, by 5 pm Staff Should Turn Off Computers and Leave the Building** Constitution Center will be closed to all employees during this timeframe. The property manager will be conducting an electrical power outage, which will require shutting off the power in all quadrants of CC. During the outage, the data center will still be operational; therefore, employees will still be able to work in the Headquarters Building. BCP's Mobile Internet Lab and LSS, however, will be unavailable during the outage. Employees will also be able to access SAFE during the outage. Because refrigerators throughout the building will have no power, employees should remove any perishables before leaving for the November 10 weekend. The following will also be unavailable for the duration of the outage: water, restrooms, lights, HVAC, access to all floors, elevators, loading dock and garage (please ensure that any vehicles are out of the garage on Thursday by 6 pm).

Before you leave the office for the weekend, please shut down your computer. The Constitution Center network is scheduled to be back up mid-morning on Sunday, November 13.

**CC Window Cleaning** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the ninth floor TONIGHT and TOMORROW NIGHT. Work will commence floor to floor, finishing on the fifth floor on

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Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**Lots of Choices and One Close By** There are lots and lots of farmers markets in this area, and TOMORROW, Thursday, November 10, one will pop up really close by! From 3 pm to 7 pm, stop by the Penn Quarter Farmers Market for some fresh, delicious and good for you foods. The PQFM is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

**HQ Garage Inbound/Outbound Ramps – Track Drains Cleaning** Contractors will be cleaning the track drains at HQ Garage Inbound/Outbound Ramps from 8 am to 12 pm on Saturday, 12 November. Please use caution when entering and exiting the garage during this time.

**SAFE Improvements – Coming in November 2016** As part of our commitment to provide you with better and more efficient IT services, we are pleased to inform you that we are upgrading SAFE. Our new system will help us to offer more features and functionality in your telework experience. Starting in November, a new SAFE website will be your external remote access point. This website will provide a link to the SAFE login screen, alerts, tip sheets and contact information. All previous SAFE web portal URLs used to access SAFE systems in the past will automatically redirect to the new SAFE website...OCIO is dedicated to improving SAFE remote access for teleworking and remote staff. Stay tuned for more SAFE enhancements in the future. Note to Mac Users:

Connecting personal Macintosh (Mac) computers to the new SAFE web portal will require an update to the El Capitan operating system or newer. Please find the links below to determine whether your older Macintosh computer can support El Capitan and how to download the free version of the El Capitan operating system or newer for installation. Apple Mac Requirements Support for El Capitan: [https://support.apple.com/kb/SP728?locale=en\\_US](https://support.apple.com/kb/SP728?locale=en_US) El Capitan OS Update Features and Information: <http://www.apple.com/pr/library/2015/09/29OS-X-El-Capitan-Available-as-a-Free-Update-Tomorrow.html> Instructions to Upgrade to OS X El Capitan: <https://support.apple.com/en-us/HT206886>

- Mac OS v10.6.8 or later
- 8.8GB of available storage on hard drive
- Apple ID and compatible internet service provider

**New FTC Merchandise** Just in time for the holidays, or the next office baby shower, the FTC Child Care Center has added infant onesies and stuffed panda bears to [its merchandise store](#). All sales raise funds to benefit the FTC Child Care Center.

**It's About That Time** This is the second week of the pay period, so everyone should affirm time sheets TOMORROW, Thursday, November 10. If you're ready to affirm, [log onto webTA](#). If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

**Burn Bag Pickup TODAY** Burn bags and boxes are being picked up in the Headquarters and Constitution Center Buildings THIS MORNING, and document disposition containers will be emptied. For more information on burn bags, [see this page](#).

**CADapult Work Order Deadlines** Need to submit a CADapult work order? Please see the [required submission dates](#).

**StenTrack (Stenographic Services)** StenTrack is FTC's web-based system that enables FTC staff to request and track the progress of stenographic/court reporting orders. For more information on how to use StenTrack, the Records and Filings Office (RFO) recommends you watch the short, but informative StenTrack [demo](#). If you have any questions, please contact the Steno Team at [courtreporters@ftc.gov](mailto:courtreporters@ftc.gov) or x2503.

**New webTA Password Reset Function Available** The new webTA password reset function is now available. This new password is unique and it will not function with any Oracle databases. Staff should no longer contact the FTC Helpdesk to change their passwords. A 'Password Assistance' link is now available on the webTA main page. All staff must reset their current password in order to access webTA. To do so, click the 'Password Assistance' link on the [webTA main page](#). Your webTA login ID remains unchanged. You will receive an email from webTA with a link to complete your password reset. Follow the instructions provided. A step-by-step guide is available on [FTC's webTA Intranet page](#).

**Privacy Tip of the Week** Thinking about a project that will involve collecting information from members of the public for an upcoming program? Planning to conduct a survey? Hoping to work with previously collected information about individuals? Make sure you fill out the [Privacy Threshold Analysis \(PTA\) form](#) that is required for all new information systems/projects that collect information. Collecting and using (or reusing) information from individuals potentially raises privacy issues that are best addressed sooner rather than later. The Privacy Office uses the PTA form to assess whether the system has privacy risks that need to be addressed, and to determine whether a full Privacy Impact Assessment is required. For more information, please see the [PTA tip sheet](#). Avoid delays in project roll-out: when in doubt, contact the [Privacy Office](#).

**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately, therefore, it is highly encouraged that all CORs attend. The training is scheduled for Nov. 30, 2016 at 1 o'clock in room CC5117. VTC will be available to the regions. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

**Did You Know? – The Leadership Framework Can Help with Your Work Relationships**

The Leadership Framework has competency lists for Interpersonal Skills, Oral and Written Communications, Influencing and Negotiating, Feedback, and Conflict Management. To find out more, click on the [Leadership Framework](#) page link and explore one or more of the course lists.

**Westlaw Training** Introduction to Westlaw Training: Thursday, November 17, 2 pm to 3 pm: [Webinar Registration](#) Searching News on Westlaw training: Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#) For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

**Random Factoid** The *first documented football match* was a practice game played on this day in 1861, at University College, University of Toronto (approximately 400 yards west of Queen's Park). One of the participants in the game involving University of Toronto students was Sir William Mulock, later Chancellor of the school. A football club was formed at the university soon afterward, although its rules of play at this stage are unclear (based on scoring, you'll see why). The first written account of a game played was on October 15, 1862, on the Montreal Cricket Grounds. It was between the First Battalion Grenadier Guards and the Second Battalion Scots Fusilier Guards resulting in a win by the Grenadier Guards 3 goals, 2 rouges to nothing (like we said, scoring seems odd now). In 1864, at Trinity College, Toronto, F. Barlow Cumberland, Frederick A. Bethune, and Christopher Gwynn, one of the founders of Milton, Massachusetts, devised rules based on rugby football. The game gradually gained a following, with the Hamilton Football Club formed on November 3, 1869 (the oldest football club in Canada). Montreal formed a team April 8, 1872, Toronto was formed on October 4, 1873, and the Ottawa FBC on September 20, 1876. This rugby-football soon became popular at Montreal's McGill University. McGill challenged Harvard University to a game, in 1874 using a hybrid game of English rugby devised by the University of McGill. *(from Wikipedia)*

**VACANCY ANNOUNCEMENTS**

- Program Support Assistant- MPP
- Economist - DEU

**LUNCH SPECIALS**

Plaza East

Thai Coconut Beef & Chicken Stir-fry, Vegetables & Rice Noodles - 0.45/oz Plum Tomatoes, Frise, Grilled Red Onion, Local Goat Cheese, Tarragon - 0.45/oz Korean Fried Chicken Sandwich, Honey Sriracha, Daikon Slaw - 7.95 Steamed Broccoli **(V,GF)** / Delicata Squash **(V,GF)** - 0.45/oz Black Eyed Pea & Chicken **(GF)** / Vegetable Tortilla **(V)** – 2.75 / 3.25 Grilled Three Cheese, Candied Rosemary Bacon & Tomato – 6.50 Individual Peach & Blueberry Cobblers - 3.50 [This Week's Plaza East Specials](#)

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[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)



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## FTC Daily

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### ANNOUNCEMENTS

**Ask Me Anything with the Executive Director** Coming up next week! On Tuesday, November 22<sup>nd</sup>, at 1:00 PM EST, please join us for an *Ask Me Anything* session with David Robbins in CC 10102 (and via VTC). David will be available to answer questions you may have about the operational matters managed by OED. If you would like to pose a question in advance to be answered at the AMA session, please submit an email to [ExecutiveDirector@ftc.gov](mailto:ExecutiveDirector@ftc.gov) or through the [OED Suggestion Box](#).

#### Ethics Training: Welcome to Fwitter!

Are you a GS-13 or below who wants to brush up on federal ethics knowledge? Now you can! The Ethics team is pleased to announce that *Fwitter* – the FTC’s first online ethics training program for employees at GS-13 and below - is available on the Intranet. *Fwitter* is a whimsical alternative to Twitter (aka fake Twitter). It provides an optional refresher course on federal ethics principles for staff who may not have received formal federal ethics training since they first arrived at the agency. Use your login ID to access *Fwitter*. Although the training is geared towards a certain level of employee, GS-14’s and above are also encouraged to test their knowledge and see if they can *fweet* like a pro!

**FTC Issues Agency Financial Report (AFR) for Fiscal Year 2016** The Federal Trade Commission’s Fiscal Year 2016 Agency Financial Report is now available on the Internet. The report provides an overview of fiscal and high-level performance results that show the President, Congress, and the American taxpayers how the agency has managed its resources. It includes highlights from FTC programs, accomplishments that further FTC’s missions of protecting consumers and promoting competition, and plans for addressing future challenges. The report also demonstrates the FTC’s sound financial management and stewardship of public funds.

**Time is Running Out...Apply to be a BC Mentor or Mentee Today!** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don’t miss out—the application deadline is **Friday, December 2!** For more information and program applications, please see the BC Mentor Program webpage or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

**ZyLAB Legal Review Brown Bag Series: What’s new in ZyLAB v3.9** We upgraded ZyLAB to v3.9 this past weekend. Join us for an overview of some new features including the ability to export document lists. Join any session in person in CC-5111 or via WebEx. We are repeating the “What’s new in ZyLAB v3.9” session multiple times this week, so pick the day that works best for you. The ZyLAB Brown Bag Series is intended for current ZyLAB users who have completed ZyLAB Legal Review Basic training. These sessions are a supplement to Legal Review training; users should not plan to attend in lieu of training. *Both sessions will be from 12 noon – 12:30 pm in CC-5111 and accessible via WebEx/conference call. For the audio portion: Dial-In: 877-885-1087; Code: (b)(6) #.* Wednesday, November 16, 2016. [Click to join WebEx meeting](#) Friday, November 18, 2016. [Click to join WebEx meeting](#)

**Getting a Court Order to Keep Your CID Confidential Brownbag TODAY!** Have you ever *not* sent a CID because of concerns the recipient wouldn’t keep your investigation confidential? There’s a better way. Join MWRO attorney Matt Wernz for a brownbag discussion of how – and when – to use the SAFEWEB Act to bar a CID recipient from informing the target of your investigation. TODAY, Wednesday, November 16, at 1 pm in CC-10102. The BCP-hosted discussion will be broadcast to the regions via VTC. Questions? Contact [BCPLit@ftc.gov](mailto:BCPLit@ftc.gov). Over the last two decades, more than 21 jurisdictions in Latin America have adopted laws aiming to establish or modernize competition regimes. Please join OIA for a panel discussion about competition law trends and developments, as well as the FTC’s work with competition agencies, in Latin America. Panelists will focus on Brazil, Chile, Colombia, El Salvador, and Mexico. Tuesday, November 22, from noon to 1pm (CC- 5116/5117). Dial-in will be available.

**Brown Bag on Competition Law Developments in Latin America** Over the last two decades, more than 21 jurisdictions in Latin America have adopted laws aiming to establish or modernize competition regimes. Please join OIA for a panel discussion about competition law trends and developments, as well as the FTC’s work with competition agencies, in Latin America. Panelists will focus on Brazil, Chile, Colombia, El Salvador, and Mexico. Tuesday, November 22, from noon to 1pm (CC- 5116/5117). Dial-in will be available.

**Last PQFM Before Thanksgiving** TOMORROW, Thursday, November 17, will be the last day that

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Wednesday,  
November 16, 2016

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the Penn Quarter Farmers Market will be open before the Thanksgiving holiday. Stop by to get the freshest, locally grown food for your holiday feast! The PQFM is open from 3 pm to 7 pm, and is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

**CC Window Cleaning** Per the schedule, contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the seventh floor TONIGHT and TOMORROW NIGHT. Work will commence floor to floor, finishing on the fifth floor on Wednesday, November 23. Employees should remove personal items away from windows and secure any PII before the cleaning.

**Voluntary Leave Transfer Program** (b)(6) of the Bureau of Consumer Protection, has become an approved recipient of the Voluntary Leave Transfer Program and is in need of leave. To donate annual leave to (b)(6) please complete FTC Form 509 at <https://ftcintranet.ftc.gov/forms/hrmo/ftc-509.pdf> and submit it to the attention of Rokeisha Haizlip in the Human Capital Management Office in Room H-723. Federal employees outside of the agency may donate leave by submitting OPM Form 630B (available at [http://www.opm.gov/forms/pdf\\_fill/opm630b.pdf](http://www.opm.gov/forms/pdf_fill/opm630b.pdf)) to the leave program coordinator at their agency. Additional program information and a list of currently approved recipients may be found on the HCMO website at [https://ftcintranet.ftc.gov/cportal/hcmo/page.cfm?page\\_id=15350](https://ftcintranet.ftc.gov/cportal/hcmo/page.cfm?page_id=15350).

**Glaucoma and Visual Acuity Screening** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29 from 10:00 A.M. and 2:30 P.M. in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment

**On-Site Chair Massages** Treat yourself to a Swedish or Deep Tissue massage. The next onsite date is **TOMORROW, November 17, 2016** at the Constitution Center, NEA 2<sup>nd</sup> Floor, Room 2063. You may schedule a 15-minute session for \$20 by emailing Massage Therapist Robin Younginer of *Knead to Relax*: [ykumasaja@gmail.com](mailto:ykumasaja@gmail.com). Appointments are available between 11:00 a.m. – 3:00 p.m. Questions may be directed to Rokeisha Haizlip at x2428.

**CC Charity Toy Collection** The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

**Beware Phishing Attempts Targeting OPM Breach Victims** Recently, cyber thieves have been targeting victims of the OPM data breaches and attempting to trick them into downloading ransomware. Victims receive an email which claims to be from OPM, warning of suspicious movements in their bank account, with a ZIP file attached. The ZIP file contains a hostile JavaScript application which, when run, will download and install ransomware demanding that the victim pay a Bitcoin ransom or lose all their files.

As a reminder, OPM will never send specific details regarding your personal or financial information via email. If you believe you have been affected by either breach, please visit OPM's [Cybersecurity Resource Center](#) to view a sample notification letter, verify if you were a victim of one or both breaches, or enroll in the OPM-sponsored identity monitoring services. To protect yourself from this and similar phishing emails, be skeptical about unexpected or unusual emails, even if they appear to come from a person you know or an organization with which you do business. Before clicking on links or opening files in an email that seems to be from, for example, a friend, your bank, or UPS, contact the sender at a phone number, email address, or URL that you know to be correct and confirm that the email is legitimate. For more information about phishing, visit our [Consumer Information website](#).

**BC Training Council Seminar Series: "Declarations"** Please join us for a discussion on drafting and using declarations. This seminar will provide tips on what to consider when drafting declarations for use in Commission investigation and litigation. When: Thursday, November 17, from 1 pm to 2:30 pm

Where: Constitution Center Conference Room 5116-A

[Register Now!](#) **Upcoming Seminar Series Events:**

- Hot Topics in Antitrust, January 24, 2017; 1 pm to 2:30 pm, [Register Now!](#)
- Economic Tools, February 23, 2017; 1 pm to 2:30 pm, [Register Now!](#)
- Privilege (Clawbacks), March 14, 2017; 1 pm to 2:30 pm, [Register Now!](#)
- Evidence (Life Cycle), April 27, 2017; 1 pm to 2:30 pm, [Register Now!](#)
- Tips for Working with Experts, May 23, 2017; 1 pm to 2:30 pm, [Register Now!](#)

**Introduction to Wolters Kluwer IntelliConnect (webinar)** Would you like to learn more about online resources offered by the library? Register today for the [Introduction to Wolters Kluwer IntelliConnect \(webinar\)](#) on 11/16/2016 from 2:00pm-3:00pm. This webinar offers a fast-paced overview of online resources including Areeda & Hovenkamp's Antitrust Law, CCH Trade Regulation Reporter, and CCH Business Franchise Guide. Litigation treatises such as Wigmore on Evidence, and Almanac of the Federal Judiciary are also included in this session. For more information please contact the library via email: [library@ftc.gov](mailto:library@ftc.gov), x2395 or stop by HQ room 630. Click on the link above to register.

**COR Training** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately, therefore, it is highly encouraged that all CORs attend. The training is scheduled for Nov. 30, 2016 at 1 o'clock in room CC5117. VTC will be available to the regions. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon

completion of the training all attendees will be awarded a certificate for one CLP.

#### Did You Know?

##### The Leadership Framework Can Help with Your Work Relationships

The Leadership Framework has competency lists for Interpersonal Skills, Oral and Written Communications, Influencing and Negotiating, Feedback, and Conflict Management. To find out more, click on the [Leadership Framework](#) page link and explore one or more of the course lists.

#### MS Windows – Intermediate Training – In-person and WebEx

HCMO is hosting the following desktop classes in November:
 

- MS Word – Finishing Touches, January 12, 2017, 9:00 a.m. – 12:00 p.m. (EST)
- MS Word – Finishing Touches (WebEx), January 12, 2017, 1:00 p.m. - 4:00 p.m. (EST)

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#### Westlaw Training

- Introduction to Westlaw Training: Thursday, November 17, 2 pm to 3 pm: [Webinar Registration](#)
- Searching News on Westlaw training: Thursday, November 17, 3pm to 4 pm: [Webinar Registration](#)

**Random Factoid** Today is *National Button Day*, because, as we like to say, why not. Buttons used to be just ornamental - functional buttons with buttonholes for fastening or closing clothes appeared first in Germany in the 13th century. They soon became widespread with the rise of snug-fitting garments in 13th- and 14th-century Europe. Some museums and art galleries hold culturally, historically, politically, and/or artistically significant buttons in their collections. The Victoria & Albert Museum has many buttons, particularly in its jewelry collection, as does the Smithsonian Institution. One type of button that you have to be careful with is the snap fastener. Snap fasteners are metal (usually brass) round discs pinched through the fabric. They are often found on clothing, in particular on denim pieces such as pants and jackets. They are more securely fastened to the material. As they rely on a metal rivet attached securely to the fabric, pressure buttons are difficult to remove without compromising the fabric's integrity. *(from wikipedia)*

#### VACANCY ANNOUNCEMENTS

- Economist - DEU

#### LUNCH SPECIALS

**Plaza East** Italian Herb Roasted Pork, Sweet Potatoes, Braised Red Cabbage - 0.45/oz Spinach Salad, Almonds, Raisins, Raspberry Vinaigrette - 0.45/oz Bratwurst, Sauerkraut, German Potato Salad - 7.50 Field Squash, Radish, Watercress, Parmesan, Caesar Dressing - 0.45/oz Rosemary Grits / Local Greens with Chili Flakes - 0.45/oz White Bean & Tomato / Cream of Broccoli - 2.75/3.25 Roast Beef Hoagie, Provolone, Arugula, Onion, Tomato, Oil & Vinegar - 6.50 [This Week's Plaza East Specials](#)

[Administrative Law Judges](#) | [Competition](#) | [Congressional Relations](#) | [Consumer Protection](#) | [Diversity Council](#) | [Economics](#) | [Executive Director](#)  
[FTC Union](#) | [General Counsel](#) | [Inspector General](#) | [International Affairs](#) | [Policy Planning](#) | [Public Affairs](#) | [Regional Offices](#) | [Secretary](#)

## Mantipty, James

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**From:** FTCDaily, FTCDaily  
**Sent:** Wednesday, November 23, 2016 10:59 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Wednesday, November 23



### Top Stories

#### Important Message for Those Who Attended FTCU Reception

**All Staff** Yesterday we received notice from Costco that the Sabra Hummus that we served at the FTCU reception on November 7th was subject to recall for possible listeria. <http://www.costco.com/wcsstore/CostcoUSBCCatalogAssetStore/Attachment/recalls/161121-FDA-Recall-Sabra-Hummus.pdf>. Listeria is a bacteria, which, when it contaminates food and is ingested, can cause serious health effects or even result in death in high risk individuals. The disease primarily affects older adults, pregnant women, newborns, and adults with weakened immune systems. However, rarely, persons without these risk factors can also be affected. The Center for Disease Control (CDC) states that a person in a higher-risk category (pregnant woman, older adults, and people with weakened immune systems) who experiences fever and other non-specific symptoms, such as fatigue and aches, within 2 months of eating contaminated food should seek medical care and tell the physician or health care provider about eating the contaminated food. If a person has eaten food contaminated with Listeria and does not have any symptoms, most experts believe that no tests or treatment are needed, even for persons at higher risk for listeriosis. Please read the follow link to the CDC on listeria at <https://www.cdc.gov/listeria/> and consult your physician and/or Costco if you have concerns.

#### 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Pay Period 25 Time Cards Due TODAY!

**All Staff** Due to the upcoming Thanksgiving holiday on Thursday, November 24, many employees and supervisors plan to take some time off. Please complete your time cards, including applicable leave requests, in webTA prior to taking time off. For supervisors who plan to be out, please ensure time cards are certified and that you have assigned a back-up to handle matters in your absence. The due date for submission of time cards is TODAY. If you have questions or need assistance with webTA, please send an email to [webta@ftc.gov](mailto:webta@ftc.gov).

## BC Mentor Program...Application Deadline is Friday, December 2!

**All Staff** The BC Mentor Program is open to all BC staff, and is a terrific opportunity to further your professional development and growth, share your expertise, and improve job satisfaction. Don't miss out—the application deadline is Friday, December 2! For more information and program applications, please see the [BC Mentor Program webpage](#) or contact Andrea Zach ([azach@ftc.gov](mailto:azach@ftc.gov); x2184).

## Performances at the FTC Holiday Party

**HQ Staff** Have you ever dreamed of making it big in Hollywood, on Broadway, on The Voice, on America's Got Talent, or on Dancing With the Stars? Well, here's your chance to get started, by demonstrating your musical talent or any other talent to the Commissioners and your colleagues at the FTC Holiday Party on Tuesday, December 20! Several groups will be able to perform, and prizes will be awarded! (Subject to certain federal ethics law restrictions.) So if you'd like to perform at the Holiday Party, please send an email message to Svetlana Gans, Devon Bacon and Don Clark by the close of business on Monday, November 28, with the name of your group and what you would like to perform. No reasonable offer will be refused!! And even if you're not able to perform, please come to the Holiday Party; it will be spectacular! Be there! Happy Holidays! ...

## Benefits Open Season is ON

**All Staff** ...and it runs through Monday, December 12. This is your opportunity to enroll in or change enrollments for health insurance (FEHB), enroll in the Flexible Savings Account (FSA) for health care and dependent care, and enroll or change enrollments in the Federal Dental and Vision Insurance (FEDVIP) plans. Complete plan information and comparison tools can be found on the [Benefits Open Season Homepage](#). You may email questions to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Regional office employees are encouraged to visit health fairs in your area.

## FTC Leave Bank Enrollment Period... now through Dec. 16

**All Staff** The Leave Bank Program assists members who have exhausted their leave and are experiencing a medical emergency, including pregnancy and childbirth, and other medical conditions requiring a prolonged absence from work. To become a member for the 2017 leave year, complete FTC Form 661a "[Application to Join the FTC Leave Bank Program](#)" on the [Leave Bank Homepage](#). Submit the form to the Human Capital Management Office (H-723). For questions, contact [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Top of the Trade Will Have Limited Service TODAY; Closed Day after Thanksgiving

**HQ Staff** Because of the limited population in the building, TODAY the Top of the Trade Cafeteria will have limited service to include coffee, soda, sandwiches, salads, soups, and snacks. The cafeteria will be closed on Friday, November 25.



## TODAY!! Open Season Benefits Information Fair

**HQ Staff** TODAY from 10 am to 2 pm, stop by the Benefits Information Fair to speak with representatives of the health insurance plans, dental and vision plans, the flexible savings account program, the long term care insurance program and the leave bank program in Constitution Center, Room 5117. Regional office employees should plan to visit health fairs in their area. Questions can be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Open Season runs Monday, November 14, through Monday, December 12.

## Tech Seminar: Hacking Health

**All Staff** Avi Rubin (Department of Computer Science, Johns Hopkins University) will give a talk on hacking health Thursday, December 1 at 1:30pm in CC-5116. Modern healthcare systems are increasingly online, connected, mobile and cloud-based. As the Internet of Things proliferates, the Internet of Healthcare Things permeates our medical establishments, our homes, and our lives. This talk will explore some of the new security risks and vulnerabilities created by recent trends in healthcare IT. We will explore the anatomy of a typical exploitation of an embedded system and look at some famous hacks. This event will also be available via VTC to the regions. For additional details, contact [lcranor@ftc.gov](mailto:lcranor@ftc.gov) or [jcalandrino@ftc.gov](mailto:jcalandrino@ftc.gov).

## CFC Annual Bake Sale – December 6

**HQ Staff** Calling all bakers! We need your help for the FTC's Combined Federal Campaign bake sale, scheduled for Tuesday, December 6. If you are available to bring in a baked good, please contact Nathan Hawthorne ([nhawthorne@ftc.gov](mailto:nhawthorne@ftc.gov)). Thank you!

## Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin



## OCIO Thanksgiving Holiday Support

**All Staff** OCIO Helpdesk holiday support for Thursday, November 24th will be operating during the hours of 8 am to 5 pm (ET) and back to normal hours on Friday (7 am to 12 am (ET)). If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

## No Services at Constitution Center on Thursday

**HQ Staff** Please be advised that the Constitution Center property management office will be closed TOMORROW, Thursday, November 24. Standard services including air conditioning and cleaning will not be provided. Should you have any special requirements if coming to work at Constitution Center on Thursday, please submit all requests to Customer Services (x2266) by noon TODAY. Please also be advised that the parking garage will be closed and the building will be secured. Tenants requiring access to their suite or tenants with monthly parking passes will need to utilize their access control card.

## CC Window Cleaning Concludes TONIGHT

**HQ Staff** [Per the schedule](#), contractors at Constitution Center will be cleaning the inside surfaces of exterior windows in the Southwest Quadrant on the fifth floor TONIGHT. Employees should remove personal items away from windows and secure any PII before the cleaning.

## No Fridge Cleaning at CC for November

**HQ Staff** Because the holidays are so close to the last Fridays of November and December this year, the custodial staff will not empty and clean refrigerators this November. Instead, for both November and December, on Friday, December 9, the custodial staff will wipe interiors and exteriors of refrigerators with disinfectant, and all items and containers, with the exception of condiments and non-dairy beverages, will be discarded.

## Burn Bag Pickup TODAY

**HQ Staff** Burn bags and boxes are being picked up in the Headquarters and Constitution Center Buildings THIS MORNING, and document disposition containers will be emptied. For more information on burn bags, [see this page](#).

## CC Charity Toy Collection

**HQ Staff** The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

## Glaucoma and Visual Acuity Screening

**HQ Staff** The Prevention of Blindness Society of Metropolitan Washington will be providing free Glaucoma and Visual Acuity screenings on Tuesday, November 29 from 10:00 A.M. and 2:30 P.M. in Room CC-5117. Screenings take only a few minutes and you will receive the results right away. All screenings are by appointment only. Please contact the Health Unit at 202-326-2197 to schedule your appointment.

## CADapult Work Order Deadlines

**All Staff** Need to submit a CADapult work order? Please see the [required submission dates](#).

## FTC Issues Agency Financial Report (AFR) for Fiscal Year 2016

The Federal Trade Commission's [Fiscal Year 2016 Agency Financial Report](#) is now available on the Internet. The report provides an overview of fiscal and high-level performance results that show the President, Congress, and the American taxpayers how the agency has managed its resources. It includes highlights from FTC programs, accomplishments that further FTC's missions of protecting consumers and promoting competition, and plans for addressing future challenges. The report also demonstrates the FTC's sound financial management and stewardship of public funds.

**All Staff**

## “Use or Lose” Leave

**All Staff** This is a reminder that “use or lose” annual leave must be scheduled and approved or denied in webTA no later than Saturday, November 26. Leave that is originally approved may subsequently be denied after November 26. An agency may consider for restoration annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled before the start of the third biweekly pay period prior to the end of the leave year (5 C.F.R. § 308(a)). This year, that date is November 26, 2016. Getting the leave scheduled is the first criteria toward restoration. Guidance on restoration of forfeited annual leave may be found on the HCMO website.

## Surge 11 Impacts Both Orange and Silver Lines Next Monday

**HQ Staff** Surge 11 of Metro's SafeTrack Initiative starts on Monday, November 28, with Orange Line trains single tracking between West Falls Church and East Falls Church through Wednesday, December 21. Both Orange and Silver Line trains will run every 16 minutes. If you believe that Surge 11 (or any of the later surges (there are four more after Surge 11)) will impact your commute, check out the [Commuting Assistance webpage](#) for commuting alternatives, as well as [workplace flexibility options](#) that you can discuss with your supervisor. Please also remember to update your time and attendance to accurately reflect your work time/location. In addition, if you would like to find a fellow FTCer to carpool with during (and maybe even after) SafeTrack, we've created a [special site where you can post your commuting information](#) to find other potential carpoolers in your area ([tip sheets to post and reply with your information](#) are also available).

## Plaza East Closing Early TODAY and Friday

**HQ Staff** TODAY, the Constitution Center cafeteria will close at 2 pm; on Friday, November 25, the cafeteria will close at 1 pm.

## No Daily for This Friday

**All Staff** There will not be a Daily for Friday, November 25; the Daily will resume publication on Monday, November 28.

## Tips & Guidance

### Bring the "Office" to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program! FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite) or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3);6(f),(b)(4).

NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:  
[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## Privacy Tip of the Week

**All Staff** Bringing the FTC Along with You For Thanksgiving? While you're in transit, remember to keep your FTC laptop and anything containing PII or Sensitive PII (electronic or paper) with you, not in your checked luggage or in an unattended vehicle. If you need to obtain a laptop cable, an encrypted thumb drive, or other equipment for travel purposes, contact the Help Desk. For more information on traveling securely, please



review the PSC's FAQs on [Traveling with Sensitive PII](#). As always, if you're going to do FTC work, do it on FTC-approved equipment using FTC-approved accounts. Happy Thanksgiving from the Privacy Steering Committee!

## Training



### Upcoming Training

**All Staff** HRMO is offering a series of desktop application training during the month of May. To register, please email [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). Please include the course title in the subject line of the email. For questions, contact Kevin Elliott at x3165.

Class & Date

[Identifying and Resolving Conflicts of Interest Between Lawyers and Clients](#) November 01 - 30, 2016

[The Dos and Don'ts of Functional Claiming After Williamson v. Citrix](#) November 01 - 30, 2016

[Global Trends in Discrimination, Harassment and Equal Opportunity Laws](#) November 01 - 30, 2016

[Hospital Mergers and Hospital Acquisitions of Physician Groups: Antitrust Considerations and Ways to Save Your Transaction](#) November 01 - 30, 2016

[Identifying the Enemy: Cyber Hostilities Against Nations](#) November 01 - 30, 2016

[New Rules of E-Discovery: Everything Lawyers Need to Know](#) November 01 - 30, 2016

[ZyLAB Legal Review Training - 12-8-16](#) December 08, 2016 [Register](#)

[ZyLAB Legal Review Training - 1-12-17](#) January 12, 2017 [Register](#)

### LegalEdCenter On-Demand Classes for November!

**All Staff** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165.

- [Global Trends in Discrimination, Harassment and Equal Opportunity Laws](#)
- [Hospital Mergers and Hospital Acquisitions of Physician Groups: Antitrust Considerations and Ways to Save Your Transaction](#) (**Not available for CLE credit in VA**)
- [Identifying and Resolving Conflicts of Interest Between Lawyers and Clients](#)
- [Identifying the Enemy: Cyber Hostilities Against Nations](#)
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### Did You Know? – The Leadership Framework Can Help with Your Work Relationships

The Leadership Framework has competency lists for Interpersonal Skills, Oral and Written Communications, Influencing and Negotiating, Feedback, and Conflict Management. To find out more, click on the Leadership Framework page link and explore one or more of the course lists.

### Westlaw Webinars in December

**All Staff**

Please click on the link to register for Westlaw webinars offered in December.

- Advanced Westlaw Research Training: Wednesday, December 7, 2 pm to 3 pm: [Webinar Registration](#)
- Bluebook a Document Training: Wednesday, December 7, 3 pm to 4 pm: [Webinar Registration](#)

## MS Windows – Intermediate Training – In-person and WebEx

**All Staff**

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## News Releases

[FTC's Bureau of Consumer Protection Director Comments on NHTSA's Federal Automated Vehicle Policy](#)  
Nov 22, 2016

[FTC Approves Final Order Requiring Warner Bros. to Disclose Payments to Online Influencers](#)  
Nov 21, 2016

[FTC Roundtable in Chicago Will Examine Consumer Fraud Affecting Latino Communities](#)  
Nov 17, 2016

[FTC "Sharing Economy" Report Explores Evolving Internet And App-Based Services](#)  
Nov 17, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

**Job Title:** Human Resources Specialist (Executive Resources)

**Agency:** Federal Trade Commission

**Job Announcement Number:** OED-HCMO-2017-0004

**Salary Range:** \$108,887 to 141,555 per year

**Opened:** Wednesday 11/23/2016

**Closes:** Tuesday 12/13/2016

**Series & Grade:** GS-0201-14

**Position Information:** Competitive Service – Permanent

**Promotion Potential:** 14

**Supervisory Status:** No

**Duty Locations:** Washington DC

This vacancy can be seen at:

<https://www.usajobs.gov/GetJob/ViewDetails/457378500>

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

Here are a few Thanksgiving dishes that never really caught on (even though some don't sound half-bad):

- Onion sauce
- Dressed crab (oddly, seasoned with sugar and cinnamon)
- Apple pudding
- Boiled bread
- Curd fritters
- Baked eel (this is not one of the ones that 'don't sound half-bad')
- Stewed pumpkin
- Chestnut fritters
- Skillet cranberries

(from mental\_floss)

### Lunch Specials

#### Top of the Trade – Limited Service

Soups and Sandwiches only

#### Plaza East - Closing at 2:00pm Today

Pork Loin, Tomatoes, Capers, Olives, Roasted Broccoli, Basil Cavatappi - 0.45/oz

Watercress, Sweet Potatoes, Peppers, Goat Cheese, Dijon Dressing - 0.45/oz

Keilbasa, Pierogi, Caramelized Onions, Cabbage & Sour Cream - 7.50

Charred Plum Tomato - 0.45/oz

Pastrami, Muenster Cheese, Dijon Mustard, Marble Rye - 6.50

[This Week's Plaza East Specials](#)

### FTC Weather Around the Nation

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#) ~ [Washington, DC](#)

*everyone have a wonderful  
thanksgiving holiday!*

The FTC Daily may contain non-public information; do not forward outside the FTC.

**Mantipty, James**

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**From:** FTCDaily, FTCDaily  
**Sent:** Wednesday, November 30, 2016 10:28 AM  
**To:** FTCDaily, FTCDaily  
**Subject:** FTC Daily News - Wednesday, November 30

# FTC Daily



## Top Stories



### FTC Leave Bank Enrollment Period - Now Through Dec. 16

**All Staff** Would you like to become Leave Bank member? The membership contribution is based on your annual leave category. Employees make a one-time contribution of 4, 6 or 8 hours and have the opportunity to use leave from the Leave Bank in a medical emergency. For more information on the Leave Bank and how to apply, visit the [Leave Bank Homepage](#). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

### Benefits Open Season runs NOW Through Monday, December 12

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## Events



### Soliciting Performances for the FTC Holiday Party

**All Staff** Have you ever dreamed of making it big in Hollywood, on Broadway, on The Voice, on America's Got Talent, or on Dancing With the Stars? Well, here's your chance to get started, by demonstrating your musical talent or any other talent to the Commissioners and your colleagues at the FTC Holiday Party on Tuesday, December 20th! Several groups will be able to perform, and prizes will be awarded! (subject to certain

federal ethics law restrictions). So if you'd like to perform at the Holiday Party, please send an email message to Svetlana Gans, Devon Bacon, Katia Barron, Sheya Jabouin, and Don Clark (deadline extended!) by the close of business on Friday, December 2nd, with the name of your group and what you would like to perform. No reasonable offer will be refused!! In addition, if you play the violin, viola, cello, or string bass, please send us an email message, as we are hoping to have a string ensemble perform at the Holiday Party. And even if you're not able to perform, please come to the Holiday Party; it will be spectacular! The FTC Chorus will once again perform! Be there! Happy Holidays!

## Tech Seminar: Hacking Health

**All Staff** Avi Rubin (Department of Computer Science, Johns Hopkins University) will give a talk on hacking health Thursday, December 1 at 1:30pm in CC-5116. Modern healthcare systems are increasingly online, connected, mobile and cloud-based. As the Internet of Things proliferates, the Internet of Healthcare Things permeates our medical establishments, our homes, and our lives. This talk will explore some of the new security risks and vulnerabilities created by recent trends in healthcare IT. We will explore the anatomy of a typical exploitation of an embedded system and look at some famous hacks. This event will also be available via VTC to the regions. For additional details, contact [lcranor@ftc.gov](mailto:lcranor@ftc.gov) or [icalandrino@ftc.gov](mailto:icalandrino@ftc.gov).

## Good and Good For Ya

**HQ Staff** Don't forget that TOMORROW, Thursday, December 1, you can get some fresh, delicious and good for you foods from the Penn Quarter Farmers Market. The PQFM will be open from 3 pm to 7 pm, and is located near the Navy Memorial on 8th Street between D and E Streets. Want some more information about the PQFM and other farmers markets in the area? Then please see <http://www.freshfarmmarkets.org/>.

## CFC Annual Bake Sale – December 6

**HQ Staff** Calling all bakers! We need your help for the FTC's Combined Federal Campaign bake sale, scheduled for Tuesday, December 6. If you are available to bring in a baked good, please contact Nathan Hawthorne ([nhawthorne@ftc.gov](mailto:nhawthorne@ftc.gov)). Thank you!

## Commission Events this Week

**All Staff** The [calendar of events](#) lists any Commission meetings, hearings, and speeches scheduled for this week.

## Admin

### All FPPS Databases Unavailable Starting Friday

**All Staff** Due to scheduled maintenance, all FPPS Databases will be unavailable beginning Friday, December 2, until Monday, December 5. If you have any questions, please contact Lynette L. Brown on x3323.

### Bring the "Office" to Your Home!

**All Staff** As an employee of the FTC, you are entitled to participate in the Microsoft Home Use Program!

FTC Employees are eligible to purchase one or more of the following Office products:

- Office Professional Plus 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Project Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)

- Visio Professional 2016 for \$9.95 (Compatible with Windows 7, 8, 8.1, and 10)
- Office Home and Business 2016 (Mac) for \$9.95 (Compatible with Mac OS X version 10.10 (Yosemite), or later)

Follow this link: <http://www.microsofthup.com/> and use Program Code: (b)(3),6(f),(b)(4)

NOTE: The FTC Helpdesk cannot support MS Office for home use. Please do not call the FTC Helpdesk with questions related to MS Office home installation or functionality.

Also, check out these additional Microsoft links for assistance:

- FAQs: <http://www.microsofthup.com/hupus/faq.aspx?culture=en-US>
- Contact Microsoft: <https://www.microsofthup.com/hupus/contactus.aspx?culture=en-US>

To view all available Government Employee Discounts, please visit:  
[https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page\\_id=4647](https://ftcintranet.ftc.gov/cfportal/ocio/page.cfm?page_id=4647)

## FTC Issues Agency Financial Report (AFR) for Fiscal Year 2016

**All Staff** The Federal Trade Commission's [Fiscal Year 2016 Agency Financial Report](#) is now available on the Internet. The report provides an overview of fiscal and high-level performance results that show the President, Congress, and the American taxpayers how the agency has managed its resources. It includes highlights from FTC programs, accomplishments that further FTC's missions of protecting consumers and promoting competition, and plans for addressing future challenges. The report also demonstrates the FTC's sound financial management and stewardship of public funds.

## CC Charity Toy Collection

**HQ Staff** The Constitution Center property manager is collecting new, unwrapped toys for charity. Donations will be accepted on the Plaza Level near the lobby desks until Monday, December 5.

## Burn Bag Pickup TODAY

**HQ Staff** Burn bags and boxes are being picked up in the Headquarters and Constitution Center Buildings THIS MORNING, and document disposition containers will be emptied. For more information on burn bags, [see this page](#).

## CADapult Work Order Deadlines

**All Staff** Need to submit a CADapult work order? Please see the [required submission dates](#).

## Tips & Guidance

### Notice re Casto Geer

**All Staff** To clarify yesterday's announcement, the Casto C. Geer reception is an invitation only event. If you have questions regarding attendance, please contact Regina Duarte ([rduarte@ftc.gov](mailto:rduarte@ftc.gov) or x3547).

## 2017 Thrift Savings Plan Contributions

**All Staff** Employee contributions to the Thrift Savings Plan (TSP) are considered to be elective deferrals. The IRS elective deferral limit for 2017 remains \$18,000. Employees who will be age 50 or older during 2017 may also contribute up to \$6,000 in additional (catch-up) contributions if their regular contributions for the year will reach the \$18,000 limit. Employees may start, stop, or change catch-up contributions at any time. Catch-up elections do not automatically continue, therefore new elections must be made for each calendar year. Employees wishing to contribute the maximum in 2017, in equal installments, should elect to contribute \$693 per pay period for regular contributions, and \$231 for catch up contributions, starting in pay period 02.

To make changes to your TSP contributions, please log into Employee Express and select Thrift Savings Plan/Roth: <https://www.employeeexpress.gov/>. Select the type of contribution you wish to make, and then enter the dollar amount or percentage and 12/25/2016, to make the election effective for pay period 02. The change must be entered in Employee Express between 12/11/2016 and 12/24/2016, to become effective on 12/25/2016. In the event that Employee Express is not working, please complete the forms for the [TSP-1](#) and [TSP-1c](#) and submit them to HCMO at H-723 or [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov). Additional information is available at the Human Capital Management Office's page: [https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page\\_id=15538](https://ftcintranet.ftc.gov/cfportal/hcmo/page.cfm?page_id=15538). Questions may be directed to [HRMOWorklife-benefits@ftc.gov](mailto:HRMOWorklife-benefits@ftc.gov).

## Records and Information Management (RIM)

**All Staff** Are you at the end of a case and not sure what to keep in the matter case file? Do you have other records and information management questions? Do you have questions on off-site storage of records? The Records and Filings Office (RFO) Records and Information Management (RIM) Team can help with all of these questions and more! Please contact the RIM Team at [RecordsManagementServices@ftc.gov](mailto:RecordsManagementServices@ftc.gov) or at ext. 2528.

## Employee Mobile Device Contact List Available on FTC-issued Smartphones

**All Staff** In light of recent data center outages, OCIO has distributed to all FTC-issued mobile devices (Smartphones and Android) a contact list that includes all FTC employees' government mobile phone numbers. The contact list is now available on all mobile devices and will be updated periodically with no impact on the end user. Users should have received a notification on their mobile device's main screen as a pop-up or under the notification panel displaying the following message: "New document "FTC-Users-Mobile-Number" available for download".

Employees who have FTC-issued mobile devices can access the document by following the below steps:

- Open MaaS360 app
- Select the Docs icon > Corporate Distributed folder to open
- Select FTC-Users-Mobile-Numbers to download
- PDF and Excel versions of the document are available
- Users can download and open the documents as needed

If you need assistance, please contact the Helpdesk at 202-326-3500, 1-877-411-4382 or [helpdesk@ftc.gov](mailto:helpdesk@ftc.gov).

## Privacy Tip of the Week

**All Staff** Less is more! FTC policy requires special handling of materials that contain sensitive PII, such as Social Security numbers (SSNs), credit card numbers, birth



dates, etc. Think hard about whether collecting or using sensitive PII is necessary to accomplish your task. You may be able to avoid the burden of creating an inventory for, tracking, and redacting sensitive PII, and can minimize the risk of a potential data breach involving sensitive information. When in doubt, leave it out. If you must handle sensitive PII, make sure that you've identified processes to avoid disclosing it.

If you think that you have a case-specific need to collect sensitive PII, be sure to discuss that need with your supervisor and the CPO. Remember that, once collected, sensitive PII must be secured and protected. Be careful not to disclose sensitive PII to opposing counsel, third parties, or in court filings. For general information about handling PII during investigations and litigation, see the [BCP Best Practices for Handling Sensitive Information in Litigation](#) tip sheet and the [Privacy and Information Security FAQs](#) (both also accessible from BCP Lit), or contact the [Privacy Office](#).

## Training



### UPCOMING TRAINING

**All Staff** HCMO is offering a series of desktop application training during the month of May. To register, please email [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov). Please include the course title in the subject line of the email. For questions, contact Kevin Elliott at x3165.

#### Class & Date:

[Identifying and Resolving Conflicts of Interest Between Lawyers and Clients](#) November 01 - 30, 2016

[The Dos and Don'ts of Functional Claiming After Williamson v. Citrix](#) November 01 - 30, 2016

[Global Trends in Discrimination, Harassment and Equal Opportunity Laws](#) November 01 - 30, 2016

[Hospital Mergers and Hospital Acquisitions of Physician Groups: Antitrust Considerations and Ways to Save Your Transaction](#) November 01 - 30, 2016

[Identifying the Enemy: Cyber Hostilities Against Nations](#) November 01 - 30, 2016

[New Rules of E-Discovery: Everything Lawyers Need to Know](#) November 01 - 30, 2016

[ZyLAB Legal Review Training - 12-8-16](#) December 08, 2016 [Register](#)

[ZyLAB Legal Review Training - 1-12-17](#) January 12, 2017 [Register](#)

### COR Training – TODAY

**All Staff** The FMO Acquisitions Branch will be conducting COR training that will expand on the training that was conducted throughout the year. In this training we will discuss the importance of proper COR file management. Proper file management is essential to conducting COR duties adequately, therefore, it is highly encouraged that all CORs attend. The training is scheduled for **Nov. 30, 2016 at 1 o'clock** in room CC5117. VTC will be available to the regions. Please contact Reggie Terry at 202-326-3639 or [rterry@ftc.gov](mailto:rterry@ftc.gov) to sign up in advance. Upon completion of the training all attendees will be awarded a certificate for one CLP.

### Diversity Council e-Train Feature Courses

**All Staff** One of the new initiatives for FY-2017 is to have quarterly Diversity and Inclusion on-line training available to everyone. Our goal is to create a positive work environment by helping employees recognize and be tolerant of differences among co-

workers. These trainings increase employees' cultural awareness, knowledge, and communication. In addition, it benefits the agency by helping to prevent civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork. To access these courses log onto [e-Train](#).

Courses on [e-Train](#) are available on any computer with Internet access, along with additional reading via Books 24/7. If you have any questions, please send an email to [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov).

- Understanding Workplace Diversity: Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. Here we consider additional elements that are crucial aspects of the diversity mixture in today's business world.
- Managing Diversity: Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.

## LegalEdCenter On-Demand Classes for November!

**All Staff** Log on to the FTC's LegalEdCenter for these courses. This month, HCMO is highlighting six recent courses available on the LegalEdCenter. To access these courses, visit the [HCMO Training webpage](#) and click on the [LegalEdCenter](#). LegalEdCenter courses are available on your iPhone and iPod touch for learning on the go! Questions may be directed to Kevin Elliott, ext. 3165.

- Global Trends in Discrimination, Harassment and Equal Opportunity Laws
- Hospital Mergers and Hospital Acquisitions of Physician Groups: Antitrust Considerations and Ways to Save Your Transaction (**Not available for CLE credit in VA**)
- Identifying and Resolving Conflicts of Interest Between Lawyers and Clients
- Identifying the Enemy: Cyber Hostilities Against Nations
- New Rules of E-Discovery: Everything Lawyers Need to Know
- The Dos and Don'ts of Functional Claiming After Williamson v. Citrix

## Did You Know – The Leadership Framework Can Help with Your Work Relationships?

**All Staff** The [Leadership Framework](#) has competency lists for Interpersonal Skills, Oral and Written Communications, Influencing and Negotiating, Feedback, and Conflict Management. To find out more, click on the Leadership Framework page link and explore one or more of the course lists.

## MS Windows – Intermediate Training – In-person and WebEx

**All Staff** HCMO is hosting the following desktop classes in November:

- MS Word – Finishing Touches, January 12, 2017, 9:00 a.m. – 12:00 p.m. (EST)
- MS Word – Finishing Touches (WebEx), January 12, 2017, 1:00 p.m. - 4:00 p.m. (EST) This MS Word course covers Tables of Content/Authority and Working with Footnotes and Endnotes.

The in-person session will be held in Room CC-5109. Dial-in and login information for the WebEx session will be sent upon registration confirmation. The full course description is available on the [HCMO Training webpage](#). To register, please e-mail [HRMOTraining@ftc.gov](mailto:HRMOTraining@ftc.gov) and place the course title in the subject line. If you have any questions, please contact Kevin

Elliott, x3165 or [kelliott@ftc.gov](mailto:kelliott@ftc.gov)

## Upcoming Lexis Classes

**All Staff** Just click on the registration link for Lexis webinars offered in November and December.

- Lexis News & Business Research Training: Wednesday, November 30, 1 pm to 2 pm: [Webinar Registration](#)
- Lexis Courtlink training: Wednesday, November 30, 3:30 pm to 4:30 pm: [Webinar Registration](#)
- Lexis Antitrust Research Training: Friday, December 16, 2 pm to 3 pm: [Webinar Registration](#)
- Lexis Dossier & Company Research Training: Friday, December 16, 3 pm to 4 pm: [Webinar Registration](#)

## Westlaw Webinars in December

**All Staff** Please click on the link to register for Westlaw webinars offered in December.

- Advanced Westlaw Research Training: Wednesday, December 7, 2 pm to 3 pm: [Webinar Registration](#)
- Bluebook a Document Training: Wednesday, December 7, 3 pm to 4 pm: [Webinar Registration](#)

## Introduction to Wolters Kluwer IntelliConnect (webinar)

Would you like to learn more about online resources offered by the library? Register today for the [Introduction to Wolters Kluwer IntelliConnect \(webinar\)](#) on 12/1/2016 from 2:00pm-3:00pm.

This webinar offers a fast-paced overview of online resources including Areeda & Hovenkamp's Antitrust Law, CCH Trade Regulation Reporter, and CCH Business Franchise Guide. Litigation treatises such as Wigmore on Evidence, and Almanac of the Federal Judiciary are also included in this session. For more information please contact the library via email: [library@ftc.gov](mailto:library@ftc.gov), x2395 or stop by HQ room 630. Click on the link above to register.

## See All HCMO Courses

For information on courses and registration for HCMO sponsored courses, please visit [their Training & Development intranet page](#).

### News Releases

[FTC Grants Partial Exemption to Fuel Rating Rule Labeling Requirements](#)  
Nov 29, 2016

[FTC and Department of Justice Submit Comment to FERC on Need for Careful Market Power Analysis of Electricity Markets](#)  
Nov 28, 2016

[FTC Staff Provides Public Comment and Testimony in Tennessee Opposing Certificate of Public Advantage Application](#)

Nov 23, 2016

[FTC's Bureau of Consumer Protection Director Comments on NHTSA's Federal Automated Vehicle Policy](#)

Nov 22, 2016

Past news releases are available at [ftc.gov](http://ftc.gov).

## Jobs

- [Associate Director for Consumer Response and Operations](#)
- [General Attorney \(Trade Regulation\)](#)
- [Federal Trade Investigator – MPP](#)
- [Federal Trade Investigator – DEU](#)
- [Federal Trade Investigator – MPP](#)

Open FTC vacancy announcements are posted on the [HCMO intranet site](#). You may apply for FTC vacancies at [USAJOBS](#).

## Factoid, Menus & Weather

### Random Factoid

Today is *Computer Security Day*, so it's worth noting some ways that people are out to get your data. Spoofing, in general, is a fraudulent or malicious practice in which communication is sent from an unknown source disguised as a source known to the receiver. Spoofing is most prevalent in communication mechanisms that lack a high level of security.

Then there's *clickjacking*. Clickjacking, also known as *UI redress attack* or *User Interface redress attack*, is a malicious technique in which an attacker tricks a user into clicking on a button or link on another webpage while the user intended to click on the top level page. This is done using multiple transparent or opaque layers. The attacker is basically "hijacking" the clicks meant for the top level page and routing them to some other irrelevant page, most likely owned by someone else.

A similar technique can be used to hijack keystrokes. Carefully drafting a combination of stylesheets, iframes, buttons and text boxes, a user can be led into believing that they are typing the password or other information on some authentic webpage while it is being channeled into an invisible frame controlled by the attacker. *(from wikipedia)*

### Lunch Specials

#### Top of the Trade

Chicken Enchiladas with two sides – 7.99  
Baked Fish Mediterranean Style with two sides – 7.99  
Pasta Supreme with one side – 6.99  
Lamb Gyro with French Fries – 6.99  
Soups: Lentil, Chicken Orzo

#### Plaza East

Roasted Lamb Natural jus Basmati Rice Ratatouille Vegetables - 0.45/oz  
Saffron Quinoa, Raisins, Olives, Greens & Fennel Vinaigrette - 0.45/oz  
Grilled Chop Steak, Onions, Gravy, Steak Fries – 7.95

String Beans, Peppers, Walnuts, Blue Cheese, Basil Vinaigrette - 0.45/oz  
Tomato & Herbs / Chinese Carrots - 0.45/oz  
Bean & Sausage / Sweet Potato Soup - 2.75/3.25  
Pepperoni, Capicola, Roasted & Pickled Peppers, Provolone Cheese - 6.50

[This Week's Plaza East Specials](#)

## **FTC Weather Around the Nation**

[Atlanta](#) ~ [Chicago](#) ~ [Cleveland](#) ~ [Dallas](#) ~ [Los Angeles](#) ~ [New York](#) ~ [San Francisco](#) ~ [Seattle](#)  
~ [Washington, DC](#)

*halfway there!*

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