



The Torch

The official newsletter for Indiana state employees

Gearing up to review your performance So, how'd you do this year?

As fall advances, the reviewing process picks up speed and that means it is time to look back over what we have done this past year. Most think that performance management is a once-a-year event. It is not.

The performance management program is a cycle and as it rolls out of one phase, it rolls into the other, as the graph accompanying this article indicates. The appraisal wraps up the current year's performance cycle and sets the stage for further improvements during next year's cycles.

The annual appraisal provides a concrete tool and timeframe to recognize results achieved and inspire high-performing employees to reach even higher. The appraisal also addresses performance deficiencies of those employees whose behavior and/or performance is not making positive contributions toward achieving agency success.

The performance review also provides an opportunity for employees to review their work and submit a list of accomplishments to their supervisor for consideration during the review process. But the review does not stop with employees assessing their status regarding 2009 goals. Employees should also think about the goals and



opportunities they want to pursue next year in personal and professional development and make those proposals to management.

The effective management of performance at all levels of the organization is essential to accomplishing the goals and missions for which state government is responsible. Each employee's participation in

all cycles of performance management is invaluable to the success of Indiana state government.

For more information on performance management visit www.in.gov/spd/2394.htm

2010 state holiday schedule announced

The following is a list of the 2010 state holidays and the dates on which they will be observed.

New Year's Day	Fri., Jan. 1
MLK, Jr. Day	Mon., Jan. 18
Good Friday	Fri., Apr. 2
Primary Election Day	Tues., May 4
Memorial Day	Mon., May 31
Independence Day	Sun., July 4**
	Mon., July 5*
Labor Day	Mon., Sept. 6
Columbus Day	Mon., Oct. 11
General Election Day	Tues., Nov. 2
Veteran's Day	Thurs., Nov. 11

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Statewide giving campaign gears up

Nearly 20 percent of state employees last year participated in the annual State Employees Community Campaign (SECC). This year, the 31st year for the event, organizers hope to increase that number and get to the goal of \$1.2 million that much quicker.



Chairing the campaign will be James Payne, director of the Indiana Department of Child Services. The campaign will run Aug. 31 to Sept. 25.

SECC is unique in that state employees can contribute to any not-for-profit organization throughout the world, as long as the organization is a 501 (c)(3) organization. There are two ways to donate, either through payroll deduction or a one-time gift. Both can be done online.

State employees, through SECC, have contributed a whopping \$20 plus million to charities around the world. Find out who your agency SECC coordinator is or how to make your pledge online by checking out the Web site: www.insecc.org

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Submit your story ideas in an e-mail to: spdcommunications@spd.in.gov



Printed on Recycled Paper

We're all fighting spam together in state government

Imagine if for every e-mail that popped in your inbox each day, you received 34 others offering you anything from weight loss, Viagra and other things easily deemed NSFW (not safe for work). That's a world none of us want to live in. Thanks to the work of the Indiana Office of Technology and your other fellow users, you don't.



Take a minute to digest these numbers. In July, state e-mail users sent more than 2.4 million e-mails and received more than 1.3 million. Meanwhile 34.5 million e-mails were blocked one way or the other by IOT. Can you say OMG!

Of those 34.5 million, nearly 5,000 contained known viruses. The rest was a collection of malware, phishing or spoofing attack messages that, if not caught, would cause a whole host of problems. While you might think it would be great to help that Nigerian king, IOT would rather you not waste the time on taxpayer's dimes.

IOT's support teams provide what Stahl calls layered protection: anti-virus protection, patches, firewalls, e-mail filters and Internet filters. But ultimately, users are the key. Users who can identify the e-mail scams that get through and visit only trusted Web sites while using the state network provide the final layer of protection.

"We have our problems but we've been fortunate to avoid some of the horror stories you read about," Stahl added. "But I credit our user community for their efforts. As a whole, they have come a long way."

stories of the day. This user was fooled when a phony top 10 message arrived. The user downloaded a virus when clicking one of the links in the e-mail. As Stahl said, you can never let your guard down.

On a whole, the state has avoided some recent security issues experienced nationwide. Stahl said the state came through relatively unscathed against the Conficker worm.

"(IOT) responded quickly when the high alert patch from Microsoft was released. We escalated the application of that patch due to the concerns and had the majority of state machines protected by the following weekend," he said.

"Months later, the worm took advantage of computers that weren't prepared. The state experienced only isolated problems with laptops that had not connected to campus network in a while."

More recently, Stahl told of a more "scary evolution" with Gumblar, a new malicious virus. Gumblar exploited weak Web servers allowing it to find and store passwords. A number of legitimate Web sites had the attack code embedded in them and visitors to those sites risked infection.

"As a general rule of thumb, play it safe and don't follow links in e-mails," Stahl says. "Also remember that IOT is never going to ask you for your password through an e-mail message."

The Information Resources Use Agreement (IRUA)

is a statewide policy intended to improve the state's information security and guide state employees regarding appropriate use. It applies to all state employees and contractors in the executive branch using state-provided technology assets.

 View the agreement at www.in.gov/iot/IRUA.htm

All messages from China and Russia, where most spam originates, are blocked by the network. The state network also blocks

Tad Stahl is the Chief Information Security Officer for IOT and he and his staff are on the front lines of the states' battle against malware.

"Managing information security risk is not a glamorous job," Stahl said. "We look at threats, like malware and phishing, and see what we can do to stop them.

"There is so much malware out there it's hard for anti-virus companies like Norton and McAfee to keep up. Sometimes they don't recognize malware until months after it has been in circulation."

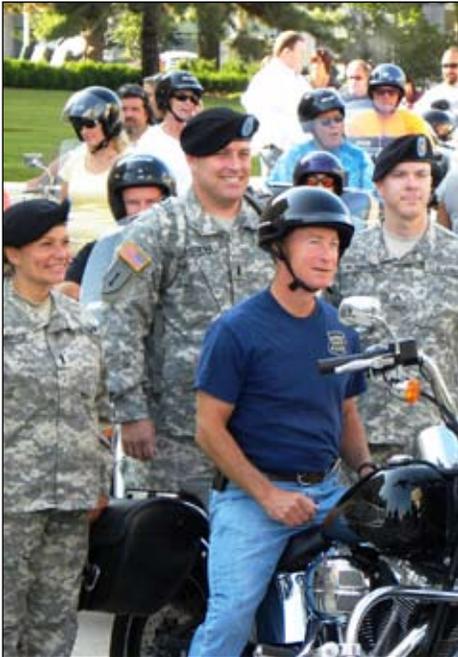
most sites that stream audio and video, simply because that eats bandwidth on the servers. If everyone is streaming, then applications run slow. Also some sites are blocked on the network, in part to help the employee.

"Many of the things blocked are to eliminate the temptation for employees to visit inappropriate sites while at work," Stahl pointed out.

The attackers are clever and play on user's trust and curiosity. Stahl told of an employee who received a daily e-mail from CNN.com about the top 10

IN.gov transition a spam-cutter

If you're stunned with the 34.5 million blocked spam messages in one month, know that there was a time where it was worse. Since the state dropped the *state.in.us* domain and uses solely the *in.gov* domain for e-mails, spam e-mails are down 80 percent. Users should have noticed less PureMessage Admin e-mails over the last few months.



Governor Daniels joined members of American Bikers Aimed Toward Education to lead a charity motorcycle ride through southern Indiana to benefit the National Guard Relief Fund.

(Continued from pg. 1)

2010 state holiday schedule

Thanksgiving Day	Thurs., Nov. 25
Lincoln's Birthday	Fri., Nov. 26
Washington's Birthday	Thurs., Dec. 23*
	Fri., Dec. 24**
Christmas Day	Fri., Dec. 24*
	Sat., Dec. 25**

* Operations regularly scheduled Monday - Friday

** Operation regularly scheduled Saturday/Sunday

Explore employee discounts

Be the first to know

Sign up to receive e-mail alerts for new state employee discounts. Visit www.in.gov/spd/2439.htm and click the button "Subscribe for e-mail updates" at the top of the page.



Begin preparing today for tomorrow

Now that the kids are back in school, consider setting aside some time to review your health care expenses over the past year.

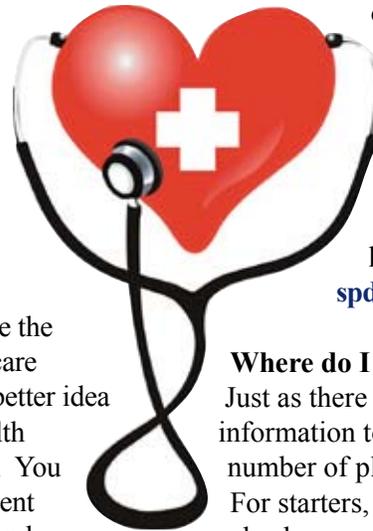
Why gather that information?

When it comes time to determine the best fit for your health care needs, you will have a better idea of what next year's health care expenses might be. You can look at what you spent out of pocket this year and make a better estimate of what to expect for next year. If you wait until it is time to make your selection for how much money you will have put into your account, you may not remember all of your expenses.

Make sure to take into consideration all of your accounts – Health Savings and the various Flexible Spending accounts. Read more about the different accounts by logging onto State Personnel's Benefits Web page at www.in.gov/spd/2337.htm.

What types of information should you gather?

A good place to start is with the Explanation of Benefits (EOB) forms you receive from your health plan carrier whenever you have a claim. From there, collect your receipts from pharmacies, doctor visits, vision expenses, health care premiums, deductible and/or co-insurance deductibles for your health insurance, dental expenses and other medical expenses. For a better understanding



of what expenses are allowed for HSAs, log onto www.in.gov/spd/2455.htm.

For a listing of eligible expenses for FSAs, log onto www.in.gov/spd/2532.htm.

Where do I get that information?

Just as there are many types of information to gather, so there are a number of places to get the location. For starters, look at your EOBs, check your paystub to see what you paid for insurance premiums and/or go to your health care carrier's Web site and access your information. For those enrolled in Anthem's health care program, log onto www.anthem.com and there you can find a list of all your claims, both medical and pharmaceutical.

When should I gather this information?

Do it now, while there is time to adequately review your expenses. By doing it today, you can plan better for tomorrow. Will next year be the year your child needs braces? Did you replace your eyeglasses this year? If so, you will not be eligible for new eyeglasses next year.

Did you have physical therapy this year for an injury? Is that something you should budget for next year? These are just some of the questions you should be asking yourself and your family members as you plan today for tomorrow.

Are you considering CDHPs and HSAs?

In particular, check out the consumer-driven health care insurance plans (CDHP) and Health Savings Accounts (HSAs). CDHPs are what used to be known as High Deductible Health Plans (HDHPs).

Compare CDHPs with traditional health care insurance plans. See how taking control of your health benefits you and your family physically and financially.



Archaeology month celebrates early artists

Each September the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology, organizes a statewide celebration of archaeology.



This year's theme, Ancient Artistry, highlights the skill and artistry of Indiana's earliest peoples. These past arts and crafts peoples were truly artists and created works of high skill, function, art and beauty. Although many people are familiar with arrowheads, they may have never seen some of the outstanding examples of other artifacts which have been discovered here in the Hoosier state.

Featuring the artistry, types and forms of these artifacts will help to illustrate the immense creativity and skills that went into manufacturing these objects. It should also contribute to the understanding and appreciation of these cultures and their ancient artistry.

Again this year, there will be many exciting interactive activities to learn more about our state's cultural history. For a list of events, as well as information regarding the commemorative posters and shirts, go to www.IN.gov/dnr/historic



Original artwork by
Jerry Williams

Program offers youth a second chance

The Hoosier Youth Challenge Academy is a National Guard program with a quasi-military approach and offers at-risk youth a second chance in becoming productive citizens at no cost. Enrollment is underway for the next class, which starts Jan. 10, 2010. The deadline to apply is Dec. 30.

The program targets males and females between the ages of 16 to 19, who are unemployed, drug-free, high school dropouts. They cannot have any felony charges or pending court cases. They also must be a resident of Indiana and a U.S. citizen.

The mission of Youth Challenge is to intervene and reclaim the lives of at-risk youth to produce graduates with the values, skills, education and

self-discipline necessary to succeed as adults. There are three phases to the program, including a 5½-month residential phase and a 12-month post-residential phase.

Core components of the program include: citizenship, academic excellence (graduates will obtain their GED/high school diploma), life coping skills, service to community, health and hygiene, job skills training, leadership/followership and physical training.

For more information or to download an application, contact the regional recruiters, toll free, at 1-866-477-0156, or download the application from the program's Web site at www.ngycp.org/site/state/in/

Hoosier heroes to be honored at state museum

Honor Indiana's veterans and active military personnel this fall at the Indiana State Museum. Heroes from the Heartland will run from Nov. 1 through Veterans Day, Nov. 11.



Hoosiers are invited to submit photos of their friends and family who have served or are currently serving in any branch of the military. The first 300 photos received will be printed and posted on a photo mural at the museum.

Photos will also be viewable electronically through the Indiana State Museum's Facebook and Flickr pages.

E-mail photos to Kerry Baugh at kbaugh@dnr.in.gov and include the following information:

- Name
- Date of service
- Division of military
- Hometown
- Submitted by

Photos should be between 150 and 300 dpi at 100 percent.

October offers more online opportunities

The State Personnel Department is increasing its online training opportunities, beginning in October. One of the new online classes is Personnel Rules and Policies, which is open to all state employees.

Other classes, which are open only to supervisors and managers, will be Performance Management, Progressive Discipline, ADA and Supervisor Resource Manual.

The presentations will be accessed through PeopleSoft, which will provide a training record for each person who takes the class online. Once the classes are available in October, log onto SPD's training page at www.in.gov/spd/2366.htm and register.

Classifieds

Please respect the following rules when submitting items:

- Ads are limited to state employees only.
- Contact information must include either a phone number with area code (home or cell, no state numbers) or a home e-mail address.
- Submit ads via e-mail to spdccommunications@spd.in.gov, information must be included in the body of the e-mail, no photos or attachments. No bold or italic type, no ALL CAPS.
- Limit one ad per employee per issue; each ad has a limit of three items.
- Deadline is the 10th of the month prior to the next issue.
- No weapons, no animals, no food items, no carpooling. All requests for drivers/riders should contact the Central Indiana Commuter Services at www.centralincommuter.net
- No real estate, for sale or rent, including mobile homes, manufactured housing, timeshares, etc.
- No Avon, Mary Kay, vitamins, etc.
- No memberships, businesses or professional services (i.e., tax preparation, car repair, etc.).
- Ads will run for one issue only.
- State Personnel Department staff reserves the right to edit and/or refuse any ads.

2002 Eddie Bauer Ford Explorer V8; dark red w/ pueblo gold lower accents & running boards, fully-loaded w/leather, power moonroof & roof rails w/ cross bars, tinted windows, newer Michelin tires, looks & runs great, loads of power, hard-wired XM radio receiver & antenna, 97K mi. \$7900 obo. 2003 Jeep Wrangler 4X4 Sport; excellent condition, hard & soft tops, tinted windows, bright blue exterior, charcoal gray interior, gray running boards, V6 auto trans, CD player, fog lights, roll bar lights & speakers, chrome grill inserts; rolling, covered rack to store hard top, doors & windows when not in use, 58K mi. \$13,900. Contact 765-569-2889 or butler2889@hotmail.com

Wanted: authentic Native American artifacts; arrowheads, axes, baskets,

blankets, pottery, etc. Contact David, 765-597-2100 or 765-592-1268, leave msg.

Casio Privia PX-110 full keyboard w/ stand; barely used, can deliver to Indpls. \$400. Call 812-483-8748.

2-yr-old Whirlpool electric range; white body & top, black door & control panel, excellent condition. \$200 obo. 2-yr-old Whirlpool electric dryer; white, electronic push button panel, excellent condition. \$175 obo. 4 light brown & 2 dark brown wood chairs; \$15 ea. Call David Lowry, 317-875-2460.

Nordic Track Skier, \$75 obo. Contact Jetra, 317-413-6534.

1999 Harley Davidson 1200 Custom Sportster; dark purple & black, forward controls, all fluids AMSOIL synthetic & just changed, Screamin Eagle exhaust, 16 K mi. \$5,300. 1972 MGB; convertible, also have hard top, yellow w/ chrome bumpers, good condition, original owner's manuals. 89,700 mi. \$3,800. Contact Brandon, 765-746-4700 or brandon.r.stevens@gmail.com

1993 Gold Wing 1500cc; original owner, well cared for, all records, CB, AM/FM cassette, spoiler, vented windshield, mostly hwy miles, delivery negotiable from Indpls; 156K mi. \$6450. Contact Ed, 317-446-3708 or bkvet@comcast.net

2001 Road King Classic; many extras, beautiful bike, must sell due to illness, low miles. \$11,000. Call 317-339-5204 or 317-831-3641.

Snapper zero turn lawn mower; 50" cut, commercial grade mower, like new. less than 100 hrs. \$3000. Call 812-755-5343.

Short upright piano w/bench seat; good condition. \$400 obo. Contact Tonya, 765-341-0405 or t4a16r@yahoo.com

1995S 22' deck boat; Yamaha 130 hp motor, tandem trailer, new carpet, port-a-pot. \$11,000 obo. Contact Dale, 219-405-6122 or iris85@yahoo.com

2007 Harley Davidson Fat Boy; twin cam 96 cu. in, fuel injected, belt driven, canary yellow w/ orange graphics, battery tender,

2 helmets, silver bullet hole wheels, wide tires, Mega tone mufflers, windshield, leather HD side bags & backrest; 9,200 mi. \$16,000. Call 317-260-9548.

Authentic Rolex watch; collector's edition, never worn, mint condition, all papers & authentication. \$2,700. Call 765-748-5241 or 765-288-0853.

2 Fedders/Maytag casement window dormitory room air conditioners; 5000BTU. \$75 & \$100 (digital controls) Call Rick or Anne, 317-298-8017 or 317-402-4773.

Frigidaire refrigerator; freezer on top, white, 7 yrs old, self defrosting, crisper drawers, good condition. \$100. Whirlpool freezer; upright, 4 shelves, 18 yrs old, gold, decent condition. \$100. Kenmore electric stove; beige, 5 yrs old, good condition. \$100. Obo on all. Call 317-362-0859 after 4:30 pm.

Oak wall unit w/ 2 oak shelving units; 6'x2.5'x3', 4 shelves ea. \$175 ea. Oak dividing unit; 6'x2.5'x3'. \$200 or all \$475. Very nice floral rug 5x7. \$30. Call 317-752-5692 or pan4gold49@gmail.com

Executive desk; solid wood, flat top, Asian Mindy wood (similar to American Oak), pull-out writing shelf above w/ 3 drawers on ea side (bottom is file-size), center drawer mounted on ball-bearing extension guides, 67"x32.5 x31", access for wiring, mint condition. \$800. Call Tim, 317-254-1525.

Dining room set; dark cherry table w/ leaf, 5.5'-6.5' table, 4 padded high back chairs, upholstered seats, formal or informal. \$600. Call 317-481-0404, 317-625-7390 or e-mail pad5254@yahoo.com

Two 5-blade Hunter ceiling fans w/ 3 globe light fixture; mahogany. \$40 ea or \$75 for pair. Two 4-blade ceiling fans w/ flower shaped light fixture; white or brown/beige combo. \$25 ea. Kitchen table & 4 chairs; butcher block top, white legs, extra leaf. \$125. Contact Katie, 317-359-8844.

1963 Coca Cola machine Vendo-63; original paint, some damage to front door, buyer pick up machine. \$275. Broyhill entertainment armoire; Fontana style, over 7'tall w/4 doors & 2 drawers, buyer pick up. \$225. E-mail eherenmanx5@yahoo.com

Around the state

Get acquainted with the Indiana State Museum and historic sites

September activities include

Sept. 17 - 5:30 to 8:30 p.m., 3rd

Thursday at the Indiana State Museum.

The 3rd Thursday of each month, the

museum is open late with free entertainment and a cash bar.

Admission to galleries is discounted; \$5.50 adults/\$5 senior citizens/\$3.50 children.

Sept. 26 - Smithsonian Museum Day

at the Indiana State Museum. Enjoy free general admission for you and a guest to the Indiana State Museum and hundreds of museums and cultural venues nationwide. Present the Museum Day admission card to receive free general admission at participating Museum Day locations. The admission card is available in the September 2009 issue of Smithsonian magazine or downloadable via Web site.

Elsewhere around the state....

Culbertson Mansion, New Albany

Sept. 4 - Full Moon "Ghostly Happenings" tour. Tour the mansion for a fun night of ghosts and goblins.

Sept. 26 - Ghost Watch

Undertaking "Sleepover." Candlelight dinner, ghost tour through the mansion, scavenger hunt with prizes awarded to the winners. Ghost watch throughout the night. Continental breakfast for "survivors." Bring your sleeping bag, but don't count on getting much sleep. You must be 18

years or older.

Gene Stratton-Porter, Rome City

Sept. 18 - The Natural World of Writing

Workshop. Former Indiana Poet Laureate Joyce Brinkman will lead students through the writing process and create poetry inspired by nature.

Sept. 19 - GSP Natural World of Writing. Join nature buffs, daydreamers, writers and book



Every Third Thursday there's live music at the Indiana State Museum.

lovers for a glimpse into the private world of bestselling author Gene Stratton-Porter. Immerse yourself in the natural world that inspired her long and interesting writing career. Try your hand at writing in a beautiful natural setting; discover new (and old) resources to help you on your writing journey.

Lanier Mansion, Madison

Sept. 10, 11, 12 and 13 - Cash in the Attic. This program will have four

activities: Sept. 10: Hors d'oeuvres and dessert cooking class; Sept. 11: Gourmet dinner prepared by Appraisal Guys; Sept. 12: An Appraisal Day program at Exit 76 Antique Mall in Edinburgh, and

Sept. 13: Appraisal travels to you. Two private homes, selected by raffle, will be visited to appraise items.

Sept. 12 - Black and White Party. Guests are encouraged to wear any type of black and white attire. Enjoy substantial hors d'oeuvres, a wine tasting, jazz band and other



The Gene Stratton-Porter Cabin in Rome City

entertainment on the north lawn.

T. C. Steele, Nashville

Sept. 12 - 21st Annual Great Outdoor Art Contest. Annual painting competition. Artists must pre-register. Non-artists are welcome.

Whitewater Canal, Metamora

Sept. 5 and 6 - Metamora Old Time Music Festival. Kevin Stonerock portrays a canal boat captain on the Metamora Mill porch. Kevin has created and presented many characters from Indiana to school and community groups all over the Tri-State area.

Check out what else is happening at www.indianamuseum.org

INDOT employees honored

Ten INDOT employees were recognized with a spot bonus for their extra efforts last winter. **Tony McClellan**, technical services director at Seymour District, served as the project manager for the statewide Maintenance Decision Support Systems (MDSS). The new technology helped INDOT run a more efficient snow and ice operation. In fiscal year 2009, INDOT reduced salt utilization by 40 percent, saved 25 percent in overtime hours and saw a 14 percent cut in diesel fuel consumption.

Also recognized with McClellan were: **Paul Boone, Melody Coleman, Brian Wathen and Bill Tompkins**, Seymour District; **Andy Carter**, Vincennes District; **Walter Evans**, Greenfield District; **Larry Vaughn**, Crawfordsville District; **Chuck Neuenschander**, Fort Wayne District; **Bill Kocher**, LaPorte District.

Calendar

Sept. 7: Labor Day- state holiday

Sept. 25: SECC Campaign ends

Oct. 12: Columbus Day- state holiday

Nov. 11: Veteran's Day - state holiday