CFAY hosts Space Management-Base Planning Open Forum

By Sarah Ashleman, CFAY Public Works and Ron Inman, NAVFAC Far East Public Affairs

Commander Fleet Activities Yokosuka (CFAY) held it's first Space Management and Base Master Planning Open Forum Aug. 21.

"This forum provided an excellent opportunity for the base commander, Capt. Daniel Weed, and his public works staff to hear the voice of the customer," said CFAY Public Works Officer and acting Chief Staff Officer Cmdr. Tim DeWitt.

The event began with a Space Management briefing by CFAY Public Works Department's Supervisory Community Planner Amon Browning, who briefed attendees on how to request space and who to talk to for space-related issues.

Next, 35 representatives from various tenant commands aboard CFAY met with the CFAY Public Works Department (CFAY PWD) to provide customer feedback, participate in discussions and collaborate on the development of the CFAY Base Master Plan. The plan is designed to provide a long-range vision for the future of CFAY, optimize space management on limited land, promote awareness among the community of current and future projects and consolidate multiple plans into one plan to guide actions on base.

The forum representatives divided into three smaller groups according to their mission: base support, community support or operational support. CFAY PWD asked participants to respond to questions on present and future base developments, such as, what improvements they would like to see, what developments have been successful in their individual areas and, whether they felt involved in, and informed of, base development? Participants' comments were noted by PW planning facilitators and, after the discussions, the entire forum group re-formed to identify key themes.

"Growth at any installation can place additional demands on the local community in areas such as housing, education, supporting infrastructure and public services," said participant Charles Molden, Commander Naval Forces Japan's (CNFJ) deputy regional human resources director. "The forum provided an opportunity for each organization to address how the various communities can plan for and implement growth management strategies to help meet the needs of the incoming military and civilian personnel without negatively affecting the quality of life for area residents."

Tenants were also able to meet and help each other with space issues, rather than competing for space. DeWitt closed the meeting by providing participants with a list of future planning actions to prepare for.

Forum findings will be taken into consideration during the ongoing base master planning effort so that multiple perspectives result in an inclusive plan. By enabling the base commander and the PWO to hear the voice of the customer, the forum was a resounding success.

Essential elements of NSPS: Understanding the pay pool process

By Lisa Marsh, CNFJ Human Resources Office

Under the National Security Personnel System (NSPS), an employee's pay and rewards are affected by work performance. The paypool process is an important component of the performance management cycle of NSPS and was developed to ensure that all managers and supervisors apply fair and equitable standards when rating employees in the organization.

The pay pool panel, a group of managers and supervisors from the organization or its functions, gathers to review employee evaluations and recommended ratings of record submitted by managers and supervisors. Employees receiving appraisals belong to the pay pool, which is a group of employees working in an organization who share performance payout funds.

Each pay pool panel has a designated pay pool manager who is responsible for overseeing the process of reconciling the rating and reward decisions. The pay pool panel ensures consistency of standards and ratings throughout the organization and it also ensures that managers and supervisors have rated employees fairly based on their performance.

Communication between employees and their managers or supervisors is critical to the pay pool process. Just as managers are responsible for explaining how the pay pool process works, employees under NSPS should make sure they have a clear understanding of the pay pool process and the decisions made by the pay pool panel.

The pay pool process preserves the integrity of the NSPS performance management system by providing a higher-level review during the appraisal period. In addition, the process makes certain that all decisions regarding work performance are made within the context of the mission and the organization. The following frequently asked questions are provided to help clarify everyone's role in the pay pool process:

Q: What are the employee's responsibilities to ensure their rating is fairly considered during the pay pool process?

A: Employees should provide their rating official with accurate, relevant and candid self-assessments to be considered in rating their performance. This is the opportunity for employees to communicate to their supervisors and pay pool panel how their accomplishments have contributed toward meeting their objectives and the impact such accomplishments have had on mission achievement.

Q: Who is a rating official and what are their responsibilities during the pay pool process?

A: Under NSPS, the rating official is usually the immediate supervisor who is approved by the pay pool manager to evaluateand assess employee performance. The rating official is required to provide each employee with their job objectives and is responsible for preparing a mid-term and close-out assessment on each of their employees. In addition, the rating official is responsible for completing recommended performance ratings, share assignments, and payout distributions and forwarding these recommendations to the pay pool panel for further consideration. Upon final approval by the pay pool manager, the rating official is also responsible for conveying the final rating of record to the employee.

Q: What is a pay pool panel and what is their primary function?

A: The pay pool panel is a board of management officials who are in positions of line authority or in senior staff positions with resource oversight for the organizations or categories of employees comprising the pay pool membership. The primary function of the pay pool panel is the reconciliation of ratings of record, share distribution and payout allocation decisions.

Q: What are the pay pool manager's primary responsibilities?

A: The pay pool manager is charged with the overall responsibility for the effective operation of the pay pool and serves as the final approving official of the rating of record. The pay pool manager also ensures that rating officials comply with timely issuance of interim reviews, closeout assessments and recommended ratings of record. In addition, they also make sure that the share assignments and payout distribution is exercised in a consistent manner throughout the pay pool process and complies with merit system principles and department regulations.

Q: What are the Performance Review Authority (PRA) responsibilities?

A: The PRA oversees the operation of pay pools established and ensures procedural and funding consistency among pay pools under their authority. They appoint the pay pool panel manager and ensure the funding for the pay pool is available consistent with Department of Defense regulations. The PRA also hears and makes final decisions regarding requests for reconsiderations that weren't resolved at the pay pool manager's level.

These questions and answers are only a snapshot of the roles and responsibilities of those who take part in the pay pool process. Contact your performance management consultants at the CNFJ Regional Human Resources Office for more information.

Movie producers gift to CFAY commemorates friendship

(Left) Kanjiro Sakura and Shohei Kotaki, producers of the motion picture "*Last Operations Under Orion*" pose next to CFAY Commanding Officer Capt. Daniel Weed and acting Chief Staff Officer Cmdr. Tim DeWitt in front of a model of fictitious ship *USS Percival* Sept. 24. The model, which was used in the making of the movie, was a gift to CFAY commemorating the friendship that was created when the film was previewed on board CFAY June 3.

Photo by Yuji Kawabe

CFAY Schools Information Update – The following information is provided concerning upcoming events and activities for CFAY Schools:

All Schools

- School closures: Oct. 12, Nov. 5
- Early dismissals: Oct. 30
- NASA astronauts visit: Oct. 14

The Sullivans School

- School Advisory Council Meeting: Oct. 20, 2:20 p.m.

Richard E. Byrd Elementary Schoool

- Picture Day: Oct. 7, 11 a.m. dismissal
- School Advisory Council and PTO Meeting: Oct. 15, 6:30 p.m.

Ikego Elementary School

- School Improvement Leadership Team Meeting: Oct. 21, 2:45 p.m.

Yokosuka Middle School

- School Advisory Council Meeting: Oct. 19, 2:30 p.m.

The School Liaison Office is relocating to the Personnel Support Detachment Yokosuka building, room 226. The telephone number will change to 243-2588. Contact Ruth Russell by e-mail to ruth.russell@fe.navy.mil for more information.