

**CHAPTER 2**

**HUMAN**

**RESOURCES**

**SERVICES**

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Office.

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# HUMAN RESOURCES MANUAL

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## SUMMARY OF HUMAN RESOURCES SERVICES

<b>HR FUNCTIONAL AREAS</b>	<b>HRO</b>	<b>HRSC-NW</b>
<b>AUTOMATION</b>	<ul style="list-style-type: none"><li>• Provides internal systems support</li><li>• Provides personnel data reports</li></ul>	<ul style="list-style-type: none"><li>• Implements database updates/changes</li><li>• Maintains HRSC-NW information systems</li><li>• Provides internal systems support</li><li>• Provides personnel data reports</li><li>• Maintains local help desk</li></ul>
<b>BENEFITS</b>	Provides advice and guidance	<ul style="list-style-type: none"><li>• Performance Appraisal</li><li>• Process Awards</li><li>• Retirement program/estimates</li><li>• Retirement Counseling</li><li>• Health/Life Insurance</li><li>• Benefits Counseling</li></ul>
<b>BUSINESS MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Provides administrative support services to HRO staff</li></ul>	<ul style="list-style-type: none"><li>• Provide administrative support to HRSC-NW staff</li></ul>
<b>CLASSIFICATION</b>	<ul style="list-style-type: none"><li>• Provides advice and guidance</li></ul>	<ul style="list-style-type: none"><li>• Position classification services</li><li>• Applies new and draft classification standards</li><li>• Prepares classification appeals packages</li></ul>
<b>EEO</b>	<ul style="list-style-type: none"><li>• Provides advice and guidance</li><li>• Publicizes program</li><li>• Informal individual complaints</li><li>• Formal individual complaints</li><li>• Prepares, maintains and distributes EEO policy statements</li><li>• Participates/advises in reasonable accommodation determinations</li><li>• EEO 3<sup>rd</sup> party representation</li></ul>	<ul style="list-style-type: none"><li>• Informal class complaints</li><li>• Formal class complaints</li><li>• Prepares and distributes reports</li><li>• Implements and markets EEO programs</li><li>• Administers Alternative Dispute Resolution process</li></ul>
<b>FEDERAL EMPLOYEE COMPENSATION ACT (FECA)</b>	<ul style="list-style-type: none"><li>• Program Administration</li><li>• Processes injury claims</li><li>• Maintains Program Status</li><li>• Controverses claims</li></ul>	<ul style="list-style-type: none"><li>• Processes personnel actions</li></ul>
<b>LABOR/EMPLOYEE</b>	<ul style="list-style-type: none"><li>• Provides advice and guidance</li></ul>	<ul style="list-style-type: none"><li>• Unfair Labor Practices (ULP)</li></ul>

**SUMMARY OF HUMAN RESOURCES SERVICES**

<b>HR FUNCTIONAL AREAS</b>	<b>HRO</b>	<b>HRSC-NW</b>
<b>RELATIONS</b>	<ul style="list-style-type: none"> <li>• Processes union grievances/conduct arbitration</li> <li>• Conducts bargaining (negotiate contract)</li> <li>• I&amp;I bargaining</li> <li>• Alternate Dispute Resolution</li> <li>• Performance based actions</li> <li>• Discipline and adverse action</li> <li>• Leave programs</li> <li>• Unemployment compensation</li> <li>• Interest based bargaining</li> <li>• Negotiability</li> <li>• Promotes labor-management partnerships</li> <li>• Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>case handling representation (settlement/hearing/PFRS)</li> <li>• Processes FLRA petitions</li> <li>• Responds to congressional</li> <li>• Reviews impasse issues</li> <li>• Provides advice and guidance to major claimants and HR offices on precedent setting cases in labor, employee relations and EEO areas</li> <li>• Filing PFRS or responses to PFRS to MSPB or EEOC</li> </ul>
<b>ORGANIZATIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Provides advice and guidance</li> </ul>	
<b>PROCESSING</b>	<ul style="list-style-type: none"> <li>• Provides advice and guidance</li> <li>• Indoctrinates new employees</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of official personnel folders</li> <li>• Processes personnel actions</li> <li>• Interfaces with payroll offices</li> <li>• Real estate claims review</li> <li>• Creates reports</li> </ul>
<b>STAFFING</b>	<ul style="list-style-type: none"> <li>• Provides advice and guidance</li> <li>• Prepares RIF requests</li> <li>• Prepares SIP/VERA requests</li> <li>• Administers SIP/VERA Program</li> <li>• Oversees RIF process</li> <li>• Management Identification of Candidates (MICs)</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts recruitment processes</li> <li>• Priority Placement Program (PPP) management</li> <li>• Executes pay determinations</li> <li>• Executes RIF</li> <li>• Mobilization</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Provides technical advice</li> <li>• Provides career counseling</li> <li>• Advises employees and organizations concerning development and leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Provides technical advice</li> <li>• Manages region-wide training plan</li> <li>• Purchases training/selects vendors</li> <li>• Manages supervisory and generic training for region</li> <li>• Operates resource library</li> <li>• Manages DAWIA program</li> <li>• Manages civilian leadership training program</li> <li>• Manages VRA/UMP/Student employment programs</li> </ul>

# HUMAN RESOURCES MANUAL

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ACTIVITIES SERVICED  
(BY SERVICING OFFICE)



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**UIC****ACTIVITY**

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## EVERETT HRO SITE

31379 Afloat Training Group - PNW DET (AFLOAT Training)  
68095 Branch Medical Clinic Everett  
68742 Commander Navy Region Northwest (Employees located at NAVSTA Everett, Marysville, and Arlington)  
64272 Department of Naval Science, California Maritime Academy, Vallejo, CA  
00886 Naval Communications Station Stockton  
46796 Naval Legal Service Office DET Bangor  
35502 Naval Legal Service Office DET Whidbey  
68372 Naval Legal Service Office Detachment Everett  
35969 Naval Legal Service Office, Northwest - Bremerton  
63408 Naval Material Transportation Office, Travis AFB, CA  
68660 Naval Radio Station, Jim Creek, Arlington, WA  
68328 Naval Readiness Command, Region 22  
68967 Naval Station Everett  
47243 Naval Surface Group, Pacific Northwest  
63213 NROTC, University of California, Berkeley  
63232 NROTC, University of Washington, Seattle  
31537 Trial Services Office, West - Bremerton  
31539 Trial Services Office, West - Everett

## NAVAL BASE KITSAP, FISC HRO SITE

00406 Fleet and Industrial Supply Center, Puget Sound  
  
00441 Priority Material Office  
32416 Naval Base Kitsap, Bremerton

## NAVAL BASE KITSAP, NAVHOSP SITE

68443 Naval Dental Center, Bremerton  
68095 Naval Hospital, Bremerton  
32416 Naval Station Bremerton

## NUWC WRO SITE

00253 Naval Undersea Warfare Center, Keyport

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PSNS/IMF HRO SITES

60258 Long Beach Naval Shipyard (Discrimination Complaints Only)

00221 Mare Island Naval Shipyard (Discrimination Complaints Only)

4523A Puget Sound Naval Shipyard/Naval Intermediate Maintenance Facility,  
Pacific Northwest

BANGOR HRO SITE

53885 Commander Submarine Group 9

68742 Commander, Navy Region Northwest

48871 Defense Commissary Agency (DECA) (Discrimination Complaints Only)

44255 Engineering Field Activity Northwest

30525 Naval Brig/CCU Puget Sound (Correctional Custody Unit)

68660 Naval Computer and Telecommunications Station, Puget Sound

68322 Naval Education and Training Professional Development Technology Center

48537 Naval Magazine Indian Island

68436 Naval Submarine Base, Bangor

62989 Navy Disease Vector Ecology and Control Center

65538 Navy Sea Logistics Center Concord

68437 Trident Training Facility

63402 Strategic Weapons Facility Pacific

WHIDBEY ISLAND HRO SITE

0751A ASTC NHOH Whidbey

55627 Attack Wing, US Pacific Fleet, Whidbey

39075 Branch Dental Clinic, Whidbey Island

68742 Commander Navy Region Northwest (Employees located at NAS Whidbey)

0345A Fleet Aviation Specialized Operational Training Group, Pacific Fleet  
Detachment, Whidbey Island

57094 Fleet Imaging Center

00621 Naval Air Reserve, Whidbey Island

00620 Naval Air Station Whidbey Island

68844 Naval Facility Whidbey Island

66097 Naval Hospital Whidbey Island

65907 Naval Oceanography Command Detachment, Whidbey Island

55165 Patrol Wing Ten, US Pacific Fleet

## PREPARATION OF REQUEST FOR PERSONNEL ACTION (RPA)

### 1. PURPOSE

Both line managers and employees use the RPA to request personnel actions. Line managers use the form to request personnel and/or position actions such as recruitment, awards, reassignments, and disciplinary actions. Employees use the form for voluntary actions such as resignations, name changes, and retirements.

### 2. DEADLINES FOR REQUESTING ACTIONS

In order to meet payroll deadlines, completed RPAs must be received in the Human Resources Service Center-Northwest (HRSC-NW) by the Monday preceding the proposed effective date (usually a Sunday at the start of the pay period).

### 3. INSTRUCTIONS FOR COMPLETING THE RPA.

The process for completing an RPA in the Modern Defense Civilian Personnel Data System (MDCPDS) is prompted by the system. Those who prepare the RPA should follow the on-screen guidance as defined in the MDCPDS User Guide.

### 4. ATTACHMENTS TO RPAs

In many cases, the RPA itself is sufficient to process the requested action. Additional attachments such as the following may be required:

- a. New Positions or Rewrite or Amendments of Existing Positions  
Attach the position description and signed cover sheet (OF-8) form to the RPA (see Chapter 3 Position Management and Classification for further instructions on writing position descriptions and completing cover sheets).
- b. Separation of Military Spouses  
Include a copy of the Permanent Change of Station orders of the sponsor.
- c. Furlough or Separation for Military Service  
Attach documentation to support the action. The RPA is not required for military leave granted for reservists.
- d. Details to Unclassified Set of Duties  
Provide a brief description of the job duties to be performed.

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### WEB SITES

ADR	<a href="http://www.adr.navy.mil">www.adr.navy.mil</a>
COREDOC	<a href="http://www.cpms.osd.mil/scpd">www.cpms.osd.mil/scpd</a>
Defense Civilian Personnel Management Service	<a href="http://www.cpms.osd.mil">www.cpms.osd.mil</a>
Department of the Navy Civilian Human Resources	<a href="http://www.donhr.navy.mil">www.donhr.navy.mil</a>
Ethics	<a href="http://www.ethics.navy.mil">www.ethics.navy.mil</a>
Federal Employees' Compensation Act (FECA)	<a href="http://www.dol.gov">www.dol.gov</a>
Graduate School, USDA	<a href="http://www.grad.usda.gov">www.grad.usda.gov</a>
Office of Special Council	<a href="http://www.osc.gov">www.osc.gov</a>
Office of Personnel Management (OPM)	<a href="http://www.opm.gov">www.opm.gov</a>
OPM Job Listing	<a href="http://www.usajob.opm.gov">www.usajob.opm.gov</a>
Pay Tables (Fed Wage System)	<a href="http://www.cpms.osd.mil/wage/scheds/af_wa.htm">www.cpms.osd.mil/wage/scheds/af_wa.htm</a>
Pay Tables (General Scale)	<a href="http://www.opm.gov/oca/payrates/index.htm">www.opm.gov/oca/payrates/index.htm</a>