



PACIFIC NORTHWEST HUMAN RESOURCES MANUAL

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HUMAN RESOURCES MANUAL

RECORD OF CHANGES

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INTRODUCTION

This manual represents features of many existing manuals and serves as a collection of implementing instructions and documents pertaining to local delegations of authority, policy, and procedures. You will find we have addressed some policy and procedural variations among our customer activities. Its purposes are to serve as a:

- Collection of implementing instructions and documents pertaining to local delegations of authority, policy, and procedures.
- Handy desk reference for supervisors, managers, and administrative assistants for routine civilian personnel information. It is also useful to military personnel who supervise civilians.

Every effort was made to structure the manual to accommodate the differences among serviced activities. If activities wish to include further detail or deviations in the manual, we suggest you issue supplements for insertion at the end of the appropriate chapters. Forms may be copied from this manual to use.

The HR community is comprised of the Commander, Navy Region Northwest (CNRNW) Human Resources Office (HRO) and the Human Resources Services Center Northwest (HRSC-NW), who work closely together on a continuing basis to make and implement human resource management decisions that support mission needs, contribute to public policy objectives, and are consistent with merit system principles.

The HRO staff serves as advisors and consultants on HR management actions to commands, activities, managers, and employees ensuring overall effectiveness and quality of the HR programs and services it provides to its customers; maintains a partnership with activity managers and supervisors in meeting the needs of the organization. The staff provides the “face-to-face” or “front room” interface with customers to provide advisory services on all aspects of Human Resources management.

We currently have local HR site offices at the following locations:

- Fleet and Industrial Supply Center, Puget Sound, Bremerton, Washington
- Naval Air Station, Whidbey Island, Oak Harbor, Washington
- Naval Hospital, Bremerton, Washington
- Naval Station Everett, Washington
- Naval Submarine Base, Bangor, Silverdale, Washington
- Naval Undersea Warfare Center Division, Keyport, Washington
- Puget Sound Naval Shipyard and Intermediate Maintenance Facility, with 2 site offices in Bremerton, Washington and 1 site office in Bangor, Silverdale, Washington

The HRSC-NW, located in Silverdale, WA, serves as the regional HR management action processing center for activities in its servicing area and provides various centralized HR management programs and services.

HUMAN RESOURCES MANUAL

A summary of the services provided and activities serviced by the HRSC-NW and the HRO is provided in Chapter 2.

At the activity level, commanding officers, managers and supervisors, when delegated civilian personnel management authorities, are responsible for hiring, retaining, paying, rewarding, disciplining, and separating civilian employees. This manual is to help management officials carry out civilian personnel management policies, procedures, and programs consistent with applicable negotiated agreements.

In this era of continuing strategic sourcing, the Northwest HR community is a leader in our field. We are committed to remaining responsive to your needs and to offering you a high level of service.

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