



# TRANSITIONS

## Joint Basing Newsletter

For employees of Joint Base Pearl Harbor-Hickam

Issue 9  
Nov 2010



### Commander's Message

Captain Richard W. Kitchens  
Commander  
Joint Base Pearl Harbor-Hickam

Mahalo to all who have worked so hard in the planning and execution that allowed us to reach our official status as a Joint Base on October 1. In particular, the transfer of nearly 1,100 NAF and APF civilian employees from Air Force to Navy was accomplished with impressive efficiency and virtually no problems or errors from an HRO perspective. However, we cannot rest on our accomplishments as our journey as a true joint base is really only just beginning.

Don't be surprised if we encounter an occasional speed bump in the road ahead. We operate a very complex Joint Base that includes a major harbor and shares runways with an international airport. We are also host to headquarters level military commands, the state's largest industrial employer, and a myriad of other military and civilian government organizations. Remember that by working together and using leadership, common sense and teamwork, we can turn the speed bumps into a smooth highway and provide the best installation support in the Department of Defense.

In this issue of Transitions, you will read about some of the policy changes that have already gone into effect or are coming as a result of joining the bases. In all cases, teams of personnel from both the Air Force and Navy jointly considered alternate courses of action and our unique service cultures before making recommendations on the joint base policy. In any case, we would like to hear your comments or questions with regard to our policies or on any issues related to Joint Basing that you would like to know more about. Questions or comments can be sent to [vickie.lancaster.ctr@navy.mil](mailto:vickie.lancaster.ctr@navy.mil) or by telephone at 473-1173.

Again, please accept my sincere "thank you" for all you have done to bring this Joint Base to life and for all you will do to make sure we remain the best Joint Base in our nation.

Warm regards,

Captain Richard W. Kitchens  
Joint Base Commander

### Congratulations, Joint Base Pearl Harbor-Hickam!



JBPHH at "Full Operational Capability" is setting the bar for future success! Above left, the talented keiki of the Halau Hula Olana beautifully express how joint basing is done Hawaiian style while the men and women of the JBPHH Air Force and Navy stand in formation united and strong.

*Photos by SSgt Nathan Allen*



MWR's "First Time Ever" Laser Light Show lit up the sky and the historic Freedom Tower, celebrating the joining of our two historic installations to become Joint Base Pearl Harbor-Hickam (JBPHH). A few thousand service members and families came out to

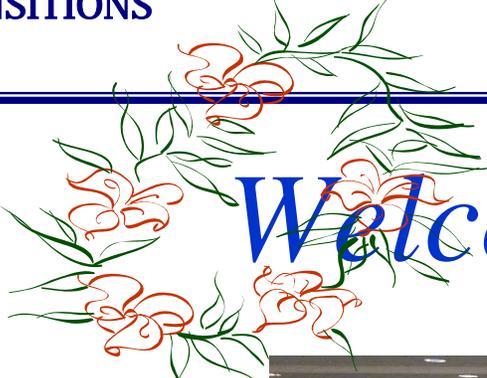


join in the festivities of the MWR FOC Celebration event held at the Freedom Tower Mall on October 1. There were fun rides and activities for all ages, including a live performance by ukulele phenom Jake Shimabukuro.

*MWR FOC celebration photos provided by MWR.*

#### What's in this issue...?

- Successful "On-boarding" event
- 2010 - 2011 Energy Initiatives
- Joint Base policies and adjustments
- "Who Do I Call" Directory
- Federal benefits open season



# Welcome Aboard

Story by Jan Kuniyoshi,  
CNRH Head Staffing &  
Classification (HRO)

Culminating two years of planning, the Joint Base Pearl Harbor-Hickam (JBPHH) On-Boarding Event welcomed 480 Air Force employees to five Navy commands on October 12, 2010. This was the largest, single on-board processing in the history of the Human Resources Office (HRO) and it was a huge SUCCESS!

Held at the Tradewinds Enlisted Club, employees were officially greeted by the HRO staff, provided information packets, and escorted to command designated sections in the large banquet hall.

The event presented a “one-stop” opportunity for a warm “Aloha” and welcome from Captain Richard Kitchens, JBPHH Commander, an HRO general orientation, and for individual commands to host new employee orientation and training break-out sessions.

Defense Manpower Data Center, the local Personnel Support Detachment and the Air Force Military Personnel Flight pre-built common access cards (CAC) for immediate issue and use on October 12, 2010. Their planning and dedication delivered a smooth exchange and process of CACs for everyone in attendance, thereby eliminating wait time and long lines that folks would have had to endure under normal circumstances for this large of an indoctrination; the entire exchange actually took 2-3 minutes per person.

The HRO briefing highlighted differences in civilian personnel processing and provided information on pay, benefits, workers’ compensation, leave, union representation, equal employment opportunity complaint process and the proper use of government vehicles. Individual command-sponsored orientation/training was held immediately after the HRO presentation and provided an opportunity to discuss command-unique items and meet key personnel.

The Hickam Civilian Personnel staff and Navy Region Hawaii HRO worked closely to ensure the accuracy and identification of transferring employees so that personnel and payroll data files would transfer systematically. This was no easy task as employee arrivals occurred continuously. All personnel actions were processed in a timely manner, ensuring that payroll data files were built for timecard updates by the end of the pay period. The end result was a smooth and seamless transfer that was transparent to employees. All employees were paid correctly, on time and without interruption to their benefits.

*The overarching objective was to retain the integrity of the joint base while at the same time integrating each employee into their respective commands. The on-boarding event was inviting, welcoming, and represented a promising beginning for Joint Base Pearl Harbor-Hickam. It was well received by new employees, managers, commanders, and all who attended. It was a true demonstration that our most important asset, our people, is our number one priority!*



A large morning group session held at Tradewinds included new personnel transferred to various commands - JBPHH, COMNAVREG Hawaii, FISC Pearl, and NAVFAC Hawaii - as a result of joint basing.

*Photo taken by Denise Emsley, NAVFAC HI Public Affairs Officer*

Aloha kakou!

## Let's do our part for **ENERGY CONSERVATION**



Conserving energy and reducing dependence on a volatile energy supply and foreign oil are clearly in the best interest of our national security. Smart Grid technologies provide our military and civilian personnel with real-time knowledge and decision-making tools that will empower them to save energy, resources, utility costs and the environment. Creating an increased sensitivity and awareness of energy consumption in the home and office will make a difference over the long term, significantly improve mission effectiveness and enhance security. Here are some simple tips to conserve energy at work and in the home:

### Saving Energy at work

- Unplug equipment that consumes energy when not in use (e.g.: Cell phone chargers, fans, coffeemakers, monitors, desk lights, printers, radios, etc.).
- Report all energy waste to building an/ or facility managers.
- Make a habit of turning off lights when leaving the room or office.
- Save paper; photocopy only what you need, print two-sided
- Maintain a comfortable 75°F to 78°F temperature in your office

[Information referenced from *RhumbLines*, a product of the Navy Office of Information]

### Saving Energy at home

- Consider having a home energy assessment, also known as a home energy audit, to assess how much energy is consumed and to evaluate what measures can be taken to make the home more energy efficient.
- Look for the **ENERGY STAR®** label or an EnergyGuide label on appliances and electronics.
- Use compact fluorescent light bulbs with the **ENERGY STAR®** label.
- Lower the thermostat on hot water heater to 120°F
- Sleep features that power down equipment can save households up to \$70 annually.
- Drive sensibly. Aggressive driving (speeding, rapid acceleration and braking) wastes gasoline.



## **JBPHH Directory**



### **Command: Joint Base Pearl Harbor-Hickam**

• Administrative Management & Exec. Ofc	JB00>JB00AD	473-3496
• Chaplain Ministries	JB00>JB00R	473-3971
• Children & Youth Programs	JB9	448-2296
• Honors	JB00>JB00H	472-6670 Main 590-8383 Duty
• Emergency Management	JB3>JB37	473-1755
• Equal Opportunity	JB00>JB0EO	449-1701
• Equal Employment Opportunity	JB1	471-0262
• Family Housing	JB9	474-1820/21 Pearl 423-2300 Hickam
• Food Services	JB9	473-2948 Silver Dolphin 449-1666 Hale Aina
• Installation Law Enforcement Operations	} JB2>JB23	474-6187 Pearl 449-1001 Hickam
• Installation Physical Security Protection		
• Installation Protection Support		
• Installation Safety Management Analysis	JB3	474-3447 x237
• Lodging	JB9	440-2290 Navy Lodge 448-5400 Hickam
• Military & AF Civilian Drug Testing	JB00>JB00ADC	448-5356
• Morale, Welfare, & Recreation (MWR)	JB9	473-0787
• MILPERS Services	JB1>JB14A	449-8608
• Port Services	JB3>JB31	473-1168
• Public Affairs	JB00>JB00PA	473-2880
• Senior Enlisted Advisor	JB00>JB00F	473-3430 Navy 449-1573 AF
• Small Arms Range Management	JB2>JB23	474-6187 Pearl 449-1001 Hickam
• Unaccompanied Personnel Housing	JB9	473-1203 Navy CBH

### **Command: Fleet Industrial Supply Center, Pearl Harbor (FISC PH)**

• Base Support Vehicles & Equip. (BSVE)	JB41	448-2208
• Installation Movement	JB41	471-2405 x5401 NAVPTO 449-1351 FISC PH
• Personal Property & Plant Equipment (PP&PE)	JB41	449-3889
• Postal Services	JB41	448-2980
• Procurement	JB41	449-9795
• Supply, Storage & Distribution (Non-Munitions)	JB41	449-9795

(Over)

### Saving Energy is everyone's Business

- Energy security is critical to mission success. Energy security safeguards our energy infrastructure and shields us from a volatile energy supply.
- Energy efficiency increases mission effectiveness. Efficiency improvements minimize operational risks, saving time, money and lives.
- Environmental stewardship protects mission capabilities. Investments in environmentally responsible practices lessen dependence on fossil fuels and reduce green house gas emissions.

For more news about Navy energy initiatives and priorities visit:

<http://greenfleet.dodlive.mil>

# Base Reminders & Implemented Policy Changes:

## JB2 Security Highlights

**Air Force and Navy personnel merged into one Security Force comprised of civilians, contractors and Navy and Air Force active duty personnel.**

- o Hands free cell phone devices are authorized
- o Service calls
  - Responses will continue as normal
  - Dial 911 for emergencies
- o Vehicle decals
  - Continue to use existing AF and Navy decals
  - Decals will be replaced over time with JBPHH decals
- o Base Access
  - JB access instruction is in final review
  - The instruction will provide detailed access information for military, civilians, family members, retirees, guests, and contractors



- o Speed Limits  
Unless otherwise posted, installation speed limits are as follows:
  - 5 mph in parking lots
  - 10 mph when passing troops marching in formation
  - 15 mph in housing areas and school zones
  - 25 mph on all roads and streets unless otherwise posted
- o Gate Hours
  - o Kuntz Gate: 0500-0730 and 0900-2100
  - o Luapele Gate: 0530-0800 and 1500-1730
  - o Makalapa Gate: 0530-2200
  - o Nimitz Gate: 24/7
  - o O'Malley Gate: 24/7

For more information about security department issues, please contact Police Major Padilla at 474-6751 or MSgt Dela Rosa at 449-9705

## JB9 Morale, Welfare and Recreation (MWR) Highlights



### Fitness Group Exercise Charges

Select fitness classes that were provided for "FREE" in FY 2010 at the Hickam Fitness facilities will continue for a fee in FY 2011 due to a non-extended funding contract. PACAF was able to provide supplemental APF funding for specific "above core" fitness classes thru to Sept 30, 2010. The funding vehicle has expired and was not renewed for FY 2011. Therefore, as of Oct 1 2010, these classes can no longer be made available for free. The assessment of fees is not due to the formation of the joint functions of JBPHH but rather is a lack-of-funding issue.

The good news is that with the efforts of the joined Navy MWR and Hickam Services teams to become JBPHH Morale, Welfare and Recreation, the fees are kept at very low rates. With the offering of Group Exercise Coupon booklets, above core classes can be taken for as little as \$1.67 per class.

Core fitness classes (MWR offers up to 30 classes per week) remain Free and are targeted for active duty personnel. If classes are not at full capacity, other personnel are welcomed to join in.

All employees of the JBPHH are eligible to use the fitness facilities and centers. For current schedules, eligibility, class descriptions and fee information, please go to the Fitness tab at:

[www.greatlifehawaii.com](http://www.greatlifehawaii.com)

### Fitness Center Towel service:

The Air Force fitness centers did not provide towel services prior to the joint base effort. As part of joining the two installations and with the intent on providing similar services using best practices across the Joint Base, towel services will be provided in Air Force fitness centers at no cost beginning December 10, 2010.

Towel wipes have also been recently introduced enabling patrons to disinfect the fitness machines after each use. Though rags were provided previously, this provision allows for added sanitation.

*Get Fit JBPHH!*



## JBPHH Directory



### Command: Commander Navy Region Hawaii (CNRH)

• Civilian Drug Testing	JB1	448-5356
• Equal Employment Opportunity	JB1	471-0262
• Financial Management	JB8	473-2908
• Fire Protection & Emergency Services	JB3	471-3303 x200
• Information Technology Svcs Mngmnt	JB6	473-0734
• Inspector General	JB00>JB00IG	473-4025
• Internal Review	JB00>JB00IG	473-4471
• Legal Support (RLSO – JAG)	JB00>JB00J	473-4633
• Legal Support (OGC)	JB00>JB00L	449-1737 x235
• Management Analysis	JB1/JB5	471-1339
• Non-Appropriated Fund Instrumentality (NAFI)JB9		473-0787
• Protocol	JB00>JB00E	473-2207
• Warfighter & Family Services	JB9	474-1999 Pearl 449-0300 Hickam

### Command: Naval Facilities Engineering Command Hawaii (NAVFAC HI)

**\*ALL JB4 471-8481 Pearl  
449-3100/3101 Hickam**

- Base Support Vehicles & Equipment (BSVE)\*
- Custodial Services\*
- Environmental Compliance\*
- Environmental Conservation\*
- Environmental Pollution Prevention\*
- Environmental Restoration\*
- Facilities Demolition\*
- Facilities New Footprint\*
- Facilities Restoration & Modernization\*
- Facilities Sustainment\*
- Grounds Maintenance & Landscaping\*
- Pavement Clearance Svcs \*
- Personal Property & Plant Equipment (PP&PE)\*
- Pest Control Services\*
- Procurement Operations\*
- Real Property Leases\*
- Real Property Management & Engineering Services\*
- Refuse Collection & Disposal\*
- Utilities \*
- Legal Support JB00>JB00L 449-1737

## **APF Civilians: It's Federal Benefits Open Season!**

The Federal Benefits Open Season will run from November 8 through December 13, 2010. During the Open Season you can elect to participate in the Federal Flexible Spending Account Program (FSAFEDS) for 2011.

If you have never elected to participate in FSAFEDS you should take a minute to learn about how it can benefit you. Did you know you can use a Dependent Care Flexible Spending Account to pay for eligible dependent care expenses? Such expenses may include child care for children under age 13 or day care for anyone who you claim as a dependent on your Federal tax return who is physically or mentally incapable of self-care so that you (and your spouse, if you are married) can work, look for work, or attend school full-time.

You can use a Health Care Flexible Spending Account to pay for qualified medical costs and health care expenses that are not paid by your FEHB plan or any other insurance. Some of the expenses potentially eligible for reimbursement are co-pays on prescriptions and doctors visits. A list of reimbursable expenses is available at <https://www.fsafeds.com/fsafeds/eligibleexpenses.asp>.

By using pre-tax dollars to pay for eligible health care and dependent care expenses, FSAFEDS give you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money. In other words, with a flexible spending account, you can both reduce your taxes and get more for your money by saving from 20% to more than 40% you would normally pay for out-of-pocket health care and dependent care expenses with after-tax (as opposed to taxed) dollars.

Benefits Bulletin 2010-10, Federal Benefits Open Season - Federal Flexible Spending Account provides additional information about FSAFEDS. The bulletin is available at <http://www.public.navy.mil/donhr/Benefits/resources/Pages/Default.aspx>.

If you have questions about the FSAFEDS you should call SHPS at 877-372-3337 from 9 a.m. to 9 p.m. Eastern Time, Monday through Friday to speak to a Customer Service Representative. The TTY number for the deaf and hard-of-hearing is 800-952-0450. You may also email SHPS at [FSAFEDS@shps.com](mailto:FSAFEDS@shps.com).

## ***JBPHH Bulletin Board***

### **Employment (APF) Opportunities with the Navy**

Unlike the Air Force system, the Navy requires individual resumes to apply for civilian jobs. Consideration is not automatic and you must apply for positions either through an open continuous or an individual announcement. To learn more about employment opportunities visit the Navy Civilian Employment website at:

<http://www.public.navy.mil/donhr/employment/Pages/Default.aspx>

### **Navy's Civilian Benefits Center (CBC)**

CBC is the centralized organization within the Department of the Navy that administers the Federal benefits and retirement programs for civilian employees. It is the Navy's equivalent to the Air Force's Benefits and Entitlements Team (BEST). You'll find that the tools and format are similar as both agencies use EBIS. Employees can access [EBIS](#) (an automated, secure, self-service Web application) to make health and life insurance transactions, Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates.

Here's the link:

<http://www.public.navy.mil/donhr/Benefits/Pages/Default.aspx>

### **Employment (NAF) Opportunities with the Navy**

The Air Force and Navy both use [nafjobs.com](http://nafjobs.com) website to announce NAF job vacancies. Air Force NAF employees may continue to apply for other positions through this website.

*Transitions provides information to both military and civilian employees about Joint Base Pearl Harbor-Hickam (JBPHH). If you have suggestions for content, please send to [vickie.lancaster.ctr@navy.mil](mailto:vickie.lancaster.ctr@navy.mil) or call 473-1173.*

For more on joint basing check out the following sites:

- JBPHH Website at: [www.cnrc.navy.mil/PearlHarbor-Hickam](http://www.cnrc.navy.mil/PearlHarbor-Hickam)
- Department of Defense BRAC Site: [www.defense.gov/brac](http://www.defense.gov/brac)
- The JB Program Management Office on Defense Knowledge Online (CAC required): [www.us.army.mil/suite/page/560093](http://www.us.army.mil/suite/page/560093)