



# TRANSITIONS

## Joint Basing Newsletter

Issue 10  
Feb 2011

For employees of Joint Base Pearl Harbor-Hickam



### Commander's Message

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

Aloha All! This issue marks our final edition of the Transitions Newsletter. This newsletter was developed to fill a temporary need of keeping you informed as we worked through the task of joining the Pearl Harbor and Hickam installations into one Joint Base. We hope you found it useful as we transitioned, but now it's time to move on and fully utilize our existing communication tools such as our newspaper, Ho`okele, our base cable access channel, and the Joint Base public website (<http://www.cnic.navy.mil/PearlHarbor-Hickam/index.htm>).

There is also increasing activity on the JBPHH Facebook page. While these are all great avenues for communication please remember that your best and most accurate source of information should be your own chain of command.

We also have available a Joint Base Road Show, which is a 30 minute presentation given by representatives of the Joint Base Commander and the 15th WG. This presentation is especially suitable for supported or tenant organizations residing on JBPHH and can be given during squadron or department meetings. It covers the installation's organization, what installation support functions are provided by JBPHH, and what the new Joint Base means to you and your organization. The presenters will be happy to address any Joint Basing questions. The point of contact for scheduling is Mr. Glen Bailey at [Glen.Bailey@hickam.af.mil](mailto:Glen.Bailey@hickam.af.mil) or 449-1591.

In January we bade farewell to Colonel Rusty Baumgardner, our first Deputy Joint Base Commander (DJBC). Col Baumgardner was a fair and honest broker for both the Air Force and the Navy and was instrumental in setting us up for success. We wish him all the best as he heads off to a key leadership position on the coalition team in Afghanistan. Due to unforeseen circumstances the new permanent DJBC will not arrive until late April. In the interim we are fortunate to have Lt Col Rex Vanderwood step into the DJBC position.

I want to express my sincere thanks and appreciation for the hard work each of you contributed to help us achieve Full Operational Capability and to emphasize how much we will continue to need your full support to provide great customer service with aloha to the Commands, Warfighters and Families of Joint Base Pearl Harbor-Hickam.

Warm regards,

Captain Richard W. Kitchens

### Joint Base Pearl Harbor-Hickam says Mahalo to Col. Baumgardner

Photo by David D. Underwood Jr.

Col. Charles "Rusty" Baumgardner, deputy commander of Joint Base Pearl Harbor-Hickam (JBPHH), receives a plaque from Capt. Richard Kitchens, commander of



JBPHH, during his farewell luncheon on Jan. 19. Baumgardner is going to serve as U.S. Forces director of communications, Kabul, Afghanistan.



**Welcome** to Lt. Col. Rex Vanderwood, 4 acting deputy Joint Base commander. Lt. Col. Vanderwood is "dual-hatted" as the commander of the 647<sup>th</sup> Air Base Group.



#### JBPHH Road Show Brief

A Joint Base "Road Show" is available for Commander Calls, squadron, department, or other group meetings. Get the skinny on what joint basing means to your organization. Contact Mr. Glen Bailey, [Glen.Bailey@hickam.af.mil](mailto:Glen.Bailey@hickam.af.mil) or (808) 449-1591.

**Schedule yours today!**

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

- > Aloha kakou: Invitation to Familiarization Harbor tours
- > Updated JBPHH Directory
- > How to apply for a JB job
- > JBPHH Bulletin Board: Federal benefit updates

# *A Special Invitation just for you:*

## **Harbor Tours**

### *for all New JBPHH Personnel and Families*



Photos by Mass Communication Specialist 2nd Class Robert Stirrup

***Come and join the fun!*** Joint Base Pearl Harbor-Hickam conducts monthly boat tours of the harbor that offers a spectacular opportunity not available to the general public.

Similar to Newcomers Orientation, the tour was established to provide newly assigned military and DOD civilian personnel (and families) with historical, mission and operational information on Pearl Harbor. The fully narrated tour will promote education and understanding of the historic and strategic importance of Pearl Harbor and the base while helping new employees adjust to their new duty location.

Passengers will be picked up at Merry Point Landing, muster (report time/show up) is generally at 1530, and the tour will generally depart at 1600. A covered, eco-friendly, tour boat will take passengers around Ford Island and the harbor offering incredible views as can only be seen from the water. There will be a stop at the Arizona Memorial and then return to Merry Point Landing about 90 minutes later.

The tour runs once a month on a Wednesday. Tour dates currently are: 9 MAR, 6 APR, 4 MAY, 8 JUN, 13 JUL, 3 AUG, 7 SEP, 12 OCT and 9 NOV. **PLEASE NOTE:** Departure time and dates are subject to change without notice so be sure to confirm that information prior to your tour. Seats are limited. If you are active duty, DOD employee, newcomer or family member with base access and are interested in joining the tour please contact Bette Kalohi in the public affairs

office to reserve a seat two weeks prior to the tour date. She can be reached at 473-3958 or via email at [bette.kalohi@navy.mil](mailto:bette.kalohi@navy.mil).



- Active Duty personnel must wear Class B uniform if on duty.
- Civilian attire should be appropriate to what you would wear to a memorial.
- Closed toe shoes recommended for safety.
- There is a "No Bags" policy on the Arizona Memorial; no purses, backpacks, fanny packs, diaper bags or camera bags (cameras are OK) or anything that offers concealment.
- There are no restrooms on the memorial.

# How to apply for a job with the Joint Base:

## *Appropriated Fund (APF) personnel*



Department of the Navy  
Civilian Jobs That Make A Difference To Our Country And The World

*No Limits No Bounds*

### **JOB APPLICATION KIT** [See the full kit and instructions at: [chart.donhr.navy.mil](http://chart.donhr.navy.mil)]

Applying for Department of the Navy (DON) civilian jobs is easy . . . just follow the steps below:

#### **STEP 1 - CONDUCT A JOB SEARCH**

Search for job opportunity announcements at <https://chart.donhr.navy.mil/> . All DON civilian announcements are posted at this employment website.

#### **STEP 2 - APPLY**

To be considered, you must apply to specific job opportunity announcement(s) using a resume (optional cover letter) and an Additional Data Sheet (ADS). There are three ways to apply:

DON Online Resume Builder: Use our resume builder, *My Resume*, at <https://chart.donhr.navy.mil/> to create a complete DON resume, and ADS. *My Resume* will prompt you to enter all the necessary information in the proper format. We even have a space for cover letter information.

Once you've completed *My Resume*, you're ready to apply online to practically any DON announcement. Just click the *Apply Now* button contained in the job announcements for step-by-step instructions. When you apply online, your resume will be submitted directly into the DON resume system and a courtesy copy of your submission will be emailed to you.

Re-Use Your Resume (a.k.a., Self-Nomination): Already have a resume and ADS on file with DON?

Then use it to apply to other DON job announcements! Just click the *Apply Now* button contained in the announcements for step-by-step instructions.

Mailed (Hardcopy) Resumes: You may prepare and submit a hardcopy resume, optional cover letter and ADS via United States Mail although this is not a preferred method. Unlike online job applications that are received and processed immediately and automatically, the hardcopy submissions take time to be received and processed manually at the DON Resume Intake & Employment Information Center in San Diego, CA. In addition, since DON uses an automated resume system, carefully read and follow the tips contained in this kit to ensure that your hardcopy resume is processed correctly. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration:

- Create a resume using the resume format and instructions shown in this kit.
- Attach an optional cover letter if desired.
- Complete the ADS information requested on this kit.
- Mail your resume, cover letter and ADS to:

Department of the Navy  
Attn: Resume Intake Center  
525 B Street, Suite 600  
San Diego, CA 92101-4418

**Remember** you must submit both a resume and the ADS to be considered for job opportunities.

Your application must be received by the closing date unless the open period is for less than five calendar days. In this case it must be postmarked by the closing date to be accepted.

# How to apply for a job with the Joint Base:



## *Non-Appropriated Fund (NAF) personnel*



## Welcome to the Morale, Welfare and Recreation Non-Appropriated Funds (NAF) Jobs Website *Oahu, Hawaii, U.S.A.*

**Welcome to NAFjobs.com!** This is a brand new website created to help you apply for **Non-Appropriated Fund (NAF)** Jobs in Hawaii using the internet.

This website was designed so that you could view job openings in all Army, Navy, and Air Force MWR programs and apply for vacancies online. This could be done from your home, your office, your present duty station or after you arrive in Hawaii.

We have job openings for the MWR facilities on Oahu including golf courses, clubs, bowling lanes, hobby shops, craft shops, automotive shops, lodging facilities, day care, youth programs, food service and many more!

The idea was to help you find a job quicker and easier. Hawaii is a relatively high cost of living area. The faster you can get back into the workforce, the less strain on the family will be. Ideally, you could have a job waiting for you as you step off the plane in Hawaii! We hope so. We also envision that this Web Site would one day include all US military installations around the world.

The basic steps are:

1. **Select which branches and bases you want to search.**
2. **Select the job you want to look for.**
3. **Fill out the job application.**

You may use this website to search for and apply for non-appropriated funds (NAF) jobs on Oahu. NAF employment opportunities are typically available with NAF instrumentalities (NAFIs), such as Services, Army & Air Force Exchange Service (AAFES), Navy Exchange (NEX), and Morale, Welfare & Recreation (MWR). NAF employment opportunities are open to family members of the U.S. Armed Forces personnel and civilians.

NAFs consist of cash and other assets from sources other than monies appropriated by the Congress of the United States.

What's really useful about this website is once you've filled out a job application you may reuse the information. You can return to the website again and again to apply for a job without having to re-enter all the information. Your information can be held for another 30 days each time you visit. The first time you use the site, you'll need to fill out a job application before you can have your applicant information retained.

Check out **NAFjobs.com** and good luck in your job search!



# JBPHH Directory

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## Command: Joint Base Pearl Harbor-Hickam

Department	JB Code	Contact #
• Administrative Management	JB00>JB00AD	473-0460
• Chaplain Ministries	JB00>JB00R	473-3971
• Children & Youth Programs: Kids Line	JB9	449-8233
• Youth Centers (Camps)		421-1556/448-5256
• Youth Sports		474-3501
• Emergency Management	JB3>JB37	590-1217
• Equal Opportunity	JB00>JB0EO	449-1701
• Equal Employment Opportunity	JB1	471-0262
• Executive Office	JB00>JB00AD	473-2201
• Family Housing: Leasing:	JB9	474-1820/21 Pearl
Maintenance:		423-7788 Hickam Communities
		839-8690 Pearl/Forest City
		423-1650 Hickam Communities
• Food Services	JB9	473-2948 Silver Dolphin
		449-1666 Hale Aina
• Ho'okele Base Newspaper	JB00PA	473-2890
• Honors	JB00>JB00H	590-8383 Duty
• Installation Law Enforcement Operations	JB2>JB23	474-6187 Pearl
• Installation Physical Security Protection		
• Installation Protection Support		
• Installation Safety Management Analysis		
• 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)



# JBPHH Directory

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## Command: Commander Navy Region Hawaii (CNRH)

Department	JB Code	Contact #
• 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) Human Resources	JB9	474-0889
• Protocol	JB00>JB00E	473-2207
• TV2 – Commander's Channel	JB00PA	473-1470
• 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



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## Transportation Incentive Program (TIP)

There has been a significant change in rates that will affect employees receiving the transportation subsidy. In December, after announcing that the \$230 increased 2010 TIP rate would not be continued for 2011 and employees would return to the former \$120 rate in January 2011, Congress included TIP in the Tax Relief bill which passed on 17 December 2010 changing the TIP rate back to \$230. Due to DON administrative changes required to change this again, the new rate will not be effective until April 2011.

The TIP rate for January, February, and March will be a maximum of \$120/month increasing to \$230/month in April for the remainder of 2011. Read the full article in the DON TIP Newsletter:

[http://www.fmo.navy.mil/docs/SERVICES/TIP/TIP\\_Update\\_Newsletter\\_2011\\_01.pdf](http://www.fmo.navy.mil/docs/SERVICES/TIP/TIP_Update_Newsletter_2011_01.pdf)

For Questions about Transit Subsidy please contact:

- National Capital Area e-mail: [transitpass@ref.whs.mil](mailto:transitpass@ref.whs.mil) or phone (703) 614-0084
- Outside the National Capital Region e-mail: [Joshua.coover@navy.mil](mailto:Joshua.coover@navy.mil) or phone (202) 685- 0399
- DON HR Benefits Work/Life Program - Transit Subsidy FAQ link:

<http://www.public.navy.mil/DONHR/BENEFITS/WORKLIFE/Pages/Default.aspx>



As a reminder, participants are only eligible for their actual commuting costs up to the maximum benefit. Participants must demonstrate their actual mass transit commuting cost; they are not automatically entitled to the maximum benefit. In most locations across the United States, the average mass transit commuting cost is much less than \$230 per month. The \$230 maximum benefits will remain in effect through 31 December 2011 at which point it will expire unless Congress takes additional action.

**Keep in touch!!!**

## JBP HH Bulletin Board

As this is the final issue of the Transitions newsletter, we hope we have provided meaningful information during the transition period of standing up Joint Base Pearl Harbor-Hickam. Continue to learn about important JBP HH initiatives thru our base newspaper *Ho'okele* and become a friend by joining us on [Facebook](#) and [Twitter](#). See these great links on the JBP HH Website at: [www.cnic.navy.mil/PearlHarbor-Hickam](http://www.cnic.navy.mil/PearlHarbor-Hickam).

- Remember, your best source of information should be your supervisor or chain of command.
- Please send any comments, questions or suggestions to: [vickie.lancaster.ctr@navy.mil](mailto:vickie.lancaster.ctr@navy.mil).

For more on joint basing, check the following sites:

- 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)

### Personal Statement of Benefits (PSoB)

Have you ever needed a statement of benefits that included:

- Value of your life insurance
- Cost of your health insurance
- Optional retirement benefits
- Disability retirement benefits
- Survivor benefits
- Value of your annual leave, if you leave federal service

All this and more is available in the Employee Benefits Information System (EBIS) Personal Statement of Benefits (PSoB). The PSoB is also an important source of information for your next of kin in the event of your death. Additional information is available in Benefits Bulletin 2011-2, Personal Statement of Benefits available at:

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

If you have questions about your PSoB or need help accessing EBIS, call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number for the deaf and hard of hearing is 866-328-9889.