



TRANSITIONS

Joint Basing Newsletter

For employees of Joint Base Pearl Harbor-Hickam

Issue 7
July 2010



Deputy Commander's Message

Colonel Rusty Baumgardner
Deputy Joint Base Commander
Joint Base Pearl Harbor-Hickam
Commander, 647th Air Base Group

Greetings to all my Joint Base shipmates and wing mates. I am excited to have this opportunity to serve as the first Deputy Joint Base Commander (DJBC) at Joint Base Pearl Harbor-Hickam. In addition to being the DJBC I also serve as the commander of the 647th Air Base Group on Hickam.

Since our last newsletter some important changes have occurred that take us closer to full operational capability (FOC). In May the 15th Airlift Wing had a change of command and was also re-designated the 15th Wing. Concurrent with that change the 15th Mission Support Group that provided the actual base support functions for the Wing was re-designated as the 647th Air Base Group and established under the 13th Air Force. Until this change the Wing commander had been the Hickam AFB installation commander. The establishment of the 647th ABG effectively relieves the Wing of its base support responsibilities.

On the first of June we activated the Phase 2 functions of facilities, environmental and Warfighter & Family Services which means that the vast majority of the installation support functions are now operating jointly. Organizationally we also activated the JBPHH organization chart for command and control. With few exceptions we are now operating as a fully joined base and will be working hard at making sure we get it right before the official step of Full Operational Capability (FOC) on October 1.

I'd like to remind us all of the guiding tenets we established early on for standing up the Joint Base. First and foremost, war fighting readiness and mission accomplishment are paramount. We will not accept negative impacts in this area for our Navy or our Air Force. Second, we will join effectively to ensure the delivery of support and services to our tenant commands, service members and their families continues uninterrupted. Finally, after the first two are assured, we will look for the efficiencies joint basing offers. These three principles will endure long after we are fully operational as a Joint Base.

Thank you for your continued efforts as we unite into one team that provides superb installation support here at Joint Base Pearl Harbor-Hickam.

Warm regards,

Colonel Rusty Baumgardner, USAF
Deputy Joint Base Commander

Welcome to the HRO issue for all transitioning APF and NAF personnel. Here is what's inside:

- In-Processing information
- Timekeeping and Pay Processing
- NSPS to GS Transition
- Out-processing information
- Transportation Voucher Program information
- JBPHH MWR Upcoming events

Common Access Cards

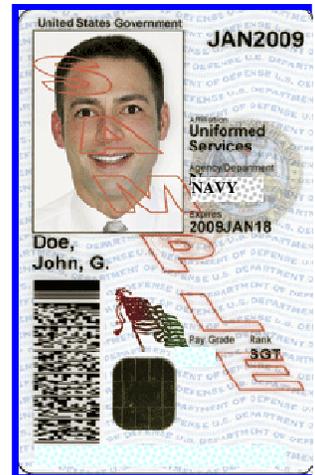
The Air Force and Navy are working with the Defense Manpower Data Center (DMDC) to streamline the process of issuing new Navy CAC cards without interruption for all JBPHH employees. The current plan is for the Air Force to begin scheduling appointments for employees in July/August to create new Navy CACs. These cards will be held in "escrow" until in-processing, where they will be exchanged for the Air Force CAC. This will ensure continuous base access and hopefully, computer access as well, for current AF employees.

For additional information refer to the following topics on the JBPHH website:

- Common Access Card (CAC) Joint Base Guidance
- Common Access Card (CAC) and Certificate Recovery FAQ

JBPHH Website: www.cnmc.navy.mil/PearlHarbor-Hickam

Be on the watch for current "In-processing" event information from your department supervisors.



Upcoming JB Implementation and Milestone events:

- **August 15:** "Full Activation"
- **September 8:** JB Open House/Town Hall (1-2pm) 1100 - 1500 at the Tradewinds Enlisted Club
- **September 9:** JB Open House/Town Hall (5-6pm) 1500 - 1900 at Lockwood Hall
- **October 1:** Full Operational Capability (FOC)

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 or call 473-1173.

For more on joint basing check out the following sites:

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



What you need to know from . . .

Human Resources

JBPHH Transition Information for Appropriated Fund (APF) Air Force Civilians

The October 10, 2010 transfer date for Air Force civilian employees is fast approaching and the following short articles should help answer common questions and provide specific information on what can be expected ...

Transfer of Personnel Information/Records

The goal is to minimize the manual transfer of information and streamline processing time for employees. All your personnel information will be automatically transferred from the Air Force Personnel Center (AFPC) to the Navy Human Resource Service Center, Northwest (HRSC-NW) located in Silverdale, Washington. The transfer of civilian personnel data will be accomplished through direct system interface from the Air Force to the Navy via the Defense Civilian Personnel Data System (DCPDS).

In preparation for this data transfer, personnel actions affecting joint base personnel and positions will be frozen from August 14 to October 10. The last pay period for personnel actions affecting position changes processed by the Air Force will be August 1, 2010. Exceptions include:

- Separation actions prior to October 10, 2010
- Career tenure changes, within grade increases, and other system generated actions
- Health/life insurance changes, TSP changes, and other benefit actions
- Position changes (reassignment/promotion) out of joint base positions
- Pay adjustments; i.e., August FWS pay adjustments
- Emergency actions to be determined on a case by case basis

The transfer of Official Personnel Files (OPF) will occur after transition. The AFPC will print all automated records from the employees' e-OPFs, consolidate them with the hard copy OPFs, and mail them (normally through FED EX) to the HRSC-NW. Air Force employees may wish to print documents from their e-OPFs prior to transfer by accessing their records through the AFPC Secure Website at <https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/default.aspx>.

As a Navy employee, your OPFs will be physically located at the HRSC-NW in Silverdale, Washington. Should you wish to review your OPF at any time, contact the Navy Human Resource Office (HRO) at 471-0241 to complete a request form and your OPF will be mailed via FED-EX to the HRO for review. This process normally takes 2-4 workdays.



Timekeeping and Pay Processing



Although the personnel transfer from Air Force to Navy will occur on October 10, 2010, the payroll systems will not change until the November/December timeframe. What this means to you, the employee, is that your pay records in the Defense Finance and Accounting System (DFAS) will not change . . . in this case, Air Force employees will continue to be serviced out of the Pensacola DFAS office until the pay processing transfer. If there are any changes in your payroll Customer Service Representative (CSR), you will be notified in late September.

If you experience pay problems, you should first contact your activity CSR, who in turn may contact the appropriate command administrative services office or the Navy HRO for assistance in resolving the issue. More information will be provided during in-processing.

Your pay date will NOT change as Navy and Air Force are on the same pay cycle. Current leave balances will transfer with the exception of compensatory time earned, credit hour balances, and time-off awards. You will be paid out for the compensatory time and credit hour balances prior to the transfer. **Any time-off awards not used prior to transfer will be lost and cannot be reinstated.** Schedule and use this leave balance to avoid the loss of the award.



JBPHH Transition Information for Appropriated Fund (APF) Air Force Civilians

Pre-Employment and In-Processing Requirements

Since all employee personnel information will be transferred “in-system”, the completion of pre-employment/in-processing documents will be minimal. DoD has already received concurrence from the Office of Personnel Management (OPM) to eliminate the completion of the Appointment Affidavit and other required transfer forms to further reduce processing time and make the process seamless for all.

During the 60-day pre-transfer period, employees will receive final notices of specific command assignments and reporting instructions. For the majority, the Navy commands identified in the detail letters sent out in January 2010 will remain the same. Most organizations/functions are retaining the current first and second level supervisory chains, so employees should not experience major changes in the area of supervision.

The Navy commands affected by the joint base realignments include:

- Navy Region Hawaii
- Naval Facilities Engineering Command Hawaii (NAVFAC-HI)
- Joint Base Pearl Harbor Hickam (JBPPH)
- Navy Pay and Personnel Service Center
- Fleet and Industrial Supply Center (FISC)
- Navy Legal Services

Each command is a stand-alone entity that provides either direct or reach-back services to JBPHH. Employees will be receiving pre-employment information unique to the command, which may require completing personnel, safety, or other forms, prior to the official transfer date. The Navy Human Resource Office (HRO) is in the process of consolidating forms and informational brochures for delivery to employees through the Hickam Civilian Personnel Office in the August timeframe.

The Navy HRO also is arranging group in-processing briefings by command assignment on **October 12, 2010** at Hickam AFB (time and location to be announced). At the in-processing, you will be asked to complete any forms required, get command-specific safety or orientation briefings, exchange your CAC cards (see related info. on pg 4), and meet with command and HRO representatives. You’ll find that many of the personnel delivery systems and forms are similar. Our goal is to make this transition as easy and simple as possible.

NSPS to GS Transition

As we prepare for the transfer of employees, both Navy and Air Force also are transitioning their National Security Personnel System (NSPS) employees back to the General Schedule (GS) classification and pay system. Key NSPS transition dates:

- May 9, 2010: FISC NSPS transition
- Jul 18, 2010: Hickam NSPS transition
- Jul 18, 2010: Navy Region Hawaii NSPS transition
- Jul 18, 2010: Naval Station (JBPHH) NSPS transition
- Jul 18, 2010: Personnel Support Act Det (PSD) NSPS transition
- Aug 29, 2010: Naval Facilities Eng Cmd HI (NAVFAC-HI) NSPS transition

All NSPS employees in joint basing organizations will be converted to GS prior to the official transfer date in October. All employees on pay retention will continue on pay retention after the transfer.



Performance Management Information (APF)

Air Force employees who were formerly covered under the National Security Personnel System (NSPS) will be placed on the Department of the Navy (DON) interim performance management system when they transition. Because the Air Force will transition out of NSPS on July 18, 2010, employees covered by NSPS will receive “early annual” ratings that will serve as their rating of record for 2010.

Employees who are currently covered by a Collective Bargaining Agreement (Union) will be placed on the DON performance appraisal review system (PARS) upon transition. PARS is the Navy’s version of the pass/fail performance rating.



NAF Human Resources

JBPHH Transition Information for Non-appropriated Fund (NAF) Air Force Civilians

Transferring to Navy

With the exception of employees separating on or before Sep 30, 2010, all Air Force NAF employees at Hickam AFB will transfer to the Navy on Oct 1, 2010 with no change in position or pay. All regular employees will be designated as regular full-time or regular part-time at the time of transfer based on past work schedules and hours worked. Employees who regularly work 35 to 40 hours per week will be designated as regular full-time and employees who work 20 to 34 hours per week will be designated as regular part-time.

Since the Air Force and Navy have different benefit plans for NAF employees, regular employees will need to make benefit enrollment decisions prior to transferring to Navy. Individual benefits counseling sessions will be conducted by representatives from the NAF Personnel and Benefits Branch at CNIC Millington. These counseling sessions are tentatively scheduled for Aug 15-27, 2010. The representatives will explain available plans and options, and assist employees with completing necessary forms.

All transferring Air Force NAF employees will be issued a Common Access Card (CAC) which will replace current forms of ID cards issued by the Air Force. The new CACs will be issued on or about Oct 1, 2010. More information will be provided later on how the CACs will be issued.

Plans are being made for a mass in-processing brief for all transferring Air Force NAF employees to provide general information on Navy policies and procedures affecting employment.



Timekeeping and Pay Processing



All Air Force NAF employees will be switching over to the Navy pay cycle effective Oct 1, 2010 which will result in a split pay period for the last pay period in Sep 2010 since the Navy pay periods begin and end on different days from the Air Force pay periods.

The last pay period under the Air Force system will run from Sunday, Sep 19, 2010 to Thursday, Sep 30, 2010 (12 days) and employees will be paid on Friday, Oct 8, 2010. The first pay period under the Navy system will run from Friday, Oct 1, 2010 to Thursday, Oct 7, 2010 (7 days) and employees will be paid on Friday, Oct 15, 2010. Thereafter, the pay periods will run on a 14 day bi-weekly schedule beginning on Friday and ending on Thursday with paydays falling on the Friday after the close of the pay period.

In FOCUS

Relocation of the Hickam NAF Human Resources Office

The Hickam NAF Human Resources Office (HRO) and Navy NAF HRO are already working closely together and are projected to merge

operations in mid July. The entire HRO and Training staff currently located in Bldg 1073 along with all official personnel folders, files and records will be moved to the Navy NAF HRO office located on 600 Main Street, Bldg 3456 outside Hickam. Employees will be notified when the move is complete and the merged operation is up and running.



Performance Evaluations

The performance rating period for NAF employees will end on Jul 31, 2010 to allow sufficient time to process any performance awards payouts prior to transfer to the Navy.



Important Reminders for Out-Processing with the Air Force

Traditionally when an employee accepts a position with another DoD Component they must manually out-process prior to their last day of work. Out-processing from Hickam AFB normally requires an employee to personally visit more than eight different organizations, such as base medical, Library, Security Forces, and Pass and ID, located throughout the installation.

Approximately 550 appropriated fund AF civilians will transfer to the Navy on Oct 10, 2010. In an effort to ensure a smooth and seamless transition, the Hickam Civilian Personnel Flight (CPF) is exploring options to streamline the out-processing experience. The CPF's goal is for the majority, if not all, of the out-processing to be conducted via a mass process. Over the course of the next two months the CPF will coordinate with the various functional experts to determine the most efficient methods to fulfill out-processing requirements. The CPF will keep both employees and supervisors abreast as processes are solidified.

How does the Joint Base Pearl Harbor-Hickam merger affect LEGAL SERVICES available to me?

We are glad you asked. Effective October 1, 2010, legal assistance will only be available at the Naval Legal Service Office Pacific (NLSO), Detachment Pearl Harbor. Legal assistance specifically concerning deployment-related matters will continue to be available at the Hickam Base Legal Office. However, all other powers of attorney, wills, and legal assistance appointments will be handled by the NLSO. Legal assistance will continue to be available at the NLSO to all active duty members, dependents, and retirees. Please contact Hickam Base Legal Office at 449-1737 with any questions.

Transportation Voucher Program Bus Passes!!!

Yes, you can continue to participate in the transportation voucher program! Air Force employees transferring to Navy must formally withdraw from the Air Force program and re-enroll in the Navy program. However, this can be done in advance to avoid any disruption in benefits. Here's how:

- Apply for the Navy benefit by the August 24, 2010 deadline to begin receiving the Navy benefit on October 1. Following the link for the application: <http://www.fmo.navy.mil/docs/SERVICES/TIP/TIPAPPLICATION09.zip>
- Contact the Navy TIP Coordinators for your assigned command to process your application in advance.
 - USN/NAVFAC Hawaii 808-471-1132
 - FISC – Pearl Harbor 808-473-7535
 - MWR - ITT - Pearl Harbor 808-473-1037 (NAF employees ONLY)
 - Navy Region Hawaii - COMNAVREG/JBPHH (UIC 61449/62813 ONLY) 808-473-1217
 - Personnel Support Detachment 808-471-2405 x5503
- After receiving your benefits for July, August, and September, submit an update to your information by selecting "Withdrawing" from the AF program effective September 30, 2010.



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 website to announce NAF job vacancies. Air Force NAF employees may continue to apply for other positions through this website.

JBPHH MWR Special Events



July 15th Th 11am to 1pm

Laugh at Lunch! Tradewinds

Enlisted Club - Laughs are free at 11:15!

Lunch buffet opens at 11am for \$12.95 or order ala carte from JR Rockers

August 14th Sat. 8a to 12nn

Super Garage Sale &

Craft Fair at Richardson Field!

For details on any of the events above go to:

www.greatlifehawaii.com