



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

What’s New with USA Staffing?

Onboarding Mangers is a new component of Office of Personnel Management’s web-based USA Staffing suite. The Department of the Navy (DON) will use this system to automate the entry on duty (EOD) process. Onboarding Manager enables quick, efficient completion and processing of EOD forms. It also allows both job selectees and HR professionals to view and track the status of various tasks that must be completed prior to the EOD. System highlights include:

- Online access to EOD forms and tasks – anytime, anywhere – using a computer or mobile device such as a smart phone or tablet
- System guides job selectees through a simple questionnaire and automatically populates responses into all EOD forms
- Follow-on questions are only asked if they apply to the job selectee (e.g., details about prior Federal civil or military service)
- Electronic signature and online submission of EOD forms

For additional information, visit <http://www.donhr.navy.mil>



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SPOTLIGHT

Ms. Shateesha Huggins
Human Resources Office
Yokosuka, Japan



Ms. Shateesha Huggins is a Labor and Employee Relations Specialist in the Yokosuka Regional HRO and is the “Spotlight Employee” for this issue for her outstanding performance involving the crafting of a Regional Overseas Allowance Instruction (RHROINST 12592) for release in FY 2013. Accordingly the Instruction is the product of meticulous attention to detail, diligence, and tenacity on the part of Ms. Huggins to produce a high quality customer focus tool. In December of 2011 Ms. Huggins accepted a challenging assignment that lasted almost a year (completed in

October 2012), which involved a great deal of collaboration with regional satellite offices, OCHR, the Defense Travel Management Office and meticulous research of DSSR and other pertinent regulatory guidelines. Ms. Huggins' meticulous attention to detail, diligence and tenacity resulted in the production of an outstanding work product which establishes and provides additional clarification of regional HRO policy concerning the administration of the Overseas Allowance Program for all appropriated fund civilians at Commands and Activities serviced by Commander, Navy Region Japan Human Resources Office. Ms. Huggins also provides advisory and consultative service to managers, supervisors and employees located throughout Japan and mainland Asia on various labor and employee relations topics to include conduct/discipline, adverse actions, performance management, overseas allowances, leave administration and other L/ER functions.

DCPDS User Account Requests Update

A few changes have been made to the DCPDS user account request form and process. The new process eliminates the Personally Identifiable Information (PII) and security check information previously required for system access. The new form is built into a fillable Adobe Acrobat pdf file and requires an electronic signature from the requesting user and his/her supervisor. Completed forms must be sent to HRO Yokosuka HRIS (Human Resources Information Systems) via email so that all digital signatures can remain intact. Please visit the link below to download the updated form.

Link:

<http://www.cnrc.navy.mil/navycni/group/public/@cnrj/@region/@hro/doucum>

[ents/document/frm-don_ochr_sy_ac_req_form_v4.pdf](#)

Thrift Savings Plan (TSP) Updates

Traditional TSP: Traditional TSP contributions are tax-deferred, so less money comes out of your paycheck. Employee contributions and earnings are not taxed until the funds are withdrawn. Uniformed service members who make tax-exempt contributions will only pay taxes on their earnings upon withdrawal.

Roth TSP: Taxes are paid up front on Roth TSP contributions, so more money comes out of your paycheck. Employees pay taxes on their contributions and get tax-free earnings upon withdrawal, provided five years have passed since January 1 of the year the employee made his/her initial Roth TSP contribution and the employee is age 59 1/2 or older, permanently disabled, or deceased. Uniformed service members can also use eligible tax-exempt pay earned in combat zones to contribute to Roth TSP.

Contributing to Traditional TSP and Roth TSP: If you are a FERS employee, Agency Automatic (1%) and Agency Matching Contributions are part of your traditional balance. Roth TSP contributions are added to traditional TSP contributions when determining the percentage of pay being contributed for purposes of the Agency Matching Contribution formula. Any transaction - such as interfund transfers, contribution allocations, loans, beneficiary designations, and withdrawals - will apply in equal proportions to the Roth and traditional TSP balances.

Employees can transfer Roth 401(k), Roth 403(b), and Roth 457(b) (but not Roth IRA) money into their Roth TSP account. Pre-tax transfers will continue to be placed in the traditional TSP balance.

Maximum Contribution for 2013:

Employees can contribute a maximum of \$17,500 annually. If an employee is contributing to a traditional TSP account and a Roth account, the combined contributions cannot exceed \$17,500.

For more information about the TSP, contact the Navy's Benefit Line at 1-800-320-2917. Hours of operation are Monday-Friday from 0730-1930 Eastern Time except Federal Holidays.

TQSA Update: No More Flat Rates

HRO has issued revised guidance for Temporary Quarters Substance Allowance (TQSA) which reflects the discontinuance of flat rates. As a reminder:

TQSA is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in temporary quarters not in excess of 90 days plus reasonable meal and laundry expenses. TQSA expenses must be reasonable and receipts are required for all lodging and dry cleaning expenses. Receipts for meals may be required if deemed unreasonable based on costs and/or family size. "Reasonable" means the amount that normally would be spent in that specific situation (i.e., breakfast, lunch, or dinner). The amount allowable will vary depending upon circumstances; lavish or extravagant meals will not be paid for by TQSA.

Danger Pay and Imminent Danger Pay

Danger pay: The DSSR (Department of State Regulations) designate certain areas as "danger pay posts." Employees serving at these posts in a permanent or temporary duty capacity are eligible for danger pay allowance which provides

additional compensation as a percentage of basic pay. The danger pay allowance is paid in increments of 5% - 35% depending on the post. When an employee is TDY or detailed at a danger pay post he/she will receive the allowance from the date of arrival to the date of departure. Danger pay is only payable while physically at the post.

Imminent Danger Pay: A flat rate danger pay may be granted to civilian employees who accompany U.S. military forces who have been designated as eligible for imminent danger pay. For example, this would apply to an employee who is TDY aboard a ship vice a post. The amount of danger pay is currently \$225.00 a month. While military personnel are paid every 30 days, civilians will be paid a daily rate. The flat rate of \$225.00 will be divided by 30 or 31 depending on the month to obtain the daily rate which will then be multiplied by the number of days on TDY.

Note: Danger pay is considered taxable income.

To ensure that danger pay is paid out in a timely manner it's important for an employee going on a TDY assignment to submit a SF-1190 and a copy of TDY orders to the serving Human Resources Office prior to departure. In addition, a SF-1190 should be submitted to modify post allowance accordingly if the TDY assignment is expected to last longer than 30 days. For flat rate imminent danger pay the employee should submit a SF-1190 upon return. The daily rate will be calculated and paid out in one lump sum.



Preventing Sexual Harassment

In light of recent events, you might be saying “hey why am I being punished, I didn’t do anything?” You might also be tired of hearing about core values and sexual harassment, but the truth of the matter is that sexual harassment is a very serious subject worthy of repetitive reinforcement. Why, you ask? Because inappropriate use of power and authority is wrong, especially when it is of a sexual nature. It is not acceptable in any way and it negatively impacts productivity and morale.

A hostile work environment exists when behavior is so severe or pervasive that it alters a condition of employment. Examples of behavior that could lead to a hostile work environment include, but are not limited to the following:

- Off-color jokes or teasing, comments about body parts/sex life
- Suggestive/explicit pictures of a sexual nature; leering staring, “wolf” whistling
- Excessive attention in the form of love letters, contact, gifts,
- Emails of a sexual nature
- Touching, brushing, shoulder rubs, or pinches
- Using sexually explicit or sexually offensive language

If you have questions concerning your right to a workplace free of sexual harassment and other inappropriate behavior of a sexual nature you may discuss the issue with your supervisor or contact the EEO office at DSN 243-8163. Remember Sexual Harassment violates Navy regulations and Federal laws. Offenders may be subject to disciplinary action, up to and including removal from Federal service.

MLC/IHA Employment

There are two separate types of U.S. Forces Japan (USFJ) Japanese National (JN) personnel. Master Labor Contract (MLC) employees work for Appropriated Fund organizations and Indirect Hire Agreement (IHA) employees work for Non-Appropriated Fund organizations, and Government of Japan (GOJ) is their legal employer. Although they are not GOJ National Public Service (NPS) employees, they receive similar levels of salary, allowances and benefits.

Eligibility for Employment:

- MLC Employment

Japanese Citizens (or non-Japanese nationals who possess Permanent Resident visa) who are 18 years old or above AND who are not defined under SOFA Article I (U.S. military, U.S. civilian or dependents).

- IHA Employment

Japanese Citizens (or non-Japanese nationals who possess Permanent Resident visa, Spouses or Children of Japanese National/Permanent Resident visa, Long Term Resident visa, or other visa types permitting work will be reviewed on individual cases and may be accepted for HPT employment) who are 18 years old or above AND who are not U.S. citizen. (Dual citizenship with U.S. plus other country is not eligible for employment.)

Where to Find Vacancy Information:

The HRO home page posts job application forms and all current vacancy announcements (VA) with an area of consideration (AOC) wider than the recruiting command’s employees at <http://www.cnmc.navy.mil/Japan/RegionOperationsandServices/OperationsandM>

[angement/HumanResources/MLCIHAHPTJobs/index.him](http://www.military.com/employment/HumanResources/MLCIHAHPTJobs/index.him).

MLC/IHA Length of Service Award Ceremony

On 16 October 2012 the annual MLC/IHA length of service award ceremony was held in honor of employees who have dedicated many years of service to the U.S. Forces, Japan. Of the 458 total award recipients, 129 were recognized for 10 years of service, 219 were recognized for 20 years of service, 109 were recognized for 30 years of service, and 1 recipient was recognized for 40 years of service. The MLC/IHA workforce plays a vital role in accomplishing the mission of U.S. Forces, Japan and HRO salutes each of these individuals for their hard work and dedication.



HRO PROGRAM AND SITE MANAGERS

Chief, Operations (US Staffing and Classification Division) 243-9343

Chief, EEO Division
243-9579

Chief, Labor and Employee Relations Division 243-8187

Chief, JN Employment and Classification Division 243-8155

Chief, HR Information Systems Division 243-8191

Atsugi Satellite Manager
264-3422

Sasebo Satellite Manager
252-3661

Okinawa Satellite Manager
634-6224

Chief, Workforce Development Division
243-5342

HRO HELP DESK
If you have an inquiry, please email us at
HRO-Help@fe.navy.mil



(Award recipients and ceremony attendees from CNRJ)