



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

From the Director's Office

The CNRJ regional HRO team had a strong first quarter (January-March) of 2016, making progress on many of our key initiatives, including on our primary goal of continuing to reduce the USCS time-to-hire cycle to 99 days or less. During this quarter, we experimented with servicing our regional Ship Repair Facility (SRF) customer with one HRO team for all of their positions throughout the region. This paid big dividends as SRF now enjoys the lowest USCS time-to-hire numbers of any of our customers in the region, averaging 138 days from the beginning of a recruitment action until the arrival onboard of a new employee. Based on the success of this experiment, we will be realigning our HRO servicing teams in the near future to service all of our customers regionally, vice geographically, which should help our other customers decrease their time-to-hire cycles as well. We also worked this quarter to forge a stronger partnership with our primary HR servicing center in San Diego, which has reduced the number of days it takes them to accomplish their parts of the USCS hiring process during this quarter. Working together with our Japanese government counterparts, we also made great strides this quarter toward our goal of making the Master Labor Contract (MLC) recruiting and personnel action processes paperless. This will allow us to achieve further efficiencies to reduce the time-to-hire cycle for our host nation workers as well.

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All things considered, it continues to be a very exciting time to be part of this regional HRO team.

As I mentioned last quarter, our “Road to 99” is not just a numbers game – by reducing the time it takes to fill vacant USCS positions, we simultaneously decrease the amount of time that you, our customers, are unable to perform your operational missions at maximum effectiveness due to gapped billets and missing personnel.

Looking forward to another great quarter of further improving our service to you, our valued customers!

Michael B. Chase
Regional Human Resources Director



Regional HRO Director Mike Chase points out a “Road to 99” sign in the working spaces of the Overseas Servicing Team at the Office of Civilian Human Resources (OCHR) Southwest Service Center in San Diego, California. *(photo by Maria Cabrera)*



Regional HRO Director Mike Chase and CNRJ IT specialists Ms. Tsunoda and Mr. Yamada visit Incorporated Administrative Agency (IAA) headquarters in Mita, Japan, as part of the ongoing effort to make the MLC hiring and personnel action processes paperless. *(photo by Fumino Teraï)*

Local Recruitment Change for USCS Positions

If you're a selecting official, applicant on the job search, or otherwise involved in the hiring process for U.S. Civil Service (USCS) vacancies, you may already be aware that effective 31 Mar, there was a significant change in the local recruitment process for overseas areas. From the Office of Civilian Human Resources (OCHR): "On March 31, 2016, the Department of the Navy (DON) will implement a change in how we recruit and hire local US citizens overseas in order to create greater job opportunities for military spouses and family members, while at the same time, bringing the DON into compliance with public notice requirements. This transition can only happen with the support of all stakeholders involved."

While all vacancy announcements were formerly, & will continue to be, posted On <http://www.USAJOBS.gov> the changes are in how applications are submitted by applicants, how candidates are rated, & how certificates are issued to selecting officials. These are now exclusively worked electronically through the USAStaffing system, as opposed to the manual paper process that we previously used for local recruitments.

Local recruitments are now handled very similarly to worldwide recruitments, which have already been worked in USA Staffing.

Until the transition is fully complete, there will be a period of a few weeks where different local vacancy announcements may have different application procedures. Regardless, applicants just need to carefully follow the instructions in the announcement for which they're applying, which will state the method being used, & how they should comply for that particular announcement.

We've already been communicating this upcoming change to our customers, & will continue to do so, & share information as we receive it.

The accompanying OCHR Fact Sheet "Applying for Department of the Navy (DON) Civilian Positions in Overseas Areas" should be given widest distribution to all potential applicants.

OCHR FACTSHEET

Applying for Department of the Navy (DON) Civilian Positions in Overseas Areas

Issued: 24 March 2016

HR OPERATIONS

This Fact Sheet:

- Identifies USAJOBS as the exclusive DON application tool when applying for employment in OCONUS civilian positions
- Highlights key benefits of using USAJOBS for applicants
- Provides first time users with instructions for accessing USAJOBS

Background

The ability of federal agencies to perform their missions effectively and efficiently depends on a talented and engaged workforce. This is especially challenging when filling civilian positions located in overseas areas. In order to meet this challenge and comply with Presidential Hiring Reform Initiatives, the Department of the Navy (DON) will now recruit for all overseas civilian appropriated fund positions exclusively through the USAJOBS automated processes. This applies to all overseas recruitments initiated on or after **31 March 2016**.

How does this affect me as an Applicant?

If you are already living overseas or preparing to relocate to an overseas duty location, you only need to visit USAJOBS to find information on overseas employment opportunities. As the Federal Government's official one-stop source for federal jobs and employment information, USAJOBS helps applicants conduct searches and apply for positions through one single automated method. In addition, USAJOBS has a variety of resources including customized job alerts, search tips and tutorials to help you find the right federal job. It also functions as a resume and document repository to keep your documents in one place and readily available for submission. Most of all, the benefit of using USAJOBS is that throughout key stages of the application process, individuals applying for Federal employment will be notified through USAJOBS about the status of their application.

Applicants are strongly encouraged to store their appointment and preference documents in USAJOBS **prior** to their relocating overseas, so they will be readily available at all times should they wish to apply for a job during transit.

What do I need to have in order to get started on USAJOBS?

A valid email is required to create a USAJOBS account. First time users can access USAJOBS via the web at <https://don.usajobs.gov>. Simply follow the instructions under the "Create an Account" tab to establish your account. Once you confirm your email, you will be asked to provide personal information (name and telephone number) and account information (password creation and password question setup) to finalize your registration.

First time users are highly encouraged to visit the USAJOBS Resource Center for additional information. The Resource Center has information on a variety of USAJOB related topics including a Top Ten Frequently Asked Questions (FAQ) section and a USAJOBS Fact Sheet.

DEPARTMENT OF THE NAVY
CIVILIAN CAREERS

Where Purpose and
Patriotism Unite



OCHR
FACTSHEET

Frequently Asked Questions

Q. Does USAJOBS require me to establish a user account?

A. Yes. You can go online and establish a USAJOBS user account at <https://don.usajobs.gov> at any time. Look for the “Create an Account” link at the top of the web page. Please note that you do not need to create an account to search for jobs, but you must create an account to apply for jobs online.

Q. I am relocating overseas with my sponsor. Can I apply for local US positions in the overseas area before I leave Continental United States (CONUS)?

A. Yes. A military spouse or family member may apply for employment up to 30 days before their anticipated arrival overseas within the command. However, they may not receive preference until their arrival at the foreign location; it is highly recommended that upon arrival at your overseas destination that you locate the Command’s Human Resources Office (HRO) and inform them of your arrival.

Q. I currently live at an overseas station and usually go to the local overseas DON HRO to look at the posted job announcements and submit a hard copy resume. Does this change impact me?

A. Yes. No hard copy resumes will be accepted after the transition date of 31 March 2016. All job opportunity announcements for US positions-filled either from CONUS or locally overseas –will be announced only on USAJOBS and will be filled exclusively through this application. Also, applicants will be required to submit an electronic resume to the USAJOBS announcement and answer assessment questions regarding their eligibility and qualifications.

Q. What supplemental documentation might I be asked to submit during the recruitment process?

A. Carefully follow the instructions in the “How to Apply” section for each job announcement. If you are a military spouse or family member you will be required to submit a copy of your Sponsor’s Travel Orders when you apply for a position. If you are claiming veteran’s preference eligibility you must submit your Certificate of Release or Discharge from Active Duty (DD-214 Member Copy 4) and any supporting documents e.g., Veterans Administration Preference Award Letter, etc., when you apply for a position. If selected, you may be asked to submit any additional documentation to verify your qualifications or eligibility such as transcripts, Notification of Personnel Action (SF-50), marriage license, etc.

Q. What time (including time zone) does USAJOBS announcements expire?

A. All USAJOBS announcements expire at 11:59 PM Eastern Time (ET) on the published closing date. However, agencies can close, remove, cancel or extend announcements from USAJOBS at their discretion. Typically, an agency would advise applicants of this potential on the Job Opportunity Announcement.

Next Steps for Applicant

Applicants are strongly encouraged to take the following steps if they anticipate applying for overseas positions:

- Establish a USAJOBS account at <https://don.usajobs.gov> as soon as possible if you do not already have one.
- Familiarize yourself with essential information, such as how to apply for a job go to <https://don.usajobs.gov> Click on the USAJOBS Resources Center tab and select the “Resources Center – Main Page.”
- Establish job alerts if you are seeking employment in specific positions or duty locations.
- Make sure you have an updated electronic resume.
- Ensure supplemental documents (e.g. Sponsor’s Travel Orders, etc.) you normally submit with your resume are electronic so they can be uploaded to USAJOBS when applying for a position.

Still Need Assistance?

For additional questions on applying for DON civilian positions in overseas areas contact the Employment Information Center at doneic@navy.mil.

Send Us Your Feedback

OCHR welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the revision process. If you have comments or suggestions for improvement, please send them to us via the DON HR FAQ box at DONhrfaq@navy.mil.



OCHR
FACTSHEET

2016 DOD DIVERSITY HERITAGE CELEBRATIONS AND NATIONAL OBSERVANCES

The Department of Defense has released their list of diversity celebrations that are approved and supported for participation in by all military and civilian employees. DOD encourages all activities to increase their knowledge and awareness of Diversity by supporting programs, exhibits, publications, and participations in community events throughout the year.

MAY 2016

Days of Remembrance/Holocaust Remembrance Day

Dates: 1-8 May 2016 / 5 May 2016

Theme: TO BE ANNOUNCED

Website: <https://www.ushmm.org/>

Established by Congress in 1980 as the nation's annual commemoration of the Holocaust, the Days of Remembrance includes the observance of "Yorn Hashoah," or Holocaust Remembrance Day. The Holocaust was the state-sponsored systematic annihilation of European Jews by Nazi Germany and its collaborators. Between 1933 and 1945, more than six million Jews were murdered while Poles, Soviet prisoners of war, gypsies, Jehovah's Witnesses, political dissidents, the physically and mentally disabled, and homosexuals also suffered grievous persecution under Nazi tyranny.

Asian American and Pacific Islander Heritage Month

Dates: 1-31 May 2016

Theme: Walk Together, Embrace Differences, Build Legacies

Website: <http://asianpacificheritage.gov/>

The month of May is significant for this observance as it commemorates the arrival date of the first Japanese immigrants to the United State on 7 May 1843 and the significant contributions from Chinese pioneers completing the first Transcontinental Railroad on 10 May 1869. Directed by Congress in 1977 and established by presidential proclamation in 1978, Asian/Pacific American Heritage Week was first observed the week of 4 May 1979. In 1990, President George H.W. Bush expanded the observance to encompass the month of May; and in 1992, Congress passed a law permanently designating May as Asian/Pacific American Heritage Month.

JUNE 2016

Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Month

Dates: 1-30 June 2016

Presidential proclamation (historically published the beginning of June).

Theme: TO BE ANNOUNCED

Website:

<https://www.deomi.org/SpecialObservance/>

In April of 2014, the DoD re-issued its Human Goals Charter to include specifically the sexual preference of military personnel, thereby aligning the values of diversity and inclusion. As the Charter states, "We gain a strategic advantage through the diversity our total force and create a culture of inclusion where individuals are drawn to serve, are valued and actively contribute to overall mission success." In July 2014, President Obama signed an Executive Order protecting federal employees from discrimination based on gender identity. This was followed in September 2014 by EEOC's filing of two historic lawsuits concerning discrimination against transgender people.

For the first time the protections of Title VII of the Civil Rights Act of 1964 were applied by EEOC to challenge discrimination based upon gender identity. These actions are the result of Committed leaders, both within the LEBT community and throughout government. In recognition of June as Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Month, the DON celebrates the sweeping changes of the past year that advance a culture of inclusion for all DON employees.

AUGUST 2016

Women's Equality Day

Dates: 26 August 2016

Theme: Celebrating Women's Right to Vote

Women's Equality Day commemorates the struggle of women to gain the right to vote. The movement for women's rights was launched on a national level in 1848 at what is now known as the Seneca Falls Convention, which originally advertised itself as a "Women's Rights Convention." Voting rights advocates Elizabeth Cady Stanton and Lucretia Mott, also known as "suffragists," along with Susan B. Anthony and other activists, formed organizations that raised public awareness and lobbied the government to grant voting rights to women making the right to vote a centerpiece of the women's rights movement. It would take 72 years after the suffrage movement began for these groups to emerge victorious with the ratification of the 19th Amendment to the U.S. Constitution on 18 August 1920, which prohibited any U.S. citizen from being denied the right to vote on the basis of sex. On Election Day that same year, more than eight million women across the nation voted for the first time.

In 1971, to honor and commemorate this historic event, Congresswoman Bella Abzug (D-NY) introduced a resolution to designate 26 August as Women's Equality Day recognizing the anniversary of suffrage and of women's continued efforts toward equal rights.

SEPTEMBER 2016

Hispanic Heritage Month

Dates: 15 September – 15 October 2016

Theme: TO BE ANNOUNCED

Website: <http://hispanicheritagemonth.gov/>

Each year, Americans observe National Hispanic Heritage Month from 15 September to 15 October, by celebrating the histories, cultures, and contributions of American Citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. The 15th of September was chosen as the starting point for the celebration because it is the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico and Chile celebrate their independence days in 16 & 18 September, respectively. The observance started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. It was enacted into law on 17 August 1988, by the approval of Public Law 100-402.

OCTOBER 2016**National Disability Employment Awareness Month**

Dates: 1-31 October 2016

Theme: TO BE ANNOUNCED

Website:

<http://www.dol.gov/odep/topics/ndeam/index-2014.htm>

Each October, the National Disability Employment Awareness Month is held as part of a national campaign that raises awareness about disability employment issues and celebrates the many and varied contributions of America's workers with disabilities. For more information on the DON'S NDEAM, visit <https://portal.secnav.navy.mil/orgs/MRA/DONHR/EEO/Pages/DON-Special-Emphasis-Program.aspx>

NOVEMBER 2016**National American Indian Heritage Month**

Dates: 1-31 November 2016

Theme: TO BE ANNOUNCED

Website:

<https://www.deomi.org/SpecialObservance/>

National American Heritage Month first began with the establishment of American Indian Day by the Governor of New York in May 1916. Later, several additional states enacted celebrations during the fourth Friday in September, but the celebration did not gain official national recognition until President George H. W. Bush approved a joint resolution designating November 1990 as "National American Indian Heritage Month." Similar proclamations under different names, including, "Native American Heritage Month" and "National American Indian and Alaska Native Heritage Month," have been issued each year since 1994.

DoD Diversity themes are promulgated by the Defense Equal Opportunity Management Institute at Patrick Air Force Base in Melbourne, FL. For more information, guidance and resources on Diversity Heritage Celebrations and National Observances visit the DEOMI website at <https://www.deomi.org/SpecialObservance/>

Additionally, articles, presentations, and other supporting information can be found at the Naval History Command's website: <http://www.history.navy.mil/>

Information is also available on diversity observances at the Navy Diversity and Inclusion website: http://www/public.navy.mil/bupers-npc/support.21st_Century_Sailor/diversity/Pages/DiversityObservances.aspx

Locally if you have questions, please contact the EEO office at DSN 315-243-8163.



SPOTLIGHT

Mr. Kenji Toyomura
Human Resources Office
Atsugi, Japan



Kenji went above and beyond his normal duties this quarter by creating a new MLC/IHA Sexual Harassment training for all Naval Air Facility Atsugi (NAFA) and tenant command personnel in a short period of time. He willingly took on this tasking and quickly prepared and delivered three sessions of the new training course. This training was especially relevant as it was designed in response to recent unfortunate liberty incidents in Japan, in order to train personnel on how to avoid further such incidents. Mr. Toyomura's training was very well received and is now being provided to other naval installations throughout Japan, as well as serving as a model for Camp Zama training personnel as they develop their own such training. The success of these sessions demonstrated Mr. Toyomura's professionalism, and truly exemplified CNRJ's core value of providing strong customer service this quarter.

HRO HAIL AND FAREWELL

Welcome aboard...

Ms. Kendra Finklea
- HRO Yokosuka

Ms. Pamela Agpaoa
- HRO Yokosuka

Ms. Yvonne Mckissick
- HRO Yokosuka

Mr. Pablo Guarnes
- HRO Atsugi

Mr. Scott Manese
- HRO Atsugi

Ms. Miki Shimomura
- HRO Sasebo

Ms. Elizabeth McMahon
- HRO Singapore

Fair Winds and Following Seas...

Ms. Ayumi Sakurai
- HRO Yokosuka

Ms. Atsuko Ueno
- HRO Yokosuka

HRO PROGRAM AND SITE MANAGERS

Chief, Operations
US Staffing and Classification Division
243-9343

Chief, EEO Division
243-8163

Chief, Labor and Employee
Relations Division
243-8187

Chief, JN Employment and
Classification Division
243-8155

Chief, HR Information Systems Division
243-8191

Chief, Workforce Development Division
243-7079

Atsugi Satellite Manager
264-3422

Sasebo Satellite Manager
252-3661

Okinawa Satellite Manager
634-6224

HRO HELP DESK

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



CNRJ HRO personnel from Yokosuka and Atsugi gather
to mark the start of Cherry Blossom season in Japan.

