



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”



From the Director's Office

The CNRJ regional HRO team had a strong third quarter (April-June) of 2016, making continued 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, reducing our average time to hire to 132 days from a starting point of 164 days at the beginning of the fiscal year.

Our NAVFAC customer in June became the first serviced organization to meet and then exceed this goal of 99 days, achieving an average time to hire of just 92 days. During this quarter, we realigned our HRO staffing and recruiting servicing teams 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. Now that we are realigned by major customer, we are working together with our customers to standardize their position descriptions and vacancy announcements, which should allow us to eliminate an additional 40-50 days from their time to hire cycle in future recruitments.

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, actually transferring our first personnel actions completely electronically.

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Further progress in this area will allow us to achieve better efficiencies to reduce the time-to-hire cycle for our host nation workers as well. All things considered, it continues to be a very exciting time to be part of this regional HRO team. 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



Japanese government representatives participate in a meeting with USN, USMC, USA, and USAF representatives in June to work out the details of making MLC processing paperless.



At the Ikego Community Fair in June. HRO Deputy Director, Operations Division Chief and staff talked to people who live in the Ikego Housing Area about USCS employment opportunities.

SAMURAI OF THE MONTH
JUNE 2016

Ms. Kana Katsumata
 Human Resources Office
 Yokosuka, Japan

Congratulations!



"Congratulations & omedetou gozaimasu to Kana Katsumata, Maki Inada, & Midori Ishihara, the NAVFAC FE Servicing Team, on being our first team to reach the Road to 99! The "Road to 99" initiative is our goal of 99 days for end-to-end hiring of USCS civilians (i.e., how long it takes to bring someone onboard, from date Request for Personnel Action (RPA) initiated, to date of Entrance on Duty (EOD)). Katsumata-san is also the current reigning CNRJ HRO "Samurai" for leading the team through the effort. While the team has excelled with their hiring metrics, the quality of their customer service has been maintained, as they continue to receive accolades from their customers. Job well done on this team effort!"



SAMURAI OF THE MONTH
JULY 2016

Ms. Noriko Yamada and
 Ms. Youko Ikegame
 Human Resources Office
 Yokosuka, Japan

Congratulations!

"Congratulations & omedetou gozaimasu to Noriko Yamada & Youko Ikegame, the first ever "double Samurai" for their efforts on the NAVSUP Servicing Team during the month of June. They continued to improve their customers' time to hire statistics despite losing a key team member without a relief, while simultaneously assisting with many staffing and recruiting actions for other organizations not normally serviced by their team. While handling this extra workload, they continued to receive unsolicited praise from their customers for the quality of the service they provided. Thanks for your extra effort!"



SPOTLIGHT

-SUPERSTAR AWARD-

Ms. Kendra Finklea
Human Resources Office
Yokosuka, Japan



Congratulations!

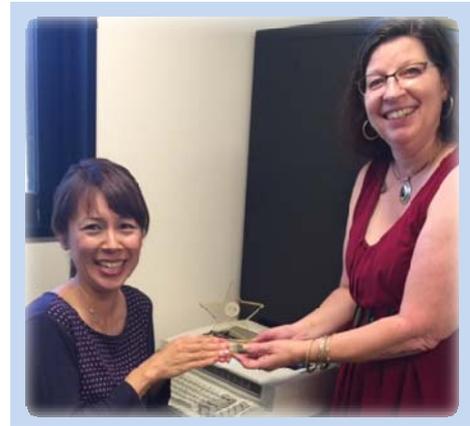
"Congratulations & omedetou gozaimasu to Kendra Finklea for being nominated by her peers and then selected as the HRO Superstar for the Yokosuka headquarters staff for the second quarter of FY16. Despite only recently reporting onboard, she jumped right in and played the key role in an extensive audit of the allowances received by more than 940 employees across the Asia-Pacific region, which she completed in record time to a very high standard of quality. She also served for three weeks during this period as the Acting Employee/Labor Relations Chief. Thanks for a job well done!"



SPOTLIGHT

-SUPERSTAR AWARD-

Ms. Ayano Okumura
Human Resources Office
Okinawa, Japan



Congratulations!

"Congratulations & omedetou gozaimasu to Ayano Okumura as the HRO Satellite Superstar for the second quarter of FY16. Ayano-san has single handedly assisted with all the incoming USCS onboarding, allowances, USCS questions and keeping the Okinawa office running smoothly in the absence of all the USCS HRO employees. She always has a smile and positive attitude. Thanks for a job well done!"

CNIC Focuses on Workforce Development

WASHINGTON (NNS) -- Although most organizations claim that investment in the workforce is a priority, the Navy Installations Command is walking the talk by investing \$2.5 million into training for employees across the shore enterprise.

The command is committed to developing workforce competencies to support its mission in a more effective manner, according to Julia Downs, director of the command's center for workforce development and strategy.

http://www.navy.mil/submit/display.asp?story_id=94928

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The Achieve Global training is held in Yokosuka HRO:

September 6, Tuesday:

Course Title: Customer Experience Series ((8 hours training course))

September 7, Wednesday:

Course Title: Customer Experience Series ((8 hours training course))

September 8, Thursday:

Course Title: Building Trust Under Pressure ((AM and PM - 4 hours training course))

September 9, Friday:

Course Title: Building Trust Under Pressure ((AM and PM - 4 hours training course))

RWD Student Services:
M-YO-CNFJRWDStudentServices@fe.navy.mil

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Equal Employment Training Requirements for FY 16

Navy just released new training modules on TWMS for employees to meet the EEO training requirements.

The previous combined EEO course has been removed and replaced by three separate courses as follows:

POSH (613963) - all DON employees within 90 days of onboarding and annually thereafter

No FEAR (613957) - all DON employees within 90 days of onboarding and every other year thereafter

EEO training (614600) - all DON supervisors and managers annually; (commands are also required to communicate their EEO policy and programs to all employees which can also be accomplished through training)



Adjustable Height Workstations

Job Accommodation Network's Best Practices for Addressing Requests for Adjustable Height Workstations

Many employees are beginning to request more ergonomic features for their work station or office, and sometimes it is difficult to determine what is beneficial for all workers in this situation. The idea of an ergonomic work station is so it can be beneficial to the employee to have a workstation that is set up in an ergonomically correct way to prevent common workplace injuries, like carpal tunnel, or to ensure that those with disabilities and medical conditions are able to continue working. Part of an ergonomic workstation set-up can include an adjustable height workstation or sit/stand desk. To make it more confusing there are numerous options that would allow the employee to alternate between sitting and standing at the workstation. It can be difficult to discern what is really needed when an employee requests an adjustable height workstation for a back condition. For example, the person in charge of accommodations may find it difficult to process requests in a way that both complies with Title 1 of the ADA and ensures that employee is getting what is really needed. The following questions and answers are from JAN to help address best practices when employees request adjustable height workstation in the workplace.

Q1. If an employee asks for an adjustable height workstation, can we ask for medical documentation?

According to the EEOC, when an employee requests an accommodation and the disability and need for accommodation are not obvious, the employer can request a limited amount of medical documentation to substantiate that s/he has an ADA disability and needs the reasonable accommodation requested.

If an employee indicates that an adjustable height workstation is needed due to a medical condition, and the disability is not obvious, the employer can ask the employee to provide medical documentation to support the request. An alternative option could be for the employee to complete ADA accommodation documentation that the employer has developed. Employers and employees can find sample medical inquiry forms and accommodation request forms developed by JAN at <http://askjan.org/topics/forms.htm>

Q2. What if the medical provider indicates that a specific desk is being requested?

An employer ultimately determines what accommodation will be provided and has the ability to choose among reasonable accommodations as long as the chosen accommodation is effective. So, as part of the interactive process, the employer can offer alternative suggestions for types of adjustable height workstations and discuss how the accommodation could be effective. If there are multiple options being considered, the employer may choose the less expensive option, again providing that the desk or workstation purchased is effective. Some vendors offer desktop height adjustable equipment that is placed on existing office furniture while other options include complete desks that raise and lower electronically or manually. The EEOC has said that if more than one accommodation is effective, "the preference of the individual with a disability should be given primary consideration. However, the employer providing the accommodation has the ultimate discretion to choose between effective accommodations."



Q3. Are there alternatives to providing the adjustable height workstation?

It depends. In some cases an employee may need an ergonomic or adjustable office chair or additional support when sitting, which could be provided by adding a lumbar cushion or seat cushion. An ergonomic assessment could be performed to ensure that the chair being used is placing the employee in an ergonomically correct seating position. Other accommodations for sitting and standing could be explored, depending on the need of the employee. However, for some, having the ability to alternate between sitting and standing with an adjustable height workstation may be the accommodation to focus on. A list of vendors that provide adjustable height workstations for office settings can be found at <http://soar.askjan.org/solution/87>

A list of vendors that provide adjustable height workstations for industrial settings can be found at <http://soar.askjan.org/solution/86>

Q4. What else can we consider to address these types of requests?

While a request for equipment, such as an adjustable height workstation, can be straightforward there may be other factors for an employer to consider if experiencing an increase in accommodation requests. Questions to consider include: Would it be beneficial to have ergonomic assessments completed for all employees on a regular basis as a benefit of employment? Is it time to update office furniture and get rid of desks and chairs that have been used for years? Is it necessary to treat all requests for adjustable height workstations as accommodation requests? Or can we have a policy around requests for adjustable height workstations that offers updated equipment as a benefit of employment? Some employers find that taking proactive measures can not only help to prevent workplace injuries, but also streamline requests for equipment that might have otherwise gone through the general ADA process. Of course, whenever you need assistance with an accommodation request, please contact the Regional EEO Office staff who are available to assist anyone with a request.

315-243-8163.

HRO HAIL AND FAREWELL

Welcome aboard...

Mr. Jonathan Sherwood
- HRO Yokosuka

Mr. David Harvell
- HRO Yokosuka

Fair Winds and Following Seas...

Ms. Kristine Cariaga
- HRO Yokosuka

Ms. Flora Francisco
- HRO Yokosuka

Mr. Michael Stewart
- HRO Yokosuka

Ms. Heidi Gerstner
- HRO Okinawa

Ms. Stephanie Hicks
- HRO Okinawa

Ms. Angelica Buccat
- HRO Okinawa



