



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Why You Should Check Your Leave and Earnings Statements (LES)

Employees often contact the Human Resources Office requesting assistance in correcting an error on their LES. Perhaps the employee is being overpaid or underpaid on Post Allowance or not accruing leave at the appropriate rate. It is sometimes an error that has been occurring for months without notice. Therefore, we recommend that employees check the follow items on a biweekly basis:

Annual Leave: Ensure that the annual leave balance and accrual rate is correct. When transferring to an overseas location, be sure that the maximum leave carry over amount has been correctly annotated in box 12 as 360 hours.

Home Leave: If eligible, insure that home leave is reflected on the LES. Home leave is credited at a rate of 5 days per year. It is reflected on the LES in the leave box under HOME and it accrues in days vice hours.

Service Computation Date: Check box 11 to ensure that the SCD has been adjusted, if necessary, and reflects any prior creditable civilian or military service.

Allowances: Keep in mind that Post Allowance needs to be modified for absences from post for longer than 30 days, during Renewal Agreement Travel, when dependent children reach the age of 21, when a spouse is employed in a job that provides post allowance, etc. Employees should notify their servicing HRO of any changes and monitor their

INSIDE THIS ISSUE

- *Why You should Check Your Leave and Earnings Statement (LES)*
- *Employee Spotlight*
- *Training and Sequestration*
- *Dealing with Employee Absenteeism*
- *New CNIC Regional Human Resources Website*
- *eSeminars Are Now Available in the Employee Benefits Information System*
- *Benefit Information for Transferring Employees*
- *Request for Personnel Action (RPA) Tracker*
- *Reasonable Accommodations: What are an Agency's Obligations?*
- *HRO PROGRAM AND SITE MANAGERS*

LES to ensure the changes take effect when requested.

Remarks: The “remarks” section of the LES always provides information on any changes, retroactive actions, open enrollment periods and other pertinent information.

One more thing----employees should always ensure that their correspondence address in MyPay is up to date. Changes can be made through the main menu. If DFAS needs to contact an employee through regular mail, in the event of a transfer or retirement, they will use the correspondence address they have on file.





SPOTLIGHT

Mr. Toshimitsu Mine
Human Resources Office
Sasebo Satellite, Japan



On 25 October 2012, Mr. Min was recognized for his 30 years of service at the annual MLC/IHA Length-of-Service Awards Ceremony co-sponsored by Commander, Fleet Activities Sasebo (CFAS) and the Kyushu Defense Bureau. He serviced as the spokesperson and employee representative for this event and expressed appreciation on behalf of all 126 MLC awardees.

Mr. Mine has worked in the HRO Sasebo for over 27 years. He serves as the Personnel Specialist, leads to team of 2 and services nearly 1,700 MLC/IHA employees in the areas including but not limited to recruitment and placement, classification, health program, new employee orientation, English testing and serves as the primary liaison with RWD to disseminate employee development information.

Mr. Mine's performance is no less than superior, truly professional and first-class in the way of meeting the customer needs and demands through the immediate supervision of his two team members. In FY 2012, he tenaciously reviewed and processed over 1750 applications and almost 1000 PARs. He also coordinated several reorganizations in FY2012 that

contributed to the flawless assistance to customers and timely processing of incoming new personnel. His drive is beyond normal expectations and set examples for others to follow. He continuously assists the Contracting Officer's Representative in the accomplishment of MLC work and being a liaison with Sasebo Labor Management Office (LMO) and the Sasebo Defense Office (SDO). Throughout his long career, Mr. Mine has earned valuable experience, knowledge, skills, a strong sense of teamwork and management's confidence making him a significant asset to the CNRJ HR team.

In addition, Mr. Mine's proactive involvement as the building manager has proved to be another exceptional contribution resulting in team Sasebo being recognized by the installation's Energy Manger for its energy saving efforts. He also served for many years as the HR office's primary safety representative, promoting and maintaining high safety awareness amongst the team members. Mr. Mine's corporate knowledge, loyalty, initiative, and dedication to duty reflect credit upon himself and the entire HRO as a whole.

Training and Sequestration

Sequestration, continuing resolutions and budget deficits target Training and development (T&D) reductions first in order to save money. It is inevitable that you will see formal T&D opportunities dwindle as spending is held under a much higher scrutiny. Organizations have to scale back and tough decisions have to be made on how money is spent.

This doesn't change the fact that you still have a job to perform in support of our overseas mission, which requires you to hone your skills and develop new ones. You also have a duty to yourself to continue your professional development

to further your career. Here are a few cost free ways to continue your career growth:

1. Sign up for magazines, eJournals, newspapers and publications that are relevant to your job field. A few popular ones include Government Executive, Federal Computer Week, and Nextgov.
2. Identify a mentor who can help guide you through the overseas environment and further your performance to prepare you for your next position.
3. Develop your own brown bag lunches where people have an opportunity to share and learn from one another's experiences. Story telling is a timeless some options you may consider when pursuing your career.
4. Be a mentor. Sharing information and teaching are two important elements of leadership. In the overseas environment, there are many new employees who can use your help.
5. Become a member of a professional organization to enhance your networking opportunities.
6. Take the time to read a book that will develop your career skills (leadership, time management, project planning, communication, etc). Department of Navy has a reading list that recommends books per the competencies of the Department of Defense Civilian Leader Development Framework and Continuum (CAC enabled website is:

<http://www.portal.navy.mil/donhr/TrainingDevelopment/Pages/ReadingRoom.aspx>)



Dealing with Employee Absenteeism

Leave-related misconduct may entail an employee who is showing signs of excessive or inappropriate use of sick leave, frequent unplanned absences, and/or habitual tardiness. If tolerated, leave abuse can have a negative impact on moral and productivity. In dealing with attendance related issues and managers and supervisors should:

Establish clear expectations for employees. Employees should know when leave must be requested in advance, procedures to follow to request leave, how to handle unscheduled leave request, and that the responsibility for requesting and documenting leave is the employees.

Be consistent when applying the rules and document when rules are not followed, taking into consideration the different circumstances of each case. Document counseling sessions and concerns that you have addressed with employees.

Handle leave matters early. There are wide ranges of useful tools that can be used in lieu of or in addition to disciplinary actions to assist in correcting attendance related problems.

Contact your servicing Employee Relations Specialist to discuss your options for handling employee absenteeism.

New CNIC Regional Human Resources Website

Please be sure to visit the following website for the latest HRO news and guidance.

New URL:

http://www.cnic.navy.mil/regions/cnrj/om/human_resources.html

In conjunction with the deployment of CNIC's new site, the HRO Facebook site will be closed.



eSeminars Are Now Available in the Employee Benefits Information System

Have you ever wanted to attend a seminar on a benefits topic but there was no funding available or your workload made it difficult to attend the seminar? You can now access free eSeminars on many benefits topics in the Employee Benefits Information System (EBIS). Topics include Insurance, Retirement, Thrift Savings Plan, Flexible Spending Accounts, and Social Security. You can view the entire eSeminar or just one topic and can view them as many times

as you like. To get started, simply log into your EBIS account at <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx> and select the eSeminar icon at the top on the page.

Benefit Information for Transferring Employees

Reminder: When an employee transfers from another federal agency or DOD component to the Navy with no more than a 3 day break in service, the losing agency/component will transfer-in the employee's existing Federal Employee Health Benefit (FEHB) program enrollment, as of the date the employee transfer to the Navy.

However, since agencies are NOT involved with the administration of either the Federal Long Term Care Insurance Program (FLTCIP) or the Federal and Vision Insurance Program (FEDVIP), it is the employee's responsibility to inform the administrators of those programs that they are changing payroll offices. If the employee fails to do so, their benefits will be terminated for failure to make payment. Contact information for FLTCIP and FEDVIP is provided as follows.

Long Term Care Insurance Program (FLTCIP): 1-800-582-3337

Dental/Vision Insurance Program (FEDVIP), BENEFEDS: 1-877-888-3337

Request for Personnel Action (RPA) Tracker

In response to customer requests, Office of Civilian Human Resources (OCHR) has established a tool to track recruitment and non-recruitment RPAs. This tracking tool, known as the RPA Tracker, has been implemented in the existing Total Workforce Management Services (TWMS) system since it captures the end to end DON hiring process, metrics and provides the most timely and cost effective solution.

The RPA Tracker was deployed on March 4, 2013 and has two user views- one for HR/Admin/Manpower Specialist and the other is for Hiring Managers. Then benefits and features of having the RPA tracker are:

- The ability for the hiring managers to see the status of their RPA's
- Allows HR professionals to access and update information about their current recruit and non-recruit actions
- Provides basic reports that are specifically geared to hiring managers and HROs
- Helps Commands focus on timeliness at the source (activity level) and allows for data driven decision concerning changes to the hiring process
- Allows users to specify which TWMS events they would subscribe for email notifications

The RPA Tracker can be accessed at <https://twms.nmci.navy.mil/login.asp>

- For HR/Admin/Manpower Specialist, select appropriate Profile, then select Tools/Functions, then select RPA

Tracking & Billet Alignment button

- For Hiring Manager, select Self Service, then MyWorkforce, then select Tools/Functions, the select RPA Tracking & Billet Alignment button

The RPA Tracker training for hiring managers and HR users is now available in TWMS and you may access it at https://twms.nmci.navy.mil/selfservice/online_training/

Reasonable Accommodations: What are an Agency's Obligations?

An agency should make every effort to reasonably accommodate an employee or applicant with known physical or mental limitations that qualify as a disability. When an individual decides to request accommodation, the individual or his/her representative must let the employer know that he/she needs an adjustment or change at work for a reason related to a medical condition. To request accommodation, an individual may use "plain English" and need not mention the Americans with Disabilities Act or use the phrase "reasonable accommodation."

" Upon receiving a request for accommodation, management should engage in an informal and flexible interactive process for identify the precise limitations of the individual and what accommodations could overcome those limitations. Reasonable accommodations may include but are not limited to: making existing facilities readily accessible and usable by individuals with disabilities; job restructuring; part-time or modified work schedules; modifications of equipment or devices; assistive devices; and other

similar accommodations which make it easier for the individual to successfully perform the duties of the position.

For additional information on the reasonable accommodation process, please contact EEO or your servicing Employee Relations Specialist.



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**

**Atsugi Satellite Manager
(Acting) 264-3421**

**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**