



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Benefits Open Season for Health, Dental, & Vision Insurance Flexible Spending Account

November 11 - December 9, 2013

During the annual Benefits Open Season, employees can take the actions listed below for the Federal Flexible Spending Account Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Health Benefits Program (FEHB).

- Enroll in a flexible spending account – a health care and/or dependent care account, under the FSAFEDS Program. Unlike with other programs, employees **MUST** reenroll in FSAFEDS each year to participate. Enrollments **DO NOT** carry over year to year.
- Enroll in, change, or cancel an existing enrollment in a dental plan under the FEDVIP Program.
- Enroll in, change, or cancel an existing enrollment in a vision plan under the FEDVIP Program.
- Enroll in, change, or cancel an existing enrollment in a health plan under the FEHB Program

Login to the Employee Benefits Information System (EBIS) to make your benefit elections:
<http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx>

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De-Mystifying Equal Employment Opportunity and Discrimination

Under the guidance, regulations, and laws governing the equal employment opportunity process, there's no such entity as reverse discrimination. In itself, reverse discrimination is a misnomer. On face value, the term “reverse discrimination” (and defining it as named) is the opposite (reverse) of discrimination. That being the case, what then, is discrimination?

According to the U.S. Equal Employment Opportunity Commission (EEOC), **discrimination means to treat a person differently, or less favorably, for some reason.**

The EEOC is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant, an employee, or former employee because of

the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The laws enforced by EEOC apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits. They also protect people from employment discrimination when it involves:

- **Unfair treatment** because of race, color, religion, sex (including pregnancy), national origin, disability, age (age 40 or older) or genetic information.
- **Harassment** by managers, co-workers, or others in your workplace, because of race, color, religion, sex, national origin, disability (mental or physical) age (40 or older), or genetic information.
- **Denial of a reasonable workplace change** that is needed because of religious beliefs or disability.
- **Improper questions about or disclosure of** the genetic information or medical information of an individual.
- **Retaliation** because a person (or persons) complained about job discrimination or assisted with a job discrimination proceeding, such as an investigation or lawsuit.



SPOTLIGHT

Ms. Marie J T Rojo
Human Resources Office
Yokosuka, Japan



Congratulations!

Marie Rojo serves as Lead Human Resources Specialist with HRO Yokosuka. Marie is a native of Quezon City, Manila, Philippines and resides here in Yokosuka with her spouse Felix and daughter Angela. Marie recently received her 15 year pin at the CNRJ all hands held by Admiral Cloyd on Wednesday, August 7, 2013. Congratulations Marie on 15 years of service with the Department of the Navy!

Employee Responsibilities for Overseas Allowances

The Department of State Standardized Regulations (DSSR) prescribes regulations defining the payment of allowances and differentials to federal civilian employees assigned to foreign areas. To ensure that allowances are at the appropriate rates, please keep your Human Resources Office apprised of any changes to your family member status.

Living Quarters Allowance (LQA) and Post Allowance (PAL) entitlements are affected by any of the following occurrences; therefore, to prevent errors resulting in underpayments or

overpayments, employees are responsible for submitting information for any of the following events:

- a. Change in marital status;
- b. Loss or gain of a family member (birth, death, adoption, family member becomes 21);
- c. You or your family member(s) depart from the assignment post for any reason for more than 30 days including travel at your own expense, Temporary Duty (TDY), educational travel, or any type or leave;
- d. Renewal Agreement Travel (RAT)
- e. Dependents start working;
- f. Significant increase or decrease in living quarters expenses;
- g. Moving from one residence to another, whether voluntary or involuntary;
- h. Moving into temporary lodging;
- i. Moving into government owned quarters (GOQ)
- j. Purchase or sale of living quarters;
- k. Sharing or subleasing living quarters with anyone;

Failure to notify the HRO of these events could lead to adjustments later on when it is least expected. There have been adjustments to receive several thousand dollars for an unreported increase of family, and on the other side, a debt letter for a similar amount for a change in family member status.



Renewal Agreement Travel (RAT)

Renewal Agreement Travel is a benefit authorized to an individual hired from the US or another overseas area that entitles the individual and authorized dependents to round trip transportation to/from home of record between tours of duty. The tour of duty completed must be the standard tour or standard extension.

Most of Japan has a tour of duty 36 months with a standard extension of 24 months. Extensions may be done in less than 24 month increments; however the requirement for renewal agreement travel eligibility requires a standard 24 month extension. Any extension of less than 24 months makes the individual ineligible for renewal agreement travel.

Generally the window of RAT eligibility is within the first twelve months of the extension. Anything outside the 12 month window voids the RAT or makes the employee ineligible should they receive an additional extension. Any time RAT is taken outside the 12 month window, the tour must be adjusted and the next extension is therefore shortened by the number of months the RAT was delayed.

If you have questions concerning your window of eligibility for RAT, please contact your servicing HRO for additional guidance to ensure you do not miss your opportunity for RAT.



Is the CNIC HRO Website Compatible with Smart Phones?

The answer is “Yes” and “No”. Some customers have raised the question to HRO. There are some reasons why your smart phones cannot display pdf file on web page. Here are several steps that customers can try before reporting the problem to the Help Desk.

If your encounter difficulties opening a pdf embedded web page on your smart phone, try one of the following;



1. Go back to the previous page and look for the link to the pdf. Download the pdf directly by using the right-click “Save target as...” command. Once the pdf is downloaded to your smart phone, you can use an application, e.g. Adobe Acrobat Reader, to open the file. If the pdf still cannot be opened with the application, there may be a problem with the pdf file itself.
2. If there is a browser error restricting the content display, check your internet browser settings and ensure that your browser allows for active contents. If, after adjusting the settings, you still cannot access the pdf, try the steps outlined in the previous paragraph.
3. If the problem cannot be fixed using the steps indentified above, try accessing the pdf from another web browser, if there are any available for your smart phone.

Android-based smart phones are very model/version specific so please ensure that you are using the most compatible software for your smart phone.

Annual Performance Assessments under the Interim Performance Management System

The DON Interim Performance Management System has a one-year appraisal period which generally lasts from 1 October through 30 September of the following year. At the end of the appraisal period, an annual assessment is conducted for each employee using OPNAV 12430/6.

Employees are required to provide their rating officials with narrative self-assessments of their accomplishments for each of their critical elements within 15 days after the end of the appraisal period.

Rating Officials must consider the self-assessments of their employees and prepare written assessments of employee performance and contribution to mission within 30 days after the end of the Appraisal period. The rating official should compare the employee’s performance to the appropriate critical element performance standard to determine whether the employee’s performance is “Acceptable” or “Unacceptable” (summary-level rating)

Senior Rating Officials are responsible for reviewing and approving the recommended ratings of record provided by each Rating Official.

Rating of Record: After each critical element has been assigned a summary level rating, a rating of record is assigned to the performance plan. If all critical elements have been assigned an individual element level of “Acceptable,” then the rating of record is “Acceptable.” However, if one or more critical elements were assigned an “Unacceptable” level, then the rating of record is “Unacceptable.”

*****An example follows Page 5**

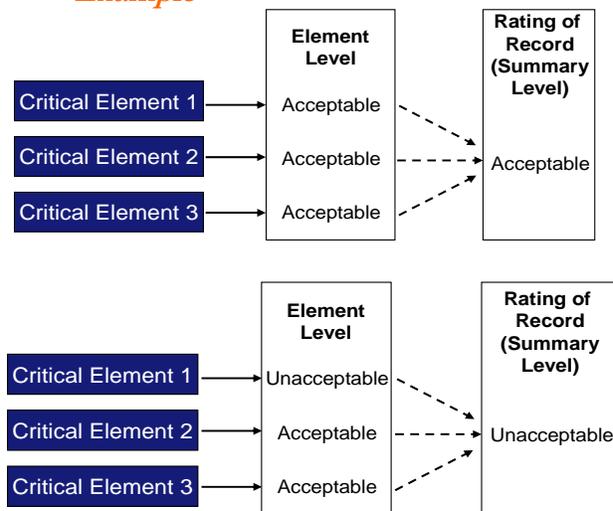
Awards: Commands will develop awards frameworks consistent with DON IPMS Policy. Award recommendations and approval should be recorded using the DON IPMS Recognition and Rewards Notification Form.

***Rating officials should establish new FY14 performance plans by 30 October 2013.**

To access DON IPMS policy, guidance and forms, please visit

http://www.cnic.navy.mil/regions/cnrj/o/m/human_resources/services/DoN_Interim_Performance_Management_System.html

***Example



Individual Development Plans

Career development planning benefits the individual employee as well as the organization by aligning employee training and development efforts with the organization's mission, goals, and objectives. An individual development plan (IDP) is a tool to assist employees in achieving their personal and professional development goals. IDPs help employees and supervisors set expectations for specific learning objectives and competencies. While an IDP is not a

performance evaluation tool or a one-time activity, IDPs allow supervisors to clarify performance expectations. IDPs should be viewed as a partnership between an employee and their supervisor, and involves preparation and continuous feedback. Many agencies require IDPs for new and current employees, and encourage employees to update them annually.

When using an IDP, supervisors develop a better understanding of their employee's professional goals, strengths and development needs. Employees take personal responsibility and accountability for their career development, acquiring or enhancing the skills they need to stay current in their roles. Some of the benefits of an IDP are:

- Provide an administrative mechanism for identifying and tracking development needs and plans
- Assist in planning for the agency's training and development requirements
- Align employee training and development efforts with its mission, goals, and objectives.

There are no regulatory requirements mandating employees complete IDPs within the Federal Government, although many employee and leadership development programs require IDPs (e.g. PMF Program). Completing IDPs is considered good management practice, and many agencies have developed their own IDP planning process and forms. While there is no one "correct" form for recording an employee's development plan, an effective plan should include, at minimum, the following key elements:

- Employee profile-name, position title, office, grade/pay band
- Career goals-short-term and long-term goals with estimated and actual completion dates

- Development objectives-linked to work unit mission/goals/objectives and employee's development needs and objectives
- Training and development opportunities-activities in which the employee will pursue with estimated and actual completion dates. These activities may include formal classroom training, web-based training, rotational assignments, shadowing assignments, on-the-job training, self-study programs, and professional conferences/seminars
- Signatures-supervisor and employee signature and date

For more information on IDPs and to view IDP templates, please visit the OPM Training and Development Wiki.

Source: www.opm.gov



Training for FY14

Regional Workforce Development division is currently performing training needs analysis for next fiscal year. Expect to see the FY14 Training Calendar around 15 October 2013. If you have any training related questions or needs, please contact RWD at rwd-student-services@fe.navy.mil

[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
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