



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

From the Director’s Office

Happy New Year! Or in the Land of the Rising Sun “Minasama, sinnen akemashite omedetou gozaimasu.”

As you are all aware, as civilian employees, we have endured a year filled with unprecedented challenges and demands. We experienced a hiring freeze, an administrative furlough of a large number of our civilian employees, followed by an emergency furlough due to the government shutdown. HRO Yokosuka and its Satellite Offices were directly involved in the preparation and execution of all of these events. There was an enormous amount of work involved, but through it all we rose to the occasion. I hope those days of uncertainty are behind us for good. I’d like to thank my staff for a job well done!!

As we launch into 2014 I’d like to remind you all of a few items that you as civilian employees should monitor:

- Leave and Earnings Statements (LES) – Please check your first few LES’s of 2014 to ensure any changes you may have made to your benefits during open season have taken effect.
- Salary Increase – Most civilian employees will receive 1% salary increase this year, the first since 2010. The increase should begin to appear on your LES NLT 31 January 2014. If you do not see the increase please let your local HRO representative know.

INSIDE THIS ISSUE

- ❖ From The Director’s Office
- ❖ Employee Spotlight
- ❖ Student Educational Travel
- ❖ Roles of the EEO Staff
- ❖ On-Boarding Manager (OM)
- ❖ Merit System Principles and Performance Management
- ❖ Annual Leave for MLC/IHA Employees
- ❖ Promoting MLC/IHA Employment Opportunities
- ❖ HRO Hail and Farewell
- ❖ RWD Training Schedule “3rd-4th QTR”
- ❖ HRO Program and Site Managers

- W-2’s – Civilian employee W-2’s are available now via <https://mypay.dfas.mil>

Log into your MyPay account today to print yours!

HRO Yokosuka and our satellite offices continue to operate at a fast pace while we experience significant personnel changes within the office. However, we remain committed to being the Service Provider of Choice, providing quality services that “Enable the Fleet.” We look forward to serving you in the new year!

Mylechia L. Smalls
Regional Human Resources Director



SPOTLIGHT

Ms. Lizzie Arenas-Morales
Human Resources Office
Yokosuka, Japan



On 12 December 2013, Ms. Lizzie Arenas-Morales was recognized for her 10 years of service during the CNRJ “All-hands” held by Rear Admiral Terry Kraft.

Lizzie worked in Norfolk, VA before being stationed here in Yokosuka, Japan with her military active duty spouse Ricky. She’s been working as a CNRJ HR Specialist since December 4, 2011 and was recently promoted to Lead HR Specialist on November 3, 2013.

Congratulations Lizzie on your promotion and 10 years of service in the Department of the Navy!

Student Educational Travel

Employees in the overseas area who are self sponsored CONUS hired may be eligible for student educational travel benefits. This benefit is for the student attending a college or university away from the employee’s post. The student must have been included on the sponsor’s orders and be a full time student under the age of 23 attending an accredited college or university.

The student is eligible for one round trip per anniversary year. The anniversary date is established based on the first day of travel for the first trip. That anniversary date remains the same for the duration of the student’s eligibility.

This student travel eligibility is only available for college students and does not apply to high school, intermediate or elementary school attendance.

Requests for student educational travel should begin with a request for orders routed through your command comptroller. Request for orders may be submitted to HRO with supporting documentation that verifies student eligibility for travel. Supporting documentation includes the student letter of registration from the school registrar stating the student is full time. Students returning to school should obtain their registration letter prior to leaving school for spring or winter break if the intent is to receive travel authorization for the return trip. A student finishing school at the end of the semester is entitled to the trip to the post, however for return transportation back to school, must provide proof of registration as a full time student for the upcoming semester. Orders will not be issued without proof of registration.

There is no provision for reimbursement should travel begin before orders are issued.

Additional information on Student Educational Travel may be obtained from Department of State website at <http://dssr.state.gov> and the Joint Travel Regulations Volume II.



Should you have any questions in reference to eligibility or entitlement, contact your Human Resources Office.

Roles of the EEO Staff

The parties involved in EEO cases often make assumptions about the roles of EEO staff members.

Sometimes, the complainant feels that the EEO Specialist/Manager/Assistant is management's advisor or advocate; likewise, supervisors/managers believe that the EEO staff acts as such for the complainant. Neither of these assumptions is correct. The role of the EEO staff member is to be a neutral fact-finder throughout the EEO process. Basically, the EEO staff must inquire with the complainant about who did what, when and where? When the complainant states the bases upon which he/she was discriminated (i.e. race, color, religion, national origin, sex, disability, age and/or reprisal), the "why" is established. Once the complainant has provided the necessary information to begin the complaint, management is afforded an opportunity to respond and provide a list of potential witnesses.



On-Boarding Manager (OM)

The On-Boarding Manager (OM) is the latest component of the Office of the Personnel Management's USA Staffing systems used to automate the release of tentative and final job offers, enable completion and processing of pre-employment forms by job selectees (new hires or current federal employees) and HR professionals. This will also be the central place to view and track the selectee's progress in completing the pre-employment forms. The benefits of automating the process are the 24/7 web access of selectees to respond on job offers, questionnaires, centralized submission of forms and task, consistency in implementing DON wide process, and the built in system rules and logics that will eliminate common errors and ensure forms are completed prior to submission.

The OM is integrated with USA Staffing and the selectee's information and supporting documents stored and provided as an applicant (e.g. name, contact information, resumes, SF-50, DD-214, etc) will flow directly to OM, eliminating the need to provide the same information to HRO again at a later date.

The OM is also integrated with electronic Official Personnel Record (e-OPF). Thus, all of the pre-employment forms the selectee completes and uploads in OM will be transmitted to his/her e-OPF by HR personnel, eliminating the need for manual mailing or downloading of individual forms.

The OM for selectees can be accessed at <https://onboarding.usastaffing.gov/Default.aspx?USAS=True> while the OM help guide for selectee can be accessed at http://help.usastaffing.gov/ApplicantHelp/index.php/Getting_Started_in_Onboarding_Manager_for_Selectees

Merit System Principles and Performance Management

A common conception of the Federal Government's merit system principles is that they are designed to ensure fair and open recruitment and competition and employment practices free of political influence or other nonmerit factors. Although that is certainly true, a closer reading of those principles suggests a much broader policy objective that relates directly to managing the ongoing performance of the Federal workforce.

In fact, the Civil Service Reform Act of 1978, which incorporated the merit system principles into the law at section 2301 of title 5, United States Code, stated as national policy that:

...to provide the people of the United States with a competent, honest, and productive workforce...and to improve the quality of public service, Federal personnel management should be implemented consistent with merit system principles.

Congress intended those principles, stated expressly in statute, to guide Federal agencies in carrying out their responsibilities to administer the public business.

With the deregulation of performance appraisal and awards, agencies have been given authority and freedom to manage performance effectively. But delegation, deregulation, and simplification also mean increased accountability. The merit system principles provide a framework for responsible behavior and are key to mission success. The five component processes of effective performance management — **planning, monitoring, developing, appraising, and rewarding** — reinforce and are directly supported by some key merit system principles.

Annual Leave for MLC/IHA Employees



Permanent/post-retirement employees shall submit their tentative A/L schedule for the calendar/contract year to their supervisor within one month of the beginning new calendar/contract year.

The supervisor shall review tentative A/L schedules and make efforts to permit employees to use scheduled A/L. The planning and scheduling of A/L is a joint responsibility of supervisors and employees. The supervisor is also encouraged to conduct periodic reviews of employees' tentative A/L schedule to ensure employees' A/L use is on track.

With prudent scheduling and planning of A/L by both employees and supervisor, cases of A/L interfering with normal operation can be prevented.



Promoting MLC/IHA Employment Opportunities

The JN Employment and Classification Division is engaged in various MLC/IHA job promotion activities throughout the year. The division regularly participates in the semi annual local job fairs held by Yokosuka Chamber of Commerce and Industry. The most recent job fair was on 18 December 2013 and the division provided general employment briefing to a total of 51 university students expected to graduate in March 2015. There were no specific vacancy announcements that they could immediately apply for since we generally recruit positions for immediate fill. However, by knowing that there are MLC/IHA employment opportunities with the base, they will have an additional option to consider in future. An official of Yokosuka Chamber of Commerce and Industry from several years ago said, "It is like sowing seeds. Once they learn about the job opportunities with the base from the job fair, they will talk to their family and friends and the word will spread out. Even if they may not apply immediately, they will remember to consider base job opportunities as their option in future."

During 2013, the division has assisted customer commands' participation in commercial job fairs in Tokyo, twice for U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center (SRF-JRMC) and once for Naval Facilities Engineering Command Far East (NAVFAC FE). The Division has also assisted SRF-JRMC's tour by providing employment briefing on 15 November 2013, to which a total of 23 students and 3 teachers from the Mechanical Engineering Department, Kanto Gakuin University in Yokohama have participated. It was the first SRF-JRMC tour conducted as part of the university class per request from the university.

In each event, there were many people who were interested in knowing about the MLC/IHA employment, and we believe that our "sowing seeds" mission was successfully accomplished. We are looking forward to more opportunities to work with our customer commands and job seekers in promoting MLC/IHA employment opportunities in 2014.



HRO HAIL AND FAREWELL

Welcome aboard...

Ms. Megumi Shintani
- Operations Division (HRO Yokosuka)

Ms. Atsuko Ueno
- JN Division (HRO Yokosuka)

Ms. Ester Manese
- US Staffing Team (HRO Atsugi)



Fair Winds and Following Seas...

Ms. Nichole Henley – RWD
(HRO Yokosuka)

Mr. Masamizu Ozaki - RWD
(HRO Yokosuka)

RWD Training Schedule "3rd - 4th QTR"

Based on responses from the FY14 Annual Training Needs Survey, RWD will schedule following vendor courses 3rd to 4th QTR.

These dates & cost are tentative. Please check the updated information from RWD training web page:
http://www.cnic.navy.mil/regions/cnrj/om/regional_workforce_development.html

In Zama/Yokosuka

Date	Title	Cost
APR (TBD) Zama	(CSRS & FERS) Pre-Retirement Seminar	(Est.) \$300
JUN (TBD) Yokosuka	(CSRS & FERS) Pre-Retirement Seminar	(Est.) \$300

Target

FERS/CSRS who are within ten (10) years of retirement.

In Yokosuka

Date	Title	Cost
APR (TBD)	Passport to Work (ESL)	(TBD)

Target

Anyone whose primary language is not English. This class helps to improve their grammatical skills for an American office environment.

Date	Title	Cost
12-13 MAY	Introduction to Federal Budgeting	\$335

Target

Anyone needs to identify financial management and understand the phase of federal budgeting.

Date	Title	Cost
14-16 MAY	Federal Appropriations Law	\$502

Target

Anyone deals with "money" in the federal government, including budget analysts, accountants, auditors, contracting officers, GPC holders etc.

Date	Title	Cost
JUN (TBD)	Contracting Officers' Representative	(Est.) \$520

Target

Anyone handles government acquisitions, especially for CORs, project officers, task managers & auditors.

Date	Title	Cost
JUL (TBD)	Cross Cultural Understanding in the Workplace	(Est.) \$400

Target

Anyone native and non-native English speakers who want to improve their abilities in cross-cultural situations.

Date	Title	Cost
JUL (TBD)	Introduction to Supervision	(Est.) \$450

Target

Primarily for the newly appointed civilian supervisors and military who supervise civilian personnel, or refresher for the experienced supervisors.

Date	Title	Cost
AUG (TBD)	Workforce Succession Planning	(Est.) \$450

Target

Leaders, managers especially for HR practitioners involving strategic planning. Anyone interested in working for workforce succession.

Date	Title	Cost
AUG (TBD)	Project Management	(Est.) \$850

Target

Project managers, team leaders & members who want to learn how to complete projects on time, within budget, and meet quality standards.

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

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

