



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Relocation Incentives



Management utilizes relocation incentives to entice current federal employees to apply and accept positions that are hard to fill in a different geographic area.

Management may approve an incentive up to 25% of an employee’s annual rate of basic pay at the beginning of the service period. The decision to pay relocation incentives must include written justification and a signed service agreement between the employee and management before the employee gets on board.

The service agreement requires the employee to complete a period of no less than six months nor more than four years of continued government service prior to receiving any incentive payment. The payments made for period of time that are not completed with individual service agreements are overpayments and are subject to debt collection process as outlined in “DoD Financial Management Regulation”, Volume 8, “Civilian Pay Policy and Procedures”.

The employee may only receive the relocation incentive once he or she has established residence (for not less than 6 months) in the new location and must have rating of record of at least “Fully Successful” or equivalent in the position held immediately prior to the move to be eligible for relocation incentive.

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SPOTLIGHT



Mr. Ernie Garcia
Human Resources Office
Yokosuka, Japan



After working 17 years in the private sector, Mr. Ernie Garcia moved to Yokosuka in June 2012 with his wife Maria and three kids Ethan, Madisen and Amelia. Ernie has been working as a Human Resources Assistant (Employee Benefits) since May 2013. Despite his relatively short tenure with HRO, Mr. Garcia has quickly mastered the overseas allowance program. His technical proficiency, communication and interpersonal skills are outstanding, as evidenced by the numerous compliments and accolades he has received from his customers. As hard work pays off, Mr. Garcia was recently selected for the position of Human Resources Assistant (Recruitment/Staffing). Though he will move to a different section within HRO, he remains a part of the HRO family. This change in position will broaden his HR experience and enhance his marketability upon return to the US. We are glad he will remain a part the of HRO family and wish him much success in his new job.

Congratulations Ernie!

Why Performance Standards are Critical for Effective Performance Management

A **performance standard** is an expression of the performance threshold(s), requirement(s), or expectation(s) that must be met to be appraised at a particular level of performance. At the end of each performance cycle, the rating official uses the performance standards provided in the DON IPMS Policy, Appendix C, to determine the rating of record and award recommendation by comparing the standard to the actual performance on each critical element.

Performance standards in the Interim Performance Management System are pre-defined for three different career stages – entry, journey, and expert – and cannot be augmented or altered. A single career stage will be used for each employee that addresses all critical elements within the employee's performance plan. Additionally, the supervisory performance standards are used to determine a summary level rating for the supervisory critical element.

It is a best practice to keep these performance standards in mind when creating critical elements to allow for performance which goes above and beyond what is required. After assigning a rating of record, the performance standards come into play again for the awards process. The range and scope of performance that meets or exceeds the critical element will determine the performance standard score. For example: An entry-level career stage has a performance standard for 3 levels of achievement - 1, 2, and 3. Thus, each critical element in the performance plan could receive an award score ranging from 0-3.

A Brief History of Equal Employment Opportunity

Equal Employment Opportunity was birthed from the Civil Rights Act of 1964 which made it illegal to discriminate against anyone based on race, color, religion, sex, or national origin. President Kennedy called upon members of Congress to initiate the bill to introduce the Act in 1963 as a result of protests, notably throughout the South and other parts of the country, from African-Americans and supporters who sought equal treatment for all Americans. At that time, it was legal for persons of color to be denied service, job opportunities, entrance to public facilities and the opportunity to vote freely.

Once signed by President Johnson, the Civil Rights Act ultimately ended unequal racial segregation in schools, at the workplace and by facilities that served the general public and the application of voter registration requirements. Title VII of the Act specifically addresses discrimination in employment. It has been amended with legislation prohibiting pregnancy, age, and disability discrimination (the Pregnancy Discrimination Act of 1978, Age Discrimination of Employment Act, and Americans with Disabilities Act of 1990).

In addition, in 2012, the EEOC ruled that employment discrimination on the basis of gender identity or transgender status is prohibited under Title VII.



Frequently Asked Questions (FAQs) on Civilian Pay and Leave

Have you ever had a question on pay and leave but didn't know where to turn for an answer? The Office of Personnel Management (OPM) has developed a series of FAQs on the subject that are very helpful. Topics include: within-grade-increases (WIGIs), travel compensatory time, pay retention, incentives, student loans, etc.

Visit the following link to become more knowledgeable on the subject.

<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/?page=1#url=FAQs>

For specific questions, contact your servicing HR Specialist/Advisor.

Nepotism Prohibition in Japanese National (JN) Employment

The 5 U.S. Code 3110 prohibits nepotism and states the public official of the Federal Government is restricted to appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a civilian position in the agency in which he is serving or over which he exercises jurisdiction or control any individual who is a relative of the public official. The relatives are defined as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Since Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) employees work for the Federal Government, the same rules apply. Nepotism in JN employment is prohibited by “CNFJINST 12000.17A, Personnel Manual for Administration of MLC and IHA Employees” dated 27 February 2004.

The job application form requires the applicant to list family members/relatives who are employed in the command for which they are applying for employment. It is the applicant’s responsibility to answer the question truthfully. Applicants may apply for a position in the organization where his/her relative works, however they may not be selected to a position within the supervisory chain of command of their relatives as listed above.



Selecting Officials are responsible for ensuring integrity when scheduling interviews and making selections. All application packages forwarded to selecting officials with resumes includes the interview guidelines for the selecting officials providing the information on “nepotism” prohibition. This also applies to future promotions and reassignments. Should you as a manager find yourself sitting on a panel to interview or select an applicant that is your relative, you should recuse yourself immediately from the hiring process for that particular vacancy.

Should you have any questions or concerns in reference to this topic, please feel free to contact your servicing Human Resources Specialist.



Congratulations ★

Ms. Analisa Wilder
Human Resource Assistant
HRO Satellite Office, Atsugi, Japan



Ms. Wilder participated in the NAF Atsugi 10K/Half Marathon Run on 8 Mar 2014; earning her the top spot (1st Place) in the Woman's 35 year old and up category.

Ms. Wilder is an avid runner. Her next race will be a Camp Zama Cherry Blossom 7K RUN on 5 April 2014, and another 10K at the 18th Annual International Friendship at Sagami General Depot on 20 April 2014.

We wish Lisa all the luck in her next marathon!

HRO HAIL AND FAREWELL

Welcome aboard...

Mr. James Lee
 – Operations Division (HRO Yokosuka)

Ms. Bernadette Matsunaga
 – Operations Division (HRO Yokosuka)

Mr. Michael J. Stewart
 – RWD Division (HRO Yokosuka)

Ms. Tawana Dillard
 – US Personnel Management Team
 (HRO Sasebo)

Ms. Asuka Tanegashima
 – US Personnel Management Team
 (HRO Sasebo)



Fair Winds and Following Seas...

Ms. Carmen Botello
 – Operations Division (HRO Yokosuka)

Ms. Eleanor Eugenio
 – Operations Division (HRO Yokosuka)

Mr. Ted McGary
 – LER Division (HRO Yokosuka)

Ms. Delores Brodie
 – US Personnel Management Team
 (HRO Sasebo)



RWD Training Schedule

RWD added some Private vendor, IT application courses, and GOJ seminar as follows.

Please check the RWD Web calendar for more details:

http://www.cnrc.navy.mil/regions/cnrj/om/regional_workforce_development.html



General

- **ESL Passport to Work:**
1 May-12 Jun – Yokosuka
- **Cross Cultural Management Training:**
29-30 Jul – Yokosuka
- **Introduction to Supervision:**
29-31 Jul – Yokosuka
- **Introduction to Supervision:**
26-28 Aug – Sasebo
- **Workforce Succession Planning:**
19-20 Aug – Yokosuka
- **Effective Business Writing:**
21-22 Aug – Yokosuka
- **Effective Business Writing:**
26-27 Aug – Sasebo
- **Contracting Officers' Representative:**
Aug (TBD) – Yokosuka
- **JFTR/JTR (TDY only):**
3-5 Sep – Yokosuka
- **JTR Vol-2 (PCS only):**
8-9 Sep – Yokosuka
- **(CSRS&FERS) Pre-retirement Seminar:**
8-9 Sep – Okinawa
- **Mid-career Retirement Planning Seminar:**
11-12 Sep – Okinawa
- **Mid-career Retirement Planning Seminar:**
15-16 Sep – Sasebo
- **(CSRS&FERS) Pre-retirement Seminar:**
18-19 Sep – Sasebo
- **Project Management:**
Sep (TBD) – Yokosuka

IT

- **Windows 7, Excel, Access 2010 (E) (J):**
Week of 4-15 Aug – Sasebo

GOJ Health Seminar

- **Mental Health Seminar:**
26 Jun & 25 Sep – Yokosuka
- **PRE Safety & Health Seminar:**
24 Jul – 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
243-5342

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

