



# CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

## INTERIM PERFORMANCE MANAGEMENT SYSTEM (IPMS) EARLY ANNUAL APPRAISAL PERIOD COMMENCES 2 JULY 2014

On 2 July 2014 all IPMS performance plans will be locked, meaning changes to critical elements will no longer be permitted. To receive an annual rating of record, employees must have a valid plan established for at least 90 days. On 2 July 2014 the performance plans will be locked due to the fact that it will be less than 90 days before the end of the performance cycle, 30 September 2014.

Any closeout assessments conducted on or after 2 July 2014, will become the annual rating of record. As a reminder, closeouts must be conducted when:

- (a) An employee completes a detail or temporary promotion of more than 120 days under established critical elements.
- (b) An employee changes positions, is promoted or moves to a new agency or activity after being under established critical elements for a minimum of 90 days.
- (c) The rating official leaves the position after the employee is under established critical elements for a minimum of 90 days.

All new employees arriving on or after July 2, 2014 shall be put on FY15 performance plans. If you have any questions regarding IPMS, please contact your servicing HR POC's.

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**SPOTLIGHT**

Ms. Yumiko Sasaki  
Human Resources Office  
Misawa, Japan



“Employee of the Quarter for  
Misawa for first quarter FY 2014”

***Congratulations!***

**HRO HAIL AND FAREWELL**

**Welcome aboard...**

Ms. Tamara Sims-Collins - HRO Yokosuka

Ms. Tawana Dillard - HRO Sasebo



**Fair Winds and Following Seas...**

Ms. Sharmana Perkins - HRO Yokosuka

Ms. Lizzie Arenas-Morales - HRO Yokosuka

Ms. Analisa Wilder - HRO Atsugi

Ms. Kathleen McGuire - HRO Okinawa

Ms. Quotanya Collins - HRO Okinawa



## IS MENTORING THE SAME AS COACHING?

Quite often employees have misconceptions that both mentoring and coaching are synonymous, but these two words have distinct meanings and characteristics. Both words are helping activities, with similar objective — to enable individuals to achieve their maximum potential (*Mentoring in Government, Office of Personnel Management*). Sometimes both activities are being used together or interchangeably in their applications. Each one is independent of the other. Now, let us take a look at each definition a little closer . . .

Mentoring focuses on providing guidance, direction, and career advise (*Mentoring in Government, Office of Personnel Management*). There are two general types of mentoring, namely: Formal and Informal. Formal mentoring is structured and designed by an organization to build an entire culture of internal mentoring, support, and development. This type of mentoring is ideally participated with a formal agreement by both mentor and protégé', establishing a relationship for a specified time, with clearly defined objectives by the end of the agreement. On the other note, informal mentoring consists of an employee reaching out to another for job or career assistance, and usually occurs when both mentor and protégé' have a lot in common. Mentoring is: relationship oriented, long-term, development driven, requires a design phase, and the supervisor/manager is indirectly involved (*The differences between Coaching & Mentoring, Management Mentors*).

Coaching focuses on working with an individual's perceptions, self-confidence, and creativity. Coaching can be a stand-alone process or integrated as a component part of training and development. From time to time, we may see coaching coupled with mentoring. Lately, the developments of coaching skills are frequently seen as essential elements in leadership development. Coaching is: task oriented, short-term, performance driven, no design phase (could be on any given topic or focus of interest), and the supervisor/manager is a critical partner (*The differences between Coaching & Mentoring, Management Mentors*). Both tools are essential in career development. As mentioned earlier, each one has a distinct characteristic and application for the intended reason. Using either tool together or synchronously maximizes the full benefits of professional development.



## WHAT IS MEDIATION?

According to the Department of Navy, “Mediation’ is an ADR technique, in which parties are assisted by an impartial third party, called a mediator, who establishes negotiating procedures, identifies issues in conflict, and defines options (raised by the parties) for resolution.

Mediators are not vested with any decision-making authority and cannot impose resolution on the parties; the parties make the decision themselves.”

“Alternative Dispute Resolution” includes any method, which is used in lieu of a formal process to resolve conflicts and issues in controversy, including, but not limited to mediation, peer review, partnering, conciliation, facilitation, fact-finding or any variety of these processes.

Subsequently, mediation is available to DON civilian and military personnel; participation is voluntary.

In addition, DON personnel may request mediation to resolve disagreements absent filing any complaint or grievance by contacting the EEO Office.



## FREE ONLINE TRAINING AND EDUCATION

Are you interested learning another language, how about taking college-level courses for professional development, preparatory training, or as refresher training?

Have you planned of enrolling in Fundamentals of Auditing, Corporate Finance, Accounting, Statistics and Data Analysis, Statistical Reasoning, Environmental Biology, and many more?

How about taking all these classes for FREE? And not to mention that these classes are being taught by instructors from leading universities such as MIT, Harvard, Cornell, Penn State, UC-Berkeley, Carnegie Mellon, Tufts, Oxford, and many more.

Sounds too good to be true? Check out the links for Free Online Training and Education located here:

[http://www.cnic.navy.mil/regions/cnrj/om/regional\\_workforce\\_development/devlopmental\\_programs.html](http://www.cnic.navy.mil/regions/cnrj/om/regional_workforce_development/devlopmental_programs.html)



## LANGUAGE LEARNING SOFTWARE FOR MILITARY AND GOVERNMENT USE

120+ Languages -  
Web / Desktop / Mobile

The CL-150 is now available at no charge to **all federal government and US military** personnel and programs via the Department of Defense's **Joint Language University** Critical Language Resources for the US Government Community.

The US critically needs greater language capability to grasp opportunity and reduce risk in today's global environment, but language training is time-consuming and expensive.

CL-150 tools and resources make government language learning and sustainment more rapid, reliable, professionally relevant, compelling, reportable and logistically flexible.

These courses can also be done on a personal computer, laptop, tablet or phone.

**English for Japanese speakers is available!**

### **“I need a JLU Account.”**

Quick and easy. Go to JLU on the web at [jlu.wbtrain.com](http://jlu.wbtrain.com)  
Click “Need an Account?”

Requires a .mil or .gov email address, or statement by sponsor that you support USG requirements.

### **“I already have a JLU Account.”**

Log in to JLU at [jlu.wbtrain.com](http://jlu.wbtrain.com).  
Click the “Resources” icon on the left.  
Click “Want to View All Resources?”  
Click the top item,

**“CL-150 Transparent Language.”**



## 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@fc.navy.mil](mailto:HRO-Help@fc.navy.mil)

