



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

## IPMS Grievance Policy

Covered employees may raise issues relating to the performance appraisal process either through the administrative grievance procedure or, where applicable, a negotiated grievance procedure. Employees are encouraged to use Alternative Dispute Resolution (ADR). The Department of Navy Administrative Grievance System Policy is prescribed in SECNAVINST 12771.2.

The following items are grievable:

- Failure to inform employees of critical elements and standards within the required time frame; and
- Ratings on individual critical elements (acceptable/unacceptable) and summary level ratings (acceptable/unacceptable).

The following items are not grievable:

- The substance of an employee's critical elements
- Reward recommendation score and award amount

Performance-based demotions and removals may be grieved through the appropriate grievance procedures or appealed to the MSPB, but not both.



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## Requested Documentation

EEO complaints have two stages; the informal and the formal stages.

During the informal or administrative process stage, the complainant has the option to elect traditional EEO counseling or Alternative Dispute Resolution (ADR) as a means of getting their issues reviewed.

With either election and in addition to the named manager/supervisor statement, a limited inquiry is done wherein the EEO Office requests documents related to the allegations brought by the complainant.

It affords the command and/or agency an opportunity to present its rebuttal for whatever incident or occurrence that has been perceived to be discriminatory.

In addition, because timelines are established by law and subject to EEOC review, it is imperative that the EEO Office receives the information by the date(s) requested and updates regarding when to expect to receive the requested information.

SPOTLIGHT



Ms. Megumi Ishiwata  
Human Resources Office  
Yokosuka, Japan



*Congratulations!*

We had our All Hands call with RADM Terry Kraft last September 19, 2014 at the Fleet Theater and the Admiral presented a Letter of Appreciation from the Base Commanding Officer CAPT David Glenister to Ms. Megumi Ishiwata for her contribution on the recent Base Historical Tours conducted in June 2014. She voluntarily gave her time in providing outstanding translation support for 150 Japanese visitors that brought about cultural understanding among Japanese and service member stationed in Japan.

Megumi has been working in the Human Resources Office as a Personnel Clerk since August 2012. Her attention to detail, dedication, and excellent customer service skills resulted for her being selected in the Placement Technician.

Congratulations!!!

SPOTLIGHT



Ms. Mimi Valencia  
Human Resources Office  
Atsugi, Japan



*Congratulations!*

“Ms. Mimi Valencia has over 30 years of government service”



## Electronic Official Personnel Folder (e-OPF) Notification Email

E-OPF is now notifying employees via email when new documents are added to their e-OPF. This means when a new document such as an SF50 is added on employee's e-OPF, you will receive a notification by email the day after the action is processed.

The emails will come from [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com) they are not digitally signed but a valid DON communication.

See below sample notification email.

-----Original Message-----

From: eopf\_hd@telesishq.com  
[mailto:eopf\_hd@telesishq.com]  
Sent: Tuesday, September 30, 2014 1:02 PM  
Subject: e-OPF Notification: New Documents Have Been Added to Your Folder

### 1) PURPOSE OF THIS EMAIL

Documents have been added to your Electronic Official Personnel File (e-OPF).

Agency: [NAVY]  
e-OPF ID: [ ] Name: [ ] POID: [2414]

~~~~~  
DOCUMENT: SF 52 - REQUEST FOR PERSONNEL ACTION NATURE OF ACTION: PROMOTION EFFECTIVE DATE: 21-SEP-2014

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DOCUMENT: SF 50 - NOTIFICATION OF PERSONNEL ACTION NATURE OF ACTION: PROMOTION EFFECTIVE DATE: 21-SEP-2014

To view your document(s) go to <https://eopf1.nbc.gov/navy/>



### 2) WHAT IS e-OPF?

Electronic Official Personnel Folder (e-OPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF). The OPF contains human resource (HR) records and documents related to Federal civilian employees. An OPF is created when an employee begins Federal service, and is maintained throughout an employee's career in accordance with the United States Office of Personnel Management (OPM) regulations.

The e-OPF system will provide secure, Web-enabled access for employees and HR staff members to view e-OPF documents. Employees will be able to view only their own OPF through this secure system.

### 3) LOGON INSTRUCTIONS

#### NOTE:

To access your electronic Official Personnel Folder, you will need to login from a .MIL/.GOV computer connected to the Internet.

1. Launch your Web browser and enter the Web site address <https://eopf1.nbc.gov/navy/>  
The e-OPF User Agreement page appears.
2. Read the e-OPF User Agreement and all of the corresponding document links on the agreement page. When you have finished, click ACCEPT. The e-OPF Web Logon page appears.
3. Type your e-OPF User ID in the e-OPF ID field and press the TAB key to move to the PASSWORD field.
4. Type your e-OPF password in the PASSWORD field and click SUBMIT.  
The e-OPF Welcome page appears, with the functions you are authorized to perform listed on left side menu.

The first time you log on to e-OPF, you will be requested to change your password. Your new e-OPF password must be at least 12 characters long and must include at least one upper case letter, one lower case letter, one number, and one special character. The password cannot begin with a special character.

Also, the first time you log on to e-OPF, you are prompted to answer 6 security questions. If, at a later time, you forget your e-OPF User ID or password, the answers to these questions will be used to verify your identity. Select and answer 3 different questions from the Personal Questions and also from the Helpdesk Verification Questions. When you have answered 6 questions, click SUBMIT once. The Rules of Behavior page appears. Acceptance is tracked within the e-OPF database. If you decline, you will be immediately logged out of e-OPF. If you accept, the e-OPF Welcome page appears. You can modify your answers to the security questions from MY PROFILE after you log on.

If you need a new password click the Request a New Password link, located below the SUBMIT and CLEAR buttons on the e-OPF Web Logon page. You will need to provide correct responses to 3 identity challenges:

- \* your e-OPF USER ID
- \* LAST 5 DIGITS OF YOUR SSN  
(Example: 67890)
- \* FIRST 4 LETTERS OF YOUR LAST NAME- if your last name is less than 4 letters then use your full last name

If the challenge question is correctly answered, then you are prompted to change your e-OPF Password. Failure results in an access denied message: Your answer to the identity challenge question does not match the information in the e-OPF system. Please contact the helpdesk at [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com) for assistance. Please use e-OPF challenge questions in the subject and include your Agency, Full Name, your email address, and phone number in the body of the request.

**DO NOT INCLUDE YOUR SSN IN ANY CORRESPONDENCE WITH THE HELPDESK.**

Please protect the privacy of your personal information by keeping your User ID and Password in a secure location. If you have not received your e-OPF User ID prior to receiving this email, please contact your designated HR Specialist for further assistance. If you need further assistance regarding the e-OPF system or your password, please send an email to [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com) or contact the e-OPF help desk by PHONE at 1-866-275-8518.

The e-OPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. section 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers information from another person in their folder, he/she should immediately contact the e-OPF Help Desk (dial 866-275-8518 or email [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com)) regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it, may be found guilty of a misdemeanor and fined.

## Federal Benefits Open Season 10 November - 8 December 2014



It's the time of the year for all federal employees to start reviewing your Health Insurance Benefits.

The Federal Benefits Open Season will begin 10 November and ends 8 December 2014. This will give Federal Employees the opportunity to enroll, update and change their health coverage.

You may access the Office of Civilian Human Resources (OCHR) portal homepage at <https://www.portal.navy.mil/donhr/Benefits/Pages/BenefitsOpenSeason.aspx>

using your current Department of Defense (DOD) Common Access Card (CAC) and select your email certificate for additional information about the open season.

The plan booklets will be available early November and the Office of Personnel Management released the 2015 premiums at <http://www.opm.gov/healthcare-insurance/healthcare/plan-information/premiums/>

The average 2015 premium increase for Federal Employees Health Benefits (FEHB) is 3.2 percent.

If you have questions on your FEHB, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays.

The TTY number is 866-359-5277. You may also email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil)

by including your full name, pay plan, grade, contact telephone number and the best time to call you but please do not include Privacy Act Information such as date of birth or Social Security number.

For Federal Employees interested in Dental and Vision Insurance Programs (FEDVIP) the information is available at Authorization Failure <http://www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Premiums>

If you have any questions about FEDVIP, please call BENEFEDS at 877-888-3337 from 9:00 a.m. - 7:00 p.m., Eastern Time, Monday – Friday. The TTY number is 877-889-5680.

You may also email your questions to [service@benefeds.com](mailto:service@benefeds.com)

## HRO HAIL AND FAREWELL



### Welcome Aboard...

Ms. Kristine Cariaga  
- HRO Yokosuka

Ms. Flora Francisco  
- HRO Yokosuka

Ms. Vouionette Burns  
- HRO Yokosuka

Ms. Dorothy Wilden  
- HRO Atsugi

Mr. Oluropo "Femi" Ogunsakin  
- HRO Atsugi

Ms. Amber Newkirk  
- HRO Okinawa

Ms. Stephanie Hicks  
- HRO Okinawa

### Fair Winds and Following Seas...

Mr. Leon Brayboy  
- HRO Yokosuka

Mr. Philip Beal  
- HRO Yokosuka

Ms. Gelyn Custodio  
- HRO Yokosuka

Ms. Megumi Shintani  
- HRO Yokosuka

Ms. Kotoe Kojima  
- HRO Yokosuka

Ms. Lani San Nicolas  
- HRO Atsugi

Ms. Maria Cabrera  
- HRO Sasebo

Ms. Candice Hess  
- HRO Okinawa



## 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 (Acting)  
**252-3428**

Okinawa Satellite Manager (Acting)  
**634-6714**

### **HRO HELP DESK**

If you have an inquiry, please email us at  
[HRO-Help@fe.navy.mil](mailto:HRO-Help@fe.navy.mil)

