



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Sexual harassment

According to the Equal Employment Opportunity Commission (EEOC), “Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.”

Sexual harassment can occur between members of the opposite as well as the same sex, and the harasser can be anyone with whom the victim comes in contact; for example, a co-worker, supervisor, or others who are not employed by the federal government. The person who has been harassed can tell the harasser that the unwelcomed conduct must stop. Additionally, s/he can report incidents through his or her chain of command or grievance/complaint systems in place.

The best way to eliminate sexual harassment is to foster an environment where it's understood by all employees that it will not be tolerated and to have a system in place where supervisors can take appropriate action whenever sexual harassment allegations are brought forth.

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MLC/IHA Annual Leave (A/L)



Permanent/post-retirement employees shall submit their tentative A/L schedule for the new calendar/contract year to their supervisor within the first month of the beginning of the 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 encouraged to conduct periodic reviews of employees' tentative A/L schedules to ensure employees' A/L use is on track.

Through prudent scheduling and planning of A/L, instances of A/L interfering with normal operations can be prevented.



DEPARTMENT OF DEFENSE
DCPAS
 Defense Civilian Personnel Advisory Service



Fact Sheet



For more information about DCPAS and the products and services provided, visit us online at:

<http://www.cpms.osd.mil/>



INTRODUCING MyBiz+

MyBiz is the redesign of My Biz.

DCPAS is pleased to reintroduce an online self-service tool that has served employees and managers over the years to access information that is important to them. MyBiz+ is the redesigned source for all employees, supervisors and managers to view and update their personal and HR related information. MyBiz+ benefits all employees by providing a variety of interactive tools to manage career information and plan for the future.

MyBiz+ will be available to all DoD civilian employees and access to MyBiz+ will be the same as before through the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>

The initial redesign of MyBiz+ provides a foundation that is employee-centric, coupled with design features that are intuitive, interactive and can be personalized.

Moving forward, the redesign will continue with the integration of manager-centric products and functionality. Supervisors and managers can expect enhanced capability and collaboration to support their job responsibilities.

Some of the new features and products include:

- Easy to understand descriptions of data elements
- Civilian Career Report, a custom report created by the employee
- SF-50 retrieval, including employment at other DoD Components
- Personalization of MyBiz+ homepage view



Employment Verification
Is available directly from MyBiz+ in the Key Services View.



Welcome, _____

Notifications

Read/Unread	Title
No Notifications At This Time	

* You have no unread notifications.

★ [Provide Feedback](#)

Key Services

- [My Biz](#)
- [My Workplace](#)
- [Request Employment Verification](#)
- [Civilian Career Report](#)
- [Update Contact Information](#)
- [Update Professional Development](#)

\$ Retirement

TSP:	10%	03-Jan-2013
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\$ Pay

Gross Pay:	848.10
Net Pay:	508.86
Pay Period End Date:	01-Mar-2014

Other Responsibilities/Applications

- [CIVDOD PERSONNELIST](#)
- [US FEDERAL HR MANAGER](#)
- [Data Dictionary](#)
- [CSU](#)
- [CMIS](#)

Professional Development

Education:
[High school graduate or certificate of equivalency - \(2000\)](#)

Training:
[AAAA \(16-Jun-2014 - 16-Jun-2014\)](#)

Certification/Licenses:
[No Certificates/Licenses Available](#)



SPOTLIGHT

Ms. Masami Takahashi
 Ms. Kana Katsumata
 Ms. Kotoe Kojima
 Ms. Kazue Suyama

Human Resources Office
 Atsugi and Yokosuka, Japan



Congratulations!

The Length of Service Award Ceremony for MLC/IHA employees under the joint sponsorship of U.S. Forces, Japan and Ministry of Defense, Japanese Government was held last October 21, 2014 in Yokosuka City Culture Hall to recognize MLC/IHA employees from Atsugi and Yokosuka that contributed many years of service to the U.S. Forces Japan. Certificates and mementos were presented to all awardees and we would like to recognize our employees Ms. Masami Takahashi, Ms. Kana Katsumata and Ms. Kotoe Kojima for 10 years, and Ms. Kazue Suyama for 30 years.

Congratulations and thank you for your dedicated service!

HRO HAIL AND FAREWELL

Welcome aboard...

Ms. Patricia Mareham
 - HRO Yokosuka

Ms. Vouionette "Shon" Burns-Harris
 - HRO Yokosuka

Ms. Aki Yamaguchi
 - HRO Yokosuka

Ms. Akiyo Lynch
 - HRO Yokosuka

Mr. Jun Sakahira
 - HRO Yokosuka

Ms. Maria Pacheco
 - HRO Sasebo



Fair Winds and Following Seas...

Ms. Kimberly Gauntt
 - HRO Yokosuka

Ms. Benita Parks
 - HRO Atsugi

Ms. Ayano Okumura
 - HRO Okinawa



HRO HOLIDAY SEASON!!



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 (Acting)
264-3213

Sasebo Satellite Manager
252-3661

Okinawa Satellite Manager (Acting)
634-6749

HRO HELP DESK

If you have an inquiry, please email us at
HRO-Help@fe.navy.mil

