



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Foreign Allowances

Have you ever wondered if you are receiving the right amount of foreign allowances? If you have not informed HRO's Allowance Team of changes in your family status, you may become overpaid or underpaid for Post Allowance. To prevent any errors in your foreign allowances, please inform the HRO Allowance Team of the following events:

- Change in marital status
- Loss or gain of a dependent
- Travel away from post for more than 30 days, including dependent travel

In addition to the above, USCS CONUS hire employees have a responsibility to inform HRO of:

- Renewal Agreement Travel (RAT) departure/return dates
- Change of rent amount / Significant increase or decrease in living quarters expenses
- Moving from one residence to another
- Moving into government owned quarters
- Sharing or subleasing living quarters with anyone
- Purchase or sale of living quarters
- Promotion or demotion for employees receiving living quarters allowance (LQA)

Please provide timely notice to your servicing HRO Allowance Team to avoid unnecessary debts.

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Individual Development Plan (IDP)

Per DOD Instruction 1400.25, Volume 410, DoD Civilian Personnel Management System: Training, Education, and Professional Development, all civilians must have an IDP.

OCHR is incorporating this requirement into the new SECNAV 12410.3, Civilian Employee Training and Career Development.

In the interim OCHR has put out a Fact Sheet about IDPs that can be found here:

http://www.cnrc.navy.mil/content/dam/cnrc/cnrj/CNRJ%20RWD/PDFs/Form/OCHR_IDPFactSheet18Feb15.pdf

Race/Color Discrimination

According to the U.S. Equal Employment Opportunity Commission (EEOC), discrimination means to treat a person differently, or less favorably, for some reason.

The EEOC is responsible for enforcing federal laws that make it against the law to discriminate against a job applicant, an employee, or former employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The EEOC asserts that:

Race discrimination involves treating someone (an applicant or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion.

Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

HRO Hail and Farewell

Welcome aboard...

Ms. Margaret Flynn-Sams
- HRO Yokosuka

Ms. Michelle Smith
- HRO Yokosuka

Ms. Hiromi Rikimaru
- HRO Yokosuka

Mr. Kenji Toyomura
- HRO Atsugi

Ms. Heidi Gerstner
- HRO Okinawa



Fair Winds and Following Seas...

Ms. Keiko Shimomura
- HRO Yokosuka

Ms. Emiko Kina
- 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 (Acting)
264-3213

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

