

HELPFUL WEBSITES

Human Resources Web Site

https://www.cnrc.navy.mil/regions/cnrj/om/human_resources.html

Department of Navy Human Resources

<http://www.secnv.navy.mil/donhr/Pages/Default.aspx>

Navy Equal Employment Opportunity

https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/services.html

Navy Civilian Benefits Website (EBIS)

<https://www.civilianbenefits.hroc.navy.mil>

DoD Performance Management and Appraisal Program (DPMAP)

<https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAPTraining>

Office of Personnel Management

<https://www.opm.gov/>

Federal Employment Opportunities

<https://www.usajobs.gov/>

Civilian Human Resources, Facebook

www.facebook.com/cnrjhro

Civilian Human Resources, Twitter

https://twitter.com/cnrj_hro_iii

Contact Information

Commander, Navy Region Japan

Human Resources Office

PSC 473 Box 22

FPO AP 96349-0022

Phone #: 243-8168 (DSN Phone)

011-81-46-816-8168 (Comm Phone)

243-7092 (EEO Information)

Atsugi Satellite Office

PSC 477 Box 12

FPO AP 96306

Phone #: 264-3424 (DSN Phone)

011-81-467-63-3424 (Comm Phone)

Sasebo Satellite Office

PSC 476 Box 54

FPO AP 96322-0020

Phone #: 252-3337 (DSN Phone)

011-81-956-50-3337 (Comm Phone)

Okinawa Satellite Office

PSC 480 Box 713

FPO AP 96370

Phone #: 634-6714 (DSN Phone)

011-81-98-961-6714 (Comm Phone)

Misawa HR Support Office

Unit 5048 APO AP 96319-5000

Phone #: 226-4674 (DSN)

Korea HR Support Office

PSC 479 FPO AP 96269-1100

Phone #: 762-5253 (DSN)

Singapore HR Support Office

PSC 470 Box 2100 FPO AP 96534-2100

Phone #: 421-2568 (DSN)

Diego Garcia HR Support Office

PSC 466 Box 2 FPO AP 96595-0002

Phone #: 370-4140 (DSN)



HUMAN RESOURCES OFFICE

COMMANDER NAVY REGION JAPAN



**“PROVIDING HR SERVICES THAT
ENABLE THE FLEET”**

HUMAN RESOURCES SERVICES AND PROGRAMS

KEY SERVICES

The Human Resources Office (HRO) provides a full range of human resources consulting and advisory functions including staffing and classification, labor/employee relations, equal employment opportunity complaints process and management, and injury compensation administration for both U.S. Civil Service (USCS) and Master Labor Contract (MLC)/Indirect Hire Agreement (IHA) employees. Customers served include 53 Naval & Marine Corps activities within 10 major commands located in 7 different countries across the Indian & Pacific Oceans. The full range of Human Resources services for employees from the United States, Japan, Korea, Singapore, Philippines, Guam and Diego Garcia are provided.

Equal Employment Opportunity Office

Our primary focus is to provide comprehensive and proactive equal employment opportunity advisory services to your command. Our major goals are to assist your command in creating a model EEO environment that values the diverse contributions and characteristics of your workforce; encourages the active identification and elimination of potential workplace barriers; assists your command and your employees in resolving and eliminating workplace conflict; and provides innovative and tailored solutions to your EEO needs. Here's what you can expect from the CNRJ EEO staff:

- Advisory and consultation services on EEO/ diversity and other human resources issues
- Effective and timely management of your informal and formal EEO complaint program
- Management of Alternate Dispute Resolution for workplace disputes
- Assistance in processing reasonable accommodation requests
- Design and delivery of EEO Training
- Assistance in completing your annual Federal and Navy EEO Reports (i.e., MD-715)
- Assistance in coordinating and interpreting climate assessments

Staffing & Classification

Finding skilled and knowledgeable employees is paramount for an organization to succeed. We provide the means for your managers and employees to understand their options and best choice solutions given the complicated aspects of the Federal Employment program. These services include:

- Advising on recruitment alternatives
- Advising and coordinates downsizing, reorganizations, outsourcing & career transitioning
- Coordinating security clearances with Command Security Officers & provides employment suitability adjudications
- Providing local recruitment services from announcement to selection
- Advising on succession planning & staffing strategies Advising on compensation/pay setting/ overseas travel and allowances
- Administers and counsels on the Priority Placement Program
- Advising on the overseas rotation program
- Advising on position management and classification
- Classification of position descriptions

Information Systems

In today's technological workplace, the access and use of Information Technology Systems is a standard function of any office. Management of these systems and obtaining access to important data in making informed, critical decisions enables managers to utilize their workforce in the most efficient manner. The services we provide include:

- Providing Personnel Data Reports, such as HRLink, and JAS based.
- Maintaining HR Personnel Systems, such as DCPDS, JAS, and so on.
- Maintenance of the HRO webpage with job opportunity information for MLC/IHA.

Labor / Employee Relations

Positive employee relations can create an environment of trust, productivity and success. Your employees are the essential assets of your organization because they are the key to your success. We provide advisory and consultation services that enables your organization to identify the necessary direction for successful employee relations and initiate proactive and responsive action such as:

- Advising on performance management, organizational culture management, overseas allowances, employee engagement & awards
- Advising labor obligation as it relates to downsizing, reorganizations, & outsourcing
- Proper Policy Interpretation
- Corrective Action – Discipline and Adverse Actions
- DoD Performance Management and Appraisal Program (DPMAP)
- Administrative Grievance System
- Alternative Dispute Resolutions
- Third Party Representation (i.e., MSPB/EEOC)
- OWCP Program
- Command Employee Assistance Program (CEAP)
- Overseas allowances

Our approach focuses on the key principles of Human Resources, which means we have solutions to just about any employee relations situation your organization may encounter.

Satellite Offices (Atsugi, Okinawa, Sasebo)

The satellite offices provide your organization comprehensive advisory services to meet your HR customers' needs. Each office works in conjunction with the HRO hub office in Yokosuka.

Support Offices (Misawa, Korea, Singapore & Diego Garcia)

Although smaller in size, our HR support offices provide you with general HR services and complex issues are coordinated through the satellite offices.