



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

From the Director's Office

CIVILIAN ELECTRONIC OFFICIAL PERSONNEL FILES (eOPF)

The Official Personnel Folder (OPF) is a file containing records that cover an employee's work history. The Electronic Official Personnel Folder (eOPF) is an electronic version of the original OPF. Soon a Department of the Navy (DON) employee will be able to directly access his or her individual work file through eOPF via a secure Internet connection. The DON is working with the Office of Personnel Management (OPM) to fully implement the features of eOPF beginning early summer 2012.

Benefits of eOPF

Converting to electronic records maximizes available technology and enables immediate 24/7 access for employees, hiring managers and human resources professionals.

Preparing for eOPF Transition

In order for employees to receive automatic email notifications regarding their eOPF, employees must ensure they have entered their correct email address into their DCPDS records via MyBiz prior to **1 May 2012**. Employees must complete this step on a secure DON network (NMCI).

For returning MyBiz users:

1. Go to <https://compo.dcpds.cpms.osd.mil>
2. Select "OK" on the DoD Notice and Consent Banner
3. Select non-email certificate then "OK"
4. Select "Login" then "Yes" – A new window will open

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5. Select "Navy Region" – A new window will open
6. Select "MyBiz" then "Update My Information"
7. Select "Accept" and the browser will redirect to the Profile tab of the MyBiz account
8. Enter or edit "Work Email Address" section and select "Update"

For new MyBiz users:

1. Go to <https://compo.dcpds.cpms.osd.mil>
2. Select "OK" on the DoD Notice and Consent Banner
3. Select non-email certificate then "OK"
4. Select "Register" under Smart Card Access
5. Select "Yes" to be redirected to the registration
6. Enter social security number and select "Register"
7. **Continue with steps 3-7 for returning MyBiz users**



SPOTLIGHT
Ms. Miwako Coker
Human Resources Office
Yokosuka, Japan



Ms. Coker was recently selected as the CNRJ Civilian of the Quarter. She is very conscientious employee who sees HRO and CNRJ as one team with one goal, “Enabling the Fleet”.

Ms Coker has worked with HRO Yokosuka for over 15 years. She serves as the Human Resources Staffing and Recruitment Specialist for one of the largest activities serviced by HRO Yokosuka. Customer service is high on her priorities. Recently, she assisted in updating the new the new employee orientation handbook and handouts for USCS civilian employees reporting to Yokosuka. Realizing that the handbook needed to be updated, she was proactive in making the corrections to ensure new employees continued to receive current and useful information regarding their employment in Yokosuka. Recently, when she received an inquiry by one employee, Ms. Coker began to research and discovered several employees were experiencing the same problem. She immediately began requesting reports and reviewing all activity employee records. Her efforts in this area and working with the Human Resources Service Center (HRSC) resulted in the employee’s record being updated, and the records of other employees impacted by the leave record problem being corrected, and records for incoming employees being monitored to ensure monitored to prevent the recurrence of the problem.

She is a mentor to other individuals within the HRO. Her technical knowledge and skills is evident in all that she does. She understands the need for teamwork and ensures her efforts reflect exactly that. She knows her efforts along with all other employees of HRO make a winning team. Miwako recently received a very appreciative e-mail from a customer of the command she services. The customer expressed her appreciation for the continued superior service she has received from Miwako over the past two years. The customer stated Miwako was always available to assist her and consistently provided the required information. Ms. Coker is an asset to the CNRJ family of workers and the HRO as a whole.

We are highlighting Miwako for her outstanding service to the internal and external customers of the Regional Human Resources Office for over the last fifteen years. Ms. Coker will soon be transferring out of the Yokosuka area. We will miss her and wish her the very best in all that she does. Fair Winds and Following Seas!!

DODA Job Fair

HRO’s first participation in “DODA Job Fair”, a monster commercial job fair held at International Forum, Tokyo during 17-18 February 2012, was a great success. In December 2010, CAPT Steven L. Stancy, Commanding Officer, U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center (SRF-JRMC) and Ms. Junarion Hubbard, Deputy Director, HRO met and discussed recruitment strategies to promote SRF-JRMC’s hard-to-fill MLC jobs, which included three new attempts; 1) SRF-JRMC tours for university students, 2) one-month hire of university students with engineering major during school break, and 3) participation to a commercial job fair. HRO JN Employment & Classification Division has closely worked with SRF-JRMC and

Government of Japan, and played a key role in making everything happen in the 15 months period since the meeting, although the first most exciting first SRF-JRMC tour inviting university students on 11 March 2011 was cancelled in the middle by the earthquake.

During the two-day job fair, a total of 201 companies participated and 5946 job seekers visited the fair. At SRF-JRMC booth, SRF-JRMC and HRO staffs provided individual counseling to 106 job seekers based on their background, skills and the career field they were seeking. Besides the 106 counseled, there were many job seekers waiting and wanting to know about the SRF-JRMC and U.S. Forces Japan (USFJ) employment in front of the booth assisted by several staff members from SRF-JRMC and Yokosuka Branch, Labor Management Organization for USFJ employees (LMO/IAA). Since the SRF-JRMC vacancy information was posted in the "DODA" job information site prior to the job fair, some job seekers were predetermined to visit the SRF-JRMC booth, and the booth was constantly crowded with number of job seekers beyond our expectations.



Currently, approximately 26,000 Japanese employees are working for USFJ. Because of the variety of jobs, the staff could provide some kind of employment information to almost all job seekers that

might help them to consider applying for SRF-JRMC, Navy, or other USFJ job opportunities. HRO is scheduled to promote SRF-JRMC jobs at the next DODA Job Fair during 29-30 June 2012 and staffs are looking forward to meeting and assisting more job seekers.



Danger Pay, Post Hardship Differential, and Imminent Danger Pay

Danger Pay: The DSSR (Department of States Regulations) designates certain areas as "danger pay posts." Employees servicing at these posts in a permanent or temporary duty capacity are eligible for danger pay allowance which provides for additional compensation as a percentage of basic pay. The percentage amounts are paid in increments of 5% - 35% depending on the post.

When an employee is TDY or detailed at a danger pay post he/she will receive the allowance from date of arrival to date of departure. It is important to note that danger pay is only payable while physically at the post, Example: an employee is TAD in Afghanistan for 90 days but during that period must go to Bahrain for 3 days. The employee will not receive danger pay for the 3 days spent in Bahrain.

Incidentally, if an employee is transiting a danger pay post and is inadvertently detained for 4 or more hours he/she will be considered to be on detail and receive a full day's allowance.

Post Hardship Differential: The hardship differential is meant to compensate employees for service in foreign areas where environmental conditions differ substantially from those in the continental United States. Like danger pay, post hardship differential paid as a percentage of basic compensation in 5, 10, 15, 20, 25, 30, and 35% increments. In addition to being paid to permanently-assigned personnel, post differential may also be paid to employees on extended detail either from the U.S. or from foreign posts.

Unlike danger pay which is paid from the date of arrival at designated post, the hardship differential will commence on the 43rd consecutive day that an employee is in a TDY status and will be retroactive to the date of arrival at the designated post.

Imminent Danger Pay: A flat rate danger pay may be granted to civilian employees who accompany U.S. military forces who have been designated as eligible for imminent danger pay. For Example, this would apply to an employee who is TDY aboard a ship vice a post. The amount of danger pay is the same flat rate amount paid to military personnel which is currently \$225.00 a month. While military personnel are paid every 30 days, civilians will be paid a daily rate. The flat rate of \$225.00 will be divided by 30 or 31 depending on the month to obtain the daily rate which will then be multiplied by the number of days on TDY.

Note: Both hardship differential and danger pay are considered to be taxable income.

To ensure that danger pay and hardship differential are paid out in a timely manner it's important an employee going on a TDY assignment to submit a form 1190 and a copy of TDY orders to the servicing Human Resources Office prior to

departure. In addition, an 1190 should be submitted to modify post allowance accordingly if the TDY assignment is expected to last longer than 30 days. For flat rate imminent danger pay the employee should submit a form 1190 upon return. The daily rate will be calculated and paid out in one lump sum.

This is just a brief overview of hardship and danger pay allowances. Your servicing HR Specialist can answer any questions and provide greater detail if needed.

What is Mediation and Why Should You Use it?

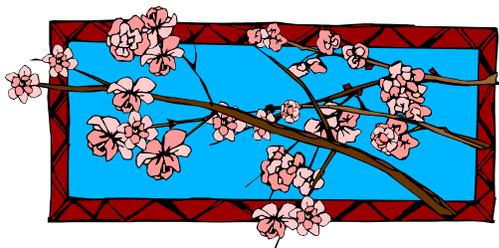
Conflict is a normal part of our daily lives; it can often be an uncomfortable experience, especially when it involves the workplace. When you find yourself in a dispute with an employee, manager, or other colleague, mediation can help you resolve issues in a private, confidential and timely way.

The mediation process is an informal one that uses a neutral third party known as a mediator to facilitate the parties' resolution of the dispute. The mediator has no power to make a decision or force one on any of the parties. Instead, the mediator works with all parties to reach a voluntary agreement of their own making.

Mediation is a confidential opportunity for both sides to present concerns, discuss issues in greater detail and gain a better sense of how the parties would like the issues to be resolved. Mediation is quick and takes much less time to achieve than the more timely and (costly) process of litigation.

Finally, you do not give up any of your rights to pursue the matter formally in the EEO process or any of the available avenues of redress. The goal of mediation is to reach a mutually agreeable and

appropriate resolution in workplace conflict.



2013 Increase in FERS Contributions for New Employees

President Obama has signed into law (PL 112-96) to require new Federal Employees to Government Service to pay 3.1% of salary for FERS coverage starting January, 1, 2013. This will also affect former Federal Employees who are rehired into the government who have less than five years of experience. Current FERS employees pay 8% of their salary into the FERS System.

This does not affect current employees who switch jobs inside the government with fewer than five years of experience.

News from the Department of Navy Civilian Benefits Office

April is National Financial Literacy Month. Take this opportunity to empower yourself and your family with financial knowledge that will help you build a secure future. Good sources of information for improving your financial literacy are available on the Department of Defense Financial Fitness Web Site at http://www.cpmc.osd.mil/finfit/finfit_index.aspx

You can save for your retirement and build a secure future by participating in the Thrift Saving Plan (TSP). Get the most out of your retirement savings by carefully developing a plan for your TSP

account. Learn more about designing your TSP investment plan at <http://www.tsp.gov/planningtools/planningTools.shtml>

The TSP will be offering a Roth option in the second quarter of 2012. Now is a great time for participants to begin considering whether to include the new Roth option as they re-evaluate their finance targets and update their long-term retirement goals. Information about Roth TSP is available at <http://www.public.navy.mil/donhr/Benefits/Pages/RothThriftSavingPlanOption.aspx>

EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS)

Are you familiar with the Department of Navy Employee Benefits Information System (EBIS)? Have you ever accessed the system to review and/or update your employment benefits, or to calculate your estimated retirement annuity? EBIS is an automated, secure, self-service Web application that allows Navy civilian employees to make health insurance, life insurance, and Thrift Savings Plan (TSP) contribution elections, review general and personal benefits information, and calculate retirement estimates 24 hours a day, 7 days a week.

Here are a few of the modules available to Navy civilian employees under EBIS.

Under the **“MY BENEFITS”** module, employee can obtain a comprehensive personal statement of their benefits, including detailed information on the benefits your family would receive should you die while being employee as a federal employee.

Under the **“CALCULATORS”** module, employees receive quick retirement estimates, advanced retirement estimates, and high-3 average salary. Employee can

also receive TSP annuity estimates, TSP projected account balances, severance pay and Federal Employees Group Life Insurance (FEGLI).

Under the **“TRANSACTIONS”** modules, employees can view current Federal Employees Health Benefits (FEHB), FEGLI, TSP and TSP Catch-Up enrollment; view and/or void FEHB, FEGLI, TSP, and TSP Catch-Up pending transactions. EBIS also allows employees to enroll in FEHB and FEGLI upon eligibility; cancel or waive FEHB enrollment, FEHB upon season election, change FEHC/FEGLI, and start, change, or stop your TSP/TSP Catch-Up contributions.

To request EBIS assistance, please contact 888-320-2917

The EBIS line is open Monday through Friday, 7:30 a.m. to 7:30 p.m., Eastern Time, except on Federal holidays.

TTY: 866-359-5277

You may also contact EBIS via email at: navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you. Do not include Privacy Act Information such as date of birth or social security number. Please allow 2 business days for response. Business days are Monday through Friday, except Federal holidays. Department of the Navy policy requires all civilian employees to make benefits elections electronically.

Updating Your Mailing Address

Have you recently moved? Do you know how to update your mailing address?

Every year, many documents from health insurance carriers and TSP are returned to the payroll office because employees move and fail to update their mailing

address. To update your mailing address, follow these three easy steps

Step 1: Notify your Payroll Office of the new address.

To update your mailing address, go to the DFAS myPay website at [Http://mypay.dfas.mil/mypay.asps](http://mypay.dfas.mil/mypay.asps) And login to your account. Under “Pay Changes” select “Correspondence Address” and make changes as appropriate.

Step 2: Notify Your Health Insurance Carrier of the New Address.

If you have enrolled in the Federal Employees Health benefits you must submit a separate change of address to your health insurance carrier. Some health insurance carriers, such as Blue Cross Blue Shield, allow you to make an address change electronically on their Web site. You should contact your health insurance carrier for specific procedures.

Step 3: Notify Your Employing Activity of the New Address.

Contact your activity’s administrative department and provide the new address. Also, notify supervisor to update your address for recall purpose, etc.

If you have questions regarding Benefits, please call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR) or email your questions to navybenefits@navy.mil

On the Job Injuries

Would you know what to do if you have been injured on the job?

The Federal Employees’ Compensation Act (FECA), provides worker’s compensation coverage to federal employees with work related injuries and illnesses. FECA is administered by the U.S. Department of Labor, Office of

Workers' Compensation Programs (OWCP).

A traumatic injury is a wound or other condition of the body caused by external force, including stressor strain. The injury must occur at a specific time and place, and it must affect a specific member of function of the body. The injury must be caused by a specific event or incident, or a series of events or incidents within a single day or work shift.

An occupational disease or illness is a condition caused by the work environment over a period longer than one workday or work shift. The condition may result from infection, repeated stress or strain or repeated exposure to toxins, poisons, fumes or other continuing condition of the work environment. An occupational disease claim form CA-16, may not be used without prior approval from OWCP.

Procedures when injured at work:

1. Every job related injury should be reported to your supervisor as soon as possible regardless of how minor the injury may be.
2. If medical treatment is necessary for a traumatic injury: request supervisor to authorize medical treatment by completing the CA-16 form. The employee has the right to choose the treating physician.
3. The supervisor shall notify the CNRJ Injury Compensation Program Administrator, (ICPA), as soon as possible at DSN 243-8184 or via email CNEJ.ICPA@fe.navy.mil after the injury has been reported.
4. The supervisor shall work with the employee to file a CA-1 form, claim to report a traumatic injury or CA-2 form to report and occupational disease and or illness using the electronic Data

Interchange, (EDI), no later than 30 days after the injury.

5. After the claim is forwarded to the ICPA using EDI, the employee will receive a Receipt of Notice of Injury. If an employee is temporarily disabled and can not report to work due to a traumatic injury, the employee may file a claim for continuation of pay, (COP), not to exceed 45 calendar day or use applicable sick leave.

Do not delay in reporting work-related injuries. For more information contact the CNRJ ICPA on DSN 243-8184 or via e-mail CNEJ.ICPA@fe.navy.mil



RWD Training Schedule Apr-Jul 2012

Offerings listed in the course schedule are based on responses from the FY12 Annual Training Needs Survey. Some of the course dates and costs are tentative. Announcements covering final pricing, course description, eligibility and registration information will be posted when confirmed. If you have any questions or assistance, please contact CNRJ, Regional Workforce Development Office at DSN 243-7328/7079 (Fax) 243-8479. The complete (include IT course) FY12 schedule is located at: <https://www.cnic.navy.mil/Japan/RegionOperationsandServices/ServicesandResources>

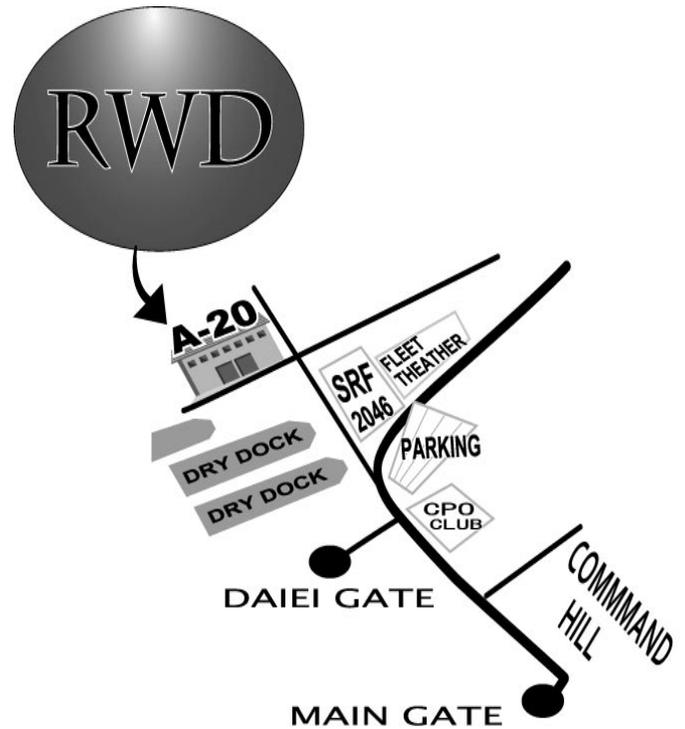
GENERAL COURSES – ENGLISH			
Date	Course Title	Cost	Vendor
10-12 Apr 12	Human Resources Management for Supervisors	None	HRO
16-20 Apr 12	Enhanced Defense Financial Management Training	None	DoN
17 Apr 12	Briefing on the Master Labor Contract (MLC)/Indirect Hire Agreement (IHA)	None	HRO
19 Apr 12	Briefing on Military Spouse Employment Program	None	HRO
19 Apr 12	New Employee Orientation	None	HRO
14-18 May 12	Practical Comptrollership Course	None	Don

15-18 May 12	Introduction to Supervision	\$581	Private
21-22 May 12	Leadership Skills in the 21st Century	\$519	Private
24 May 12	Briefing on Military Spouse Employment Program	None	HRO
12-13 Jun 12	Federal Workforce Analysis and Planning	\$470	Private
12-13 Jun 12	Interpersonal Communication Skills	\$488	Private
12-15 Jun 12	Management Analysis: Overview	\$678	Private
14-15 Jun 12	Customer Service	\$440	Private
18-21 Jun 12	Management Analysis: Data Gathering	\$678	Private
18-19 Jun 12	Effective Presentations	\$391	Private
20-21 Jun 12	Coaching and Mentoring Today's Leaders	\$434	Private
22 Jun 12	Briefing on Military Spouse Employment Program	None	HRO
Jul 12	Leadership Skills for Supervisors – Sasebo	\$410	Private
Jul 12	Leadership Skills for Non-Supervisors – Sasebo	\$270	Private

17 Jul 12	Briefing on the Master Labor Contract (MLC)/Indirect Hire Agreement (IHA)	None	HRO
17-18 Jul 12	Conflict Resolution for Supervisor	\$250	Private
19 Jul 12	New Employee Orientation	None	HRO
19 Jul 12	Briefing on Military Spouse Employment Program	None	HRO
25-27 Jul 12	Joint Federal Travel Regulations - Volume 1 (TDY)	\$626	Private
30-31 Jul 12	Joint Travel Regulations Vol 2 (TDY)	\$478	Private

5 Jul 12	コーチングスキル基礎編 (Coaching Skills - Basic)	¥ 20,417	Private
9-12 Jul 12	フォアマンAオリエンテーションコース (Foreman A Orientation)	None	RWD
24-25 Jul 12	新人研修コース (JN Newly Hired Employee Orientation)	None	RWD
Jul 12	変化対応開発セミナー (Managing the Impact of Change)	\$130	Private

GENERAL COURSES - JAPANESE			
Date	Course Title	Cost	Vendor
24-25 Apr 12	新人研修コース (JN Newly Hired Employee Orientation)	None	RWD
9-10 May 12	日本人監督者のためのリーダーシップ (Leadership for first-level JN Supervisors)	None	RWD
21 May 12	ストレスマネジメント (Stress Management)	¥ 20,417	Private
22-23 May 12	新人研修コース (JN Newly Hired Employee Orientation)	None	RWD
26-27 Jun 12	新人研修コース (JN Newly Hired Employee Orientation)	None	RWD



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HRO HELP DESK
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