



CNFJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Director's Corner – Sarah B. Overstreet

On 25 May 2008, HRO Yokosuka implemented a Common Business Process to improve the hiring process for serviced customers. This is a joint partnership with HRO Yokosuka, the Ship Repair Facility (SRF) Japan, and the Human Resources Service Center (HRSC) Northwest.

This process will streamline the hiring process by reducing the number of hand-offs between HRSC and HRO, providing managers with the tools to make immediate tentative job offers, and providing the HRO the ability to make final job offers and to control the complete on-boarding process.

This new process also includes upfront HRO strategic consulting on workforce analysis and development of recruitment plans and programs to plan for the future, immediate HRSC tactical consulting to help the managers fill specific vacancies, and HRO EOD tactical consulting to expedite bringing the selectee on board.

This is one of several initiatives the HRO is undertaking in order to improve upon the services we currently deliver. The HRO has already received positive feedback on many of our new initiatives and we will explore additional opportunities to improve our services throughout the next year. We will continue to solicit feedback from our customers in order to build on our successes in refining HR processes that support customer needs and are in line with the missions of the organizations we service.

Our goal in exploring these initiatives is to encourage greater use of creative partnering between the organizations we service and the HRO as a means of improving HR service delivery. From a recruitment perspective, this collaborative approach will ultimately enable us to execute the Naval mission by ensuring we have the right person, doing the right work, at the right time.

Stay tuned for updates on this initiative and others as we continue to strive to provide ***“HR Services That Enable The Fleet”***.

INSIDE THIS ISSUE

The Director's Corner

NSPS Corner

NSPS Training

Writing an Effective Self-Assessment

NSPS Pay Retention Update

EEO Office Has New Location

Military Spouse Preference (MSP) Update

EEO Office Announces New On-Line Training

The Employee Benefits Information

System (EBIS) Is Easier to

Access

DoD Scheduled to Release PAA v3.0 in August 2008

HR Program and Site Contact Info

Yokosuka HRO:

Operations (US Staffing and Classification
Division) 243-9343

EEO Division 243-8163

Labor and Employee Relations
Division 243-8187

JN Employment and Classification
Division 243-8155

HR Information Systems Division 243-8191

Satellite HRO:

Atsugi Satellite Manager 264-3422

Okinawa Satellite Manager 634-6224

Sasebo Satellite Manager 252-3661



CORNER

To find out more about NSPS visit:

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

UPCOMING NSPS TRAINING – Yokosuka

POC: 243-8182

12 Aug 08	Navigating NSPS for Employees/Supervisors
14 Aug 08	Navigating NSPS for Employees/Supervisors
21 Aug 08	Navigating NSPS for Employees/Supervisors
25-26 Aug 08	NSPS Pay Pool Management
27 Aug 08	NSPS Performance Appraisal Application (PAA) at NAF Atsugi
28 Aug 08	Navigating NSPS for Employees/Supervisors at NAF Atsugi
Sasebo Courses POC: 252-3661	
5 Sep 08	Navigating NSPS for Employees/Supervisors
16 Jan 09	Navigating NSPS for Employees/Supervisors
Okinawa POC: 634-6224	
12 Jun 08	Navigating NSPS for Employees
17 Jun 08	Navigating NSPS for Supervisors
14 Aug 08	Navigating NSPS for Employees
19 Aug 08	Navigating NSPS for Supervisors
13 Nov 08	Navigating NSPS for Employees
18 Nov 08	Navigating NSPS for Supervisors

Writing an Effective Self Assessment

The Employee Self Assessment is part of the NSPS Performance Appraisal process. It is an employee's opportunity to emphasize their performance accomplishments, which contributed to the achievement of their organization's mission and goals.

A self assessment is the employee's narrative description of accomplishments related to the job objectives and

associated contributing factors identified on their performance plan. It is written to address the "what is required" for meeting the specific objective. Before an employee can begin to record their performance accomplishments, they must have a clear understanding of what their supervisor expects of them. "Performance Expectations" include not only the written job objectives, but also other regulations, policies, procedures, guidelines, processes and standards of conduct that an employee is expected to follow in performing their assignments. In addition

to the job objectives, employees should review the Performance Indicators and Contributing Factors, which apply to their position.

What are significant accomplishments? Characteristics of significant accomplishment include contributions that were: difficult, controversial, one of a kind, first time, high visibility, large volume of work, short deadlines, competing priorities, require innovation, and scope and impact. It is suggested that employees create a system to record their accomplishments. This can be hard copy or electronic, depending on what works best for the employee. Some suggestions include, e-mail folder, word document, notes on planner or calendar, or file folder(s) to maintain copies of documents. Employees should (a) establish a process for reviewing and recording their accomplishments on a regular basis, e.g., once a week; and (b) identify the objective which is linked to the accomplishment.

Self assessments do not relieve the supervisor of their responsibility for writing an assessment of an employee's contributions. Supervisors are required to acknowledge and/or elaborate on the accomplishments provided in the employee's self assessments. The self assessment process provides an opportunity for further discussion between the employee and their supervisor about the employee's performance.

Employees are required to submit a self assessment at the interim performance review (usually the midpoint of the rating cycle) and at the end of the rating cycle as part of their annual performance appraisal. This should be used as an opportunity to communicate the employee's significant accomplishments to their rating officials and, ultimately, to the

pay pool officials who will be making decisions on their final rating of record and performance based pay out.

While writing an effective self assessment takes some effort, it does not have to be lengthy; however, the self assessment should provide the supervisor with a clear picture of the employee's perception of his or her own performance and contributions. **Employees will not be rated based on their writing skills. However, it is important that the self assessment reflect the substance of what an employee accomplished during the rating period.**

When writing a self assessment begin by stating whether you met, did not meet, or experienced a barrier in accomplishing the objectives, performance indicators and contributing factors. Employees should have at least one accomplishment for each job objective and are encouraged to use action verbs to describe what they did. Accomplishments should be concise and specific. Employees should remember they are highlighting the significant contributions they made, not reporting on their daily work activities.

In summary, the employee self assessment is a critical part of the NSPS Performance Appraisal System. It provides an opportunity for employees to highlight their significant accomplishments in terms of their job objectives. It requires focusing on results, i.e., impact on organizational mission and goals. The substance of an employee's self assessment is more important than their writing style. Self assessments are reviewed by the rating officials and are considered in recommending the final performance appraisal rating and share distribution to the pay pool panel. The self assessment also provides an

opportunity for communication between employee and their rating official on their performance, on his or her performance expectations and on recommendations for improving their self assessment for the next rating period.

EEO OFFICE HAS NEW LOCATION

The Commander U.S. Forces Japan Equal Employment Opportunity (EEO) office is no longer located in the Human Resources Office building 1472. We have moved to the Regional Workforce Development Office Building A-20. A-20 is the two story building located across from the main entrance of the Ship Repair Facility. The EEO Program Manager is located on the second floor. We also have office space on the first floor of the building. For directions, contact the EEO Office at 243-8163. Our phone numbers and address remain the same.

Telephone Numbers:

EEO Program Manager	243-8163
EEO Counselor	243-9579
EEO Assistant	243-7092

Mailing Address:	Code N134
	Box 22,
	FPO AP 96349

NSPS PAY RETENTION UPDATE

Across DoD, the 20 employees placed on pay retention upon conversion to NSPS in Spiral 1.1 will soon reach their 2-year mark thus terminating their pay retention coverage. The DoD Office of General Council has advised that loss of retained pay is deemed an adverse action requiring notice at least 30 days in advance of termination.

To minimize this impact, the DoD Overarching Integrated Project Team

(OIPT) has decided to immediately grandfather employees placed on retained pay upon conversion to NSPS under regular Title 5 pay retention rules.

What does this mean?

The 2-year limitation does not apply to non-NSPS employees placed on pay retention upon conversion to NSPS. These employees are grandfathered under Title 5 retained pay rules pending publication of revised NSPS enabling regulations. Employees placed on pay retention based on movement within and subsequent to conversion to NSPS are still covered by the 2-year limitation.

When will retained pay be terminated?

Regular termination rules still apply, e.g., applicable maximum salary range rate overtakes the retained rate of pay.

Who specifically is impacted?

There are 12 DON employees scheduled to meet their 2-year date in January 2009; there were 2 who reached the mark on 29 April. Servicing HRSCs will ensure that pay retention is not terminated upon the employee's 2-year mark.

MILITARY SPOUSE PREFERENCE (MSP) UPDATE

Recently, DOD updated the regulations in the Civilian Personnel Manual (CPM) pertaining to Military Spouse Preference (MSP) on 19 September 2007. Military Spouses in overseas areas are eligible to be considered and apply a hiring preference for USCS positions if they:

- Are rated amongst the best qualified of the applicants who apply for a position.

- Conducted a PCS with their spouse to a new duty station and have married the military sponsor prior to his/her reporting date to the new geographic area.
- Submits a current application or resume or automated resume based on a vacancy announcement.
- Furnishes a copy of the PCS order identifying the sponsor's reporting date to the new duty location.
- For spouses with current or prior Federal service, submits a copy of the most recent performance appraisal rating and, if applicable, documentation of appointment eligibility

Some time limitations of MSP eligibility are as follows:

- MSP will remain intact until used; however, spouses of military sponsors who are within 6 months of their tour rotation date may be non-selected for permanent (continuing) positions without regard to preference.
- Spouses who do not initially relocate with their sponsors are not eligible for preference until they are actually residing in the commuting area of the new duty station.
- In foreign areas, spouses do not receive preference until arrival at the overseas location.

A MSP eligible will have considered to have lost their hiring preference:

- Upon acceptance of a temporary or term position, a spouse's eligibility for preference for other continuing positions (i.e. without time limits) will be suspended until 60 days prior to the expiration date of the appointment. However, eligibility for

other continuing positions is not affected by acceptance of a continuing appointment to a position with an intermittent work schedule or any Non Appropriated Fund - NAF (e.g. Navy Exchange or MWR) position for which the employment category is identified as "flexible."

- Spouses may be simultaneously referred for continuing and temporary /term positions until such time as eligibility is lost due to acceptance or refusal of an offer of a continuing position. The continuing position could be either NAF or Appropriated Funded.

MSP is a powerful hiring authority. Spouses have the ability to block all candidates from a position except for a veteran with hiring preference who applies using an authority that utilizes veteran's preference. Therefore, if a spouse preference eligible meets the criteria described above and there are no veterans that are applying that are using or can use veterans preference, the spouse will block ALL other candidates from consideration to include current civil service employees, even though the MSP candidate has never been in civil service.

EEO OFFICE ANNOUNCES NEW ON-LINE EEO TRAINING FOR SUPERVISORS

The Commander U.S. Forces Japan Equal Employment Opportunity (EEO) office has published an online EEO training course for supervisors and managers on "Responding to Request for Reasonable Accommodation". The training can be found on the HRO website at <http://hro.cnfj.navy.mil>. The training is designed to provide guidance to

supervisors and managers on providing reasonable accommodation for employees with disabilities. The training covers the following topics:

- Legal Statutes and Regulations Governing the Reasonable Accommodation Process and who is Covered
- What Constitutes a Disability
- Reasonable Accommodation and the Interactive Process
- Command and Supervisory Roles and Responsibilities in Responding to Request for Accommodation
- Obtaining and Protecting Medical Documentation
- Resources Available to Assist in Making Determinations on Reasonable Accommodation

The course takes approximately 90 minutes to complete. It also satisfies the annual requirement for EEO Training for Supervisors. At the end of the training, participants can send a certificate of completion to their command's training point of contact or email the Regional Workforce Development Office to document completion of the training.

If you have questions relating to the reasonable accommodation process or information contained in the training, please contact the Regional EEO Office at 243-8163.

The Employee Benefits Information System (EBIS) Is Easier to Access

In the past, accessing the Employee Benefits Information System (EBIS) was a two-step process. First, you entered your Social Security Number (SSN) and a Password at the Point of Entry Login, then, you entered your SSN and a Personal Identification Number (PIN).

Now only one login is required. You will use a "Username" and "Password". You will not be required to enter your SSN. To make these changes to your account, click on the Civilian Benefits Information Center homepage at: www.civilianbenefits.hroc.navy.mil/

Once you access the site follow the instructions for changing your username and password. If you need assistance, call The Benefits Line at 1-888-320-2917, select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except Federal holidays.

DoD Scheduled to Release PAA v3.0 in August 2008

The Department of Defense (DoD) will release the latest version of the Performance Appraisal Application (PAA v3.0) in August 2008 in time for employees, rating officials and higher level reviewers to complete the evaluation process for 2008 and begin planning for 2009.

Based on input from users, PAA v3.0 enhancements include:

- **A new look and feel** that uses tabs to display key tasks in the order they are performed. For example, there are tabs for Plan, Interim Review and Appraisal.
- **Assessment by Job Objective** that allows employees and rating officials to enter up to 2000 characters for each assessment by job objective.
- **Improved copy and paste functionality** that correctly converts most MS Word format characters such as carriage returns and quotes.
- **An improved character counter** that provides a more accurate count of the number of characters entered or pasted.
- **An enhanced Email notification process** that provides employees, rating officials and higher level reviewers status information within the email.
- **Easy and standardized approvals and acknowledgement processes** for establishing plans and conducting Interim Reviews and Appraisals.
- **The ability to copy plans from year to year.**
- **A Track Progress page** that lets you know where you are in the process.

We are on the web!

Visit us at

hro.cnfj.navy.mil