



# CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

## From the Director’s Office

Happy New Year! Or in the Land of the Rising Sun “Minasama, sinnen akemashite omedetou gozaimasu”

As 2012 begins, many will begin the New Year by establishing the dreaded “New Year’s Resolutions.” Many of us start our resolutions full of energy, expectation, and commitment. However, as the days and weeks go by, our daily tasks often overshadow those resolutions and we find ourselves preparing new resolutions the following year to help us meet those personal and professional goals we failed to accomplish the previous year. And although we may not achieve all that we have set out to accomplish, we still appreciate the things we did to enhance our overall well-being.

As Department of Defense employees, we sometime lose sight of the impact of our individual well-being, on our ability to achieve our work goals, and influence our command’s mission.

Realizing the importance of employee’s well being on their ability to perform official DoD duties, DoD has developed tools to assist DoD employees in obtaining financial fitness, physical fitness, and personal well being. Your fitness, attitude, and outlook have a direct bearing on how well you can do your job—and oh how well you can live your life!

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DoD’s Personal Wellness program contains information, tools and resources to help you work and live as fully as possible. For more information on ways you can enhance your overall wellbeing in 2012 visit the DoD website:

[http://www.cpms.osd.mil/worklife/worklife\\_index.aspx](http://www.cpms.osd.mil/worklife/worklife_index.aspx).

Additional information can also be found on the Department of the Navy (DON) website at <http://www.donhr.navy.mil/>. Click on the benefits Button and scroll down to Work/Life page.

We wish you the best for your journey into 2012 and hope you are able to achieve both personal and professional goals you have established.

Sincerely,

Mylechia Smalls  
Regional HRO Director



### SPOTLIGHT

**Mr. Yi, Chae Mun**  
**Human Resources Support Office**  
**Chinhae, South Korea**



HRO Yokosuka shines the “Spotlight” on Mr. Yi, Chae Mun. Mr. Yi is a Human Resources Specialist providing civilian human resources support to Navy commands located in Korea. Mr. Yi is a member of the Atsugi Satellite Office, Regional HRO Yokosuka. He is one of two HRO Yokosuka Korean National employees located in Chinhae Korea.

Mr. Yi began his employment with the Department of Navy almost 28 years ago. Twenty-two of those years were with the Public Works Department. During the last six years, he has been employed with the Human Resources Office.

In addition to providing Human Resources Support for the Korean Nationals employees working for the Department of Navy in Korea, he also provides HR support and liaison services for the U.S. civilian employees working for the Navy and Marine Corps, and Military Sealift Command Office in Korea. In this capacity, he provides advice and assistance to management in the administration of their HR programs, meets with the Korean Employee Union officials to discuss initiatives/changes affecting the Korean national workforce, serves as a management representative in consulting on HR related issues, and answers questions from employees on various HR related topics.

### Navy Announces New Approval Procedures for Hiring Recently Retired/Separated Military O5 and O6 Members into Civilian Positions

On 12 January 2012, the Department of Navy, Office of Civilian Human Resources (OCHR) issued guidance on the approval process for the retirement, selection, and appointment of current and recently retired O-5 and O-6 members of the military to civilian positions.

This new DON policy is effective immediately and remains in effect until the current national emergency, which was declared by Presidential proclamation on 14 September 2001, expires or is lifted by Presidential decree or proclamation.

The policy was developed in response to recent findings by the Naval Audit Service, which indicated that there was an appearance of undue influence and preferential treatment afforded in the hiring of current and retired senior military officers. The new policy ensures the integrity of the Merit System Principles and addresses the audit findings.

The process requires that all selecting officials complete verification statements of fair and open competition. In addition to providing specific information about the vacant position, selecting officials must also include, who developed the position, if the position was recently converted from a military billet, etc. The new approval process is required for all recruitment actions where the selectee is a current or recently i.e. 180 days or less, separated, or retired O-5 or O-6 obtaining his or her first civilian appointment. For additional information on the new procedures, please contact your servicing Human Resources Office Manager.

## USA Staffing Update

Since the implementation of Federal Hiring Reform, and more recently the deployment of the USA Staffing tool, the Human Resources Service Centers (HRSC) have been tasked with reducing the end-to-end timelines for recruiting civilian positions. One of the key aspects of the Hiring Reform initiative includes the requirement for the selecting officials (SO) or designated subject matter expert (SME) to work with HRSC staffing specialists to develop job analysis and assessment questionnaires for use in issuing/posting announcements on USA Jobs. Specifically, the HRSC has three business days to accomplish this step. Unfortunately the HRSC is experiencing difficulties due in part to the unavailability of Selecting Officials (SO) or Subject Matter Expert (SME) to work with the HRSC specialist in the development of the Job Analysis (JA)/AQ in a timely manner.

The partnership between hiring managers and their servicing specialist in the creating of the JA/AQ is vital to the success of the implementation of the hiring reforms and use of the USA Staffing tools. In order to provide the quality service expected and to meet the hiring goals set forth in the Hiring Reform it is imperative that all hiring managers (or their designated SME) be available to work with their HRSC SW servicing specialist to develop the job analysis and rating assessment. The HRSC has three business days after receiving the RPA to finalize the JA/AQ.

To accomplish this, Selecting officials must be available to respond to the HRSC SW staff's request for clarification and review of the JA/AQ.

Effective immediately, the Human Resources Center Southwest (HRSC SW) has advised that actions received in HRSC SW for recruitment action will be cancelled (not returned), and commands will need to

initiate another PRA to restart the recruitment process, if the SO/SME or alternate is not available to discuss the JA/AQ within 3 days of the HRSC SW receiving the RPA. HRO and command will be notified when an RPA has been cancelled.

Prior to forwarding RPAs to the HRSC SW, HRO Yokosuka Staffing Specialist will contact commands to determine if the SO/SME will be available to discuss the JA/AQ with the HRSC SW staff, and to ensure that an alternate SO is identified on the RPA.

HRO Yokosuka's goal and the goal of HRSC SW is to ensure that customer's recruitment actions are processed in a timely manner and that unnecessary delays are avoided.

HRO Yokosuka is also available upon request to provide information briefs to commands on additional tips on enhancing the recruitment process.

Please contact your servicing HRO Specialist if you would like to schedule a brief at your command.

## Navy Civilian Human Resources Portal

The Department of Navy (DON) Office of Civilian Human Resources (OCHR) recently launched an internal web portal for sharing and exchanging information. The OCHR intranet site provides policy and program guidance for Navy civilian employees and managers. DON employees can quickly retrieve information on benefits, work life initiatives, and job opportunities. The site also features important updates and emerging hot topics affecting the civilian workforce. Managers and HR professionals can access critical information and tools. The portal also provides headquarters and service center employees with access to internal operating policies, procedures and general office news. For access to HR related

information not found on the portal, please contact OCHR at [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil).

The site can be accessed at <https://www.portal.navy.mil/DONHR>

A Common Access Card (CAC) is required to access the site. To gain full use of the web portal, OCHR recommends that DON employees become registered users. To register, look for the Portal Registration Link on the home page of the internal portal.



## LQA Reconciliations for USCS Employees

HRO serviced customers are advised that HRO Yokosuka is currently in the process of checking their records in regards to overdue LQA reconciliations. As a reminder, reconciliation is required within 30 calendar days after your 1st annual LQA period. In the event that you are beyond your initial year and have not performed your reconciliation yet, please contact your servicing HRO immediately to set up an appointment to complete this requirement. Generally, HRO will notify employees within 45 days of their annual LQA period to provide employees sufficient time to gather the required documents. These required documents include copies of all your receipts monthly utility bills and receipts for rental payments for that 1st year. LQA reconciliation is a one-time

requirement for each tour and off-base rental quarters. For questions regarding your specific issue please contact your local HRO Overseas Allowance technician. As always, it is our pleasure to assist you. We thank you in advance for your attention to this matter.

## Post Allowance Survey Update for Yokosuka

The Post Allowance index in Yokosuka, Japan recently decreased from 60% to 50%. This decrease was due to a May 2011 Department of the State Retail Price Survey conducted for Tokyo that was analyzed and based on comparison of costs of living in DC. The survey resulted in a decrease in their index from 90% to 80%, which was effective 11/6/2011. Currently, Yokosuka is linked 3 classes below Tokyo based on an April 2000 agreement that designated Tokyo as the parent for Yokosuka. Therefore, Yokosuka was not required to participate in the survey. However, as a result of Tokyo's survey, it decreased Yokosuka's Post Allowance index accordingly. Recognizing the decreasing purchasing power of the U.S. dollar in recent years and in an effort to accurately capture the costs of living for Yokosuka, CNRJ HRO plans to submit an updated survey to the Department of the State, using the DS-1996 Living Pattern Questionnaire (LPQ) Survey. Therefore, in the coming months, LPQ surveys will be distributed to all U.S. citizen government employees assigned to the Yokosuka post (regardless of agency affiliation). Both civilian and military service members will be given an opportunity to complete the LPQ.

Additionally, CNRJ HRO plans to request to the Department of the State that Yokosuka be separated from Tokyo and be designated as a stand-alone post for Post Allowance index purposes.

In the near future, more information concerning how we can distribute and process this survey to the Department of the State will follow. Until then, be on the look out for how to support our Post Allowance Survey effort.

## Post Allowance Overview

According to the Department of State Standardized Regulations, post allowance (PAL) is a cost-of-living allowance granted to an employee stationed at an overseas activity where the cost of living is substantially higher than in Washington, D.C.

It's important to remember that post allowance needs to be modified under certain conditions, including but not limited to the circumstances outlined below.

- Temporary Duty (TDY) assignments: PAL will be modified on the 31st day of absence from the overseas activity. If the employee's dependents remain at the duty station PAL will remain in effect for those family members.

- Renewal Agreement Travel: PAL will be modified on the date of departure from the overseas area and restarted upon return. PAL will remain in effect for any dependents remaining on post.

- Student Travel: PAL will be adjusted when a child performs student travel to attend school away from the post. When the child returns to the post for a period in excess of 14 days the allowance can be restored. Modifications are effective on the first day of the pay period following the departure or arrival date.

Please keep your servicing Human Resources Office apprised of any changes in your family member status so PAL can be modified to reflect those changes on the appropriate date. Retroactive

adjustments will result in overpayment and subsequent indebtedness.

This serves as a brief overview of Post Allowance. It's explained in greater detail in the DSSR (Department of State Standardized Regulations) and can be accessed at <http://aoprals.state.gov/>.

## Does Your Leave and Earning Statement reflect home leave earned

Home leave is leave earned by service abroad for use in the United States, Commonwealth of Puerto Rico, or in the territories or possessions of the United States. For each 12 months of service in Japan, an employee earns home leave at a rate of 5 days a year. The days are based on anniversary year and will show on your LES in a prorated way. The initial LES will show home leave under the leave category, however it will not show any days for the first 2 months worth of statements. This will alert you that the home leave earning potential has been added to your record and you will begin to see numbers appear in that area as time goes on. Note in this area for leave, time usually reflects as hours; however for home leave it is reflected as days. At the end of a two year period, you should see 10 days of home leave on your LES which you may use at anytime after you have completed two years continuous service in the overseas area. It may only be used for leave to CONUS and return to the overseas area. It may not be used in conjunction with permanent change of station back to CONUS.

If you have previously been in the overseas area and earned home leave that was never used, you will still have an entitlement to that earned leave. You will need to provide HRO with your last LES that reflected home leave. It will be submitted to the HRSC to begin the restoration process. Tracking home leave

previously earned is not always available to the gaining HRO. Therefore, having the last LES will be your supporting documentation for restoration. Depending on the eligibility date, you may or may not be able to use that home leave immediately.

Home leave entitlement also affects the leave earning ceiling. In the overseas area, you are eligible to accrue and carry over into the New Year 360 hours of leave if you are on an 80 hour biweekly work schedule. This differs for firefighters who work different schedules. Firefighters with questions or concerns about their leave ceiling or home leave accrual should contact the Human Resources Office.

Unfortunately home leave earnings and maximum leave ceiling does not apply to individuals on family member appointments or individuals who are not entitled to benefits as a CONUS hire.

Information in reference to home leave can be found in 5 USC, Code of Federal Regulations 630 subpart F.

### Protect Your Privacy: What You Need to Know about GINA

The Genetic Information Nondiscrimination Act (GINA) prohibits the collection and distribution of an employee's genetic information. Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Family medical history includes information about the manifestation of

disease or disorder in family members of the individual. Even if such information is inadvertently provided, reported, or circulated, it could result in a violation of the GINA. GINA does, however, provide several exceptions to this ban, including: (1) "Inadvertent" requests for genetic information; (2) Requests for family medical history to comply with the certification provisions of the Family and Medical Leave Act (FMLA); (3) Certain requests made in the context of a voluntary wellness program; and (4) When genetic information is acquired from publicly available documents such as newspapers

To comply with this law, we request that supervisors refrain from soliciting and that employees refrain from providing any genetic information, except as specifically allowed by this law.

### Veterans Crisis Line

<http://www.veteranscrisisline.net/>



### Employment after Retirement from MLC/IHA

Mandatory retirement for permanent Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) employees is at age 60. However, employees may seek further employment opportunities after retirement, such as:

- Post Retirement Employment (PRE): Non-permanent appointment up to 12 months at a time. MLC/IHA employees desiring PRE re-hire within your activity may submit a written request through your chain of the command by at

least 180 days prior to the termination of employment. Activity management decides based on criteria provided in MLC/IHA. Re-hire may be in your current position, different position, or at lower grade depending on management needs/decision. Regardless of the grade level, your base pay will be at a rate equal to 70% of base pay at the time of retirement.

- Applying for Permanent or Limited Term Employment (LTE) MLC/IHA positions: If selected beyond the age of 60, you will be hired as PRE. If re-hired immediately upon retirement, your pay will be set as shown above. If not, your base pay will be at any rate between step-01 and 70% of the current step rate equal to the step at the time of retirement based on the activity's decision.

- Applying for Hourly Pay Temporary (HPT) positions in IHA system: If selected, you will be employed as an HPT employee. Pay will be on an hourly basis for the hours actually worked at a step rate determined by the activity based on their needs and local recruiting requirements.

MLC/IHA employees are encouraged to apply for any announced vacancy in which they are interested.

## 2012 Tentative Annual Leave (A/L) Schedule for MLC/IHA Employees

This is a friendly reminder for commands and activities that permanent and post-retirement MLC/IHA employees must submit their 2012 tentative A/L schedules to their supervisors by the end of January 2012. MLC/IHA employees are reminded that they must schedule all of their acquired A/L within the current calendar/contract year. Supervisors shall review each employee's tentative A/L schedule and make efforts to permit

employees to use all scheduled A/L by the end of the calendar/contract year. The planning and scheduling of A/L is a joint responsibility of supervisors and employees. Supervisors are also encouraged to conduct periodic reviews of their employees' tentative A/L schedule to ensure employees' A/L usage is on track.

Lastly, please keep in mind that approval of tentative A/L schedules does not constitute a guarantee of A/L approval and employees are still required to submit A/L requests to their supervisors at least 48 hours prior to usage.

### Kudos for HRO Staff

Congratulations to Miwako Suzuki Coker, Human Resources Specialist of the Regional Human Resources Office Yokosuka. Mrs. Coker recently received an outstanding service acknowledgement from a customer. The acknowledgement reads in part " ... a BIG thank you to the help of Suzuki-san. Even though it's been 21/2 years from the time I was hired, I still ask her question/s and she's ALWAYS there to assist and answer ALL my question. I am so lucky to have Miwako Suzuki as my HR rep. I will always remember Miwako because she made my VERY FIRST experience with government hiring a VERY pleasant experience and smooth process. A BIG THANK YOU Miss Suzuki Miwako"



### RWD Training Schedule Jan-Apr 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 (Tel) 243-7328/7079 (Fax) 243-8479. The complete (include IT course) FY12 schedule is located at:  
<https://www.cnic.navy.mil/Japan/RegionOperationsandServices/ServicesandResources/OperationsandManagement/index.htm>

GENERAL COURSES - ENGLISH			
Date	Course Title	Cost	Vendor
20 Jan 12	<a href="#">Briefing on Military Spouse Employment Program</a>	None	HRO
25 Jan 12	<a href="#">Briefing on the Master Labor Contract (MLC)/Indirect Hire Agreement (IHA)</a>	None	HRO
26 Jan 12	<a href="#">New Employee Orientation</a>	None	HRO
6-7 Feb 12	<a href="#">Cross-Cultural Understanding in the Workplace</a>	\$445	Private
7-8 Feb 12	<a href="#">Customer Service - Atsugi</a>	\$440	Private
8-9 Feb 12	<a href="#">Assertiveness Training for Non-Native Speakers</a>	\$445	Private
9-10 Feb 12	<a href="#">Interpersonal Communication Skills - Atsugi</a>	\$488	Private
8-10 Feb 12	<a href="#">Budget and Accounting Concepts</a>	\$450	Private
10 Feb 12	<a href="#">Successfully Managing Emotions in the Workplace</a>	\$223	Private
13-14 Feb 12	<a href="#">Effective Presentations</a>	\$391	Private
13-15 Feb 12	<a href="#">Budget Execution</a>	\$450	Private
15-16 Feb 12	<a href="#">Coaching and Mentoring Today's Leaders</a>	\$434	Private
16 Feb 12	<a href="#">Federal Appropriation Law Update</a>	\$179	Private
17 Feb 12	<a href="#">Briefing on Military Spouse Employment Program</a>	None	HRO
22 Mar 12	<a href="#">Briefing on Military Spouse</a>	None	HRO

	<a href="#">Employment Program</a>		
26-27 Mar 12	<a href="#">Pre-Retirement Seminar (FERS)</a>	\$400	Private
29-30 Mar 12	<a href="#">Mid-Career Retirement Planning (FERS)</a>	\$400	Private
3-6 Apr 12	<a href="#">Project Management</a>	\$853	Private
9-12 Apr 12	<a href="#">Management Analysis: Overview</a>	\$678	Private
16-20 Apr 12	<a href="#">Enhanced Defense Financial Management Training</a>	None	DoN
GENERAL COURSES - JAPANESE			
Date	Course Title	Cost	Vendor
18-19 Jan 12	<a href="#">日本人監督者のためのリーダーシップ (Leadership for first-level JN Supervisors)</a>	None	RWD
24-25 Jan 12	<a href="#">新人研修コース (JN Newly Hired Employee Orientation)</a>	None	RWD
21-22 Feb 12	<a href="#">新人研修コース (JN Newly Hired Employee Orientation)</a>	None	RWD
23 Feb 12	<a href="#">ファシリテーション - 応用編 (Facilitation - Advanced)</a>	¥27,100	Private
7-8 Mar 12	<a href="#">カスタマーサービスコース (Customer Service Course)</a>	None	RWD
14-15 Mar 12	<a href="#">海軍通信文作成コース (Navy Correspondence Preparation Course)</a>	None	RWD
27-28 Mar 12	<a href="#">新人研修コース (JN Newly Hired Employee Orientation)</a>	None	RWD
Mar 12	<a href="#">バランスコミュニケーション (Balanced Communication - Basic)</a>	\$130	Private
24-25 Apr 12	<a href="#">新人研修コース (JN Newly Hired Employee Orientation)</a>	None	RWD

**HRO PROGRAM AND SITE MANAGERS**

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**HRO HELP DESK**

If you have an inquiry, please email us at  
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