



CNFJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Director's Corner – Sarah B. Overstreet

NSPS MOCK PAY POOLS

Many of you recently converted to the National Security Personnel System (NSPS) and are either experiencing your first “mock pay pool”, or will be doing so in the very near future. The mock pay pool is a “performance rating and pay pool reconciliation *exercise*”. Participation of both employees and supervisors are essential to the success of the exercise.

Mock pay pools are typically conducted mid ways through the performance cycles. Employees are required to review their appraisal plan and complete self-assessments. The rater in turns completes the interim assessment of the employee taking into consideration the assessment completed by the employee. The assessments are then forwarded to the pay pool who conducts deliberations on the interim assessments.

Lessons learned from previous mock pay pools demonstrate that the mock pay pool can be the perfect place to identify problems in the objectives, or in clarifying common understanding of what constitutes different levels of performance, i.e., distinguishing between a level 4 rating as opposed to a level 3 rating on a particular objective.

The success of the mock pay pool is best realized when employees and supervisors are actively engaged. Mock pay pools provide a practical learning experience. They allow commands to make adjustments to business rules,

INSIDE THIS ISSUE

The Director's Corner

NSPS Corner

NSPS Training

NSPS Selection Certificates

NSPS Mock Pay Pool Deliberations

Questions about Navy Vacancies

Asian Pacific Heritage Month

New Recruitment Options

Employee Challenges Resignation

OPM Implements RetireEZ

OPM Guidance on Expanded Use of Recruitment Incentives

EEO Complaints and Official Time

EEO Training Requirements

job objectives, or other tools impacting upon the fairness, equity, and/or effectiveness of the pay pool reconciliation process.

Employees and supervisors who do not become fully engaged in the mock pay pool may find themselves in situations where they are unable to make necessary corrections to a performance plan that is either poorly described and/or difficult to measure.

Remember, the mock pay pool is an important step in improving the pay pool process. It can also go a long way in ensuring greater consistency and fairness in annual ratings, and salary and bonus payouts.



CORNER

To find out more about NSPS visit:
<http://www.cpms.osd.mil/NSPS>

UPCOMING NSPS TRAINING - Yokosuka & Atsugi

POC: 243-8182

28 May 08	NSPS Performance Appraisal Application (PAA)
28 May 08	NSPS Performance Appraisal Application (PAA)
4 Jun 08	NSPS Performance Appraisal Application (PAA) at NAF Atsugi
5 June 08	Navigating NSPS for Employees/Supervisors at NAF Atsugi
10 Jun 08	Navigating NSPS for Employees/Supervisors
11 Jun 08(AM)	NSPS Performance Appraisal Application (PAA)
11 Jun 08(PM)	NSPS Performance Appraisal Application (PAA)
12 Jun 08	Navigating NSPS for Employees/Supervisors
13 Jun 08	Writing Job Objectives
19 Jun 08	Navigating NSPS for Employees/Supervisors
27 Jun 08	Writing Job Objectives
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

UPCOMING NSPS TRAINING – Sasebo

POC: 252-3661

5 Sep 08	Navigating NSPS for Employees/Supervisors
16 Jan 09	Navigating NSPS for Employees/Supervisors

UPCOMING NSPS TRAINING – 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

NSPS SELECTION CERTIFICATES

Current NSPS guidance states that "Merit promotion and competitive examining selection certificates will have an initial expiration date of 30 calendar days and can be extended an additional 30 days if unanticipated events delay selection." Requests to extend a world-wide selection certificate must be provided to HRO timely so that your servicing Human Resources Specialist can notify the HRSC prior to the expiration date you will not be allowed if requested after a certificate has expired. When a longer period than 30-60 days is needed due to a large number of vacancies or other business related reasons, the certificate may be issued with an extended expiration date to reflect the business need as agreed to by the HRSC. Certificates with an extended expiration date expire on that date and will not be extended. An expired certificate will result in closing the recruitment action (RPA).

Navy policy also states that Selecting Official electronic signatures in CHART are required. This is no exception to this policy except when the HRSC are encountering system glitches that are authenticated by HQ OCHR and HQ OCHR authorizes the HRSC's to allow hardcopy signatures. Further, if someone other than the identified Selecting Official signs off on the certificate, a delay will occur. You must identify, in writing to the HRSC Specialist, any alternate or changes in Selecting Officials associated with each recruitment.

IMPORTANT NSPS DATES

Final Date to Establish or modify Performance Plan: **30 Jun 2008**
After conversion to NSPS, interim assessments should be completed midway between the performance cycles. For

commands who converted to NSPS in February/March of 2008 it is essential that interim assessments and mock pay pools are completed within a timely manner to ensure that modifications to the performance plans can be completed prior to 30 June 2008. Remember, employees have to be under an established performance plan for a minimum of 90 days to be eligible for a pay out from the January 2009 Pay Pool distribution.

Asian/Pacific American Heritage Month, May 2008

The following is an excerpt from President Bush's Proclamation signed on 29 April 2008 designating May as Asian/Pacific American Heritage month.

"Asian/Pacific Americans have made our country better with their talents and hard work. Their values and commitment to family and community have helped shape and strengthen America. These citizens speak many languages, honor countless traditions, and practice different faiths, but they are bound by a shared commitment to freedom and liberty. The diversity among Asian/Pacific Americans adds to the cultural fabric of our society.

Asian/Pacific Americans have enriched our culture, excelling in many fields, including education, business, science, technology, government, sports, and the arts. We especially honor those Asian/Pacific Americans who have answered the call to protect the cause of freedom by serving in our Armed Forces. These brave men and women set a powerful example for all Americans."

The theme of this year's celebration is "Leadership, Diversity, Harmony – Gateway to Success".

OPM Posts Guidance on Retention Incentives.

OPM has issued guidance on a recent change in the use of retention incentive payments that allows agencies to pay the incentives to retain employees who are at risk of leaving for other federal positions before the closure or relocation of the employee's office, facility, activity, or organization. That is an exception to the general policy that retention incentives can only be paid to help prevent an employee leaving for a job outside the government, versus another federal job.

The guidance addresses issues such as approval criteria, terms of payment, service agreements and the availability of incentives to groups of employees likely to leave for other federal positions.

The Secretary of Navy recently delegated the enhanced retention incentive authority which authorizes the payment of retention incentives when an organization is subject to closure or realignment and the employee is likely to leave his/her current position for a different position in the Federal service. Delegation is to Echelon I & II with ability for further delegation to Echelon III and no further.

Regional Commander Navy Installation Command (CNIC) Commanders have been delegated the authority to approve retention allowances utilizing the enhanced authority.

QUESTIONS ABOUT APPLYING FOR NAVY POSITIONS ANNOUNCED IN CHART (Civilian Hiring and Recruitment Tool)

Have an inquiry concerning applying for a position? The most expeditious way to have your questions answered or to talk to

a live person is to submit your item at the following website:

<https://chart.donhr.navy.mil/contactus.asp>

In addition, we have a Disabled Veterans Assistance Line at 1-800-378-4559. Both the Line and the Website are staffed by Human Resources Specialists Monday through Friday from 9:00 AM - 8:00 PM Eastern Standard Time. Individuals will either reply in email or call you directly within two business days.

Finally, you will find answers to our most frequently asked questions at the following website:

<https://chart.donhr.navy.mil/info/faqs.asp>.

NEW RECRUITMENT OPTIONS AVAILABLE TO FEDERAL MANAGERS

The Office of Personnel Management USAJOBS has developed a new template that will provide all agencies the ability to market vacancy announcements based on identified Career Patterns applicant pools. In addition, the USAJOBS web site will be updated to include Career Patterns pages where applicants can search for jobs and information related to work environments defined by Career Patterns dimensions.

The Department of the Navy is excited to participate in the pilot use of this new template scheduled to be available for our use in the Spring of 2008 when we post individual vacancy announcements. Once the new template is available, the Human resources Service Center (HRSC) Recruiters will need to know if managers want to use any of the categories below in vacancy announcements:

Time in Career: Attracting applicants who want a work environment that welcomes entry at different stages of career from novice to retiree.

Mobility: Attracting applicants who want a work environment that welcomes advancement within and across occupations, organizations, and sectors.

Permanence: Attracting applicants who want a work environment that welcomes those who want to work temporarily, occasionally, or indefinitely.

Mission-Focus: Attracting applicants who want a work environment that welcomes all motivations, from general service commitment to a specific passion.

Flexible Arrangements: Attracting applicants who want a work environment that welcomes and accommodates both traditional and flexible work arrangements.

Stay tuned for more information as we hear from OPM about the availability.

Employee Challenges Resignation

A federal appeals court has ruled that an agency did not coerce the resignation of an employee by giving him a short period of time to consider his options in a disciplinary case, finding that the resignation was not involuntary and therefore not appealable to the Merit System Protection Board (MSPB).

The U.S. Court of Appeals for the Federal Circuit in case No. 07-3119 found that the agency officials met with the employee and offered him three choices: receive a notice of proposed removal and later resign in lieu of termination; respond to the removal notice before an agency official who would be the deciding official; or resign that day for "personal reasons." The agency gave the employee one hour to make a decision; he chose to resign for personal reasons. He later filed

an appeal at MSPB arguing that the resignation was involuntary. The Court of Appeals did not agree, and the employee's resignation was upheld.

OPM Unveils New Retirement Administration System - RetireEZ

The U.S. Office of Personnel Management recently initiated the rollout of the Federal Government's new retirement administration process, known as RetireEZ. Employees in Wave 1 agencies will now be able to retire under a system, which will be known as one that will quickly and accurately calculate their retirement benefits.

"Federal employees who have committed their lives to serving America deserve the best, most accurate retirement processing system available," said OPM Director Linda M. Springer. "RetireEZ moves federal agencies from a labor-intensive, paper-based process to a modern, electronic system that contains all the federal and military service records needed to compute the annuities of federal employees. With the efficient electronic transfer of retirement-related documents to OPM, employees will receive their full annuity from the start, instead of first being subjected to reduced interim payments due to missing paperwork."

Director Springer has stated "In all Wave 1 cases OPM paid full retirement benefits at the payment commencement date. No longer are retirees under the new system receiving interim payments and waiting for months until their actual payment amounts are calculated. This success is directly attributable to the transformation of millions of paper records to automated data that underlies the modernization. All Wave 1 new retirees are getting better service because of RetireEZ."

Wave 1 covers approximately 26,000 employees in agencies serviced by the General Services Administration's (GSA) payroll processing center. These agencies include OPM, GSA, the National Archives and Records Administration, and the Railroad Retirement Board. Subsequent rollouts will cover the remainder of the Executive Branch, the U.S. Postal Service and the Legislative and Judicial Branches, with the fifth and final rollout scheduled for February 2009.

EEO AND OFFICIAL TIME

An employee who files an EEO complaint is allowed official time to meet with the EEO counselor and other EEO officials, as well as time with their representative to prepare and present an EEO complaint. This time is not charged to the employee's leave status. If the person filing the complaint is an employee of the agency, i.e., Navy and designates another employee of the agency as a representative, both the complainant and the representative are allowed a reasonable amount of official time. Official time is scheduled during the complainant's normal duty hours to the extent practicable. However, there is no obligation to change work schedules, incur overtime wages, or pay travel expenses to facilitate the choice of a specific representative or to allow the complainant and the representative to confer. The agency is not required to grant official time to Department of the Navy (DoN) employees to prepare or present complaints against other Federal agencies. Official time is also not allowed for DoN employees who represent non-Federal employees. Official time should be requested in advance by the employee and approved prior to use.

EEO TRAINING REQUIREMENTS

Navy civilian employees are required to attend Prevention of Sexual Harassment (POSH) training on an annual basis. Supervisors are also required to attend EEO training on an annual basis. The HRO Yokosuka EEO Office schedules EEO and POSH training on a quarterly basis. Command representatives interested in scheduling training for employees may contact the EEO office at 243-8163/9579 or the Regional Workforce Development Office at 243-8182.

HR PROGRAM AND SITE CONTACT INFO

Deputy HR Director	243-8187
Operations (US Staffing & Classification Division)	243-9343
EEO Division	243-8163
Labor and Employee Relations Division	243-8198
JN Employment and Classification Division	243-8155
HR Information Systems Division	243-8191

Satellite Offices

Atsugi Satellite Manager	264-3422
Okinawa Site Manager	634-6224
Sasebo Satellite Manager	252-3661

We are on the web!
Visit us at
<http://hro.cnfj.navy.mil>