



CNFJ REGIONAL HUMAN RESOURCES OFFICE (HRO) "SHINBUN"

Director's Corner – Sarah B. Overstreet

Gearing Up For the NSPS Performance Appraisal Period

October marks the start of a very busy season for employees, supervisors and managers as it relates to NSPS. It is the ending of performance appraisal period for 2008 and the beginning of the 2009 performance appraisal period. During this month employees will be preparing self-assessments, supervisors will be preparing rating official assessments, and higher level reviewers will be reviewing everything in preparation for sending it to the pay pool panel for pay pool reconciliation. As always, none of these tasks can be accomplished without the dedicated efforts of our employees, rating officials, higher level reviewers, and pay pool panels. You are all working very hard to have a successful performance management process. I would just like to thank you all for your dedicated efforts to ensure fairness in the performance management process.

NSPS Pay Pool Advisors Available for All Serviced Commands

As always the CNFJ Regional Human Resources Office is ready, willing, and able to assist in all aspects of the NSPS. One service our office provides is internal HR consultants out to the field activities so they can serve as Pay Pool Advisors during the pay pool panel reconciliation process. In this capacity, the advisors serve as subject matter experts and technical advisors on the rules, regulations, and specially situated employees pertinent to pay pool panel operations and deliberations.

INSIDE THIS ISSUE

The Director's Corner
NSPS Corner
 NSPS Training
Use or Lose Annual Leave
National Hispanic Heritage Month
Job Interviews-Employer Perspective
Military Spouse Preference (MSP)
A Memo From The TSP Executive Director
Improved Japanese Automation Systems
Pay Pool Funding
Employee(s) of the Month
HR Program and Site Contact Info

If your organization is interested in obtaining the services of a pay pool advisor, please contact the Regional NSPS Program Manager, Mr. Bill Shea, at 243-9244 or by email at William.Shea@fe.navy.mil. This is just another HR initiative developed to increase our customer service as we provide "HR Services That Enable the Fleet."



To find out more about NSPS visit:

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

CORNER

UPCOMING NSPS TRAINING – Yokosuka

POC: 243-8182

21 Oct 08 (AM class)	NSPS Performance Appraisal Application (PAA) at NAF Atsugi
21 Oct 08 (PM class)	NSPS Performance Appraisal Application (PAA) at NAF Atsugi
22 Oct 08	Navigating NSPS for Employees/Supervisors at Yokosuka
29 Oct 08 (AM class)	NSPS Performance Appraisal Application (PAA) at Yokosuka
29 Oct 08 (PM class)	NSPS Performance Appraisal Application (PAA) at Yokosuka
13 Nov 08 (AM class)	NSPS Performance Appraisal Application (PAA) at Yokosuka
13 Nov 08 (PM class)	NSPS Performance Appraisal Application (PAA) at Yokosuka
18 Nov 08	Navigating NSPS for Employees/Supervisors at NAF Atsugi
2-3 Dec 08	NSPS Pay Pool Management at NAF Atsugi
10 Dec 08	Navigating NSPS for Employees/Supervisors at Yokosuka
13 Jan 09	Writing Job Objectives at Yokosuka
15 Jan 09 (AM class)	NSPS Performance Appraisal Application (PAA) at Yokosuka
15 Jan 09 (PM class)	NSPS Performance Appraisal Application (PAA) at Yokosuka
27 Jan 09 (AM class)	NSPS Performance Appraisal Application (PAA) at NAF Atsugi
27 Jan 09 (PM class)	NSPS Performance Appraisal Application (PAA) at NAF Atsugi

UPCOMING NSPS TRAINING- SASEBO

POC: 252-3661

16 Jan 09	Navigating NSPS for Employees/Supervisors
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UPCOMING NSPS TRAINING- OKINAWA

POC: 634-6224

13 Nov 08	Navigating NSPS for Employees
18 Nov 08	Navigating NSPS for Supervisors
12 Feb 09	Navigating NSPS for Employees
19 Feb 09	Navigating NSPS for Supervisors
9 Apr 09	Navigating NSPS for Employees
16 Apr 09	Navigating NSPS for Supervisors
11 Jun 09	Navigating NSPS for Employees

“Use or Lose Annual Leave”

As we approach the end of the calendar year, questions will arise regarding “Use or Lose” annual leave. Supervisors should discuss “Use or Lose” leave with their employees now while there is still time to schedule it.

Supervisors are jointly responsible with their employees for ensuring that any “Use or Lose” leave is officially scheduled or rescheduled for use during the remainder of the leave year before the start of the third biweekly pay period prior to the end of the leave year. The 2008 leave year ends on January 3, 2009. Therefore, “Use or Lose” leave must be scheduled no later than November 22, 2008.

In spite of planning, circumstances sometimes arise which prevent employees from taking previously approved leave. If this occurs and an employee's excess leave is forfeited due to sickness, an administrative error or an exigency of public business, the leave may be restored.

National Hispanic Heritage Month

September 15 through 15 October 2008 is National Hispanic Heritage Month. Public Law 90-498 created National Hispanic Heritage Week on September 17, 1968. The law was later amended by Public Law 100-402 expanding the event

to National Hispanic Heritage Month on August 17, 1988. The term "Hispanic" refers to persons who trace their origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures.

The theme for the 2008 National Hispanic Heritage month is “Getting Involved: Our Families, Our Community, Our Nation.”

Throughout the history of the United States, Hispanics have made significant contributions to our U.S. history and the U.S. military. The Defense Equal Employment Opportunity Institute (DEOMI)’s web page www.DEOMI.org provides a list of references to obtain additional info on prominent Hispanics in the U.S. military and in U.S. history.

According to the Office of Personnel Management’s “7th Annual Report to the President, on Hispanic Employment in the Federal Workforce” the percentage of Federal Hispanic employees has increased over the last six years. From June 30, 2006 to June 30, 2007, Hispanics represented 8.6 percent of all Federal new hires. During that same period, they represented 3.4% of the Navy’s new hires.

For information on the Navy’s Hispanic Employment Program/Initiatives, please contact the EEO Office at 243-8163.

Job Interviews – Employer Perspective

Job interviews are an important part of the hiring process. This mini-series of two articles will discuss interviews from an employer perspective and provide some hints, tips and helpful information. Next month's newsletter will discuss things from an applicant perspective and also provide hints, tips and helpful information.

As a hiring official, job interviews are critical to the quality of an organization's people. Good job interviews processes and methods increase the quality of people in an organization. On the other hand, poor job interview methods result in poor selections, which undermine organizational capabilities, wastes management time, and increases staff turnover.

Management reserves the right to decide who they want to interview in a position. They are not forced to interview all candidates. They can choose to interview one, some or all based on their review of applications.

As part of the first step in the interview process, you need to ask yourself as the hiring official – “What information am I trying to obtain by doing the interview”? Some employers are looking for behavioral characteristics, e.g. – How well do the applicants handle pressure, what kind of traits does the applicant demonstrate when talking about comfortable situations? Behavioral questions help to identify candidates who have the behavioral traits and characteristics that you have selected as necessary for success in a particular job. Additionally, behavioral interviews ask the candidate to pinpoint specific instances in which a particular behavior was exhibited in the past. In the best behaviorally-based

interviews, the candidate is unaware of the behavior the interviewer is verifying. Other aspects of the interview process that hiring officials may be looking for include certain technical aspects of work that is not apparent in job applications, managerial and supervisory skills, motivational skills and decision making skills. This first step will help you decide on the type of questions that you will need to develop for your interviews.

Questions for interviews can be a very difficult subject. Generally, you want to ask the same questions to each of the candidates but on occasion, based on the answer, a follow on question may need to be asked. Illegal questions to ask in an interview include questions related to a candidate's:

- Age
- Race, ethnicity, or color
- Gender or sex
- Country of national origin or birth place
- Religion
- Disability
- Marital or family status or pregnancy

During an interview, you must take care to keep your interview questions focused on the behaviors, skills, and experience needed to perform the job. If you find your discussion straying off course or eliciting information you don't want about potential job discrimination topics, bring the discussion quickly back on topic by asking another job-related interview question.

If a candidate offers information, such as, “I will need a flexible schedule because I have four children in elementary school,” you can answer the question. Do not, however, pursue

that topic further. Another candidate informed in interviewer that his favorite spare time activity is reading the

Military Spouse Preference

The Military Spouse Preference (MSP) program is derived from Title 10, United States Code, Section 1784, "Employment Opportunities for Military Spouses" and applies to spouses of active duty military members of the U.S. Armed Forces (including Coast Guard), who relocate to accompany their sponsor on a permanent change of station (PCS) move.

The program is intended to minimize the career interruption of spouses who relocate with their military sponsors. MSP is a Department of Defense (DoD) program. Consequently, it applies only to DoD vacancies.

The MSP program applies only if:

- 1) The spouse was married to the military sponsor prior to the his/her reporting date to the new assignment; and
- 2) The relocation was based on PCS move and not for separation or retirement; and
- 3) The vacancy is within the commuting area of the sponsors permanent new duty station; and
- 4) The spouse is among the best qualified group and is within reach for selection.
- 5) Must be able to furnish a copy of the PCS order identifying the sponsor's reporting date to the new duty location along with resume package.
- 6) 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.

NOTE: MSP hiring preference does not apply, however, when preference, if granted, would violate statutes or regulations governing veteran's preference or nepotism, or if granting preference would result in the displacement of a current employee.

To request MSP hiring preference, all spouses must submit a copy of their military sponsor's PCS orders each time they apply for a position. HRO policy also requires that the HRO Supplemental Questionnaire for Military Spouse and Family Member Preference be submitted with each application.

Spouses who are current or former permanent Federal employees must also submit the following documents:

- 1) Copy of most recent Standard Form 50 (SF 50) documenting current or previous appointments; and
- 2) Copy of last performance appraisal.

Continuing Positions -vs. - Non Continuing Positions

Military Spouse Preference only applies to continuing positions. :

Continuing positions are positions without time limitation and which have fixed full- or part-time work schedules.

Non-Continuing positions are positions filled by temporary or term appointment regardless of work schedule; intermittent work schedules and any NAF positions for which the employment category is identified as flexible.

There is no limit to the number of times MSP may be applied for non-continuing

positions. Declination of a non-continuing position does not affect eligibility for other non-continuing positions.

For continuing positions, MSP may only be invoked once per accompanied PCS. Military spouses with less than 6 months remaining in the area may be non-selected for continuing positions.

Eligibility for MSP terminates when:

- 1) An applicant accepts **or** declines a continuing position
- 2) An applicant refuses to participate in recruitment procedures (i.e., interviews, responding to inquiries, etc.)
- 3) Spousal status ends due to divorce, death of the sponsor, or sponsor's retirement or separation from active duty.

A Memo From the TSP Executive Director

On October 8, 2008, Gregory Long, the TSP Executive Director released the following memo to TSP participants:

The last few weeks have been difficult times for all of us. Concerns about domestic and global economic conditions are widespread. News about the economy is front and center in the media. We have experienced tremendous volatility and negative performances in the stock markets. The C, S, and I Funds, which are invested entirely in stocks, have experienced sharp declines. Understandably, as their TSP account balances decline some participants are concerned about the future.

However, I view this as a time for prudence, not panic. For those participants nearing retirement age and who will need immediate access to their money, the G Fund provides the option for stability and safety. The G Fund is guaranteed by the U.S. Government and never declines in value. For those of you with longer-term goals, history has shown us that stock markets do recover. Experts agree that if you seek long-term growth, allocating a portion of your account to stocks remains a prudent choice. Even if you're nearing retirement, your time horizon may be longer than you think because many TSP participants are choosing monthly payments from their TSP accounts. These payments may very well stretch out 20 or 30 years in the future.

So, although you may be thinking about retirement in the short-term, your TSP time horizon may actually be much longer. If you want a better understanding of how to allocate your assets based on your time horizon, please check out the L Funds. While these funds do not guarantee against losses, they are designed by investment professionals to reduce risk as you get closer to retirement. Plus, they provide diversification among all of the TSP's individual funds – a critical strategy to manage your risk in today's environment.

In addition, the feature article of the October *Highlights* addresses investing for the "long haul." I recommend that you take a couple of minutes to read the article; it may help you assess your individual situation. Some of our participants have asked whether the Government can use the assets in the G Fund to help pay for the credit recovery plan. The answer is no. By law, the assets in the TSP are held in trust for each individual participant. So you don't have

to worry about anyone “tapping” your retirement investments for another purpose. Remember that the TSP is a long-term retirement plan. I encourage you to think carefully before you make changes to your TSP account.

Although none of us has a crystal ball to predict the future, I can assure you the TSP remains committed to doing all we can to help you maintain a sound investment strategy during this turbulent period.

Improved Japanese Automation Systems

Improved Japanese Automation Systems (i-JAS) has been deployed to Pilot activities and will be deployed to non-Pilot activities on 17-NOV-2008. Therefore, End User Training schedule has been made available at Regional HRO website. Please visit the following site: <http://hro.cnfj.navy.mil/>

Select "Personnel Systems" on the left Menu and click on "Improved JAS End-User Training Schedule" link.

Pay Pool Funding

The term “pay pool” is used to describe two things. Primarily it’s used to describe the dollar value of the funds set aside for performance payouts for employees covered by a pay pool. Pay pool also means the organizational elements/unit or other categories of employees that are combined for the purpose of determining performance payouts. The pay pool fund consists of three elements.

(1) Element 1 – The portion of the pay pool fund that is paid out as base salary

increase. This element is equivalent to the money historically spent on quality step increases, “in band” promotions and within grade increases.

(2) Element 2 – 40% of the General Pay Increase (GPI) that the Secretary of Defense has identified for allocation to the pay pool fund.

(3) Element 3 – The portion of the pay pool fund that is paid out as performance

These three elements combined, make up the funds available for performance payouts the first pay period in January following the performance cycle. The exact funding numbers will not be known until the November. It’s important to note that pay increases due to promotions, reassignments and other things that “trigger” pay increases must be budgeted for separately from the pay pool fund that is used to reward employees for their performance throughout the year.

In addition, Command’s must set aside an additional .5% of their labor dollars as of 30 September to fund incentive awards for the following fiscal year. It is also recommended that Commands set aside and budget for a “reserve fund” that could be used in situations where settlements and/or requests for reconsideration are found to be in favor of the individual submitting the request.

Employee(s) Of the Month

Junko Iwamura is employee of the Month for August. She was nominated by her supervisor at the Sasebo HRO Satellite Office. She was recognized as tremendous asset to the Employee Relations Section in assisting with the MLC Retiree Awards Ceremony by getting all of the awards processed/framed and assisting with the ceremony preparations. Congratulations!

Yuko Kase is employee of the Month for September. She was nominated by her supervisor for her involvement with the establishment of a new MLC/IHA IT job description and the subsequent efforts to minimize the adverse impact to current incumbents. Ms. Kase stayed on top of the schedule, addressed concerns of supervisors, and made numerous recommendations for implementation. Congratulations on a job well done!

HR Program and Site Contact Info

Operations (US Staffing and Classification Division) 243-9343

EEO Division 243-8163

Okinawa Satellite Manager:
634-6224

Labor and Employee Relations Division 243-8187

JN Employment and Classification Division 243-8155

Sasebo Satellite Manager 252-3661

HR Information Systems Division
243-8191

Atsugi Satellite Manager 264-3422

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<http://hro.cnfj.navy.mil/>