



# CNFJ REGIONAL HUMAN RESOURCES OFFICE (HRO) "SHINBUN"

## Director's Corner – Sarah B. Overstreet

**NSPS Connect:  
Your One-stop Source for NSPS**

[Visit NSPS  
Connect](#)

The NSPS Program Executive Office has developed a single comprehensive web page for accessing NSPS learning materials, resources and tools. **NSPS Connect, Your Gateway to NSPS Information**, provides one, centralized portal for accessing NSPS products such as online training courses, fact sheets, tips sheets, worksheets, brochures, user guides, automated tools and more.

Materials on the NSPS Connect web page are accessed through a vast array of links and sub-links. They are organized in three ways:

- **Role in NSPS:** Learning materials are organized for the employee, manager/supervisor, pay pool administrator/official and HR practitioner.
  - Based on specific feedback from HR practitioners, materials for practitioners are organized by NSPS regulations and implementing issuances.
- **NSPS Topic:** Materials are also organized under general topics such as applying for and accepting an NSPS position; automated tools; classification; compensation and pay setting; pay pools; and many others.
- **Category:** Web users can also search for products based on category, such as external links, HR practitioner's guide, NSPS regulations and implementing issuances, resources and tools, and training.

The "Spotlight" box on the NSPS Connect page informs the user when new materials are posted. The Spotlight area of the page also reminds users to bookmark the NSPS Connect page for easy access to NSPS materials.

NSPS Connect is a comprehensive resource that was developed based on important feedback from NSPS key stakeholders. It replaces the Training page previously featured on the NSPS website.

***"HR Services That Enable the Fleet."***

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### 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

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- 3) The vacancy is within the commuting area of the sponsor's 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

### **NSPS Reminder: Departing Rating Officials**

As many commands approach what is commonly known as "PCS" season or Permanent Change of Station this summer, it is particularly important that departing rating officials are reminded of their responsibilities under the NSPS performance management system before they depart. Depending on the departure date, the rating official will either have to perform a closeout assessment or early annual appraisal for their NSPS employees. Closeout assessments are appropriate when an employee or rating official is leaving their position and the employee has been under an approved performance plan for at least 30 days. The closeout assessments shall be considered by the new rating official in determining the annual recommended rating at the end of the rating cycle. If a rating official departs after July 3<sup>rd</sup>, he or she must conduct an early annual appraisal for the employee. An early annual appraisal is required due to the inadequate time left in the rating cycle (less than 90 days until September 30<sup>th</sup>) for the employee to be properly assessed by the new rating official. The early annual appraisal process is virtually identical to the annual appraisal process, where the rating official must do an assessment and assign recommended ratings for their employee(s) to be submitted to the Pay Pool Manager (PPM) via the Higher Level Reviewer (HLR).

This is crucial since an employee's annual performance including their rating and payout are based on the written assessment from their rating officials. Both tasks are to be performed in the web-based Performance Appraisal Application (PAA) tool, or otherwise known as "MyWorkplace."

Also important to mention and just as critical as the above tasks, the rating official should also notify their Pay Pool Administrator (PPA) of their departure as soon as possible so the PPA can make the necessary adjustments and updates to the self-service hierarchy (SSH). If you are not sure who the PPA is in your pay pool, please contact your PPM or your command's administrative office. For more information on the closeout assessments or early annual appraisals, please consult your servicing Human Resources Office or Performance Management Consultant.

### **Defense Department names task force to review NSPS**

The Defense Department has announced a three-member task force that will conduct a review of the National Security Personnel System, the controversial Bush-era pay-for-performance program that has been frozen by the Obama administration. Employees who have already converted to NSPS will continue to operate under NSPS policies, regulations and procedures. Therefore, Rating Officials, Higher Level Reviewers and Employees must continue to monitor performance, provide feedback and prepare appropriate assessments. The panel will make recommendations to the Defense Business Board this summer, to be followed by a report to Defense in the fall.

Rudy DeLeon, who was deputy secretary of Defense during the Clinton administration, will head the task force. He is now a senior vice president at the Center for American Progress, a Washington-based think tank headed by John Podesta, who was co-chair of the Obama transition team.

The Defense Business Board, an independent advisory panel created in 2001, launched the task force at the request of the Office of Personnel Management and Deputy Defense Secretary William Lynn. According to the Pentagon, the task force will focus on whether NSPS is meeting its objectives and operating in a fair and transparent way.

DeLeon said one focus of the review will be whether the performance-based pay system is attracting and retaining skilled civilian workers. "We do need to make sure that we're bringing in the next generation of civilian employees," he said. The task force plans to seek input from civilian employees about the program's effectiveness and whether it is reaching its goals. DeLeon said the panel would say more about how it will conduct its review after its first meeting later in May. Other members of the panel are Michael Bayer, chairman of the Defense Business Board, and Robert Tobias, a professor at American University, where he heads the Institute for the Study of Public Policy Implementation. All three members were chosen by the Defense Department and OPM.

Several Democratic lawmakers wrote to the Office of Management and Budget on April 3, asking the administration to halt all planned pay-for-performance systems from going into effect pending the NSPS review. The lawmakers said they were unnecessary and encouraged discrimination by managers.

Several unions, including the American Federation of Government Employees and the International Federation of Professional and Technical Engineers, have opposed pay-for-performance systems such as NSPS in the courts and in the legislature. "IFPTE applauds OPM Director John Berry and Secretary Lynn for putting together what we view as a very fair and well-rounded panel of professionals to review the NSPS program," said Matt Biggs, legislative director for IFPTE. "We're confident in the folks who were chosen."

OPM's decision to halt implementation of NSPS prevented Defense from transferring 2,000

employees into the system, but 205,000 employees already were in NSPS. However, current

employees who have already converted to NSPS will continue to operate as usual.



## CORNER

To find out more about NSPS visit:

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

### UPCOMING NSPS TRAINING – Yokosuka/Atsugi

POC: 243-8182

<a href="#">16 Jun 09</a>	<a href="#">Writing Self-Assessments at Yokosuka</a>
<a href="#">8-9 July 09</a>	<a href="#">NSPS Pay Pool Management at Yokosuka</a>
<a href="#">14 July 09</a>	<a href="#">Navigating NSPS for Employees/Supervisors at Yokosuka</a>
<a href="#">3-4 August 09</a>	<a href="#">NSPS Pay Pool Management at Yokosuka</a>
<a href="#">18 August 09</a>	<a href="#">Writing Self-Assessments at Yokosuka</a>

### UPCOMING NSPS TRAINING- SASEBO

POC: 252-3661

<a href="#">16 Sep 09</a>	<a href="#">Navigating NSPS for Employees/Supervisors</a>
<a href="#">17-18 Sep 09</a>	Pay Pool Management
<a href="#">23 Sep 09</a>	Brown Bag Session

### UPCOMING NSPS TRAINING- OKINAWA

POC: 634-6224

<a href="#">11 Jun 09</a>	<a href="#">Navigating NSPS for Employees</a>
<a href="#">18 Jun 09</a>	<a href="#">Navigating NSPS for Supervisors</a>
<a href="#">13 Aug 09</a>	<a href="#">Navigating NSPS for Employees</a>
<a href="#">20 Aug 09</a>	<a href="#">Navigating NSPS for Supervisors</a>
<a href="#">15 Oct 09</a>	<a href="#">Navigating NSPS for Employees</a>
<a href="#">22 Oct 09</a>	<a href="#">Navigating NSPS for Supervisors</a>

If your organization is interested in obtaining the services of a pay pool advisor, please contact the Regional NSPS Program Manager, Ms. Lisa Marsh, at 243-3413 or by email at [Lisa.Marsh@fe.navy.mil](mailto:Lisa.Marsh@fe.navy.mil). This is just another HR initiative developed to increase our customer service as we provide “HR Services That Enable the Fleet.”

### Compensation Training

You may access the DON NSPS Compensation Overview course on Navy e-Learning (NeL) using the following steps:

1. Log on to NKO at the following site: <https://www.nko.navy.mil/>. You will need an NKO account in order to take the Overview course. If you do not have an account, you may register as a "New User" from the home page. Note, by registering as a new user, your training completion will automatically be captured. For information about setting up a new user account, accessing, navigating and enrolling in NKO courses, please refer to the NKO Guide available at <https://www.donhr.navy.mil/employees/NKOGuidebook.asp>.
2. Look under Learning
3. Click on Navy e-Learning Online Courses
4. Scroll down to "Want to see WHAT'S NEW?"
5. Click on WHAT'S NEW
6. Scroll down to find DON NSPS COMPENSATION OVERVIEW (OCHR-NSPSO-1.0)
7. Click on course title
8. Start enrollment.

### MLC/IHA Excessive Unscheduled Absences

Most activities establish their own specific reporting procedures for MLC/IHA employees to request annual and sick leave for emergency situations or unplanned absences. The CNFJ Instruction requires that the MLC/IHA employee contact the immediate supervisor within the first two hours of the initial work shift, to request the appropriate leave. As a reminder, sick leave may be granted to MLC/IHA employees only when supported by administratively acceptable documentation i.e., doctor's certificate. Although employee may call in sick to report an unscheduled absence, the employee may later submit annual leave request upon his/her return to work. Unless the supervisor observes pattern of possible

leave abuse, annual leave request may be accepted and approved. It is the supervisor's discretion to disapprove such leave requests because an unplanned, unannounced absence can be disruptive to the operations, particularly if the employee is a member of a work team. For the most part, leave abuse or excessive unscheduled absences can be relatively simple to correct or manage. If there are any questions regarding leave procedures, please consult with your servicing Human Resources Office's Labor & Employee Relations (L/ER) division. The L/ER specialist can provide you with the appropriate advice and guidance on how to deal with employee's habitual or excessive unscheduled absences.

## **BENEFICIARY FORMS – DO I NEED THEM?**

Thinking of your own death and passing is something that few people want to do. However, it is important to know that as a Federal Employee you can assign your survivor benefits to specific beneficiaries in the event of your death. Even if you do not utilize these forms, there is an automatic precedence that takes place to distribute your benefits to your survivors.

There are up to four beneficiary forms that Federal Employees have to be concerned about in assigning beneficiaries. There is a form that will allow you to designate a beneficiary for your last paycheck. For employees who receive full benefits, there are forms that will allow you to designate beneficiaries for your life insurance, retirement contributions and for your Thrift Savings Plan account.

For all Beneficiary forms, there is an “Order of Precedence” that automatically occurs in the event you do not complete a Beneficiary form OR if all the designated beneficiaries on a form are not alive. This order of precedence is as follows:

1. To your widow or widower.
2. If neither of the above, to you child or children in equal shares. The share of any deceased child is distributed to the decedents of that child.
3. If none of the above, to your parents in equal shares or the entire amount to the surviving parent.
4. If none of the above, to the duly appointed legal representative of your estate. If there is none, to the person or persons entitled under the laws of the State or other domicile where you lived.

When filling out Beneficiary forms, it is important to note:

1. Type (Preferred) or print all entries in ink.
2. The form must be signed and witnessed.
3. The form should be free of all erasures or alterations to avoid possible legal contest after your death.
4. You do NOT need to fill out a new form when your name or address changes OR when the name or address of a beneficiary designated changes.
5. To be a valid form, the form must be received by your employing agency before your death. You will receive a copy of the form as proof of completion.
6. You can cancel a previous designation of beneficiary at any time by completing a new form and inserting “Cancel Prior Designations” in the space provided for a name of a beneficiary. By doing this, the above order of precedence will then take effect.
7. Designation of Beneficiary forms remain valid unless
  - a. You change or revoke it.
  - b. You transfer to another agency.
  - c. You leave and are then reemployed by the government.

The designation of beneficiary forms are available at OPM’s website (Forms section) which can be found at: <http://www.opm.gov/forms/>

For all Beneficiary Forms, please be extra careful and READ all the information on the form as these are all legal documents

that must be completed exactly as the instructions require.

Beneficiary forms available to fill out are:

1. Standard Form (SF) 1152 - Designation of Beneficiary -- Unpaid Compensation of Deceased Civilian Employee.
2. SF 2808 - Designation of Beneficiary – CSRS Retirement System.
3. SF 2823 – Designation of Beneficiary – Federal Employees Group Life Insurance Program.
4. SF 3102 – Designation of Beneficiary – FERS Retirement System.

For the above Designation of Beneficiary Forms – you can submit them to the HRO.

One Designation of Beneficiary Form is a little different:

Form TSP 3 – Thrift Savings Plan Designation of Beneficiary (this form can be found on the TSP's website: <http://www.tsp.gov/forms/tsp-3.pdf>)

This form MUST be mailed to TSP in order for it to be accepted. The mailing address for the form is:

**Thrift Savings Plan  
P.O. Box 385021  
Birmingham, AL 35238**

Should you have any questions regarding Beneficiary forms, you can contact the Navy Benefits Center at 1-888-320-2917 or you can contact your servicing HRO Advisor.

**CHANGE TO NAVY'S  
ALTERNATE DISPUTE  
RESOLUTION PROGRAM**

The Department of Navy's Discrimination Complaints Management Manual subchapter 1614.01 was recently updated to require Navy managers who elect not to participate in Alternate Dispute Resolution process to prepare a written and signed justification explaining why the command does not wish to participate in ADR to resolve a workplace dispute. Additionally, the decision must be made by at a supervisory level above the supervisory/management official that is directly involved in the issue or charge. The statement must explain why ADR is impracticable for the particular case, based either on the grounds stated in 5 U.S.C. § 572(b) or other appropriate grounds that justify deviation from the policy that ADR shall be used for issues in controversy involving the DON. A copy of the statement declining ADR should be forwarded to the Navy's Alternate Dispute Resolution Office via the CNFJ EEO Office.

ADR processes are designed to provide a fast and efficient way to identify possible ways to assess and resolve the relevant issues in work place disputes. While Navy encourages the use of ADR to the maximum extent practical, resolution is not mandated by the Navy's ADR policy. Each agency official is expected to exercise reasonable business judgment and managerial discretion to reach resolutions that ideally will be beneficial to all parties concerned.

If you have questions regarding the Navy's ADR program, please contact the EEO Office at 243-9579 or 243-8163.

### Disability-Related Inquiries and Medical Examinations

Title I of the Americans with Disabilities Act (ADA) protects applicants and employees from disability discrimination. Among other things, the ADA regulates when and how employers may require a medical examination or request disability-related information from applicants and employees, regardless of whether the individual has a disability. **This requirement affects when and how employers may request health information from applicants and employees regarding H1N1 flu virus.**

Under the ADA, an employer's ability to make disability-related inquiries or require medical examinations is analyzed in three stages: pre-offer, post-offer, and employment.

At the first stage (**prior to an offer of employment**), the ADA prohibits all disability-related inquiries and medical examinations, even if they are related to the job.

At the second stage (after an applicant is given a conditional job offer, but before s/he starts work), an employer may make disability-related inquiries and conduct medical examinations, regardless of whether they are related to the job, as long as it does so for all entering employees in the same job category.

At the third stage (after employment begins), an employer may make disability-related inquiries and require medical examinations only if they are job-related and consistent with business necessity.

The ADA requires employers to treat any medical information obtained from a disability-related inquiry or medical examination (including medical information from voluntary health or wellness programs), as well as any medical

information voluntarily disclosed by an employee, as a confidential medical record.

For additional information on requesting medical documentation, please contact the Disability Program Manager at 243-8163.

### Employee(s) Of the Month

**Shintaro Okabe** is the employee of the Month for April. He was nominated by his supervisor. He was recognized as a tremendous asset to the Operation Division in assuming the responsibilities of Acting Team N131B Chief during the period when his supervisor was detailed to the SHRO Okinawa.

CONGRATULATIONS on being recognized for your valued contributions-  
***JOB WELL DONE!***

### HR Program and Site Contact Info

US Staffing/Classification	243-9343
EEO	243-8163
Okinawa Satellite Office	634-6224
Labor/Emp Relations	243-8187
JN Emp/Classification	243-8155
Sasebo Satellite Office	252-3661
HR Info Systems	243-8191
Atsugi Satellite Office	264-3422

We are on the web!

Visit us at

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