

HELPFUL WEBSITES

Visit our Human Resources Web Site at:
<http://www.cnmc.navy.mil/Japan/RegionOperationsandServices/OperationsandManagement/HumanResources/index.htm>

Department of the Navy, Civilian Human Resources:
<https://www.donhr.navy.mil>

Job Opportunity Listings for Ship Repair Facility
Yokosuka & Sasebo:
<http://www.srf.navy.mil/pages/jobs.html>

Navy EEO & Diversity Information:
<https://www.donhr.navy.mil/Employees/eo.asp>

Navy Civilian Benefits Website (EBIS)
<https://www.civilianbenefits.hroc.navy.mil>

Office of Personnel Management:
<http://www.opm.gov>

Employment Verification:
<https://www.civilianbenefits.hroc.navy.mil/Talx.asp>

Federal Employment Opportunities:
<http://www.usajobs.gov>

Contact Information

Commander, Navy Region Japan Human Resources
Office
PSC 473 Box 22
FPO AP 96349-0022
243-5725/8168 (DSN Phone)
011-81-46-816-5725/8168 (Comm Phone)
243-7092 (EEO Information)

Atsugi Satellite Office
PSC 477 Box 12
FPO AP 96306 264-3424 (DSN Phone)
011-81-467-63-3424 (Comm Phone)

Sasebo Satellite Office
PSC 476 Box 54
FPO AP 96322-0020
252-3337 (DSN Phone)
011-81-956-50-3337 (Comm Phone)

Okinawa Satellite Office
PSC 480 Box 3000
FPO AP 96370 634-6714 (DSN Phone)
011-81-98-961-6714 (Comm Phone)

Misawa HR Support Office
Unit 5048
APO AP 96319-5000
Phone #: 226-4674 (DSN)

Korea HR Support Office
PSC 479
FPO AP 96269-1100
Phone #: 762-5253 (DSN)

Singapore HR Support Office
PSC 470 Box 2100
FPO AP 96534-2100
Phone #: 421-2568 (DSN)

Diego Garcia HR Support Office
PSC 466 Box 2
FPO AP 96595-0002
Phone #: 370-4140 (DSN)



HUMAN RESOURCES OFFICE

COMMANDER NAVY REGION JAPAN



**“PROVIDING HR SERVICES THAT
ENABLE THE FLEET”**

HUMAN RESOURCES SERVICES AND PROGRAMS

KEY SERVICES

The Human Resources Office (HRO) provides a full range of human resources consulting and advisory functions including staffing and classification, labor/employee relations, equal employment opportunity complaints process and management, and injury compensation administration for both U.S. Civil Service (USCS) and Master Labor Contract (MLC)/Indirect Hire Agreement (IHA) employees. Customers served include 53 Naval & Marine Corps activities within 10 major commands located in 7 different countries across the Indian & Pacific Oceans. The full range of Human Resources services for employees from the United States, Japan, Korea, Singapore, Philippines, Guam and Diego Garcia are provided.

Equal Employment Opportunity Office

Our primary focus is to provide comprehensive and proactive equal employment opportunity advisory services to your command. Our major goals are to assist your command in creating a model work environment that values the diverse contributions and characteristics of your workforce; encourage the active identification and elimination of potential workplace barriers; assist your command and your employees in resolving and eliminating workplace conflict; and provide innovative and tailored solutions to your EEO and HR needs. Here's what you can expect from the CNRJ EEO staff:

- Advisory and consultation services on diversity and other human resources issues
- Effective and timely management of your informal and formal EEO complaint program
- Management of Alternate Dispute Resolution (ADR) program
- Assistance in processing medical related reasonable accommodation requests
- Design and delivery of EEO Training
- Assistance in completing your annual Federal and Navy EEO Reports (i.e., MD-715)
- Assistance in coordinating and interpreting climate assessments

Staffing & Classification

Finding skilled and knowledgeable employees is paramount for an organization to succeed. We provide the means for your managers and employees to understand their options and best choice solutions given the complicated aspects of the Federal Employment program. These services include:

- Advising on recruitment alternatives
- Advising and coordinates downsizing, reorganizations, outsourcing & career transitioning
- Coordinating security clearances with Command Security Officers & provides employment suitability adjudications
- Providing local recruitment services from announcement to selection
- Advising on succession planning & staffing strategies Advising on compensation/pay setting/overseas travel and allowances
- Administers and counsels on the Priority Placement Program
- Advising on the overseas rotation program
- Advising on position management and classification
- Classification of position descriptions

Information Systems

In today's technological workplace, the access and use of Information Technology Systems is a standard function of any office. Management of these systems and obtaining access to important data in making informed, critical decisions enables managers to utilize their workforce in the most efficient manner. The services we provide include:

- Providing Personnel Data Reports
- Maintaining Human Resources Systems
- Maintenance of the HRO webpage with job opportunity information

Labor / Employee Relations

Positive employee relations can create an environment of trust, productivity and success. Your employees are the essential assets of your organization because they are the key to your success. We provide advisory and consultation services that enables your organization to identify the necessary direction for successful employee relations and initiate proactive and responsive action such as:

- Proper Policy Interpretation
- Corrective Action – Discipline and Adverse Actions
- IPMS Performance Management
- Administrative Grievance System
- Alternative Dispute Resolutions
- Third Party Representation (i.e., MSPB/EEOC)
- OWCP Program
- Command Employee Assistance Program (CEAP)
- Overseas allowances

Our approach focuses on the key principles of Human Resources, which means we have solutions to just about any employee relations situation your organization may encounter.

Satellite Offices (Atsugi, Okinawa, Sasebo)

The satellite offices provide your organization comprehensive advisory services to meet your HR customers' needs. Each office works in conjunction with the HRO hub office in Yokosuka.

Support Offices (Misawa, Korea, Singapore & Diego Garcia)

Although smaller in size, our HR support offices provide you with general HR services and complex issues are coordinated through the satellite offices.