

CHAPTER 2

HUMAN

RESOURCES

SERVICES

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will generally take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Office.

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HUMAN RESOURCES MANUAL

SUMMARY OF HUMAN RESOURCES SERVICES

HR FUNCTIONAL AREAS	HRO	HRSC-NW
AUTOMATION	<ul style="list-style-type: none">• Provides internal systems support• Provides personnel data reports	<ul style="list-style-type: none">• Implements database updates/changes• Maintains HRSC-NW information systems• Provides internal systems support• Provides personnel data reports• Maintains local help desk
BENEFITS	<ul style="list-style-type: none">• Provides advice and guidance• Administers Incentive Awards Program	<ul style="list-style-type: none">• Performance Appraisal• Process Awards• Retirement program/estimates• Retirement Counseling• Health/Life Insurance• Benefits Counseling
BUSINESS MANAGEMENT	<ul style="list-style-type: none">• Provides administrative support services to HRO staff	<ul style="list-style-type: none">• Provide administrative support to HRSC-NW staff
CLASSIFICATION	<ul style="list-style-type: none">• Provides advice and guidance	<ul style="list-style-type: none">• Position classification services• Applies new and draft classification standards• Prepares classification appeals packages
EEO	<ul style="list-style-type: none">• Provides advice and guidance• Publicizes program• Informal individual complaints• Formal individual complaints• Prepares, maintains and distributes EEO policy statements• Administers Alternative Dispute Resolution process• Participates/advises in reasonable accommodation determinations• EEO 3rd party representation	<ul style="list-style-type: none">• Informal class complaints• Formal class complaints• Prepares and distributes reports• Implements and markets EEO programs
FEDERAL EMPLOYEE COMPENSATION ACT (FECA)	<ul style="list-style-type: none">• Program Administration• Processes injury claims• Maintains Program Status• Controverses claims	<ul style="list-style-type: none">• Processes personnel actions

SUMMARY OF HUMAN RESOURCES SERVICES

HR FUNCTIONAL AREAS	HRO	HRSC-NW
LABOR/EMPLOYEE RELATIONS	<ul style="list-style-type: none"> • Provides advice and guidance • Processes union grievances/conduct arbitration • Conducts bargaining (negotiate contract) • I&I bargaining • Alternate Dispute Resolution • Performance based actions • Discipline and adverse action • Leave programs • Unemployment compensation • Interest based bargaining • Negotiability • Promotes labor-management partnerships 	<ul style="list-style-type: none"> • Unfair Labor Practices (ULP) case handling representation (settlement/hearing/PFRS) • Processes FLRA petitions • Responds to congressional • Reviews impasse issues • Provides advice and guidance to major claimants and HR offices on precedent setting cases in labor, employee relations and EEO areas • Filing PFRS or responses to PFRS to MSPB or EEOC
ORGANIZATIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Provides advice and guidance 	
PROCESSING	<ul style="list-style-type: none"> • Provides advice and guidance • Indoctrinates new employees 	<ul style="list-style-type: none"> • Maintenance of official personnel folders • Processes personnel actions • Interfaces with payroll offices • Real estate claims review • Creates reports
STAFFING	<ul style="list-style-type: none"> • Provides advice and guidance • Prepares RIF requests • Prepares SIP/VERA requests • Administers SIP/VERA Program • Oversees RIF process 	<ul style="list-style-type: none"> • Conducts recruitment processes • Priority Placement Program (PPP) management • Executes pay determinations • Executes RIF • Mobilization
TRAINING	<ul style="list-style-type: none"> • Provides technical advice • Provides career counseling • Advises employees and organizations concerning development and leadership 	<ul style="list-style-type: none"> • Provides technical advice • Manages region-wide training plan • Purchases training/selects vendors • Manages supervisory and generic training for region • Operates resource library • Manages DAWIA program • Manages civilian leadership training program • Manages VRA/UMP/Student employment programs

HUMAN RESOURCES MANUAL

ACTIVITIES SERVICED
(BY SERVICING OFFICE)



UIC**ACTIVITY**

EVERETT HRO SITE

31379 Afloat Training Group - PNW DET (AFLOAT Training)
68095 Branch Medical Clinic Everett
68742 Commander Navy Region Northwest (Employees located at NAVSTA Everett, Marysville, and Arlington)
64272 Department of Naval Science, California Maritime Academy, Vallejo, CA
00886 Naval Communications Station Stockton
46796 Naval Legal Service Office DET Bangor
35502 Naval Legal Service Office DET Whidbey
68372 Naval Legal Service Office Detachment Everett
35969 Naval Legal Service Office, Northwest - Bremerton
63408 Naval Material Transportation Office, Travis AFB, CA
68660 Naval Radio Station, Jim Creek, Arlington, WA
68328 Naval Readiness Command, Region 22
68967 Naval Station Everett
47243 Naval Surface Group, Pacific Northwest
63213 NROTC, University of California, Berkeley
63232 NROTC, University of Washington, Seattle
31537 Trial Services Office, West - Bremerton
31539 Trial Services Office, West - Everett

FISC HRO SITE

00406 Fleet and Industrial Supply Center, Puget Sound
68443 Naval Dental Center, Bremerton
68095 Naval Hospital, Bremerton
32416 Naval Station Bremerton
00441 Priority Material Office

IMF HRO SITE

68438 Naval Intermediate Maintenance Facility, Pacific Northwest
63402 Strategic Weapons Facility Pacific

NUWC WRO SITE

00253 Naval Undersea Warfare Center, Keyport

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ACTIVITIES SERVICED
(BY SERVICING OFFICE)



UIC

ACTIVITY

PSNS HRO SITES

60258 Long Beach Naval Shipyard (Discrimination Complaints Only)
00221 Mare Island Naval Shipyard (Discrimination Complaints Only)
56639 Naval Inactive Ships
46815 Northwest Region Maintenance Center
00251 Puget Sound Naval Shipyard
62678 Supervisor of Shipbuilding, Virginia
62799 Supervisory of Shipbuilding, Conversion and Repair USN Puget Sound

SUBASE BANGOR HRO SITE

53885 Commander Submarine Group 9
68742 Commander, Navy Region Northwest
48871 Defense Commissary Agency (DECA) (Discrimination Complaints Only)
44255 Engineering Field Activity Northwest
30525 Naval Brig/CCU Puget Sound (Correctional Custody Unit)
68660 Naval Computer and Telecommunications Station, Puget Sound
68322 Naval Education and Training Professional Development Technology Center
48537 Naval Magazine Indian Island
68436 Naval Submarine Base, Bangor
62989 Navy Disease Vector Ecology and Control Center
65538 Navy Sea Logistics Center Concord
68437 Trident Training Facility

WHIDBEY ISLAND HRO SITE

0751A ASTC NHOH Whidbey
55627 Attack Wing, US Pacific Fleet, Whidbey
39075 Branch Dental Clinic, Whidbey Island
68742 Commander Navy Region Northwest (Employees located at NAS Whidbey)
0345A Fleet Aviation Specialized Operational Training Group, Pacific Fleet
Detachment, Whidbey Island
57094 Fleet Imaging Center
00621 Naval Air Reserve, Whidbey Island
00620 Naval Air Station Whidbey Island
68844 Naval Facility Whidbey Island
66097 Naval Hospital Whidbey Island
65907 Naval Oceanography Command Detachment, Whidbey Island
55165 Patrol Wing Ten, US Pacific Fleet

PREPARATION OF REQUEST FOR PERSONNEL ACTION (RPA)

1. PURPOSE

Both line managers and employees use the RPA to request personnel actions. Line managers use the form to request personnel and/or position actions such as recruitment, awards, reassignments, and disciplinary actions. Employees use the form for voluntary actions such as resignations, name changes, and retirements.

2. DEADLINES FOR REQUESTING ACTIONS

In order to meet payroll deadlines, completed RPAs must be received in the Human Resources Service Center-Northwest (HRSC-NW) by the Monday preceding the proposed effective date (usually a Sunday at the start of the pay period).

3. INSTRUCTIONS FOR COMPLETING THE RPA.

The process for completing an RPA in the Modern Defense Civilian Personnel Data System (MDCPDS) is prompted by the system. Those who prepare the RPA should follow the on-screen guidance as defined in the MDCPDS User Guide.

4. ATTACHMENTS TO RPAs

In many cases, the RPA itself is sufficient to process the requested action. Additional attachments such as the following may be required:

- a. New Positions or Rewrite or Amendments of Existing Positions
Attach the position description and signed cover sheet (OF-8) form to the RPA (see Chapter 3 Position Management and Classification for further instructions on writing position descriptions and completing cover sheets).
- b. Separation of Military Spouses
Include a copy of the Permanent Change of Station orders of the sponsor.
- c. Furlough or Separation for Military Service
Attach documentation to support the action. The RPA is not required for military leave granted for reservists.
- d. Details to Unclassified Set of Duties
Provide a brief description of the job duties to be performed. See the Details section of this chapter for information on use and time limits.

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WEB SITES

ADR	www.adr.navy.mil
COREDOC	www.cpms.osd.mil/scpd
Defense Civilian Personnel Management Service	www.cpms.osd.mil
Department of the Navy Civilian Human Resources	www.donhr.navy.mil
Ethics	www.ethics.navy.mil
Federal Employees' Compensation Act (FECA)	www.dol.gov
Graduate School, USDA	www.grad.usda.gov
Office of Special Council	www.osc.gov
Office of Personnel Management (OPM)	www.opm.gov
OPM Job Listing	www.usajob.opm.gov
Pay Tables (Fed Wage System)	www.cpms.osd.mil/wage/scheds/af_wa.htm
Pay Tables (General Scale)	www.opm.gov/oca/payrates/index.htm