



PACIFIC NORTHWEST HUMAN RESOURCES MANUAL

This PDF manual was published by DPSDAC Puget Sound using Adobe Acrobat VS 5.0. Contact the individual below as the Primary Point of Contact for reporting changes, additions or revisions:

Business Manager
(360) 396-1870 DSN 744-1870
Commander, Navy Region Northwest
Human Resources Office
1101 Tautog Circle
Silverdale, WA 98315-1088

This page is intentionally left blank.

TABLE OF CONTENTS


RECORD OF CHANGES.....	v
INTRODUCTION	vii

CHAPTER 1 ETHICS	1-01
THE MERIT PRINCIPLES	1-03
PROHIBITED PERSONNEL PRACTICES.....	1-04
EMPLOYEE ETHICS.....	1-05
APPENDIX 1A CODE OF ETHICS FOR GOVERNMENT SERVICE.....	1-17

CHAPTER 2 HUMAN RESOURCE SERVICES.....	2-01
SUMMARY OF HUMAN RESOURCE SERVICES	2-03
ACTIVITIES SERVICED.....	2-05
PREPARATION OF REQUEST FOR PERSONNEL ACTION (RPA)	2-07
WEB SITES	2-08

CHAPTER 3 POSITION MANAGEMENT AND CLASSIFICATION	3-01
POSITION MANAGEMENT AND CLASSIFICATION GUIDELINES	3-03
APPENDIX 3A POSITION MANAGEMENT/CLASSIFICATION HELP SHEET	3-08
APPENDIX 3B DELEGATION OF CLASSIFICATION AUTHORITY	3-10
APPENDIX 3C GENERAL SCHEDULE POSITION DESCRIPTIONS	
WRITING GUIDE	3-11
APPENDIX 3D INSTRUCTIONS FOR PREPARING	
FEDERAL WAGE SURVEY JOB DESCRIPTIONS	3-12
APPENDIX 3E OF8 POSITION DESCRIPTION	3-15
APPENDIX 3F LIST OF OCCUPATIONAL SERIES IN COREDOC	3-16

CHAPTER 4 EMPLOYMENT.....	4-01
SECURITY INVESTIGATIONS AND CLEARANCES	4-03
MEDICAL EXAMINATION OF CIVILIAN EMPLOYEES.....	4-05
PROBATIONARY PERIODS.....	4-11
APPENDIX 4A MEDICAL DOCUMENTATION	4-13

CHAPTER 5 MERIT PROMOTION	5-01
MERIT PROMOTION AND INTERNAL PLACEMENT PLAN	5-03
ALTERNATIVE RECRUITMENT METHODS	5-11
DETAILS.....	5-12
TEMPORARY PROMOTIONS	5-14
TIME-IN-GRADE REQUIREMENTS.....	5-16
TIME AFTER COMPETITIVE APPOINTMENT LIMITATIONS.....	5-17
UPWARD MOBILITY PROGRAM.....	5-18
RETURN RIGHTS UPON COMPLETION OF OVERSEAS ASSIGNMENT	5-22
EMPLOYMENT RECORDS	5-25
MODERN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (MDCPDS).....	5-26
APPENDIX 5A RECRUIT/FILL REQUEST FORM	5-27
APPENDIX 5B APPOINTMENT AUTHORITY DELEGATION	5-28
APPENDIX 5C GUIDE FOR CONDUCTING INTERVIEWS.....	5-30
APPENDIX 5D UPWARD MOBILITY SELECTION AND TRAINING PROCEDURES	
UNDER THE NAVY UPWARD MOBILITY TRAINING AGREEMENT.....	5-33
APPENDIX 5E SAMPLE INTERVIEW QUESTIONS	5-38

CHAPTER 6 REDUCTION IN FORCE AND FURLOUGH..... 6-01
 REDUCTION IN FORCE..... 6-03
 FURLOUGH..... 6-09

CHAPTER 7 HOURS OF WORK AND HOLIDAY..... 7-01
 DAILY AND WEEKLY SCHEDULING OF WORK 7-03
 HOLIDAYS 7-05
 OVERTIME AND OTHER PREMIUM PAY..... 7-07
 APPENDIX 7A CIVILIAN WORK SCHEDULE/SHIFT CHANGE..... 7-11

CHAPTER 8 PAY FLEXIBILITY 8-01
 PAY SETTING FLEXIBILITY 8-03
 GRANTING WITHIN-GRADE INCREASE (WGI)..... 8-07
 APPENDIX 8A REQUEST FOR RECRUITMENT BONUS 8-09
 APPENDIX 8B REQUEST FOR APPROVAL OF RELOCATION BONUS..... 8-10
 APPENDIX 8C REQUEST FOR APPROVAL OF RETENTION ALLOWANCE..... 8-11
 APPENDIX 8D REQUEST FOR SUPERIOR QUALIFICATIONS APPOINTMENT 8-12

CHAPTER 9 LEAVE ADMINISTRATION..... 9-01
 ABSENCE AND LEAVE 9-03
 APPENDIX 9A REQUEST FOR LEAVE OR APPROVED ABSENCE 9-17
 APPENDIX 9B REQUEST FOR RESTORATION OF FORFEITED LEAVE 9-18
 APPENDIX 9C SICK LEAVE TABLE 9-19
 APPENDIX 9D REQUEST FOR LEAVE WITHOUT PAY OR ADVANCED LEAVE 9-20
 APPENDIX 9E APPLICATION TO BECOME A LEAVE RECIPIENT
 UNDER THE VOLUNTARY LEAVE TRANSFER PROGRAM 9-21
 APPENDIX 9F
 REQUEST TO DONATE ANNUAL LEAVE TO LEAVE RECIPIENT
 UNDER THE VOLUNTARY LEAVE TRANSFER PROGRAM
 (WITHIN AGENCY) 9-22
 APPENDIX 9G
 REQUEST TO DONATE ANNUAL LEAVE TO LEAVE RECIPIENT
 UNDER THE VOLUNTARY LEAVE TRANSFER PROGRAM
 (OUTSIDE AGENCY) 9-23

CHAPTER 10 PERFORMANCE MANAGEMENT..... 10-01
 PERFORMANCE MANAGEMENT SYSTEM..... 10-03
 APPENDIX 10A PERFORMANCE PLAN APPRAISAL 10-12
 APPENDIX 10B CRITICAL ELEMENTS 10-13
 APPENDIX 10C SUPERVISORY CRITICAL ELEMENTS..... 10-14
 APPENDIX 10D ADDITIONAL PERFORMANCE REQUIREMENTS 10-16

CHAPTER 11 INCENTIVE AWARDS 11-01
 MONETARY AND HONORARY AWARDS..... 11-03
 APPENDIX 11A DELEGATED APPROVING AUTHORITY
 FOR INCENTIVE AWARDS..... 11-07
 APPENDIX 11B RECOMMENDATION FOR SPECIAL ACT OR SERVICE AWARD 11-11
 APPENDIX 11C TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION... 11-13

CHAPTER 12 BENEFICIAL SUGGESTIONS 12-01
 BENEFICIAL SUGGESTION PROGRAM 12-03
 APPENDIX 12A AWARDS GUIDE 12-05



CHAPTER 13 FEDERAL EMPLOYEES COMPENSATION ACT 13-01
 INJURY COMPENSATION PROGRAM..... 13-03

CHAPTER 14 EMPLOYEE BENEFITS 14-01
 EMPLOYEE INSURANCE AND RETIREMENT BENEFITS 14-03

CHAPTER 15 DECEASED AFFAIRS 15-01
 DEATH OF AN EMPLOYEE 15-03
 APPENDIX 15A CONDOLENCE LETTER EXAMPLE 15-05

CHAPTER 16 EMPLOYEE ASSISTANCE PROGRAM..... 16-01
 SUBSTANCE ABUSE..... 16-03
 EMPLOYEE ASSISTANCE PROGRAM..... 16-04
 APPENDIX 16A SUPERVISOR’S GUIDE FOR CASES OF
 SUSPECTED SUBSTANCE ABUSE ON THE JOB 16-05

**CHAPTER 17 EMPLOYEE CORRECTIVE, DISCIPLINARY,
 AND ADVERSE ACTION 17-01**
 CORRECTIVE, DISCIPLINARY AND ADVERSE ACTIONS..... 17-03
 WITHIN-GRADE INCREASE (WGI) DENIAL..... 17-16
 APPENDIX 17A DOUGLAS FACTORS..... 17-19
 APPENDIX 17B GUIDE FOR DETERMINING RECOMMENDED REMEDIES
 FOR SCHEDULED OFFENSES 17-20
 APPENDIX 17C SCHEDULE OF OFFENSES AND RECOMMENDED REMEDIES. 17-30
 APPENDIX 17D ALTERNATIVE DISCIPLINE 17-36

CHAPTER 18 LABOR/MANAGEMENT RELATIONS..... 18-01
 RELATIONS BETWEEN LABOR AND MANAGEMENT 18-03
 APPENDIX 18A HRO SERVICED ACTIVITIES/LABOR ORGANIZATIONS 18-12

CHAPTER 19 ALTERNATIVE DISPUTE RESOLUTION 19-01
 ALTERNATIVE DISPUTE RESOLUTION PROCESS 19-03
 APPENDIX 19A PRINCIPLES OF CONFLICT RESOLUTION..... 19-07
 APPENDIX 19B MEDIATION OF WORKPLACE DISPUTES 19-08
 APPENDIX 19C APPROVED MEDIATION MODEL..... 19-10
 APPENDIX 19D MEDIATION AGREEMENT 19-11
 APPENDIX 19E SETTLEMENT AGREEMENT 19-12

CHAPTER 20 EQUAL EMPLOYMENT OPPORTUNITY 20-01
 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM 20-03
 AFFIRMATIVE EMPLOYMENT PROGRAM (AEP) 20-06
 DISCRIMINATION COMPLAINT SYSTEM 20-09
 PREVENTION OF HARASSMENT/SEXUAL HARASSMENT 20-15
 APPENDIX 20A EEO COMPLAINT PROCESS..... 20-17
 APPENDIX 20B MIXED CASE COMPLAINT PROCESS 20-18
 APPENDIX 20C CLASS COMPLAINT PROCESS 20-19
 APPENDIX 20D AGE DISCRIMINATION COMPLAINTS 20-20
 APPENDIX 20E ALLEGED SEXUAL HARASSMENT COMPLAINT
 INTERIM PROCESSING PROCEDURES 20-22

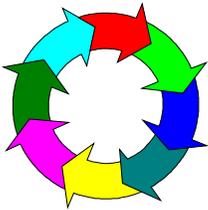


CHAPTER 21 REASONABLE ACCOMMODATION..... 21-01
REASONABLE ACCOMMODATION OVERVIEW 21-03
RELIGIOUS PRACTICES..... 21-04
MENTAL AND PHYSICAL DISABILITIES 21-05
REQUESTING AN ACCOMMODATION 21-07
APPENDIX 21A REASONABLE ACCOMMODATION PROCESS 21-10
APPENDIX 21B REQUEST FOR ACCOMMODATION/
APPROVAL OF REQUEST FOR ACCOMMODATION 21-11
APPENDIX 21C INITIAL DENIAL OF REQUEST FOR ACCOMMODATION..... 21-12
APPENDIX 21D REQUEST FOR RECONSIDERATION DECISION 21-15

CHAPTER 22 ADMINISTRATIVE GRIEVANCE SYSTEM..... 22-01
ADMINISTRATIVE GRIEVANCE SYSTEM (AGS) 22-03

CHAPTER 23 EMPLOYEE TRAINING 23-01
TRAINING PROGRAM 23-03
APPENDIX 23A CONTINUED SERVICE AGREEMENT..... 23-17
APPENDIX 23B INDIVIDUAL DEVELOPMENT PLAN (IDP) 23-19
VENDOR/FACILITY SELECTION MATRIX 23-21
APPENDIX 23D DD FORM 1556..... 23-23
APPENDIX 23E DD FOR 1445 INSTRUCTIONS..... 23-25
APPENDIX 23F CONTINUATION SHEET EXAMPLE..... 23-30
APPENDIX 23G JUSTIFICATION FOR SOLE SOURCE..... 23-31
APPENDIX 23H TRAINING PROCESS STEPS 23-32
APPENDIX 23I METHOD OF PAYMENT 23-34
APPENDIX 23J GENERAL MANDATORY CIVILIAN TRAINING..... 23-35

CHAPTER 24 ORGANIZATIONAL DEVELOPMENT..... 24-01



RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	ENTERED BY (SIGNATURE)	CHANGE SUMMARY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

This page is intentionally left blank.

INTRODUCTION

This manual represents features of many existing manuals and serves as a collection of implementing instructions and documents pertaining to local delegations of authority, policy, and procedures. You will find we have addressed some policy and procedural variations among our customer activities. Its purposes are to serve as a:

1. Collection of implementing instructions and documents pertaining to local delegations of authority, policy, and procedures.
2. Handy desk reference for supervisors, managers, and administrative assistants for routine civilian personnel information. It is also useful to military personnel who supervise civilians.

Every effort was made to structure the manual to accommodate the differences among serviced activities. If activities wish to include further detail or deviations in the manual, we suggest you issue supplements for insertion at the end of the appropriate chapters. Forms may be copied from this manual to use.

The HR community is comprised of the Commander, Navy Region Northwest (CNRNW) Human Resources Office (HRO) and the Human Resources Services Center Northwest (HRSC-NW), who work closely together on a continuing basis to make and implement human resource management decisions that support mission needs, contribute to public policy objectives, and are consistent with merit system principles.

The HRO staff serves as advisors and consultants on HR management actions to commands, activities, managers, and employees ensuring overall effectiveness and quality of the HR programs and services it provides to its customers; maintains a partnership with activity managers and supervisors in meeting the needs of the organization. The staff provides the “face-to-face” or “front room” interface with customers to provide advisory services on all aspects of Human Resources management.

We currently have local HR site offices at the following locations:

- Fleet and Industrial Supply Center, Puget Sound, Bremerton, Washington
- Intermediate Maintenance Facility, Bangor, Silverdale, Washington
- Naval Air Station, Whidbey Island, Oak Harbor, Washington
- Naval Hospital, Bremerton, Washington
- Naval Station Everett, Washington
- Naval Submarine Base, Bangor, Silverdale, Washington
- Naval Undersea Warfare Center Division, Keyport, Washington
- Puget Sound Naval Shipyard, Bremerton, Washington

The HRSC-NW, located in Silverdale, WA, serves as the regional HR management action-processing center for activities in its servicing area and provides various centralized HR management programs and services.

A summary of the services provided and activities serviced by the HRSC-NW and the HRO is provided in Chapter 2.

At the activity level, commanding officers, managers and supervisors, when delegated civilian personnel management authorities, are responsible for hiring, retaining, paying, rewarding, disciplining, and separating civilian employees. This manual is to help management officials carry out civilian personnel management policies, procedures, and programs consistent with applicable negotiated agreements.

In this era of continuing strategic sourcing, the Northwest HR community is a leader in our field. We are committed to remaining responsive to your needs and to offering you a high level of service.

FRANCIS J. SHARKEY
Assistant Chief of Staff for Human Resources
Commander, Navy Region Northwest
Human Resource Office

DENNIS VELONI
Director
Human Resources Service Center Northwest