

On Course



NAVY PERSONNEL COMMAND Bureau of Naval Personnel

Issue 4

An Internal Newsletter for Navy Personnel Command

Aug 2003

RADM Townes takes the reigns at NPC

RADM John W. Townes III is slated to relieve RADM Tomaszewski as Commander, Navy Personnel Command on August 14.

RADM Townes has extensive experience with both the Atlantic and Pacific Fleets, having served or supported operations in Vietnam, Lebanon, Grenada, Iraq and Somalia. He has served in leadership roles on several ships including the *USS JOHN KING* (DDG3), *USS MILES C. FOX* (DD829), *USS BRISTOL COUNTY* (LST1198), *USS Clifton Sprague* (FFG16), *USS SAMUEL B. ROBERTS* (FFG58), *USS BELLEAU WOOD* (LHA3), and *USS DWIGHT D. EISENHOWER* Battle Group/Cruiser-Destroyer Group 8.

His shore duty assignments include Naval Forces U.S. Atlantic Fleet, Strategic Planning and Policy Directorate U.S. Pacific Command, and the Office of the Chief of Naval Operations. He is a graduate of the

HPFD Rollout at NPC (Beta Test)

Town Hall meetings were held recently to demonstrate the robustness of the Navy Human Management Resource System. CAPT Broderick and LCDR Bourne of the Performance Vector illustrated the "Human Performance Feedback and Development" as it stands now ready for the Beta test at NPC.

Supplementing this, CDR Eaton



RADM John W. Townes III

Naval War College and the Armed Forces Staff College and holds a masters degree in National Security and Strategic Studies.

RADM Townes is coming to NPC from serving as the Vice Commander of Naval Education and Training Command in Pensacola, Florida.

and her team from the Navy Standard Integrated Personnel System (NSIPS) Program Office demonstrated the process of completing the HPFD form for the HPFD session and the future online ePerformance Appraisal, as it is being developed today. Questions and answers identified in the Town Hall meetings will be posted on the Navy Knowledge Online ("Perfor-

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mance Vector" folder tab) in mid-August.

Although not all situations have been filtered through the system at this time, as the beginning phase, the Beta test can infuse new information provided through such testing. Therefore, it is essential, as NPC launches into a Beta test, that military and civilian members'

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NPC replaces decades old microfiche record with new CD Rom

Beginning September 1, 2003, all Active and Reserve USN/USNR copies of the Official Military Personnel File (OMPF) in the Electronic Military Personnel Records System (EMPRS) will be provided on Compact Disk (CD).

New CD features include:

- Auto load feature from any PC with MicroSoft Windows 95 or higher.
- Document list for easy navigating through CD
- Procedures for record correction process
- Hyper-links to frequently asked questions and other resources
- Documents secured by an "Official Record Copy" watermark and may be printed if desired
- Print copies from your Personal Computer if desired
- No more "MICRO-FICHE" or trying to find a micro-

fiche reader

- No more out-of-pocket expense (\$4.00) for Microfiche Viewer

- No more "How can I print a paper copy" ?

Record ordering procedures are the same as for requesting a Microfiche copy:

1. The CD can be requested via Mail, FAX, or in person at the Tennessee Record Review Room at Wood Hall, (Bldg 769), User Services, and on BUPERS Online where your CD will be sent to your official command address. If you would like to have your CD sent to other than your command address, mail or fax your written request.

2. CD's may be requested for individual service members. Additionally, multi-member requests may be made when deployed/disconnected com-

mands desire the records for members within their command. The records may be placed on unique CD's by member or multiple members on a single CD, depending on intended use.

3. When a member requests his/her record, the entire record is available for viewing on the CD. When a command authority makes a request for multiple member records, record documents will be provided in accordance with current policy (for example, fitness reports will be excluded from an officer's record).

4. A request management system will assist NPC throughout the fulfillment process to ensure requests are fulfilled in a timely manner.

Contact point for specific additional information is Jim Laudermilk at (901)874-3406.

HPFD ...

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proactively identify what is needed in order to conduct successful subordinate development sessions.

Recently, NPC began using the HPFD process and tool (located at the BUPERS website, "Human Performance Manual") to conduct feedback sessions.

The current Eval/Fitrep mid-term counseling schedule (i.e. LT-JUL03, LTJG-AUG03, etc.) will be modified and details will be provided along with any additional items during the rollout.

In addition to the com-

mencement of HPFD sessions (in place of mid-term counseling), NSIPS needs the following information from NPC Supervisors who have military direct reports no later than August 8, 2003:

- Identify supervisor to subordinate relationships (the reporting hierarchy)
- Identify who needs access to the NSIPS IT environment for establishment of Userids

PERS-07 will be sending out a template to use to capture those data elements necessary

for the IT solution to work. Ensure that non-NMCI users have PKI certificates.

During the Beta testing, it is critical for departments to provide feedback such as comments, concerns and/or questions from lessons learned.

Please direct feedback to the Performance Vector webmaster at:
<http://www.persnet.navy.mil>.

The following are answers to some feedback and development FAQs that have already been submitted:

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HPFD ...

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Where is the HPFD form located at this time?

The current HPFD form is a mirrored image of PEOPLESOFT 8.3 functionality. Go to the BUPERS website at www.bupers.navy.mil, select "Human Performance Manual," select "HPFD form" (left column).

The HPFD form can be printed or saved to a disk/hard drive locally. The new version PEOPLESOFT 8.8 will be web-based and online September 2003 for the beta test.

Who or where can I get assistance in learning more?

The best place to start now is the BUPERS website - "Human Performance Manual." Also, HPFD (Aug 03) will be located on Navy Knowledge Online (NKO)

under the tab folder "Performance Vector." Both of these websites will keep you up to date on the changes as they occur plus additional information.

The Navy Counselor (NC) Community will be attending a workshop this month to become better acquainted with this new program and offer reinforcement in providing HPFD knowledge.

Also, in addition to the NC community, 1-866-U-ASK-NPC will eventually become a point of contact to help provide informational support regarding the HPFD/Five-Vector Model.

In summation, the shift to the HPFD cycle is upon us, resulting in the general necessity for all Sailors (to include Civilian Supervisors with military direct-reports) to review the "Human Performance Manual." It is important to be familiar with the new HPFD system to

learn the new descriptions of behaviors, forms, instruction, etc. before holding any HPFD session.

IMPORTANT INFORMATION:
The information presented in this article is being developed and will eventually be available in future Official Navy documents, but currently it is still a work in progress, and has been developed by the Performance Vector of Task Force Excel.

We hope that you visit the websites identified frequently as the Performance Vector/Five-Vector Model continues to develop new information.

Identifying Communication Barriers at NPC

by LCDR Keith Lindsey, PERS-8XA

One of the biggest challenges to improving communications within an organization is identifying the things that keep people from interacting. Since we want to promote the most effective internal communications plan possible, we are going to conduct an analysis of the barriers to knowledge-sharing that are unique to NPC. LCDR Keith Lindsey, a Doctoral Candidate at The University of Memphis and an expert in information systems and organizational communication will be conducting a research project using focus groups and surveys.

Participants will be chosen at random and will include military and civilian representatives. Participation will be strictly voluntary, however, this will be an excellent opportunity for a few people to provide insight that will help shape the way NPC serves the fleet. Selected employees will receive a letter from CNPC that explains the project in detail.

Approximately 90 people will be involved in focus groups, where they will be presented with four knowledge-sharing scenarios and they will be asked to review a list of potential barriers to knowledge-sharing and then indicate those that they feel are important in each

scenario. Each focus group will consist of 5-8 people and will last approximately 45 minutes. Using the results of the focus groups, a survey will be constructed and distributed to approximately 270 people, who will be presented with the same scenarios and then asked to rate the list of important barriers that had been identified by the focus groups. The survey will take approximately 20 minutes to complete.

The results will be carefully analyzed, and the internal communication plan will be updated to help overcome the most common barriers to knowledge-sharing.

Enlisted Reserve High Year Tenure rules differ from active duty

The High Year Tenure (HYT) program for enlisted Naval Reservists is governed by OPNAVINST 1160.7B and administered by PERS-913. Reserve HYT limits are generally two years higher than those for active duty personnel. Unlike active duty HYT regulations that compute HYT limits based on Years of Service eligible for a retirement, reserve HYT limits are computed from a member's Pay Entry Base Date. Years of Service that are non-qualifying for retirement are still counted for HYT purposes. This makes the Reserve process unique because a member may be requesting a waiver in order to reach eligibility for retirement, regardless of pay grade.

During the waiver process, each case is reviewed very carefully based on:

- Selected Reserve rating manning
- Unit manning
- Critical Navy Enlisted Classifications (NECs), and
- Local availability of other personnel to fill the billets.

For E-7 through E-9 personnel, local E-7 to E-9 manning is also considered.

Although the above are required by instruction, we take several other factors into consideration. For those not retirement eligible, we consider circumstances that led to HYT status. We also consider each individual's potential for mobilization.

If a Reservist's HYT request is denied, they are given options, which, if they are not retirement eligible, will allow them to earn a Reserve Retirement. They can:

- Request transfer to the Individual Ready Reserve where they can earn retirement points via correspondence courses;
- Request assignment to a Voluntary Training Unit where they can drill and earn retirement credit, but not earn pay; or
- Request transfer to the Retired Reserve, if eligible.

Currently there is an automatic waiver for personnel mobilized in support of Operation Noble Eagle/Operation Enduring Freedom. They are automatically waived until 31 December of the year following the year in which they were demobilized. This guidance was announced in ALNAVRESFOR 030/02. Point of contact is CDR D. Michael Warren, PERS-911A, Reserve Officer Programs, (901) 874-4203.

Improving the Navy Workforce Talking Points

·The CNO's initiative to Improve the Navy Workforce is a CRITICAL element to the success of Sea Warrior and our ability to properly shape the force of the future.

·This study is being conducted to capture the knowledge, skills, abilities and tools Sailors in each rating or NEC need to be trained to.

·INWF provides the data...the SCIENCE...behind how the Navy will adapt its training and the career development of our Sailors.

·To provide the Fleet with the RIGHT Sailor with the RIGHT skills to the RIGHT place, we must ensure Sailors receive the RIGHT training to meet readiness needs...this is at the HEART of

Sea Warrior.

·Everyone's input in this study is CRUCIAL. Only through honest, thorough participation will the studies yield the type of information that will drive occupational standards and training in YEARS to come.

·Validating and redefining our occupational standards will ensure that the training our Sailors receive MATCH Fleet requirements. The Navy's investment in training is only cost effective if Sailors are prepared to support future readiness.

·The inputs received so far have been good, but during this next phase, we need to push even HARDER. The importance of Sailor participation and command involvement cannot be overstated. We need YOUR help.

DTS Travel System Postponed

The Defense Travel System (DTS) has been postponed. According to Lt. Steven Soares, U.S. Army, Office of the Secretary of Defense, "Due to unavoidable circumstances, the Navy O-6 office and the Project Management Office have decided to postpone the setup and installation of DTS until further notice."

NPC employees will be notified of DTS implementation in a future issue of On Course.