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From: Director, Human Resources Office (HRO), COMNAVREG HI  
Officer, Civilian Personnel Flight, Hickam Air Force Base

Subj: JOINT BASE - PEARL HARBOR/HICKAM HUMAN RESOURCES (HR)  
POLICIES

Encl: (1) Joint Base - Pearl Harbor/Hickam HR Policies

1. As approved by the Joint Base Partnership Council (JBPC), enclosure (1) is forwarded for your information/implementation. As we progress towards Joint Base Pearl Harbor Hickam Full Operational Capability(FOC), October 2010, these HR policies will be followed jointly by the Commander Navy Region Hawaii, Human Resources Office, and the Hickam AFB, Air Force Civilian Personnel Flight. The effective dates of the policies are annotated on the enclosure.

2. Union notification has been accomplished. For questions regarding these policies, contact Ms. Felicia Placencia, Civilian Personnel Flight, Hickam AFB at (808) 449-0100 or Mr. Warren McGillivray, HRO Pearl Harbor, (808) 474-1977.



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Joint Base – Pearl Harbor/Hickam  
Appropriated Fund Civilian HR Policies

Policy	Effective Date	Rationale
<p><b>1. Classification Moratorium</b>  -- <i>Applies to all positions (AF and Navy) in units merging at FOC</i>  -- Exceptions:  (1) those positions for which a new OPM classification standard must be applied prior to FOC;  (2) developmental positions established for recruitment purposes as long as target grade does not exceed current grade;  (3) new or reclassification actions approved by both gaining and losing commands.  (4) correction of classification error.</p>	<p>Upon final approval of MOA</p>	<ul style="list-style-type: none"> <li>- Policy will stabilize organization structure at the supported component and enhance tracking of positions moving to the JB.</li> <li>- Reduces position and organizational structure changes at the gaining component.</li> <li>- Allows JB greater flexibility in restructuring in the future.</li> <li>- Minimizes potential position upgrades will increase payroll costs at the gaining component.</li> </ul>
<p><b>2. Filling Vacant Positions</b>  -- <i>No hiring freeze/moratorium is proposed</i>  -- AF/Navy HROs will continue recruitment efforts for established positions using guidelines highlighted below.  -- AF announcements will include statement that the position will be transferring to the joint base.  -- To the maximum extent practicable, where there are known qualification differences or physical, drug testing, key/EE, security, or other conditions of employment that will change at FOC, AF will advise newly hired employees of the potential changes prior to EOD (applies to both internal and external actions).</p>	<p>Upon final approval of MOA</p>	<ul style="list-style-type: none"> <li>- Continued fill action is necessary to ensure sufficient manpower available to meet COLS at FOC.</li> <li>- No RIF or VERA/VSIP planned or needed.</li> <li>- Minimizes problems at FOC by ensuring that new employees are aware of potential changes and hopefully eliminates potential adverse action.</li> <li>- Gaining commands will review AF positions to identify qualification issues or new conditions of employment and advise Navy/AF HROs accordingly. Examples include security clearance level, professional certification, etc.</li> </ul>
<p><b>3. Area of Consideration (AOC)*</b>  -- <i>To the maximum extent practicable, the area of consideration for vacant positions will include both Air Force and Navy personnel</i>  -- Navy/AF HROs will ensure that agency unique AOC policies are met, where applicable; i.e., centrally managed positions, HQ requirement to announce high level positions with established AOCs.</p>	<p>Upon final approval of MOA</p>	<ul style="list-style-type: none"> <li>- Ensures equal consideration for key positions in the joint base organization.</li> <li>- AF/Navy will continue to follow minimum area of consideration provisions as stated in their respective CBAs for bargaining unit positions, until union implementation bargaining completed.</li> </ul>
<p><b>4. PCS Entitlements &amp;</b></p>	<p>Upon final</p>	<ul style="list-style-type: none"> <li>- Payment of PCS entitlements</li> </ul>

<p><b>Recruitment Incentives</b>  -- <i>payment of PCS entitlements will be coordinated with the gaining command (applies to non-career program AF positions)</i>  -- payment of relocation, recruitment, superior qualifications, student loans, retention bonuses, etc. may be paid by the AF, if prior to FOC; otherwise payment will be coordinated with JB.  -- Exceptions will be those actions subject to priority placement, exercise of return rights, or other actions that afford mandatory travel entitlements.</p>	<p>approval of MOA</p>	<p>obligates gaining component to pay return travel, transportation, and non-temp storage costs upon completion of tour of duty (3 years).  - Unlike AF, Navy does not centrally fund PCS movements and inherited costs will be borne by the gaining command.  - Policy will mitigate some of these costs.</p>
<p><b>5. Detail Notification</b>  -- Use of formal detail notifications (via memo) at gaining commands option (may vary by FWG)  -- No SF-50 generated</p>	<p>At IOC</p>	<p>- Not required, but may be mandated by JBPC.  - Notification may be useful to socialize JB concept with employees, formalize reporting chains, etc.</p>
<p><b>6. Personnel Policies and Working Conditions*</b>  -- Navy/AF HROs will work with union officials to fulfill bargaining obligations to effect changes, as required. Examples include: working hours, purchase of personal tools, shoes, coveralls, awards, leave, etc.</p>	<p>At IOC</p>	<p>- At discretion of gaining commands to test transition/operational processes</p>
<p><b>7. Advanced Recruitment</b>  -- <i>Navy HRO will work with gaining commands to develop staffing plan for vacant position, emergent hiring needs, and shortfall positions</i>  -- Navy HRO will start advanced recruitment as early as possible to meet FOC hiring needs.  -- If selection made prior to FOC, JB activities will be provided option to hire immediately using own funding source or establish start date on 1 Oct 2010 or later.</p>	<p>At IOC</p>	<p>- Ensures sufficient manpower available to meet COLS at FOC.  - JB management will work closely with HRO to establish positions for shortfalls.</p>

<p><b>8. Pre-Employment Processing</b>  -- Navy HRO will begin pre-employment processing of transferring employees to include new physical requirements, security clearance investigations, training, etc., as applicable. For example, SF-86 for noncritical sensitive positions will be initiated at gaining command, as required.</p> <p>-- Navy HRO will establish on-boarding portal site to facilitate virtual pre-employment processing, orientation, and acculturation process.</p> <p>-- Navy HRO will explore mass in-processing, CAC distribution, base decal, etc.</p>	<p>At IOC</p>	<p>- Ensures sufficient time to complete more complex portions of the pre-employment process, such as initiating higher level security clearance, physical exams, drug testing, certifications, etc.</p> <p>- Goal is to ensure a smooth and seamless transfer.</p>
<p><b>9. Use of Leave</b>  -- AF CPF will publicize use of compensatory time/time off awards prior to transfer.</p> <p>-- Ensure all excess leave is scheduled.</p>	<p>At IOC</p>	<p>- Alleviates transfer of payroll costs and potential for leave carryover at the end of the leave year.</p> <p>- Travel comp time will transfer</p>
<p><b>10. Fill/Recruit Pipeline Actions</b>  -- AF will stop fill/recruit actions in the pipeline for JB positions  -- All new fill actions will be filled by the Navy HRO/HRSC</p> <p>-- Exceptions, such as internal movements (within the activity), with established EODs 60 days prior to FOC, must be coordinated with Navy HRO to ensure transfer data is updated</p> <p>-- AF CPF will notify Navy HRO to initiate recruitment for vacancies through Navy HR process</p> <p>-- Navy HRO will work with functional managers at the JB to staff vacant AF positions</p> <p>-- AF may consider temporary appointments with NTE date of 30 Sep 2010 to meet 60 day gap. However, these employees will not transfer to JB.</p>	<p>6 months prior to FOC (Apr 2010)</p>	<p>- Based on current AF and Navy staffing timeliness data, 4 months is the average staffing time for external actions; thus recommendation is to stop pipeline actions 6 months prior to FOC.</p> <p>- Moratorium on external hires 60 days prior to FOC consistent with DOD model and coincides with preparation of mass transfer RPAs.</p> <p>- Any AF EODs two months prior to FOC will jeopardize smooth transition to JB, resulting in incomplete personnel records, delayed transfer of payroll data, etc.</p>
<p><b>11. Retirement Processing</b>  -- Publicize timelines for AF retirement processing for effective dates prior to FOC.</p>	<p>6 months prior to FOC (Apr 2010)</p>	<p>- Retirement processing prior to FOC must be completed by the AF and employee OPFs must be excluded from the OPF transfer.</p>

<p>-- Notify transferring employees of retirement processing requirements for effective dates after FOC.</p>		<p>- For those retiring at the end of the calendar/leave year, need to ensure that they have adequate notification of Navy processing requirements.</p>
<p><b>12. Noncompetitive Actions*</b>  -- <i>Final date for effecting non-competitive actions at losing component.</i>  -- Exception on a case by case basis</p>	<p>60 days prior to FOC (Aug 2010)</p>	<p>- To avoid pay disruption and errors in personnel and pay records.  - Implementation date consistent with DOD model and coincides with preparation of mass transfer RPAs.</p>
<p><b>13. Return Employees to Permanent Positions*</b>  -- <i>All transferring employees on temporary assignments; i.e., reassignment, detail, or temporary promotion will be returned to their permanent position prior to transfer.</i>  -- Management must ensure that temporary duties are performed through other legitimate personnel action; i.e., elevating higher level duties during the 60 day moratorium.  -- Exceptions will be on a case by case basis</p>	<p>60 days prior to FOC (Aug 2010)</p>	<p>- Ensures that all employees transfer in their permanent position.  - Implementation date consistent with DOD model and coincides with preparation of mass transfer RPAs.</p>
<p><b>14. Travel Orders and Passport Processing</b>  -- AF will stop passport processing for employees transferring to Navy.  -- AF CPF will publicize with workforce.</p>	<p>3 months prior to FOC</p>	<p>- AF passports must be returned to passport agent prior to transfer. Since it takes 30-60 days to process passports, new passport applications should not be requested 3 months prior to FOC.  -- Passport is returned to the Dept of State and held until expiration  -- Agencies may request to reinstate employee's passport after transfer</p>
<p><b>Performance Management Policies will be used separately</b></p>		