

TRANSITIONS

JOINT BASING NEWSLETTER

For current and future employees of Joint Base Pearl Harbor-Hickam

ISSUE 3
OCT. 2009

Joint Basing Open House

This open house will provide information on JBPHH to all who are affected from both services, including military & civilian, NAF & APF employees, residents, contractors, and tenant commands and activities.

When: Oct. 27
11 a.m. - 5 p.m.

Where: Hickam
Officers' Club

Directions:

Enter Hickam AFB's main gate, stay right taking Vandenberg Blvd. At the 3rd light, turn left onto Fox Blvd. Remain on Fox Blvd., go through a round-about. Then the road's name changes to Signer Blvd. Signer Blvd deadends into the Officers' Club.

OPEN

Leadership Memo

We are now three months away from Initial Operational Capability (IOC), and one year away from Full Operational Capability (FOC). Before commenting on the coming year, I'd like to recap some major accomplishments on the road to establishing Joint Base Pearl Harbor-Hickam (JBPHH).

Early in the process we assembled professionals from both bases into 38 functional working groups to study best practices and to provide guidance on how our installation support functions will join. A Memorandum of Agreement (MOA) was drafted locally and approved by the vice chiefs of staff of the Air Force and Navy in August. We established the joint base organizational structure and have begun holding department head meetings.

Looking forward, the Joint Base command staff will stand up at IOC on **Jan. 31**, and the two bases will become Joint Base Pearl Harbor-Hickam in name. The next day, on **Feb. 1**, 26 of the 53 installation functions will activate. The remaining 27 will activate **June 1**. On *Page 2* of this newsletter, you can find more information on what "activation" means.

IOC marks the beginning of the transition to becoming a Joint Base. Change is coming for all of us, and we need to recognize it, accept it and embrace it, for together we are the ones who will make this truly historic initiative a success. What an opportunity! Each of us must be 100 percent committed to a positive attitude, open communications and a spirit of teamwork.

A Joint Base Open House is scheduled for **Oct. 27** at the Hickam Officers' Club to provide information on the joint basing effort. I strongly encourage all personnel to stop by the event.

Warm regards,



Captain Richard W. Kitchens



Capt. Richard W. Kitchens, Commanding Officer, Naval Station Pearl Harbor

*Spotlight on:***Joint Base McGuire-Dix-Lakehurst**

McGuire Air Force Base, the Army's Fort Dix, and the Naval Air Engineering Station Lakehurst, all located in New Jersey, reached "Full Operating Capacity" under Joint Base McGuire-Dix-Lakehurst on Oct. 1, 2009.

Col. Gina Grosso, Joint Base McGuire-Dix-Lakehurst commander, addresses a crowd of Soldiers, Sailors, Airmen and civilians at a commander's call on Oct. 1. The commander's call marks the inauguration of America's first tri-service base. (U.S. Air Force photo/Carlos Cintron)



It is the only base to integrate three military branches into a single joint base under the congressionally mandated Base Realignment and Closure (BRAC) law. The Air Force is the lead component.

The move has brought an additional 700 full-time, and approximately 1,500 part-time employees to McGuire. The Air Force will also add the support of 37 Army, Navy, and Marine aircraft.

In a townhall meeting earlier this year, attended by more than 500 employees, Col. Gina Grosso of the Air Force said that the move to joint basing would save money in the future. She also suggested that cooperative efforts by top-notch military and civilian personnel could spur significant innovations in boosting job performances.

Information taken from press release by Steve Snyder, Fort Dix Public Affairs

MOA UPDATE:

The Memorandum of Agreement (MOA) for Joint Base Pearl Harbor-Hickam (JBPHH) was signed in August by the Office of the Secretary of Defense, Vice Chief of Staff for the Air Force, and the Vice Chief of Naval Operations.

The MOA names Commanding Officer, Naval Station Pearl Harbor, Capt. Richard W. Kitchens, as the Joint Base Commander (JBC). Commander, 15th Support Group, 15th Airlift Wing, Hickam Air Force Base, Col. Charles Baumgardner, is the prospective Deputy JBC. The mission commanders and other tenants will remain in charge of their units. The JBC will report to Commander Navy Region Hawaii, Rear Adm. Dixon Smith.

The transition to JBPHH will be completed on **Oct. 1, 2010**. At that time, all resources, property, personnel, and authority for installation management functions will transfer to the Navy, which was designated by Base Realignment and Closure (BRAC) law to be the lead agency for the new installation.

For more information about:

- (1) The MOA, refer to Transitions Issue #2 (August).
- (2) The BRAC law, refer to Transitions Issue #1 (June).

What is "Activation?"

Under Department of Defense joint base guidance, "activation" has a specific meaning. The Joint Base Commander (JBC) assumes authority and responsibility for that function throughout the Joint Base, even though the resources (primarily money & people) still belong to each service component as is currently the case.

Upon activation, the designated functions will begin reporting to the JBC for day-to-day operations in addition to existing reporting within service channels. For those functions under their cognizance, the assumption of

authority and responsibility at activation applies to FISC Pearl Harbor and NAVFAC Hawaii commanding officers instead of the JBC.

Overall, the JBC will be responsible for 53 installation support functions. On **Feb. 1, 2010**, the first 26 will activate, and the remaining 27 functions will activate on **June 1, 2010**.

At FOC on **Oct. 1, 2010**, all resources used for installation support, and all property and real estate will transfer from the Air Force to the Navy, making us fully joined. This is also the day that all affected Air Force civilian employees become Navy employees.

Communication is Key During Times of Change

Information taken from a Webinar hosted by Dr. Patricia Zigarmi, Founding Associate, The Ken Blanchard Companies

Communication and mindfulness are important keys to navigating organizational change. One of the primary reasons that change efforts fail is because leaders do not consider change from a recipient's perspective. At the same time, leaders can be more helpful when they receive feedback.

From the beginning, joint basing leadership has recognized the need for effective communications.

"This is the top priority with our leadership regarding the transi-

tion to Joint Base Pearl Harbor-Hickam – communicating what the future holds to those affected," Joint Base Commander Capt. Richard W. Kitchens said. "Our success will depend on effective two-way communication at all levels."

In a government setting, there are six predictable and sequential concerns that people have when they are asked to change.

- 1. Information Concerns:** What is the change? Why is it needed?
- 2. Personal Concerns:** How will the change impact me personally? Will I win or lose?
- 3. Implementation Concerns:**

What do I do first? How do I manage all of the details?

4. Impact Concerns: Is the effort worth it? Is the change making a difference?

5. Collaboration Concerns: Who else should be involved? How can I spread the word?

6. Refinement Concerns: How can we make the change even better?

By discussing these six stages of concern ahead of time, supervisors and employees can diagnose and respond to individuals' concerns with change and build momentum for moving ahead.

Human Resources Bulletin

The Joint Base Partnership Council (JBPC) recently approved Human Resources policies that will be used by both the Pearl Harbor Human Resources Office and the Hickam Civilian Personnel Flight on the way to IOC/FOC. These policies include:

- **A moratorium on the classification of new positions.** This moratorium applies to all positions (Air Force and Navy) in units merging at FOC. Exceptions to the moratorium include classification errors; developmental positions established for recruitment; new or reclassified actions approved by both gaining and losing commands; and those positions for which a new OPM classification standard must be applied.
- **The filling of vacant positions.** There will be no hiring freeze or moratorium imposed on vacant positions during the transition. Air Force announcements will include a statement that the position will be transferring to the joint base; and where there are known qualification differences or physical, drug testing, key/emergency essential, security or other conditions of employment that will change at FOC, Air Force will advise newly hired employees of the potential changes prior to their Entry On Duty (EOD).
- **Advance recruitment.** Navy HRO will work with gaining commands to start advance recruitment as early as possible to meet FOC hiring needs. JB activities will be given the option to hire immediately (using own funding source), or establish a start date of Oct. 1, 2010 or later. This will be effective at IOC.

A full list of all policies is available at http://hickamservices.com/_library/documents/n1%20383.pdf.

Frequently Asked Questions

Q: When I move over to the Navy, will I retain my seniority?

A: Yes. Employee Service Computation Dates (SCDs) for retirement, leave accrual, and creditable federal service will not change. However, seniority relative to other employees will depend on specific individuals assigned to the same organization.

Q: How will annual performance appraisals be handled for transferring GS/WG/WL/WS employees?

A: Transferring employees will receive their last Air Force appraisal on **June 1, 2010**, for the performance period **April 1, 2009 - March 31, 2010**. Upon transfer, employees will be worked into the Navy Performance Appraisal Sys-

tem (APAS) cycle which runs from **Oct. 1 - Sept. 30** of each year.

Q: What happens to National Security Personnel System (NSPS) appraisals?

A: AF NSPS appraisals for the period **Oct. 1, 2009 - Sept. 30, 2010** will be reviewed/approved by the 15th Airlift Wing Pay Pool but paid by the appropriate Navy Pay Pool.

JOINT BASING DEFINITIONS:

Supporting Command:

The command identified in BRAC 2005 as having installation management functions transferred to them from one or more supported components and is now responsible for providing installation support for the entire joint base. For Joint Base Pearl Harbor-Hickam, this is the Navy.

Supported Command:

The Command identified in BRAC 2005 as transferring installation management functions to another component at a joint base. For Joint Base Pearl Harbor-Hickam, this is the Air Force.

Embedded Units:

Military units belonging to a Supported Component embedded into the supporting Component's Installation Support Organization. The JBC may provide direction to the Supported Component's embedded military units that provide Installation Support. Direction is limited to the control necessary to accomplish duties in their functional specialty in support of the Installation Support mission. Administrative control and operational control will be retained by their parent Component.

With Joint Basing, New Ranks to Learn



MILITARY RANK ABBREVIATIONS

Pay Grade	Navy	Air Force	Marine Corps	Pay Grade	Navy	Marine Corps	Air Force
OFFICER				ENLISTED			
0-1	ENS	2ndLt	2d Lt	E-1	SR	Pvt	AB
0-2	LTJG	1stLt	1st Lt	E-2	SA	Pfc	Amn
0-3	LT	Capt	Capt	E-3	SN	LCpl	A1C
0-4	LCDR	Maj	Maj	E-4	P03	Cpl	SrA
0-5	CDR	LtCol	Lt Col	E-5	P02	Sgt	SSgt
0-6	CAPT	Col	Col	E-6	P01	SSgt	TSgt
0-7	RDML	BGen	Brig Gen	E-7	CPO	GySgt	MSgt
0-8	RADM	MajGen	Maj Gen	E-8	SCPO	MSgt 1stSgt	SMSgt
0-9	VADM	LtGen	Lt Gen	E-9	MCPO	MGySgt SgtMaj	CMSgt
0-10	ADM	Gen	Gen	SERVICE SENIOR ENLISTED ADVISORS	MCPON	SMMC	CMSAF
WARRANT OFFICERS							
W-1	--	--	WO				
W-2	CWO2	--	CWO2				
W-3	CWO3	--	CWO3				
W-4	CWO4	--	CWO4				
W-5	CWO5	--	CWO5				

DoD Protocol Workshop, August 2003

The next issue of *Transitions* will contain:

- Information on Initial Operational Capability

Along with the Hickam AFB sponsored joint basing website <http://www2.hickam.af.mil/library/joint-basinginformation/index.asp>, information on JBPHH can now be found at <https://www.cnic.navy.mil/PearlHarbor/Programs/JointBasePearlHarbor-Hickam/index.htm>.