



NAF HR Training for Afloat Specialists

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Agenda

- HR Roles/Responsibilities
- Employee Roles/Responsibilities
- Policies/Resources
- Pay and Leave/Timekeeping
- Benefits
- Performance Management
- Q&A



Objectives

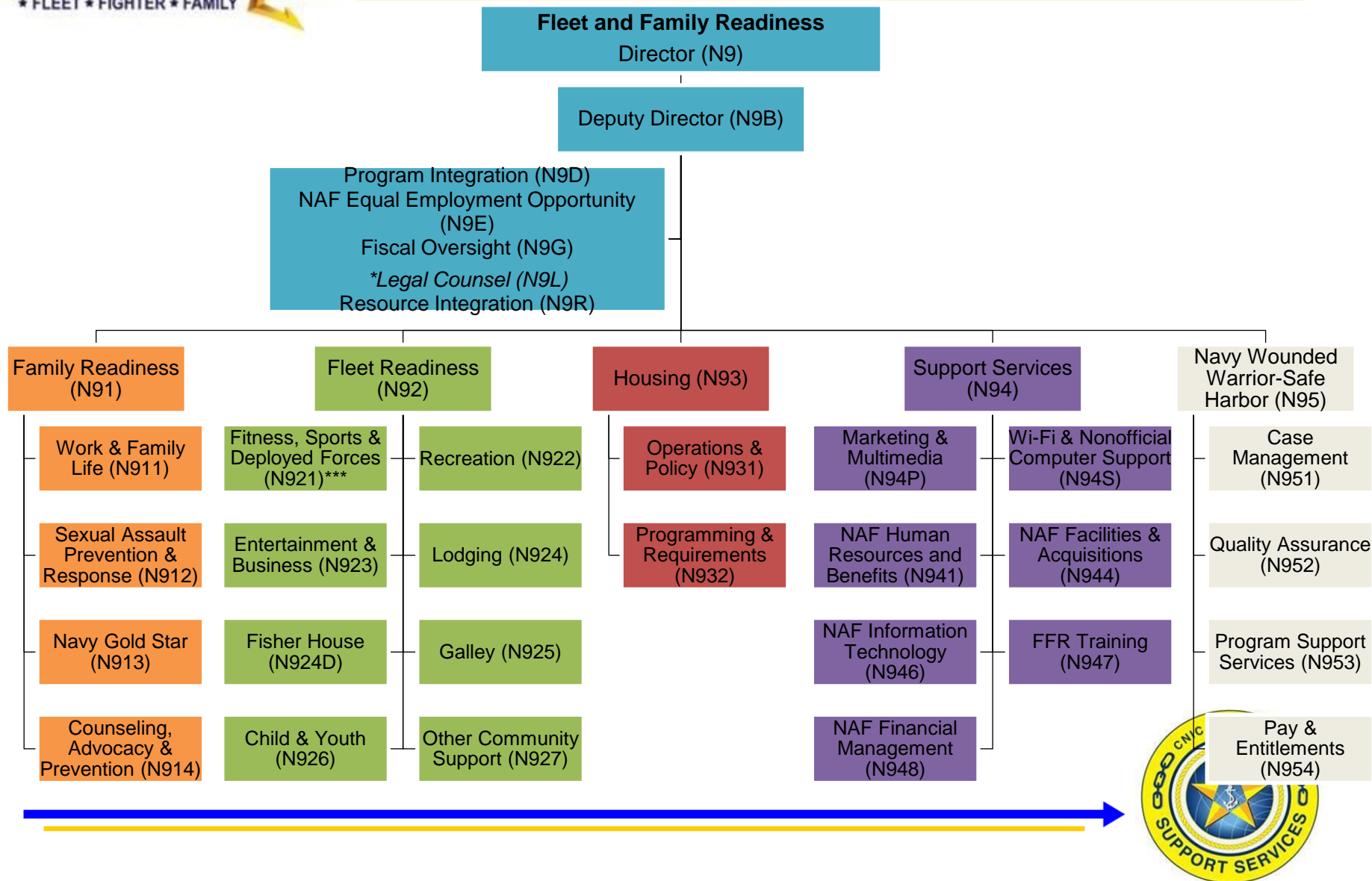
At the end of this training, Fit & Fun Bosses will be able to:

1. Reference and appropriately apply HR & social media policies when HR or social media issues arise.
2. Increase timely and effective communication with civilian supervisor and Command.
3. Explain the difference between annual leave and sick leave usage and use correct process for leave requests.
4. Log on to iPAY and read his/her pay statement.
5. Effectively use available benefits.
6. Identify and implement steps for reporting injuries at work.
7. Use NAF performance evaluation and guidelines to self-assess performance.





N9 Organizational Structure



HR Roles/Responsibilities

- Overall:
 - Support the employees who support the Fleet, Fighter, Family
 - Classification, recruitment, staffing, benefits administration, instruction and policy development/interpretation, employee relations...
- To You:
 - Timely action processing
 - Advice and guidance
 - Benefits administration





Employee Roles/Responsibilities

- General:
 - Perform acceptably
 - Be at work regularly
 - Conduct him or herself acceptably while on the job
- Fit/Fun Bosses
 - Support the Fleet
 - Ship and shore reporting/accountability
 - Safety



- DODI 1400.25, v1401 - 1471
 - http://www.dtic.mil/whs/directives/corres/CP_M_table2.html
- CNICINST 5300.2
 - http://www.navymwr.org/resources/hr/cnic_hr_policies/
- CNIC HQ SOP
 - <https://g2.cnic.navy.mil/tscnichq/N9/N94/N941/Library/Forms/PositionDescriptions.asp>
- CNICINST 1710.3
 - http://www.navymwr.org/resources/ffr_program_references/





Policies/Resources (2 of 3)

- New Hire Policy Recap
 - EEO/Harassment
 - 1-866-295-0320
 - Mill_cnic_naf_eeo@navy.mil
 - Ethical Conduct Principles
 - Protecting PII
 - Confidentiality/Non-Disclosure



- Social Media Policy (SECNAVINST 5720.44C)
 - Navy Command Leadership Social Media Handbook:
<http://www.navy.mil/local/opsec/Navy%20Social%20Media%20Handbook%202012.pdf>
 - Online Conduct for the Navy Team:
<http://navylive.dodlive.mil/onlineconduct/>
 - US Office of Government Ethics:
[https://www.oge.gov/web/oge.nsf/0/16D5B5EB7E5DE11A85257E96005FBF13/\\$FILE/LA-15-03-2.pdf](https://www.oge.gov/web/oge.nsf/0/16D5B5EB7E5DE11A85257E96005FBF13/$FILE/LA-15-03-2.pdf)
 - DoD Social Media Hub:
<http://dodcio.defense.gov/Social-Media/>





Social Media FAQ/Best Practices

- FAQ:
 - Does friending, following, or linking equal endorsement?
 - No, but...
 - Can I express my political opinion?
 - Yes, but...
 - Should I friend or follow co-workers?
 - Maybe...
- Best Practices
 - Consider totality of circumstances (Acting on behalf of govt? Refer to gov't connection? Prominence of gov't connection displayed? Reasonable to consider as spokesman?)
 - Only identify official title/position in an area of the personal social media account designated for biographical information.
 - Protect yourself and your family. Avoid providing details about yourself, especially related to a current deployment. Avoid providing details about your family.
 - To be safer, talk about events that have happened – not that will happen unless that information has been released to the media. Otherwise, don't provide specific details about ship movements.
 - Share information about yourself smartly and be careful about what you disclose about your family and occupation. Use privacy settings to protect your personal information.
 - Only allow people you actually know in real life into social circles.

Fleet Social Media Guidance: <http://www.public.navy.mil/usff/Pages/SocialMediaGuidance.aspx>
Online Conduct <http://navylive.dodlive.mil/onlineconduct/#bottom>



Pay & Leave/Timekeeping

- Pay
 - “Exempt” FLSA Status
 - Underway pay
 - Imminent Danger Pay
 - Increases
- Leave Types
 - Annual
 - Sick
 - LWOP
 - FMLA
 - FEFFLA
- Timekeeping
 - Process for requesting leave, recording time



Benefits

- Medical/Dental
- Flexible Spending Account (FSA)
- Life Insurance/Dependent Life Insurance
- Long Term Disability
- NAF Retirement/401k
- Portability
- Employee Assistance Program
- Worker's Comp



- If you haven't registered, yet:
 - <https://ipay.adp.com/iPay/login.jsf>
 - “Register Now”
 - Registration Code: NAVY-NAF
- Once registered:
 - Remember your password
 - App!
 - Check your pay statements every pay day!
 - Sample statement
 - Notify supervisor and/or HR with issues





Performance Management

- Evaluation Cycle: FY (Oct – Sept)
- Expectations
- IDPs





NAF Eval/Guidelines/IDP

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