



## Civilian Personnel Overview

***SEAPOWERS THROUGH ENGINEERING***

6.1.1

**TOPIC LEARNING OBJECTIVES**

Upon successful completion of this topic, the student will be able to:

- 1. Recognize the importance of Civilian Personnel Management for an Engineering Duty Officer.
- 2. Identify perceptions about civil servants that may be incorrect.
- 3. Identify guidance sources for Civilian Personnel Management.
- 4. Recognize the four primary functions of Human Resource Offices (HROs).

**STUDENT PREPARATION**

Student Support Material

- 1. None

Primary References

- 1. None

Additional References

- 1. Websites:
  - a.) [www.opm.gov](http://www.opm.gov)
  - b.) [www.usajobs.opm.gov](http://www.usajobs.opm.gov)



# Overview

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- Importance of Civilian Personnel (CIVPERS) Management
- Human Resources Office (HRO)
- CIVPERS Topics



# From Mid-Career Survey 2021

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- Question #6 - Please list any topics that you felt received too little time during the Basic course. (14 respondents)
  - “...I will say, going into EDO Basic I was an absolute amateur at anything having to do with CIVPERS. Since then, management of civilian personnel has become a considerable part of my duties...I'd tell any new EDO to pay attention and listen closely as it will become a major part of your job.”
  - “Civilian Personnel Management...Seems like all the Senior EDs shy away from keeping Civilian workforce accountable, especially those that have been in organizations for decades.”
  - “CIVPERS management and PPBE.”
  - “I believe contracting and civilian management topics should be expanded more.”
  - “A little more on civilian HR management - pay scales, hiring/firing, discipline/performance...”



# Why is CIVPERS Important for EDOs?

## Manning Levels

<u>Location</u>	<u>MIL</u>	<u>CIV</u>
NIWC LANT	120	4,970
NIWC PAC	200	4,800
Norfolk NSY	810	10,600
NSWC, Carderock	10	3,600
NSWC, Port Hueneme	70	2,790
NSWC, Panama City	45	1,410
Pearl Harbor NSY & IMF	490	5,270
Puget Sound NSY	35	12,000
SWRMC	750	1,150

Numbers are approximate  
Contractor personnel not included

NIWC – Naval Information Warfare Center  
NSWC – Naval Surface Warfare Center  
NSY – Naval Shipyard  
IMF – Intermediate Maintenance Facility  
SWRMC – Southwest Regional Maintenance Center



# Fact or Myth?

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- Most civil servants are lazy clock-watchers
- Civil servants have lifetime jobs
  - You can't fire them
- Rules interfere with the mission
- Unions always prevent us from doing the job
- Private industry is very different
- Supervisors don't know their options



# Guidance Sources

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- Congress - Legislation
- President - Executive Order
- Office of Personnel Management (OPM)
- Office of Management and Budget
- Department of Defense
- Secretary of the Navy
- Human Resources Operation Center (HROC)
- Systems Commands
- Human Resources Service Center (HRSC)
- Activity - Human Resources Office (HRO)
- Negotiated Agreements with Unions



# Keys to Success...

- Consider civilians as equal teammates, but recognize the rules are different
- In many cases, civilians will be your best allies
  - Engage
  - Share knowledge
  - **Respect**
- If you assume anything
  - Assume that your civilian counterparts are hard-working, dedicated, and loyal citizens...just like you
- Follow the rules in dealing with the outliers







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# HRO Primary Functions

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- Classification
  - Determine title and pay band or grade level of position
- Staffing
  - Fill vacancies
- Employee Relations
  - Provide guidance and assistance to employer and employee
  - Primary focus is productivity, motivation, morale, and discipline
- Labor Relations
  - Establish and maintain effective relationships with labor organizations that represent Federal employees
  - Negotiate and administer labor agreements

NOTE: As of Oct 2016, EEO does not reside in HR



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# CIVPERS Management Topics

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- Workforce Shaping and Classification
  - Civilian pay; describing and filling positions
- Employee Relations
  - Managing leave and discipline
- Labor Relations
  - Dealing with unions
- Equal Employment Opportunity
  - Anti-harassment, equitable treatment, etc.

NOTE: EDQP requires completion of 'Supervision of Civilian Personnel' course taught by local HRO



# People

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- *Our most important resource!*
- *You must invest in your people!*
- *Know your front-line operators!*