



SEAPOWER THROUGH ENGINEERING



6.1.1

TOPIC LEARNING OBJECTIVES	STUDENT PREPARATION
<p>Upon successful completion of this topic, the student will be able to:</p> <ol style="list-style-type: none">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).	<p>Student Support Material</p> <ol style="list-style-type: none">1. None <p>Primary References</p> <ol style="list-style-type: none">1. None <p>Additional References</p> <ol style="list-style-type: none">1. Websites:<ol style="list-style-type: none">a.) www.opm.govb.) www.usajobs.opm.gov



Overview

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



From Mid-Career Survey 2021

- 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?

- 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

- 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

- 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

- 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

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