



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION HAWAII  
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PEARL HARBOR, HAWAII 96860-4884

COMNAVREGHIINST 12000.1D  
N01CP  
18 JUL 2002

### COMNAVREG HAWAII INSTRUCTION 12000.1D

Subj: HUMAN RESOURCES OPERATING PROCEDURES AND PROGRAM MANUAL

1. Purpose. To promulgate revised policies, responsibilities, and procedures for the administration of civil service employees and to provide operating officials with a reference manual as an aid to human resources management of the work force. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVREGHIINST 12000.1C.

3. Discussion

a. The information contained in this Manual is a single source for human resources management policies and procedures common to every day operations and satisfies requirements for activity directives covering human resources management.

b. Every effort has been made to structure the material so that differences among the activities serviced by Human Resources Office, Commander, Navy Region Hawaii (HRO CNR HI) could be accommodated. Chapters and sections may be augmented as necessary with specifics, particularly areas of delegation of authority, discipline, initiating personnel actions, grievance decision levels, etc. In the event of any conflict with the contents of this Manual and negotiated agreements, the provisions of the agreements take precedence to the extent that the applicable provisions of the contracts are not superseded by law or policies of higher authority.

4. Scope. The operating procedures herein are applicable to appropriated fund civilian employees at commands serviced by HRO CNR HI. Commanding Officers may issue this manual by command directive as a means of reinforcing the full scope and effect of this manual.

5. Action. The contents of this manual are effective upon issuance by addressees by directive within the activity.

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This manual can be accessed at the following website:

[www.hawaii.navy.mil/HRO/general info/COMNAVREGHIINST 12000.htm](http://www.hawaii.navy.mil/HRO/general%20info/COMNAVREGHIINST%2012000.htm).

Addressees are requested to ensure appropriate supervisory levels are notified of the availability of this manual for use in management of the work force. Two copies of any augmentation will be provided to HRO CNR HI (N01CP).



R. D. HUGHES  
Chief of Staff

Distribution:

COMNAVREGHIINST 5605.1G

Case 3, List V - Human Resources Office serviced activities

Stocked:

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