

HRO TECHNICIAN DUTIES AND RESPONSIBILITIES ALPHA ROSTER (JULY 2014) Telephone No. (808) 672-1006 , please select Option No. that follows subject (#).	
SUBJECT	STAFF MEMBER
Absences & Leaves (3)	Mrs. Sandra Hashimoto/Ms. Danielle Silva
Adverse Actions (5)	1LT Lorajan Kaonohi
Appeals (5)	1LT Lorajan Kaonohi
Awards Incentive, performance, suggestions (3)	SMSgt Ed Samson
Benefits/EBIS (FEHB, TSP, FEGLI, NGAUS, etc.) (3)	SPC Stephen Sylvester (Last Names A-K)
Benefits/EBIS (FEHB, TSP, FEGLI, NGAUS, etc.) (3)	Vacant (Last Names L-Z)
Classification of Positions (2)	MSgt Anne Salvador
Compatibility (2)	SSG Noelani DeSilva
Competitive Civil Service Employment (2)	SMSgt Blossom Logan
DCPDS, MY BIZ, MY WORKPLACE, Personnel Reports (5)	Mrs. Olivia Yee
Death of Technician (3)	Mrs. Sandra Hashimoto/Ms. Danielle Silva
Demotion (5)	1LT Lorajan Kaonohi
Disability - Meds disqualification or separations. (3)	1LT Lorajan Kaonohi/Ms. Danielle Silva
Hierarchy/Organizational Structure (2)	SSG Noelani DeSilva
Discipline (5)	1LT Lorajan Kaonohi
Dues Check off (Union) (5)	1LT Lorajan Kaonohi
Employment Authorizations (2)	WO1 Ronald Lee (effective 12 Aug 14)
Employment -promotion, placement & staffing. (2)	SMSgt Blossom Logan
Environmental Differential Pay (EDP) (2)	MSgt Anne Salvador
Equal Employment Opportunity (5)	SGM Katie Arizo
Injury Compensation – OWCP (3)	Ms. Danielle Silva
Job Vacancy Announcements (JVAs) (2)	SGT Jack Wadolowski
Jury Duty (3)	Mrs. Sandra Hashimoto/Ms. Danielle Silva
FEORP (Fed Equal Op Recruit Program) (5)	SGM Katie Arizo
Freedom of Information Act & Privacy Act. Ph 672-1215	Judge Advocate General (JAG)
Grievances (5)	1LT Lorajan Kaonohi
Hatch Act (5)	1LT Lorajan Kaonohi
Hours of duty (5)	1LT Lorajan Kaonohi /Mrs. Sandra Hashimoto
Labor-Management Relations (5)	1LT Lorajan Kaonohi
Manning Document Maintenance (2)	WO1 Ronald Lee (effective 12 Aug 14)
Orientations -New Employee in-processing (3)	SPC Stephen Sylvester
Pay Administration (3)	Mrs. Sandra Hashimoto/Ms. Danielle Silva
Performance Management (3)	SMSgt Ed Samson
Permanent Change of Station – PCS (2)	SMSgt Blossom Logan
Personnel Actions (3)	Mrs. Sandra Hashimoto/Ms. Danielle Silva
Personnel Records (3)	SPC Stephen Sylvester (Last Names A-K)
Personnel Records (3)	Vacant (Last Names L-Z)
Position Description and Management (2)	MSgt Anne Salvador
Position Description File (2)	SGT Jack Wadolowski
Qualifications Standards (2)	SSG Noelani DeSilva
Reduction-in-Force (RIF) (2)	SMSgt Blossom Logan
Re-employment and Restoration (2)	SMSgt Blossom Logan
Retirement (3)	Mrs. Sandra Hashimoto/Ms. Danielle Silva
Standards of Conduct (5)	1LT Lorajan Kaonohi
Technician Training - Includes NGB PEC courses (3)	SMSgt Ed Samson
Unemployment Benefits (3)	Ms. Danielle Silva/SPC Stephen Sylvester
Upward Mobility (2)	SMSgt Blossom Logan