



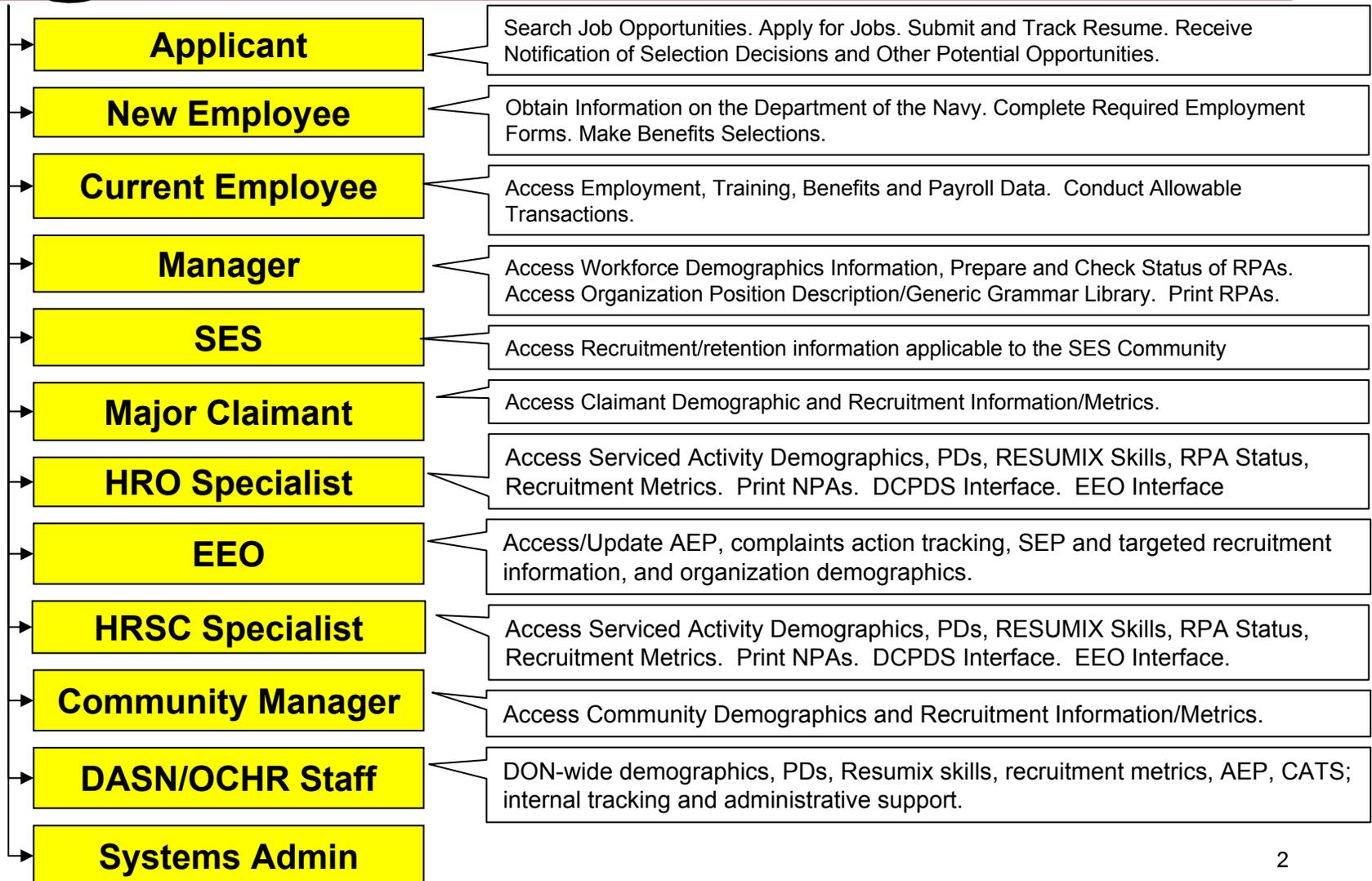
Department of the Navy

Human Resources Workforce Information System (WINS)



HR-WINS: The E-HR Portal

“Role based” views allowing access to areas where there is a predefined or logical need.





Applicant View

- Separate Gate
- Tell me about the Department of the Navy
- What type of jobs are there in the DON
- What are the benefits for working for the DON
- Where are there job vacancies (city/state, occupation, salary)
- How do I apply
- Take me to the resume builder
- How do I obtain information on the status of my resume
- Please notify me via my e-mail address of future similar vacancies
- Please notify me via my e-mail address when my resume is about to expire



New Employee View

Objective: Automate In-Processing

Log On:

- Registration
- Name
- SSN
- Password
- Pin



New Employee Information

- About the DON
- About my Command
- About my Community
- Information on Prior Service
- Choosing a Health Benefits Plan
- Deciding on Life Insurance
- About Retirement
- Contributing to Thrift Savings
- Buying Savings Bonds
- Signing Up for Allotments
- Keeping a resume on file
- Scheduling an appointment for physical
- Completing and submitting security documents
- Establishing personal information (emergency contacts, address, phone numbers)
- Learn about HR (link to HR Library)



Employee View

- Apply for a New Job
- Check Status on a Job Application
- Learn about the skills needed for job occupations
- Learn about my community
- Create an Individual Development Plan (IDP)
- Register for a Training Course
- Obtain Benefits Information
- Change Benefits
- Change Personal Information (Emergency contacts, Address/Phone numbers)
- Obtain Pay Information
- Verify Employment/Salary
- Learn about HR (link to HR Information Library)
- Check my OPF



Employee View: Automated Notification

- Expiration of My Resume
- Notification of Job Opportunities
- Open Season for Benefit Changes
- Items of Interest from my Community Manager
- Potential Training Opportunities
- New item in the OPF



Manager View

- Prepare an RPA
- Prepare Recruitment Request
- Obtain Workforce Demographics for your Organization
- Obtain AEP Demographics for your Organization
- Find/Create a Position Description (Library of Installation PDs)
- Create Workforce Individual Development Plans
- Complete Workforce Appraisals
- Check Status of your Requests for Personnel Actions (RPAs)
- Print Employee Copies of Notification of Personnel Actions (NPAs)
- Create Reports on your Workforce
- Find Information on an Individual Employee in your Workforce
- View an employee OPF
- Report a problem with the HR Information Technology System
- Learn about HR (Link to HR Information Library)



Manager View: Automated Notification

- There is a Request for Personnel Action that is in your inbox that needs your approval
- There are personnel actions affecting your workforce that need to be extended or terminated
- There is a selection certificate available to you on the web
- There is an employee training request that needs your approval



SES View

- DONCERB
- DAG
- ERBs
- OCHR - DP6
- Executive Corps
- Diversity
- Executive Benefits
- Links of Interest



Major Claimant View

- Claimant Demographics
- Recruitment Metrics
- Claimant EEO Statistics
- Claimant Retirement Projections
- Claimant Turnover Rate
- Claimant Average Grade
- Claimant PDs
- Skills Library
- Claimant Job Opportunities
- HR Information Library (Rules, Regulations, Cases, GAMS, Alerts)



Human Resources Office View

- UIC Demographics
- UIC EEO Statistics
- UIC Retirement Projections
- UIC Turnover Rate
- UIC Average Grade
- UIC Position Descriptions
- Community Information for Served Activities
- Resume Skills by Occupation
- EEO Information
- Request for Personnel Action (RPA) Status Report
- Notification of Personnel Action (NPA) Print Report
- Recruitment Metrics
- Pay Incentives
- HRO (all UIC) Job Opportunities
- HR Information Library (Rules, Regulations, Cases, GAMS, Alerts)
- Employee OPFs
- HR Information Technology System Support



EEO Specialist View

- UIC Demographics
- UIC RNO Demographics
- UIC AEP
- UIC FEORP
- Special Emphasis Program Information
- Targeted Recruitment Information
- UIC Complaints Action Tracker
- EEO Training Course Information
- HR Information Library (Regulations, Guidance, GAMS, Cases, Alerts)

Information can be sorted by UIC, by HRO serviced UICs or by claimant data depending on permission view.



EEO: Automatic Notifier

- The AEP for your serviced activity/activities has been updated.
- The complaints action tracker for your serviced activity's/activities' cases has been updated.
- There is a news update on EEO issues
- There is a NAVCARD alert available for your review



Human Resources Service Center View

- UIC Demographics
- HRO (all UIC) Demographics
- UIC EEO Statistics
- HRO (all UIC) EEO Statistics
- UIC Retirement Projections
- HRO (all UIC) Retirement Projections
- UIC Turnover Rate
- HRO (all UIC) Turnover Rate
- UIC Average Grade
- HRO (all UIC) Average Grade



Human Resources

Service Center View (cont.)

- UIC Position Descriptions
- All UIC Position Descriptions
- EEO Information
- Resume Skills by Occupation
- Request for Personnel Action (RPA) Status Report
- Recruitment Metrics
- HRSC (all UIC) Job Opportunities
- DCPDS System Support Information (includes PR Reports)
- Resumix System Support Information
- Recruitment Tool
- HR Information Library
- Employee OPFs



Community Management: Introduction

■ About Community Management

- ◆ What is a community?
- ◆ Why do we need communities?
- ◆ What are the goals of community management?

■ Identification of the DON community

- ◆ Drop down menu of the 20 communities
 - ▶ Each community will have a brief description with the name of the community leader
- ◆ Each community will link to a community page



Specific Community Page: General Information

- Welcome
- About the community
 - ◆ Community Vision/Goals
 - ◆ Positions covered within the community
 - ◆ Community demographics
 - ◆ Community career path
 - ▶ Link to career path page
 - Competency Requirements – Link to competencies and for each competency, the training/experience needed
 - Training Requirements – Link to course catalog; ability to electronically enroll in a class
 - Certification Requirements – Link to certification; OPM, Navy Training Policy, Local Colleges/Universities; with email capability for authorizing request
 - Rotational Assignments – Link to catalog of rotations; ability to sign up/request a rotation
- Community Best Practices
- News
- Reference Links
- Professional Links (associations, etc.)



Community: Employee Profile

- Welcome
- Employee profile
 - ◆ Employee information: series, grade, completed training, certifications, competencies, command, claimant
- Career Planning
 - ◆ Program by which employee can enter desired career goal and program would display recommended training, experiences, certifications, and rotational assignments to reach that goal
 - ◆ Ability to click on any of the requirements to review available opportunities and register for same
 - ◆ Ability to get snapshot of completed training and certifications for DCPDS
- Ability to send employee an automated notification and/or certification
- Skills Assessment
 - ◆ Automated tool by which an employee can assess his/her current skills
 - ◆ Automated tool to assess current skills against specific job series requirements and get gap analysis or a “score” showing specific skills/experiences needed to qualify for a position, which in turn automatically populates an IDP for employee to send to supervisor for approval



Community Management: Community Manager Page

AVAILABLE ONLY TO COMMUNITY MANAGER

- **Community Demographics***
 - ◆ Number in community
 - ◆ Average grade level
 - ◆ RNO breakdown
 - ◆ Percentage within 5 years of retirement (CSRS vs. FERS)
 - ◆ Percentage meeting community certification requirements
 - ◆ Percentage meeting competency requirements
 - ◆ Turnover rate, to include reasons for turnover
- **Community Recruitment Plan**
 - ◆ Vacancy to fill rate
 - ◆ Skills gap inventory
 - ◆ Number of candidates in inventory
- **Community Status**
 - ◆ Number trained in FY/cost (fed from automated training program; need baseline re: performance data before training vs. trained)
 - ◆ Number on rotational assignment/cost (fed from automated rotation plan program)
 - ◆ Number promoted meeting requirements vs. not meeting requirements
- **Community Budget Information**
 - ◆ Training
 - ◆ Rotational Assignments
 - ◆ Recruitment Incentives

*Ability to sort by claimant, CPOID, HRSC, UIC



Community Management: Supervisor

- Organization Demographics
 - ◆ Number in community
 - ◆ Average grade level
 - ◆ RNO breakdown
 - ◆ Percentage within 5 years of retirement (CSRS vs. FERS)
 - ◆ Percentage meeting community certification requirements
 - ◆ Percentage meeting competency requirements
 - ◆ Turnover rate, to include reasons for turnover
- Organization Recruitment Plan
 - ◆ Vacancy to fill rate
 - ◆ Skills gap inventory
 - ◆ Number of candidates in inventory
- Organization Status
 - ◆ Number trained in FY/cost (fed from automated training program)
 - ◆ Number on rotational assignment/cost (fed from automated rotation plan program)
 - ◆ Number promoted meeting requirements vs. not meeting requirements
- Organization Budget Information
 - ◆ Training
 - ◆ Rotational Assignments
 - ◆ Recruitment Incentives



Community Management: Supervisor

(continued)

- Ability to get detailed report for each person – status of their competency, training, skills assessment, performance objectives, etc.
- Ability to pull down latest version of employees' resume
- Ability to have one “supervisory” email drop for documents needing electronic approval and forwarding (i.e. certifications, training, IDPs, PAs, etc.)
- Ability to “batch” process above by inputting SSNs en masse rather than individually or by UIC
- Ability to securely store signed agreements with employees (i.e. IDPs, PAs, etc.) in cyberspace rather than on hard drive; prevents making changes to signed documents



Community Management: Claimant

- **Claimant Demographics***
 - ◆ Number in community
 - ◆ Average grade level
 - ◆ RNO breakdown
 - ◆ Percentage within 5 years of retirement (CSRS vs. FERS)
 - ◆ Percentage meeting community certification requirements
 - ◆ Percentage meeting competency requirements
 - ◆ Turnover rate, to include reasons for turnover
- **Claimant Recruitment Plan**
 - ◆ Vacancy to fill rate
 - ◆ Skills gap inventory
 - ◆ Number of candidates in inventory
- **Claimant Status**
 - ◆ Number trained in FY/cost (fed from automated training program; need baseline re: performance data before training vs. trained)
 - ◆ Number on rotational assignment/cost (fed from automated rotation plan program)
 - ◆ Number promoted meeting requirements vs. not meeting requirements
- **Claimant Budget Information**
 - ◆ Training
 - ◆ Rotational Assignments
 - ◆ Recruitment Incentives

*Ability to sort by UIC, HRSC, or CPOID



OCHR Staff View

- Department-Wide Statistics*
- Demographics
- RNO Statistics
- Retirement Projections
- Turnover Rate
- Average Grade
- Position Descriptions
- Resume Skills
- Recruitment Metrics
- Community Information
- HR Rules, Regulations, Cases
 - ◆ OPM, DoD, DON
- DCPDS System Support Guidance
- Internal Intranet
 - ◆ Taskings
 - ◆ Time and Attendance
 - ◆ Supplies
 - ◆ Travel
 - ◆ Training
 - ◆ News Alert

*Ability to sort by Major Claimant, HRSC, or CPOID