

# Human Resources Office, Norfolk

1530 Gilbert Street, Suite 2300  
Norfolk, VA 23511-2734  
Commercial (757)  
DSN (564)

## Human Resources Officer

**Location:** HRO Norfolk Headquarters  
Naval Station, Norfolk (Bldg N-26) Phone: (757) 444-4147  
Fax: (757) 445-0346

**Function:** Responsible for the overall administration of the human resources management program. HRO Norfolk services over 170 commands and activities throughout the Tidewater Area and several states. The program has been divided among the various departments and locations which follow:

### Position Classification

**Location:** Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-2987  
Fax: (757) 445-8656

**Function:** Provide Position Management advice/technical assistance as requested. Provide position classification advice and training. As needed, provide position classification advisory evaluation on proposed position descriptions. Represent serviced activities on position classification and wage administration matters involving other activities.

### Employment & Employee Placement

**Location:** Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-7985  
Fax: (757) 445-8656

**Function:** Provide complete advisory services concerning recruitment, evaluation of applicants and referrals for selection from alternative sources/programs. Process recruitment

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requests to Human Resources Service Center-East. Coordinate reduction-in-force and/or functional transfer and resultant out-placement efforts. Represent serviced activities on all staffing issues with higher echelons of authority. Provide advice and training on the Drug Free Work Place. Carry out Drug Program Coordinator responsibilities of the serviced activity for appropriated fund civilian employees.

## **Labor & Employee Relations**

**Location:** Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-4717  
Fax: (757) 444-4327

**Function:** Provide labor relations (LR) and employee relations (ER) advisory services and technical assistance regarding unfair labor practices, disciplinary and adverse actions, performance-based actions, grievances and arbitration, ethics, Freedom of Information/Privacy Act, and leave entitlement programs. Negotiate collective bargaining agreements. Represent management in third party hearings.

## **Employee Services**

**Location:** Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-6417  
Fax: (757) 444-4327

**Function:** Provide full range of advisory services to managers, supervisors and employees on performance management, incentive awards, civilian employee assistance programs, injury compensation, indebtedness, life and health insurance programs, death benefits, and retirement. Act as the servicing activity's liaison with the Human Resources Service Center-East concerning employee benefit issues.

## **Equal Employment Opportunity Programs**

**Location:** Naval Station, Norfolk (Bldg N-26) Phone: (757) 445-1664  
Fax: (757) 445-5438

**Function:** Manage serviced activity's Civilian EEO program. Provide EEO counseling and complaint processing services. Manage the Alternative Dispute Resolution program, securing neutrals to participate in scheduled mediation sessions.

## **Administration Office**

**Location:** Naval Station, Norfolk (Bldg N-26) Phone: (757) 444-4147  
Fax: (757) 445-4251

**Function:** Provide administrative, resource management, acquisition, facilities, and supply support for HRO Norfolk.

## Information Systems Office

**Location:** Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-7986  
Fax: (757) 445-5388

**Function:** Provide IT services for HRO Norfolk. Act as the servicing activity's management interface with the Human Resources Service Center East concerning personnel records systems access and required reports.

## Satellite Offices

<b>Location:</b> FISC Satellite Office	Phone: (757) 443-1491
Naval Station, Norfolk (Bldg W-143)	Fax: (757) 443-1053
FTSCLANT Satellite Office	Phone: (757) 443-3872
Naval Station, Norfolk (Bldg LF-18)	EXT:1821
	Fax: (757) 443-3687
Little Creek Satellite Office	Phone: (757) 462-4438
Naval Amphibious Base, Little Creek (Bldg 3129)	Fax: (757) 462-8645
Oceana Satellite Office	Phone: (757) 433-3459
Naval Air Station, Oceana (Bldg 280)	Fax: (757) 433-3260
Portsmouth Satellite Office	Phone: (757) 953-5771
Naval Medical Center, Ports (Bldg 215)	Fax: (757) 953-7603
PWC Satellite Office	Phone: (757) 444-4461
Naval Station, Norfolk (Bldg A-81)	Fax: (757) 445-6614
Shipyard Satellite Office	Phone: (757) 396-5726
Norfolk Naval Shipyard (Bldg 65)	Fax: (757) 396-4694
Yorktown Satellite Office	Phone: (757) 887-4921
Naval Weapons Stations (Bldg 466)	Fax: (757) 887-4428

**Function:** Provide operational, advisory services, and day-to-day human resources operations for serviced populations geographically aligned with the particular satellite office. Some functions, such as the Drug Free Workplace Program, Equal Employment Opportunity, and Employee Services, have been centralized and are being performed at the functional department located on the Naval Station, Norfolk. The degree of on-site services provided are broadly reflected under the functional headings. Each Satellite Office serves as senior advisor to serviced Commanding Officers and other senior management officials and provides initial and immediate guidance on the full spectrum of human resources issues.