



DEPARTMENT OF THE NAVY
HUMAN RESOURCE OFFICE
487 EAST C STREET
NORFOLK, VIRGINIA 23511-3997

HUMAN RESOURCES OFFICE, NORFOLK HRO MANUAL

Enclosed you will find our current HRO manual. For many years this document has been one of our cornerstone communication links with our customer commands. It was originally published to be an accessible and plainly worded summary of the various government regulations concerning civilian personnel and equal employment opportunity issues. We believe it still serves that important task. Expansion of the manual to internet format (<http://www.hronorfolk.navy.mil>) has only added to its accessibility.

The manual chapters serve a more practical purpose, however. The contents of the manual articulate the manner in which we deliver human resources services to our customers. Internal command instructions or the language in command labor contracts always take precedence. In the absence of such documents however many of our commands have "adopted" the manual as their command operating instructions. Because of this we continually try to monitor the manual contents and update as necessary.

We are always interested in and pleased to receive suggestions on how to improve this product.

A handwritten signature in cursive script, reading "Richard W. Grissom", is positioned above the printed name.

RICHARD W. GRISSOM
Director
Human Resources Office, Norfolk