



DATE: June 14

TO: COMO Mary Kirkwood  
CC: DISTRICT 11NR BOARD AND STAFF  
FROM: Bob Schabert, DSO-HR  
RE: DISTRICT HUMAN RESROUCES REPORT – MAY, 2019

### **HIGHLIGHTS**

1. Launch of D11N's NEW HR PLAN with DCAPT Jim Losi
2. HR Class 'On the Road'
3. Near Completion of HR Manuals
4. Revamping of the District HR Web Page

### **LAUNCH OF D11N'S NEW HR PLAN**

DCAPT Jim Losi and I have been working on our D11N New HR Plan for Recruiting and Retention.

As you have been hearing, this program, which has been in the making since before D-train is a completely different a approach to our Recruiting and Retention issues.

This program will put our District on the National Map and put us light years ahead of any other District within the Auxiliary

### **HR CLASS 'ON THE ROAD'**

My HR team is willing to travel so we can present this program. This is NOT a simple 20-minute presentation on 'How to get someone's contact information'. The idea behind the class is to 'train the trainers' so key people can take the concept back to their Divisions and Flotillas.

### **HR MANUALS**

We are near the completion of our HR Manuals designed for the FSO-HR. Which should be ready for publication within the next 45-days.

We keep adding information to the manuals as different questions and situation arise, such as FC's and HR's NOT knowing how to properly handle a New Member Application or how to obtain a Member's I.D. Card. We were surprised to discover how may FC's and HR's did not even know that we have a District Policy regarding how a New Member Application shall be handled. All of these policies and procedures are

simply illustrated in these manuals. If anyone has any suggestions as to anything they feel should be addressed in the Manuals, we are always looking for suggestions.

### **REVAMPING OF THE DISTRICT HR WEB PAGE**

Our HR Web Page is way 'out of date' and we feel is less than informative. Thus, our team is working on a new Web Page, with important links, with the intent to make the HR job easy for everyone.

### **HR ROBOT**

Our District has seen very few HR ROBOT REQUESTS since the beginning of the year. But for the few that we have received, I have not been getting any feedback from the División. Beginning 01 July, 2019, the Division HR's and Flotilla HR's can plan of my HR team contacting you for follow up as I will be assigning one of my members with that task.

Flotilla FC's, please keep in mind, when appointing someone to the HR position, the FSO-HR MUST be knowledgeable of the Auxiliary. A National follow-up with perspective members revealed that over 65% of the perspective members polled did not feel that the Auxiliary member who contacted them was knowledgeable of the Auxiliary or our Mission. This is NOT acceptable. Again... even more reason for our FC's and HR's to attend our HR Program.

Don't forget to include your PA's to our training. Recruiting and Retention is a '**Team Effort**' of Public Affairs, Human Resources and a STRONG Mentor Program (*more about the Mentor Program in the Class.*)

End of Report

v/r

Bob Schabert, PA-3  
11N DSO-HR