

The background image shows a large, dimly lit indoor facility, likely a ship's hull testing tank. A long, narrow pool of water occupies the lower half of the frame. Above the water, a long walkway with yellow safety railings runs along the side of the tank. Numerous people are standing on this walkway, looking down at the water. The ceiling is high with a complex network of steel beams. The overall atmosphere is industrial and technical.

# Naval Surface Warfare Center Carderock Division

**Employee  
Onboarding**  
Handbook Supplement

March 2019





# Employee Onboarding

Handbook Supplement

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## NSWC Carderock Division:

### Before You Begin Work Brief

Final Handbook, 4.5 February 2018  
Last Updated: October 2018

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#### Expectations for Receiving Information

- Offer Letter
- Employee Onboarding
- Lunch with Code Representative
- Day after Onboarding go to reporting office
- Meet with AO
- Meet with Supervisor
- Follow up with staffing specialist if needed



## NMCI: Navy Marine Corp Intranet



- Provides the Department of the Navy (DoN) with a full range of network-based information services on a single, enterprise wide intranet.
- In order to access the NMCI network, users must obtain a common access card (CAC).
- <https://homeport.navy.mil/home> or (866)-843-6624

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## DoD Common Access Card (CAC)



### What is it?

The CAC is used to access buildings and our computers.

Each CAC contains a computer chip and a bar code which both hold important personal information.



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# DoD Common Access Card (CAC)



## How do I obtain my CAC?

Step 1: Your Administrative Officer (AO) will get your SF-50 (personnel action) from Total Workforce Management System (TWMS).

- Information will then get populated in DEERS
- An email will be created for you

Step 2: Visit a CAC Badge Office Nearby

Please see next slide for list of nearby CAC office locations and their respective hours of operations.

Step 3: Activate your CAC by calling NMCI: (866)-843-6624

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## List of CAC offices Near NSWC Carderock Division



### Attention:

Please visit the below link for up to date information regarding respective CAC office hours of operations and other special requirements.

The link below can also be used to make an appointment in advance for a CAC as well.

We recommend calling in advance before heading there to assess the wait time and to understand base or facility entrance requirements.

<https://rapids-appointments.dmdc.osd.mil/>

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## Important Things To Know!



- FaceTime/Video chatting is **NOT** permitted
- No WiFi usage permitted
- AO/ Supervisor can input your time while your ERP account/ access is being processed
- List of restaurants and shops near the base can be found in **Onboarding Handbook**
- Consult with your AO about **Emergency Muster Points**
- Go to your local CAC office if your CAC has been disabled

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## Parking

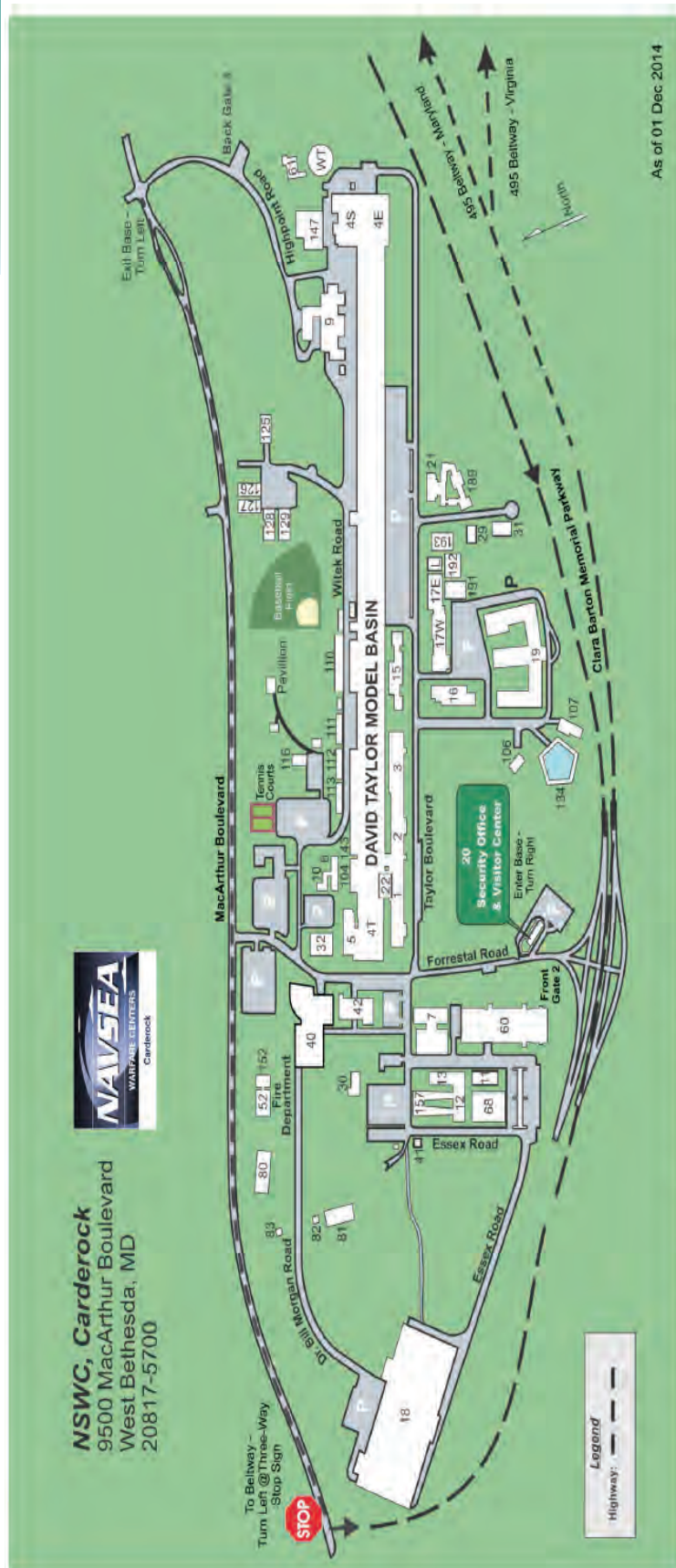


- Employees may park in any **unmarked** parking spaces at NSWCCD.
- **DO NOT PARK IN RESERVED PARKING SPACES.**
- Parking at NSWCCD is free.

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**NSWC, Carderock**  
 9500 MacArthur Boulevard  
 West Bethesda, MD  
 20817-5700



As of 01 Dec 2014

#### Directions from Reagan National Airport:

■ Please note the "mailing" address is 9500 MacArthur Blvd, West Bethesda, MD 20817-5700 and there isn't an exact address you can plug into your GPS that will take you to the Visitor Center.

If you plug the mailing address into your GPS, it will take you to the back gate which is closed to guests. Therefore, please follow the directions to the right as it pertains to you.

#### From Baltimore-Washington International Airport:

■ Take I-195 West to I-95 South. Exit onto I-495, take EXIT 41, Clara Barton Parkway. Proceed approximately ½ mil. to the off ramp leading to the main entrance of Carderock Division.

#### From Dulles Airport:

■ Take the Dulles Access Road to the I-495N exit toward Maryland (approximately 12 mi. from the airport). Crossing the American Legion Bridge, take the first exit (EXIT 41) onto Clara Barton Parkway. Stay to the left at the Y. Proceed approximately ½ mil. to the off ramp leading to the main entrance of Carderock Division.

# Washington Navy Yard



3 Blocks at the corner of  
New Jersey Ave. and M Street



## Telephone



Each NSWCCD employee has a phone number at their desk.

Internally Dialed (On Base): 227-XXXX

Externally Dialed (Off Base): 991+XXX-XXXX

Local Calls: 99+XXX-XXXX

DSN: 287-XXXX

Outside access to voicemail

301-227-3775 then enter 1+ your extension and password

Detailed Phone setup information can be found in Employee Handbook.

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## Important Info and Websites



- ▶ DCPDS (System of Record)
- ▶ **NSWC Carderock Intranet**
- ▶ DONCEAP (DON Civilian Employee Assistance Program)
- ▶ EBIS (Employee Benefits Info System)
- ▶ eOPF (electronic Official Personnel File)
- ▶ **ERP (Enterprise Resource Planning)**
- ▶ iNAVSEA (Enterprise Intranet)
- ▶ **MyBiz (Portal into your DCPDS Info)**
- ▶ **myPay (Payroll System)**
- ▶ OPM (Office of Personnel Management)
- ▶ TSP (Thrift Savings Plan)
- ▶ **TWMS (Total Workforce Mgmt System)**

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## Important Topics to Discuss with Supervisor



- SAAR Form
- Performance Plans & Objectives
- Telework
- Individual Development Plan (IDP)
- Schedule Options
- Gaining Access to appropriate sites
- (e.x. ERP, DTS, ESAMs etc....)

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## Office of Personnel Management (OPM)



Use OPM to:

- Learn Federal Holidays
- Compare Health Insurances
- Dismissal and Closure procedures

<http://www.opm.gov/>

For Dismissal and Closure Status in Washington, DC:

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>

OR

Or the app for current operating status of Federal offices in the Washington, DC area:

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/mobile-app/>

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## Don Civilian Employee Assistance Program (DONCEAP)



(DONCEAP) is a no-cost resource to help resolve life's challenges no matter how big or small:

- 24/7 phone support for DONCEAP - call 1-844-366-2327 or 1-800-262-7848 (TTY) or through the web at <http://donceap.foh.hhs.gov>
- Licensed professional.
- Some topic areas: crisis management, addictions, relationship issues, financial issues, legal concerns, suicide, stress management, or any other issue
- Appointments can be arranged to meet with a counselor in-person by your home or work

Work-Life For You Program is designed to provide resources to help you better manage daily responsibilities and life events including:

- Childcare (daycare, preschools, etc.)
- Eldercare (assisted living, in-home care, etc.)
- Daily Life (Relocation, event planning, etc.)
- Family (adoption, prenatal, etc.)
- Legal and financial (credit and debt, tax tips, identity theft issues, etc.)
- Professional Development (Webinars available)

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## Individual Development Plans (IDP) Requirement



**Definition of an IDP** – IDP is a developmental tool to help employees attain and improve their knowledge, skills and abilities necessary for enhanced job performance and to help them achieve personal and career goals.

- IDP is an annual requirement for all employees
- IDP must be completed and approved by supervisor before submitting a training request
- IDP must completed in TWMS-  
<https://twms.navy.mil/login.asp>

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## Civilian Benefits



As a new employee you will have to make elections within prescribed timeframes:

| Benefit                   | Enrollment Period |
|---------------------------|-------------------|
| Health Insurance          | 60 days           |
| Dental Insurance          | 60 days           |
| Vision Insurance          | 60 days           |
| Flexible Spending Account | 60 days           |
| Thrift Savings Plan       | Anytime           |
| Long-Term Care Insurance  | 60 days           |
| Life Insurance            | 60 days           |

### How to Enroll

Online Using the Employee Benefits Information System (EBIS):

<https://www.civilianbenefits.hroc.navy.mil/login.aspx>

(Select your email cert)

-OR-

Call The Benefits Line and speak with a Customer Service Representative (CSR): **(888) 320-2917**

Monday through Friday 7:30 a.m. to 7:30 p.m. EST  
Except Federal Holidays

**Detailed benefits information found In  
Onboarding Handbook**

### Research Tool

Department of the Navy Civilian Benefits Center Website

<http://www.secnav.navy.mil/donhr/Benefits/pages/Default.aspx>

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## MyPay



Web-Based Automated System that puts you in control of processing pay items without using paper forms.

You can access myPay 24/7 to view your current and past Leave & Earnings Statement (LES), Direct Deposit, Financial Allotments, Leave Accrual, Change of Address, W-2s etc.

<https://mypay.dfas.mil/mypay.aspx>

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## Morale Welfare and Recreation (MWR) at Carderock



### MWR Point of Contact:

Katie Ellis-Warfield

[Kathryn.ellis-warfield@navy.mil](mailto:Kathryn.ellis-warfield@navy.mil)

301 227-5001

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## Clubs and Organizations: Toastmasters



### ▶ Toastmasters

Toastmasters provides an environment to practice communication and leadership skills to individuals teaching you how to:

- Communicate more Effectively
- Increase your Leadership Potential
- Reach your Professional and Personal Goals



Quote from a Carderock employee:

"Before I joined Toastmasters I would blackout and profusely sweat just thinking about public speaking. Thanks to Toastmasters I was able to gain the confidence to be a Master of Ceremonies of an event of over 400 people"

Model Basin Toastmasters Club #3583 received its charter in 1966. For 50 years, we have provided excellent training in communication and leadership skills to the employees of the US Naval Surface Warfare Center Carderock.

Since the beginning, many people have joined and profited from the learning environment they have found at our meetings.

Model Basin has helped many people on their paths to success, increased self-confidence, and professional communication skills.

Model Basin Toastmasters Club meets at Building 19 in Room B201A. Our meetings begin promptly at 11:30 AM, so plan to arrive early to be ready to start and to meet our members. We meet on the 1st and 3rd Wednesdays of each month.

Point of Contact:

Joel Luehr 301 227 2481 [joel.Luehr@navy.mil](mailto:joel.Luehr@navy.mil)

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## Equal Employment Opportunity (EEO) / Diversity



### Employee Resource Groups (ERG)

The Division values and respects the strengths and differences among our employees. Because our employees are more diverse today than ever before, we must be positioned to understand and create work solutions to meet their needs. Employee Resource Groups (ERGs) play an important role in supporting and sustaining this effort. ERGs are open to all employees and provide an environment by which employees can share their experiences and expertise, network with senior management; and learn career-building skills. The ERGs also foster a mentoring environment.



#### ERG Groups/Sites:

- [Carderock ERG Home](#)
- [Carderock Women's ERG](#)
- Carderock Veterans ERG
- New Hire ERG

More information can be found on the Carderock Intranet in the link below:

<https://cuthill.aw3s.navy.mil/intra/code10/hr/eeo.html#erg>

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## Transportation



- ▶ Maps
- ▶ Parking
- ▶ Public Transportation
- ▶ Commuter Rail Service
- ▶ Commuter Charter Bus
- ▶ Vanpools and Slugging
- ▶ Subsidy

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## Transit Subsidy



- The National Capital Region (NCR) Transit Subsidy program allows eligible employees to receive “transit passes” in amounts equal to their personal commuting costs not to exceed \$260/month as of October 2017.
- To receive this benefit, employees must relinquish any federally subsidized parking permit, and may not be listed as part of a DoD carpool for purposes of qualifying for a parking pass.
- This benefit applies to both mass transit and qualified vanpool participants.
- Apply using your CAC at <https://mtbp.whs.mil/>
- You can also: check status of enrollment and monthly claims, subscribe and unsubscribe to program alerts, and link SmarTrip card with Mass Transportation Benefit Program (MTBP).

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## Public Transportation



- The Metro Rail an electronic railway operating above and below ground used as a means to get around the city of Washington D.C. and suburbs of Virginia and Maryland without the hassle of driving, parking a car, or the expense of gas.
- The Metro Bus is the bus service that runs in conjunction with the Metro Rail. It allows the ability to use both the Rail and Bus lines to get to a destination.
- Information about these is available at: <http://www.wmata.com>

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## Commuter Rail Service



VRE (Virginia Railway Express) is a commuter rail service that connects the suburbs of Northern Virginia to Union Station, Washington D.C., via two lines : the Manassas Line and the Fredericksburg line.

<http://www.vre.org>

MARC (Maryland Area Regional Commuter) is a regional rail system that is comprised of three lines in the Baltimore-Washington Metropolitan Area. The Penn Line, Brunswick Line, and Camden Line all arrive and depart from Union Station. Currently, MARC is considered the fastest commuter railroad in the United States; however, it does not operate on the weekends.

<https://mta.maryland.gov/marc-train>

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## Commuter Charter Buses



- KELLER: <http://www.kellerbus.com/commuter.php>
- Keller Transportation currently operates Maryland Transit Administration commuter bus routes from the Southern Maryland counties of Charles, St. Mary's and Calvert to Washington, D.C.
- The commuter service operates Monday through Friday, from the Southern Maryland area to Washington DC in the AM and from Washington DC to the Southern Maryland area in the PM.
- EYRE: <http://www.eyre.com/commuter/index.asp>
- MARYLAND: Annapolis, Baltimore, Bethesda, Chevy Chase, Frederick, Gaithersburg, Germantown, Potomac, Rockville, Silver Spring, Waldorf, Ocean City, as well as, Orioles – Camden Yards, Ravens – M & T Bank Stadium, & Redskins – Fed Ex Field
- WASHINGTON, DC: Capitol Hill, Georgetown, The National Zoo, Kennedy Center, and All Washington Monuments
- VIRGINIA: Alexandria, Annandale, Arlington, Ashburn, Bristow, Burke, Centerville, Chantilly, Clifton, Crystal City, Fairfax, Fairfax Station, Falls Church, Fredericksburg, Great Falls, Herndon, Leesburg, Lorton, Manassas, Mclean, Mount Vernon, Oakton, Reston, Springfield, Sterling, Vienna, Warrenton, Woodbridge.
- QUICKS (assigned seating)  
RT 17 (Fredericksburg) and RT 630 (Stafford) Commuter Lots to WNY  
Arrive by 0630 depart approximately by 1530.

<http://www.quickbus.com>

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## Vanpools and Slugging



Vanpools: A group of 5 to 15 people who regularly travel together to work 30 miles or more (roundtrip) in a comfortable van.

[http://www.wmata.com/getting\\_around/vanpools.cfm](http://www.wmata.com/getting_around/vanpools.cfm)

<http://vanpools.net/>

<http://militaryvanpool.com>

<http://erideshare.com/carpool.php>

Slugging: Is sometimes called "casual carpool" or "instant carpool". It is a unique form of commuting most commonly found in the Washington, DC area.

<http://slug-lines.com/Index.htm>

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## Carderock Division Shuttle Bus Schedule



### West Bethesda Shuttle Bus Schedule (Revised 06/29/2017)

| Carderock Division Headquarters   |        | Washington Navy Yard   |        | Union Station *   |        |
|---|--------|--|--------|---|--------|
| Arrive  | Depart | Arrive   | Depart | Arrive  | Depart |
| 0700  | 0715   | 0800   | 0805   | 0825  | 0830   |
| 0905  | 0910   | 0955   | 1000   | 1020  | 1025   |
| 1100  | 1105   | 1140   | 1145   | 1230  | 1245   |
| 1305  | 1310   | 1340   | 1345   | 1400  | 1405   |
| 1440  | 1445   | 1530   | 1535   | 1555  | 1600   |
| 1645  |        |  |        |   |        |
| Carderock Division Headquarters   |        | Washington Navy Yard   |        | Union Station *   |        |
| <b>Starting Destination - Temporary Location Change</b><br><br>The drop-off/pick-up location for the Carderock Shuttle to the Washington Navy Yard is being temporarily moved due to construction in front of Buildings 1, 2 and 3. The new location is the northeast corner of Taylor Boulevard and Forrestal Road.<br><br>Please see <a href="#">attached map</a> . DARK BLUE spot for new drop-off/pick-up location.<br><br>Driver: Tasha Arrington - 301-547-5701 |        | <b>First Stop</b><br>The pick up and drop off location at the Washington Navy Yard is at the main gate at Isaac Hull Ave and "M" street. |        | <b>Second Stop</b><br>The pick up and drop off location at Union Station is on the front (Massachusetts Ave) side of the station, Lane B, toward the 1 <sup>st</sup> Street, NE (National Postal Museum) side.<br><br>* Union Station is an on-demand stop. The purpose is to pick-up and drop-off Navy employees arriving from and returning to the NSWCDD Philadelphia site and shall be an on-demand stop only.<br><br>A dedicated telephone line is established (301) 227-0735 where by travelers can give prior notice (preferably 24 hour but in emergency as short as 1 hour) of scheduled arrival time at Union Station to arrange for pick-up by the shuttle bus. The shuttle bus telephone line will be monitored during normal business hours and the shuttle bus service will be alerted to make pick-up during the appropriate shuttle run. Passengers desiring transportation to Union Station from West Bethesda will simply inform the shuttle bus operator of their desired destination upon boarding. |        |

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## Contact Information



Olamidayo (Diana) Odusanya, Onboarding Program Manager

Phone: (301) 227-3671

Email: [olamidayo.odusanya@navy.mil](mailto:olamidayo.odusanya@navy.mil)

Jorge Galindo, Alternate Onboarding Manager

Phone: (301) 227-2153

Email: [jorge.galindo1@navy.mil](mailto:jorge.galindo1@navy.mil)

Emily Grauwiler, Workforce Development Branch Head

Phone: (301) 227-1791

Email: [emily.grauwiler@navy.mil](mailto:emily.grauwiler@navy.mil)

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## NEW HIRE ESAMS ENROLLMENT FOR NSWCCD

To Enroll - Once you have acquired your CAC card you can request an ESAMS account at:

[https://esams.cnic.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx)

Open ESAMS and Login via CAC – you should see the **REQUEST AN ESAMS ACCOUNT** (screen shot below)

1) Complete all fields.

**NOTE:** IF you get an error message & don't see the image below &/OR

IF you're a Transferee, Prior-Military, had a previous ESAMS account, or encounter a problem

- Email the SAFETY OFFICE a copy of the problem & your CAC 10 digit DoD # -

OSH Safety Office: 227-1510 / [safetynswccd.fct@navy.mil](mailto:safetynswccd.fct@navy.mil),

[ 'Screen Shot' ]

REQUEST AN ESAMS ACCOUNT

(Your Name Here), you do not have an ESAMS Account; you can request one by completing the information below.

\* Denotes a required field.

ACCOUNT INFORMATION

DOD ID:  
Last Name:  
First Name:  
Middle Initial:   
Date of Birth:   
Gender:  
Service Status: \* **Select 'USN - Appropriated Civilian' unless you know otherwise** ▼ ✕

COMMAND / ORGANIZATION INFORMATION

Account Request Reason: \* Choose ▼ **Select 'New Account', 'Transfer' or other as appropriate**  
Cmd/Org: \* **Select 'NAVSEA Carderock'** ▼ ✕  
Dept/Code: \* **Select Code** ▼ ✕  
Installation: \* **Select 'NSF Carderock, MD'** ▼ ✕  
Phone Number: Type: \* Choose ▼ Number: \*

PLEASE PROVIDE AN EMAIL SO YOU CAN BE NOTIFIED WHEN THE ACCOUNT HAS BEEN AUTHENTICATED.

Email Address:   
Confirm Email:

Submit Account Request

## **New Hire Safety Brief Handout**

Keep your safety info card with you at all times – it has emergency/important phone numbers on it.

FOR EMERGENCYS – Dial 433-3333 (base phone) 202-433-3333 (cell phone).

Call the safety office at (301) 227-1510 if you have any safety concerns you feel have not been properly addressed by your chain of command. You have rights under the Occupational Safety and Health Act. Find the OSH Safety Rights and Responsibilities poster on you bulletin board.

Once you have your CAC, or your current CAC is transferred to NSWCCD, work with your supervisor to register in ESAMS and complete training and duty tasks assigned.

The Occupational Safety and Health Office (Safety Branch) has a new centralized e-mail address: [Safetynswccd.fct@navy.mil](mailto:Safetynswccd.fct@navy.mil). Use it to ask general questions, provide feedback or make suggestions, submit medical surveillance forms, or report hazards/hazardous conditions/safety concerns.

Locate paper copies of unsafe/unhealthful report forms on bulletin boards.

Contact the facilities service desk at 301-227-1330 to report problems, hazards, deficiencies, work orders, service requests - to get things fixed.

Make sure your supervisor shows you the emergency evacuation procedures for your work area and you know where your muster station is. Treat exercises/drills as a training event.

Make sure your supervisor discusses the hazards in your assigned work areas and the controls in place to mitigate them. Know where to access the Safety Data Sheets (SDSs).

Remember, besides the core safety management system documents discussed during the New Hire brief, we follow all OSHA safety standards, rules and regulations here at Carderock.

Comply with the requirements of the medical surveillance program if your job requires enrollment. Bring your prefilled DON Medical Surveillance and Certification Exam Referral SECNAV Form 5100/1T completed in ESAMS by your supervisor with you to your occupational health appointments. Bring the completed and **signed** form back to your supervisor.

Supervisors and line management are responsible for the safety of their employees/workers. You are required to work safely and follow safety rules and regulations.

Identify the different types of Hierarchy of Controls in your work area:

- Engineering – Change the process to remove or deny access to the hazard,
- Administrative – Change the way people work, limit daily exposure to hazard by control or manipulation,
- Work practices - Personal hygiene, housekeeping and maintenance, procedures for operation, and
- PPE – Shield the body, protect the worker.

Tell your supervisor immediately, or as soon as possible, if you've been hurt while at work or as a result of the task you were performing at work.



Tell your supervisor if you were injured, or treated for an injury, off duty that may prevent you from performing your normal work duties or exacerbate your injury.

Listen to your safety conscious. Ask for more information on the correct procedures if you don't feel safe performing a task at work, or ask for help if you're not sure how to do it safely.

Sign up to attend CPR/First Aid/AED Training.

Review handouts:

- Safety card
- New Hire Trifold
- Ashore/Afloat Safety Guide
- CO's Safety Policy Statement (included in packet)
- CO's Environmental Policy Statement (included in packet)

Safety shoes and prescription safety glasses are available from vendors who come to Carderock. Ask your supervisor for the documentation you need to obtain this personal protective equipment (PPE). Check Wavelets and all hands email for dates/times and location of vendors.

Carderock's, West Bethesda work site, is recognized by OSHA as a Voluntary Protection Programs (VPP) Star work site. VPP is a recognition program for sites with effective safety management systems made up of four basic elements:

- Management leadership and employee involvement – ([**Involve**] management and employees are actively involved in creating a safe worksite),
- Work site analysis – ([**Find**] find/identify the hazards),
- Hazard prevention and control – ([**Fix**] fix the hazard/correct the deficiencies), and
- Safety and health training – ([**Educate**] give the employees the resources they need to work safely).

Help us develop a safety culture premised on proactive involvement rather than reactive. Comply with existing safety rules and regulations. If it doesn't look safe, it probable isn't. If you think someone is going to get hurt because of what they are doing, say something. If you don't feel safe or haven't been trained to perform work tasks, tell your supervisor. You are empowered to report safety matters without fear of repercussion. We want you to go home in the same condition as when you came into work.



## DEPARTMENT OF THE NAVY

NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION  
9500 MACARTHUR BOULEVARD  
WEST BETHESDA MD 20817-5700

IN REPLY REFER TO:

5090  
Ser 00/023  
10 Feb 17

### MEMORANDUM FOR ALL HANDS DISTRIBUTION

From: Commanding Officer, Naval Surface Warfare Center,  
Carderock Division

Subj: ENVIRONMENTAL POLICY AND COMMITMENT STATEMENT

1. The Naval Surface Warfare Center, Carderock Division (NSWCCD) is committed to the protection of our environment, which is an important component of the Navy's primary mission to preserve national security. We must integrate environmental compliance and pollution prevention into every aspect of our business. We will preserve our natural and cultural resources through conservation, recycling, and applying environmental consciousness to mission planning and the use of our facilities.

2. Every employee at NSWCCD is a steward of the environment. We will promote environmental responsibility among all employees through training and communication. We will make our goals and objectives widely known and will clarify each employee's individual roles and responsibilities in achieving those goals.

3. We will use environmental management systems aligned with ISO 14001 principles as a focal point to pursue active and aggressive procedures that emphasize partnering and encourage participation by each employee. Through this system, we will:

a. Comply with environmental laws and regulations by integrating environmental compliance and protection into all our business practices;

b. Ensure compliance and continual improvement by monitoring our environmental performance through rigorous self-evaluation of our environmental management system, operational processes and work practices;

c. Review environmental objectives and targets to ensure continual improvement while supporting our mission requirements;

Subj: ENVIRONMENTAL POLICY AND COMMITMENT STATEMENT

d. Consider environmental protection and pollution prevention factors in all planning, budgeting, contracting, and operating decisions;

e. Preserve our natural resources and sustain the sensitive balance of ecosystems on our land and adjacent waters through proper planning, contracting, building, and operations;

f. Ensure employee and contractor awareness through education programs, information exchange sessions and frequent publications;

g. Promote open communication, cooperation and involvement with the community and all regulatory agencies; and

h. Reach out to our local communities to educate and inform the public on issues related to our mission that affect our environment.

4. The Environmental Branch is available for assistance on any matters related to the Division Environmental Program at (301)227-1892.



M. R. VANDROFF





DEPARTMENT OF THE NAVY  
NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION  
9500 MACARTHUR BOULEVARD  
WEST BETHESDA MD 20817-5700

IN REPLY REFER TO

5100

Ser 00/046

APR 18 2017

# MEMORANDUM FOR ALL HANDS DISTRIBUTION

From: Commanding Officer, Naval Surface Warfare Center, Carderock Division

Subj: POLICY STATEMENT FOR THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM

1. Naval Surface Warfare Center, Carderock Division (NSWCCD) will provide a safe and healthful work environment for all personnel. To achieve safety excellence, NSWCCD will establish an effective safety and health management system based on the following four elements: (1) Management Leadership and Employee Involvement; (2) Worksite Analysis; (3) Hazard Prevention and Control; and (4) Safety and Health Training. These elements will be integrated into the planning and execution of our work.
2. Senior Leaders will set the example and maintain high standards to ensure work is performed in the safest manner possible. They will ensure all elements of the Voluntary Protection Program are embedded into the safety culture of the Command.
3. Supervisors will provide a safe working environment by conducting regular inspections and more frequent walkthroughs of their worksites; recognizing and abating hazards; ensuring employees are properly trained, entered, and tracked in the ESAMS medical surveillance program; promptly reporting mishaps/near misses; and proactively enforcing safe work practices, including the use of required personal protective equipment.
4. Employees are expected to make safe work decisions; follow appropriate operating procedures; complete and maintain training for the task being performed; and take ownership of their personal safety, as well as that of their co-workers. Employees must also promptly report any workplace related injuries, illnesses, accidents, near misses, and/or potential workplace hazards to their supervisor.
5. All NSWCCD employees have the right and responsibility to ask questions, report, and stop work if they feel unsafe, or believe the safety of another person, equipment or operation is unsafe. Each employee who actively participates in the safety and health program does so without fear of reprisal, discrimination, or coercion.

M. R. VANDROFF

Naval Surface Warfare Center, Carderock Division

## AMERICA'S FLEET STARTS HERE




**NAVSEA**  
WARFARE CENTERS  
Carderock

### CO Welcome and Oath of Office

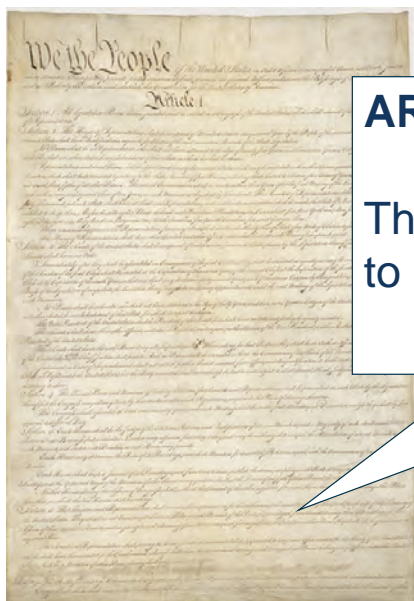
CAPT Mark Vandroff  
Commanding Officer, NSWCDD

Lawrence Tarasek, SES  
Technical Director, NSWCDD

Distribution Statement Goes Here 1

## WHY WE DO WHAT WE DO

**NAVSEA**  
WARFARE CENTERS  
Carderock Division



### ARTICLE 1, SECTION 8

The Congress Shall have the power to provide and maintain a Navy



## NAVY CORE VALUES



As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved.

Every member of the Naval Service – active, reserve, and civilian, must understand and live by our Core Values.

AMERICA'S FLEET STARTS HERE

## NAVY CORE VALUES



HONOR: "bear true faith and allegiance," promising to:

Be accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:

Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.

Conduct myself in the highest ethical manner in relationships with seniors, peers, and subordinates.

Be honest and truthful in my dealings within and outside the Department of the Navy.

Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.

Encourage new ideas and deliver bad news forthrightly.

Fulfill my legal and ethical responsibilities in my public and personal life.

AMERICA'S FLEET STARTS HERE

## NAVY CORE VALUES



**"COURAGE" "support and defend,"**

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:

Have the courage to meet the demands of my profession.

Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.

Overcome all challenges while adhering to the highest standards of personal conduct and decency.

Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful, and efficient way.

AMERICA'S FLEET STARTS HERE

## NAVY CORE VALUES



**"COMMITMENT" "discharge the duties of the office,"**

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:

Foster respect up and down the chain of command.

Care for the personal and spiritual well-being of my people.

Show respect toward all people without regard to race, religion, or gender.

Always strive for positive change and personal improvement.

Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

AMERICA'S FLEET STARTS HERE

## THE OATH WE TAKE



5 USC SEC 3331 Requires that an individual, except the President, elected or appointed to an office of honor or profit in the civil service or uniformed services, shall take the following oath:

AMERICA'S FLEET STARTS HERE

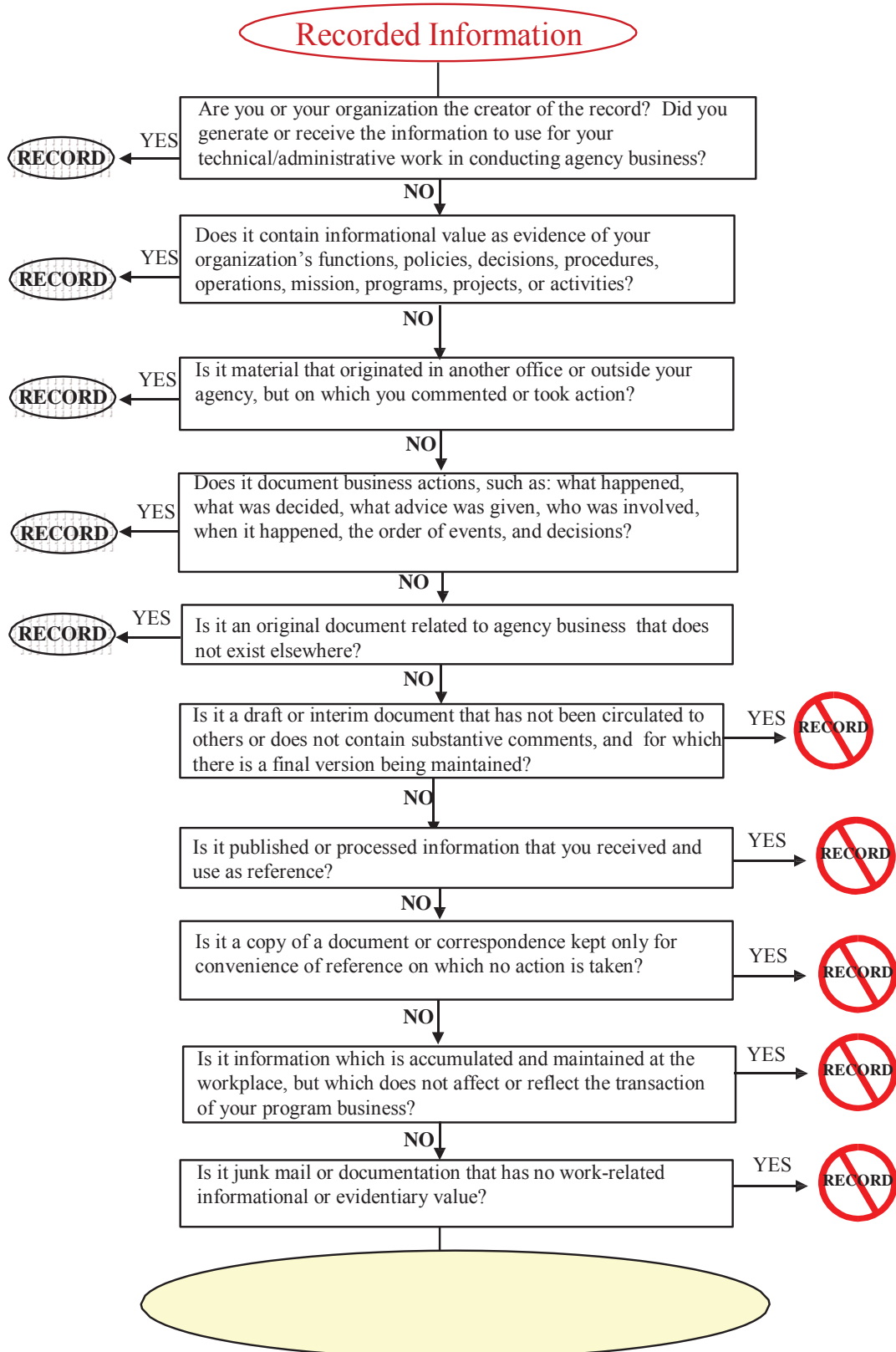
## OATH OF OFFICE



I (state your name) will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

AMERICA'S FLEET STARTS HERE

## Is It A Record?







## DON Records Management Training: Web Based Training (WBT)

## DON Web Based Training – RM Courses:

The following training courses/notifications are:

1. Required for completion

OR

2. Are due to expire in the next 60 days.

- To take a course, or view a notice, click on the requirement name below. Once completed, if your training was hosted on TWMS or Navy E-Learning/NKO, your training record will be updated for completed training courses, and the requirement will be marked complete for notices. For courses not hosted on TWMS or e-Learning, please show your certificate of completion to your manager or training coordinator to receive credit.

**To view what training classes you have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen. Supervisors have additional training requirements on the supervisory training tab. Employees who are not a supervisor may take supervisor training, but it is not mandatory.**

- Loading times for CBT's will vary based on time of day and the specific content being presented. It is recommended that training be done during non-peak hours.

| REQUIREMENTS |   |  |                    |
|--------------|---|--|--------------------|
| ID           | REQUIREMENT   | NOTE   | COMPLETION BY DATE |
| 69516        | <ul style="list-style-type: none"> <li>FY19 DOD CYBER AWARENESS CHALLENGE</li> </ul> <p>Mandatory initial and annual training directed by: SECNAV 5239.204; SECNAV 5239.3C Audience: All military personnel, civilians (APF, NAF, &amp; Foreign Nationals), and contractors that are authorized users of DOD information systems and networks</p>   | Initial training must be completed by new employees prior to accessing information systems, then annual refresher training each Fiscal Year Per CNO WASHINGTON DC221554ZCCT18. TWMS "DOD CYBER AWARENESS CHALLENGE V5" course fulfills this requirement for FY19 until the release of updated content.                                   | 2019-08-31         |
| 69532        | <ul style="list-style-type: none"> <li>FY19 LEVEL ONE ANTI-TERRORISM TRAINING</li> </ul> <p>NEL "ANTI-TERRORISM LEVEL I AWARENESS TRAINING" course (Course Code: CENSECFOR-AT-010-1.0) or qualifying command-sponsored training fulfills this requirement. Mandatory annual training directed by: DoDI O-2000.16; DoDI 1400.25, Vol. 410 Audience: All military, civilians (APF, NAF, &amp; Foreign/Local Nationals), and some contractors (per the terms of their contract)</p>  | Training must be completed annually. End of Fiscal Year due date established for standardized data gathering and reporting. Please follow local command guidance regarding expected completion date.   | 2019-09-30         |
| 69533        | <ul style="list-style-type: none"> <li>FY19 COMBATING TRAFFICKING IN PERSONS (CTIP) GENERAL AWARENESS</li> </ul> <p>Training completed in NEL. Follow local guidance regarding which course you should complete. Mandatory annual training directed by: DoDI 2200.01; DoDI 1400.25, Vol. 410 Audience: All military and civilians (APF, NAF, &amp; Foreign/Local Nationals) "Per OPNAV N127: In accordance with NAVADMIN 226/18, Combating Trafficking in Persons (CTIP) is assigned at Commanding Officer's discretion and is no longer mandated annually for Navy military personnel." MILITARY HAVE BEEN REMOVED FROM THIS REQUIREMENT 06NOV2018</p> | Training must be completed each Fiscal Year. **Follow local guidance regarding which of the below courses you should complete to receive credit** 1. CTIP General Awareness 2. CTIP for Investigative Professionals 3. CTIP for Acquisition & Contracting Professionals 4. Other CTIP Program Management Office (PMO) Developed Training | 2019-09-30         |
| 69534        | <ul style="list-style-type: none"> <li>FY19 SAPR REFRESHER TRAINING</li> </ul> <p>TWMS "DON SEXUAL ASSAULT PREVENTION AND RESPONSE - ONE TEAM - ONE FIGHT - RECOMMITTED" course or qualifying command-sponsored training fulfills this requirement. Mandatory annual training directed by: SECNAVINST 14752.4D, 8 Aug 2012 Audience: All civilians (APF, NAF, &amp; Foreign/Local Nationals)</p>  | Warning! Content may contain material objectionable to some persons. Refresher training is completed annually each Fiscal Year to align with SAPR reporting  | 2019-09-30         |
| 69536        | <ul style="list-style-type: none"> <li>FY19 RECORDS MANAGEMENT</li> </ul> <p>NEL "RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY" course or qualifying command-sponsored training fulfills this requirement. Mandatory annual training directed by: SECNAVINST 5210.8E; DoD Instruction 5015.2; DoDI 1400.25, Vol. 410 Audience: All military and civilians (APF, NAF, &amp; Foreign Nationals)</p>   | Training must be completed annually. End of Fiscal Year due date established for standardized data gathering and reporting. Please follow local command guidance regarding expected completion date.   | 2019-09-30         |
| 69537        | <ul style="list-style-type: none"> <li>NEL "UNCLE SAM'S OPSEC" (NOST-USOPSEC-3.0) or qualifying command-sponsored training fulfills this requirement.</li> </ul> <p>Mandatory initial and annual training directed by: SECNAVINST 3070.2 &amp; higher level policies Audience: All military, civilians (APF, NAF, &amp; Foreign Nationals), and some contractors</p>  | Initial training must be completed by new employees upon onboarding, then refresher training annually. End of Fiscal Year due date established for standardized data gathering and reporting. Please follow local command guidance regarding expected completion date.   | 2019-09-30         |

# DON Web Based Training – RM Courses:



**DoD Notice and Consent Banner**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
- Communications (USO, or data stored on this IS) are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

**I Agree**







**DoD Notice and Consent Banner**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
- Communications (USO, or data stored on this IS) are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

**Login With CAC** **Request Additional Accesses**





[Privacy Act Statement](#) [Help](#) [Accessibility/USOOS Compliance](#) Version [2.1.2] 1/25

# DON Web Based Training – RM Courses:

The screenshots illustrate the navigation path within the NETC Learning Management System to find specific training courses:

- Screenshot 1 (Top):** The 'Learning Category' dropdown menu is open, showing a list of categories. 'DON RM Records Management' is highlighted with a red box.
- Screenshot 2 (Middle):** The 'Learning Category' dropdown menu is open, showing a list of categories. 'DON RM Records Management' is highlighted with a red box.
- Screenshot 3 (Bottom):** The 'Learning Category' dropdown menu is open, showing a list of categories. 'DON RM Records Management' is highlighted with a red box.

The interface includes a search bar, a list of results, and a table of course details. The table columns are Prefix #, Number #, Title #, and Course Status. The results show four courses related to DON RM Records Management.

| Prefix # | Number #       | Title #  | Course Status |
|----------|----------------|--|---------------|
| DOR      | DOR-RM-210-1.2 | Records Management in the DON: Employee Responsibility           | Enroll        |
| DOR      | DOR-RM-210-1.1 | Department of the Navy (DON) Records Management: Advanced Topics | Enroll        |
| DOR      | DOR-RM-101-1.1 | TRM Control via the MAC (EDM)                                    | Enroll        |
| DOR      | DOR-RM-201-1.1 | TRM Control via the MAC (Advanced)                               | Enroll        |



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## 2016 ANNUAL RECORDS MANAGEMENT TRAINING GUIDE

### References:

- (a) SECNAVINST 5210.8E “Department of the Navy Records Management Program,” 17 Dec 2015
- (b) SECNAV Manual 5210.1 “Department of the Navy Records Management Manual,” Jan 2012 with Revision 1
- (c) Department of the Navy Chief Information Officer Memo “Acceptable use of Department of the Navy Information Technology,” 12 Feb 2016
- (d) 44 U. S. C., Chapters 29 and 33
- (e) 18 U. S. C., §641
- (f) SECNAVINST 5000.37 “Provision of DON Documentary Material,” 21 Sep 2009
- (g) MCO 5210.11F “Marine Corps Records Management Program,” 07 Apr 2015
- (h) Office of Management and Budget/National Archives and Records Administration Memo “Managing Government Records Directive,” 24 Aug 2012
- (i) DoD 5015.2-STD “Electronic Records Management Software Applications Design Criteria Standard,” 25 Apr 2007
- (j) 36 CFR 1236, Electronic Records Management
- (k) OPNAVINST 5210.20 Navy Records Management Program 21 Dec 2010

**This guide fulfills the requirement that Department of the Navy (DON) personnel (military, government civilian and contractor) be reminded each year of their records management responsibilities. Navy personnel should see the note at the end of this document. Specifically, each person shall:**

### **1. Create, maintain, and properly preserve records.**

DON personnel are required to create, maintain, and properly preserve records that document the Department’s transaction of business and mission in wartime and peacetime. Federal records include all recorded information and provide evidence of the Department’s organization, functions, policies, decisions, procedures, operations, and other activities.

Reference (a) delineates the authorities and responsibilities of the DON Records Management (RM) Program including electronic records management (ERM) and electronic information systems (EISs). Reference (b) is the authoritative source for departmental records management, disposition procedures, and disposition schedules. Both references are available at <http://doni.daps.dla.mil/>.

All Federal records must be managed throughout their life cycles according to their National Archives and Records Administration (NARA) approved records schedules or the NARA General Records Schedules, also per reference (b).

### **2. Capture non-official email account records.**

Use of personal or commercial email accounts for official business is only allowed in situations in which DoD email accounts are unavailable or when authorized due to operational requirement. Per enclosure (2) of reference (c), a user must submit a request

in writing and have it approved by a FO/GO/SES in the chain of command prior to use. The Services may provide additional guidance and requirements.

The following requirement applies in those cases when non-official accounts are used by necessity. Per §2911 of reference (d), DON personnel that create or send records using non-official email accounts must either copy their official email accounts in the original creation or transmission of records or forward complete copies to their official email accounts not more than 20 days after the original creation or transmission of the records.

See “Managing Email Records” below for more information.

### **3. Identify records and distinguish records from non-record materials.**

The official definition of a record is: “Records include all recorded information, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them; and does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes or duplicate copies of records preserved only for convenience.” (§3301 of reference (d), PL 113-187).

This definition contains two key points. First, records are recorded information, regardless of physical form or characteristics. Second, many of the reports, documents, briefings, and other items we create in our jobs are records because they provide evidence of a command’s organization, functions, policies, decisions, procedures, operations, and other activities. Almost everything we create or receive is a Federal record that falls into one of these categories.

Command functions, activities, and administrative practices vary widely throughout the DON, and may cause uncertainty about what is, or is not a record. Fortunately, many records are already identified in reference (b). If there is uncertainty, a Navy or Secretariat command should contact its records manager/officer, legal counsel, or judge advocate for a determination of whether documentary materials are records. Marine Corps personnel should contact HQMC Records, Reports, Directives, and Forms Management (ARDB).

Non-records are informational materials that either do not meet the criteria of, or have been specifically excluded from coverage by the statutory definition. Excluded materials include extra copies of documents preserved only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit.

The Glossary of Terms in reference (b) (Appendix C) provides additional clarification of what constitutes a record or a non-record, and related terms.

### **4. Identify personal papers and maintain them separately from Federal records.**

Personal papers are not official records and must be stored separately. Personal papers are documentary materials of a private or non-public character that do not relate in any way

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to, or have any effect upon, the conduct of DON business (e.g., personal correspondence or notes, personal journals or diaries).

**5. Refrain from destroying or otherwise removing records from Government custody, except as directed or allowed under authorized record schedules. Sanctions are imposed for the unlawful removal or destruction of Federal records.**

Under penalty of law, references (d) and (e), departmental personnel may not remove records from Government custody or destroy them, except as directed or allowed under authorized disposition instructions and schedules.

Only two emergency conditions warrant destruction of DON records without regard to statutory and regulatory requirements detailed in reference (b) (Part 1, paragraph 5). Either when hostile action by a foreign power appears imminent in a state or threatened state of war, and the agency determines that records retention is prejudicial to the interest of the United States or the space occupied is urgently needed for military purposes; or when records menace life, health, or property. Significant and specific conditions apply to these circumstances.

**6. Inform appropriate officials of any actual, impending, or threatened unlawful removal, alteration, or destruction of Federal records and the sanctions imposed for the unlawful removal or destruction of Federal records.**

DON personnel who suspect an actual, impending, or threatened unlawful removal, alteration or destruction of Federal records should notify their chain of command immediately. If the threat to records persists, notify the Navy Records Manager, DON Assistant for Administration (AA) Directives and Records Management Division (DRMD) at [DON\\_RECORDS\\_MANAGEMENT@navy.mil](mailto:DON_RECORDS_MANAGEMENT@navy.mil) or the USMC Records Manager, HQMC (ARDB) at [HQMCREC-MGR@usmc.mil](mailto:HQMCREC-MGR@usmc.mil).

**In addition to the actions specified above, the following topics are critical to ensuring that a command's records management program is compliant with applicable directives:**

**1. Record Holds, Litigation, Investigations, Claims**

DON personnel may not destroy, discard, or delete any record or other documentary material that is subject to any type of hold or freeze or which may be reasonably foreseen to be related to ongoing litigation or investigation or unresolved claims for or against the Government, incomplete investigations, or exceptions taken by the Government Accountability Office or internal auditors.

This restriction applies to documents that may reasonably be expected to be part of litigation or an investigation. If there is any doubt about whether a specific item should be retained, retain it. For further information see reference (f).

**2. Records of Armed Conflict**

Commands are required to identify and manage armed conflict records per reference (b), Part V, Records of Armed Conflict and chapter 6 of reference (g) for Marine Corps, to ensure operations analysis and preservation of permanent records. Records previously

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scheduled as temporary may have permanent historical value. For additional assistance, contact DON/AA DRMD or HQMC (ARDB), as appropriate.

### **3. Managing Email Records**

Email is a record when it meets the definition of a Federal record and must be properly managed. Additional guidance is available in reference (a), reference (b), Part I, Section 17, and in reference (g).

Per reference (h), by 31 December 2016, Federal agencies will manage both permanent and temporary email records in an accessible electronic format. Email, with attachments and metadata, should be managed in electronic format throughout its life cycle.

In general, email records should be managed electronically in a records management application (RMA) per the retention rules for records of the same subject matter in other formats, as found in reference (b), except as modified by NARA's GRS 23 Item 7 (transitory files). Email records with a NARA-approved retention period of 180 days or less may reside on a command's email system provided it is not deleted, either manually or automatically, prior to the expiration of the retention period. Further details on email records and electronic records in general may be found in reference (a).

Based on recent events surrounding email accounts of senior Government officials, DON policy is to manage email of those senior officials designated as "Capstone" officials as permanent records not to be destroyed. Capstone officials include, at a minimum, the Secretary and Under Secretary of the Navy, the Chief and Vice Chief of Naval Operations, and the Commandant and Assistant Commandant of the Marine Corps. The Services and Secretariat may designate other officials as holding Capstone positions. DON/AA DRMD shall maintain the master list of Capstone officials for the Secretariat and Navy. HQMC (ARDB) shall maintain the master list for the Marine Corps. The DON is currently engaged in the process of identifying its Capstone officials.

DON business should be conducted on official DON email unless official accounts are unavailable and operational necessity requires use of unofficial accounts. Per enclosure (2) of reference (c), a user must submit a request in writing and have it approved by a FO/GO/SES in the chain of command prior to use. DON personnel who must transmit records on unofficial email accounts must either copy their official email accounts in the original transmission or forward complete copies to their official email accounts not more than 20 days after the original transmission. Furthermore, DON personnel may not transmit CUI or PII to personal or commercial email accounts in email that is not digitally signed and encrypted.

### **4. Electronic Records Management (ERM)**

Electronic records, other than email may be stored in an RMA that complies with reference (i). Reference (g) addresses ERM in the Marine Corps. Reference (j) provides NARA ERM guidance.

Per reference (h), by 2016, Federal agencies will manage both permanent and temporary electronic records in accessible electronic formats. Electronic records should be maintained throughout their life cycle in electronic format. Electronic records managed in a DON-approved RMA should include the disposition and metadata information.

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**Note:** Reference (k), paragraph 25, sub-paragraph (c) states that all Navy personnel (including military, government civilian, and contractor) shall complete the Navy Knowledge Online (NKO) course “*Records Management in the DON: Everyone's Responsibility* (DOR-RM-010)”. At activities that use the DON approved RMA, personnel should also complete *Total Records and Information Management (TRIM) via the NMCI (Entry)* (DOR-TRIM-101) annually. If the command does not have access to NKO, then this guide may be used by Navy personnel to meet the annual requirement.



# Records Management



## GUIDELINES

- Records (paper or electronic) document official NSWCCD actions and activities.
- Identify records stored on shared drives, SharePoint, or electronic information systems.
- Maintain and preserve all records.
- To add records to department file plans, coordinate with Records Liaison Custodians.
- Records must be separated from non-records (copies) and personal papers.
- Clearly label folders, cabinets, binders, etc., that contain paper records.
- Retain records for the time required by the Navy's retention and disposition schedules.
- Do NOT remove or destroy Federal records except as required or allowed by the schedules.
- Contact the Department Records Liaison Custodian for retention and disposition schedules.
- Complete annual Records Management training by Sept. 30. Select one of the options below:
  - Complete the TWMS Course – "Records Management in the DON: Everyone's Responsibility"
  - Review the DON CIO RM Training Guide at <https://www.doncio.navy.mil/ContentView.aspx?ID=1885> (notify the CRM upon completion)
  - Use the Navy Records Management App listed at <http://www.netc.navy.mil/Apps> (notify the CRM upon completion)
- Transfer records prior to departure.
- *Department Record Liaisons Custodians are listed on the back*



*For Records Management questions, contact your Department's Records Liaison Custodian, the Backup Records Manager, or the Command Records Manager (CRM). See the back for more information.*

# Records Management



## NSWCCD RECORDS MANAGEMENT PERSONNEL CONTACT INFORMATION

| DEPT       | NAME                   | E-MAIL   | PH NUMBER    |
|------------|------------------------|--|--------------|
| CRM        | <i>Robin Beckham</i>   | <a href="mailto:robin.beckham@navy.mil">robin.beckham@navy.mil</a>             | 301-227-7594 |
| Backup CRM | <i>Angel Rodriguez</i> | <a href="mailto:angel.f.rodriguez1@navy.mil">angel.f.rodriguez1@navy.mil</a>   | 301-227-3678 |
| 00         | Beth Flannery          | <a href="mailto:bethann.flannery@navy.mil">bethann.flannery@navy.mil</a>       | 301-227-1221 |
| 00L        | Chris Howk             | <a href="mailto:christopher.howk@navy.mil">christopher.howk@navy.mil</a>       | 301-227-3566 |
| 01         | Amanda Ewen            | <a href="mailto:amanda.ewen@navy.mil">amanda.ewen@navy.mil</a>                 | 301-227-2358 |
| 02         | Angie Brvenik          | <a href="mailto:angela.brvenik@navy.mil">angela.brvenik@navy.mil</a>           | 301-227-1488 |
| 00         | Beth Flannery          | <a href="mailto:bethann.flannery@navy.mil">bethann.flannery@navy.mil</a>       | 301-227-1221 |
| 101        | Darrell Sample         | <a href="mailto:darrell.sample@navy.mil">darrell.sample@navy.mil</a>           | 301-227-4713 |
| 102        | Katie Valinotti        | <a href="mailto:katharine.valinotti@navy.mil">katharine.valinotti@navy.mil</a> | 301-227-3740 |
| 103        | June Catterton         | <a href="mailto:june.catterton@navy.mil">june.catterton@navy.mil</a>           | 301-227-1667 |
| 104        | <i>Vacant</i>          | —  | —            |
| 105        | Cheryl Allen           | <a href="mailto:cheryl.e.allen@navy.mil">cheryl.e.allen@navy.mil</a>           | 301-227-1289 |
| 107        | Rick Cantu             | <a href="mailto:richard.cantu@navy.mil">richard.cantu@navy.mil</a>             | 301-227-8873 |
| 60         | Shannon Burke          | <a href="mailto:shannon.burke@navy.mil">shannon.burke@navy.mil</a>             | 301-227-1750 |
| 70         | Marvin Miller          | <a href="mailto:marvin.k.miller@navy.mil">marvin.k.miller@navy.mil</a>         | 301-227-3118 |
| 80         | Donna Intolubbe        | <a href="mailto:donna.intolubbe@navy.mil">donna.intolubbe@navy.mil</a>         | 301-227-1566 |

# Your DONCEAP Employee Assistance and WorkLife Services

**FREE** 24/7 personalized and confidential help finding resources for Department of the Navy civilian employees and their family members.

## 1-844-DONCEAP

1-844-366-2327 / TTY: 1-888-262-7848 / International: 1-866-829-0270

**DONCEAP.foh.hhs.gov**



Services are offered as a **FREE** benefit from the Department of the Navy to you and your family members.  
Services are voluntary and confidential within the limits of the law.



Problems in your personal life can impact not just your peace of mind but also your ability to effectively do your job.

**YOUR DONCEAP IS HERE  
FOR ALL LIFE'S CHALLENGES —  
BIG AND SMALL.**

To keep one's professional duties on track while also dealing with personal responsibilities and concerns is a sizable challenge. At such a time, it's important to have access to resources that can provide support and sound guidance. The Department of the Navy Civilian Employee Assistance Program (DONCEAP) is available to help.

When you call the toll-free DONCEAP number, you will get an immediate response from a caring professional.

Then, you choose whether you personally meet with, or speak telephonically to an experienced, licensed DONCEAP counselor who is available in your community to provide consultation, short-term problem solving, coaching, or crisis

management. No matter what the issue relates to — work, relationships, family, finances, substance abuse, or even everyday life challenges — your DONCEAP is here to help, 24 hours a day, 7 days a week.

As part of our full spectrum of services, DONCEAP offers access to legal and financial services, providing objective, targeted information on a wide range of issues. Our professionals also offer assistance with child and elder care and personal wellness issues.

Services are offered as a **FREE** benefit from the Department of the Navy to you and your family members. Services are voluntary and confidential within the limits of the law.

**THE QUICKEST AND BEST WAY TO  
CONTACT DONCEAP IS BY CALLING:**

**(844) DONCEAP**

**(844) 366-2327 or**

**TTY: (888) 262-7848**

**International: 001-866-829-0270**

**HELP IS ALSO AVAILABLE ONLINE:  
[DONCEAP.foh.psc.gov](https://DONCEAP.foh.psc.gov)**



### Did you know?

Your DONCEAP provides more than just employee assistance and work/life services.

Let us help you with all your daily stressors and life challenges. Call us day or night for counseling, or resources for the following:

- Emotional concerns
- Work
- Relationships
- Child and elder care
- Home repair
- Adoption
- Substance abuse
- Parenting
- Education
- Legal and financial
- Health and well-being
- Diet and nutrition
- Just about anything else

If it's causing stress, we can help!

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### Department of the Navy Civilian Employee Assistance Program

**(844) DONCEAP**

(844) 366-2327 or TTY: (888) 262-7848

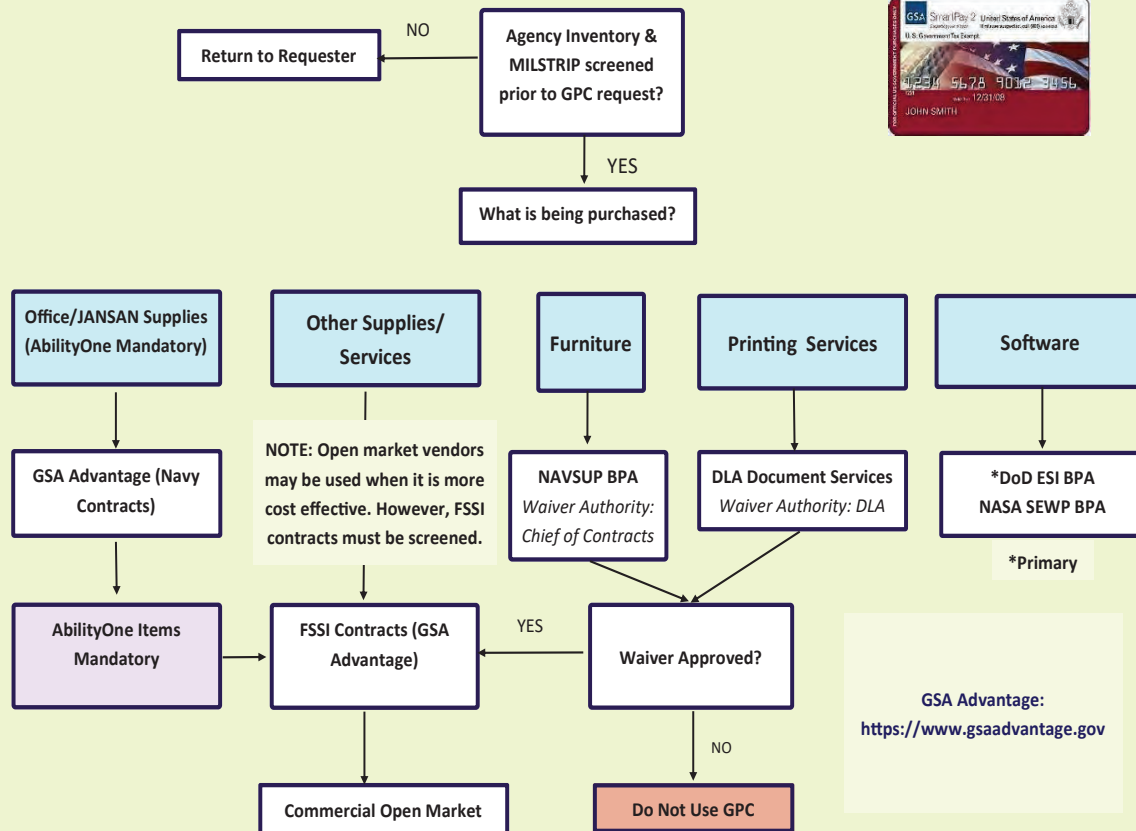
International: 001-866-829-0270

**DONCEAP.foh.psc.gov**





# DON Directed Procurement Policy



## Fraud Prevention



The GPC program is inherently risky for internal and external fraud. It is the responsibility of all program participants to remain alert for, take precautions against, and report incidents of fraud.

### Fraud Prevention Measures

- Secure card when not in use.
- Safeguard account number.
- NEVER transmit full account number by fax or email (un-encrypted), or store in DMS.

-Notify the bank immediately if card is lost/stolen or the account number is compromised. Notify AO & APC as soon as possible.

-Monitor Citibank (transaction report) and ERP (ZMPUI) to verify that only valid transactions are posted to the account.

### Fraud Reporting Requirements

-Report all fraudulent transactions to the APC, AO & Citibank. NOTE: If the unauthorized transaction is the result of a

vendor mistake, and there is no reason to suspect the account was compromised, there is no need to report it to Citibank.

-External fraud must be formally reported to Citibank for account closure.

-Record and track fraudulent transactions on the CH log.

The APC will investigate fraudulent activity and determine whether any CH actions contributed to the incident. Once cleared, a new card account will be established for the CH.

**Additional guidance is available in the GPC IOP**



# NSWCCD GPC Reference Guide

JANUARY 2019

## APC NOTE:

This guide is intended as a quick-reference consolidation of official GPC Program policy. It is not an all-inclusive consolidation, and GPC Program participants are responsible for complying with official Command GPC policy guidance. This guide will be reviewed by the APC annually, and updated when affected by GPC Program policy changes.

## GPC PROGRAM OVERSIGHT

### APC

Kim Barker

301-227-4059

### Alternate APC

Mackenzie Miller

360-315-0342

### PCard Specialist

Shannon Harkness

360-315-1759

## GPC Restrictions

CAUTION

### **Method of Procurement**

Only requirements that cannot be acquired from agency inventories or MIL-STRIP may be considered for purchase with the GPC.

### **Micro-Purchase Threshold (MPT)**

Total dollar value of the requirement cannot exceed:

- \* \$10,000 (material)
- \* \$2,500 (services applicable to Service Contract Labor Standards)
- \* \$2,000 (construction)

### **Minimum Need**

Material or services cannot exceed the minimum government need in terms of quality and quantity.

### **Personal Use**

Material or services must be for governmental use and not for personal use.

### **Prohibited Items**

Material or services must not be prohibited (see NAVSUPINST 4200.85D, Enclosure 2 & NSWCCD GPC IOP, Appx 2)

### **Required Sources**

Required sources shall be screened, and purchases must be made from the highest priority required source.

### **Split Purchases**

Requirement cannot be split for the purpose of circumventing the MPT.

### **Separation of Function/Duties**

The following functions and duties must be performed by different individuals:

- \* Requirement initiation
- \* GPC approval (AO)
- \* Making the buy (CH)
- \* Funds authorization
- \* Receipt & acceptance

### **Training Purchases (TE&PD)**

All TE&PD purchases must be processed through Workforce Development (C/101).

### **Written Terms & Conditions**

Requirements with written terms and conditions are strictly prohibited and shall be placed on a contract.

EXCEPTION: Software purchased from authorized BPA.

### **Unauthorized Commitments**

No one other than the cardholder can commit government funds for supplies and/or services. Cardholders may not provide payment for unauthorized commitments without it first going through the ratification process.

## CO Approval Requirements

### **Memberships** (Cannot be individual)

#### **\*Subscriptions**

#### **GPS**

\*Denotes Legal/comptroller approval also required.

Send routing sheet through your department's chain of command prior to submitting to CO's Executive Assistant, Bethann Flannery.

See GPC IOP Appendix 2 for

special attention items.



**GPC RESOURCES:**

**NAVSUPINST 4200.99C**  
*DON GPC Program Policy*

**NAVSUPINST 4200.85D**  
**Enclosure 2:** *List of Prohibited & Special Attention Items*

**NAVSEAINST 4200.23**  
*Accountability for Proper Use of GPC*

**NSWCCD GPC IOP**  
*P-Card Program Internal Operating Procedures*

**CCPMD Desk Guide 5.1**  
*GPC Role Based Guides*

**CCPMD Website**  
[https://www.navsup.navy.mil/ccpmd/purchase\\_card](https://www.navsup.navy.mil/ccpmd/purchase_card)

**GPC SharePoint**  
<https://navsea.portal.navy.mil/wc/cdr-code40/apc/default.aspx>

## 1. Requirement Initiation

Start Here

If the GPC is to be used, requirement initiation will be validated as follows:

1. Purchase doesn't exceed the minimum need.
2. Purchase is not for prohibited items.
3. Purchase is at or below the MPT.
4. Required sources are screened (IAW DoN directed Procurement Policy). See back page of this guide.
5. Requirement initiation is documented by a Purchase Request Form (PRF).
6. Justification statement (includes:)
  - \* Who purchase is for
  - \* Why purchase is needed
  - \* What purchase is for
  - \* Sources were screened IAW DoN Directed Procurement Policy
  - \* Explanation for using open market vendor (if applicable)
  - \* Vendor BPA # (if req'd)

**The ERP PR, along with all supporting documentation, should provide a clear audit trail showing that all facets of GPC procurement are compliant with procurement policies.**

## Justification Statement Examples



### Required Source

Replacement toner is required for C/XXX printer operations. Required sources were screened IAW DoN Directed Procurement Policy and material was purchased from GSA Advantage (Navy Contracts) vendor.

### BPA Vendor

This furniture will be used to replace dilapidated furniture in C/XXX branch head office. Purchase is from NAVSUP Furniture BPA vendor (BPA # XX-XXX-XXXX)

### Open Market

This material is required for C/XXX personnel to conduct high pressure testing of compressor components. Required sources were screened IAW DoN Directed Procurement Policy and material was not available, so material was purchased on the open market.

## 2. Source Selection



Source selection MUST be conducted IAW DON Directed Procurement Policy. This policy can be found in the NSWCCD GPC IOP, Section IV, para 5., and page 4 of this guide.

**NOTE:** *Commercial open-market vendors should only be used when:*

- \* Items are not available from higher priority sources
- \* Items available at a significant cost saving over higher priority source

### Other Considerations

- \* Rotate vendors
- \* Buy "green" products
- \* Utilize small businesses
- \* Verify price reasonableness (market research)

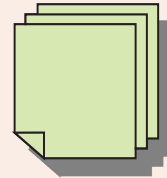
### 3. Documentation Requirements

**All GPC purchases shall be documented as follows:**

1. PRF (must include signature of properly trained and delegated funds approver as financial approver)
2. Justification statement (on the PRF and the PR header)
3. Invoice (must include item name or description, quantity and price)
4. Other documents (if applicable)
  - \* NAV-IDAS
  - \* Conference approvals
  - \* Other special approvals not triggered in Navy ERP workflow
5. Receipt and acceptance (**Legible** printed name,

date, code, phone and signature of government employee, but **not**:

- \* Requirement initiator
- \* Cardholder
- \* Approving Official



**-All required documentation will be included in the reconciliation package.**

**-P-Card transaction records will be retained for 10 years.**

#### Split Purchase Examples

The key to determining split purchases is whether the requirements were **known** about at the same time.

##### Split Example 1

C/XXX has a known requirement for 4 laptops (\$2,800 ea). The laptops are available from a single vendor, but the total cost exceeds the MPT.

The requirement initiator creates separate p-card purchase requests, for 2 laptops each, with different vendors.

This would be a split purchase violation as the known requirement was for 4 laptops (\$11,200).

##### Split Example 2

C/XXX has a known requirement for 4 laptops (\$2,800 ea). C/YYY also has a requirement for 2 laptops (\$2,800 ea.). The requirements are given to separate cardholders under the same AO.

If both requests are known to the AO, prior to the first purchase being completed, this would be a split purchase violation. The known requirement would be for 4 laptops (\$11,200).

If the first purchase had already been completed by the assigned CH when the second requirement was identified, it would not be a split purchase violation. The known requirement was only 2 laptops (\$5,600) at the time of the first purchase.



**A requirement cannot be split for the purpose of circumventing the MPT!**

#### ERP Corner



**The following apply to all P-Card (ZLCL) PRs:**

- \* Only one vendor per PR
- \* Must include sufficient justification statement in PR header
- \* Use material group "VI12", AAC "N", item category "D" for all shipping lines
- \* Account Assignment tab, Fund field must not be "DC"
- \* Use header to explain significant PR changes

**The following apply to all P-Card (ZPCD) POs:**

- \* Line item prices must be updated prior to creating a goods receipt
- \* Service Entry Sheet must be created prior to reconciliation
- \* Verify that on the Status tab, the "Ordered", "Delivered" & "Invoiced" fields match

**See GPC IOP Appendix 6 for additional ERP procedures**



# Employee Standards of Conduct

In 1989, the President's Commission on Federal Ethics Law Reform recommended that individual agency standards of conduct be replaced with a single regulation applicable to all employees of the executive branch. Acting upon that recommendation, President Bush signed [Executive Order 12674](#) on April 12, 1989. That Executive Order (as modified by [Executive Order 12731](#)) set out fourteen basic principles of ethical conduct for executive branch personnel and directed OGE to establish a single, comprehensive, and clear set of executive branch standards of ethical conduct. OGE published the [Standards of Ethical Conduct for Employees of the Executive Branch](#) on August 7, 1992. The regulation became effective on February 3, 1993, and was codified in 5 C.F.R. Part 2635. Part 2635 has been amended several times. Review the [rulemaking history](#).

## Brief Summary of Employee Standards of Conduct

### Subpart A - General Provisions

Subpart A establishes the framework for the rest of the regulation. It includes definitions, provides authority for supplementation of the regulation when necessary by individual agencies, and encourages employees to seek advice from agency ethics officials. It also:

- Restates the 14 principles of ethical conduct and instructs employees to apply them when considering situations not specifically addressed by the regulation; and
- For situations that involve appearances of conflicts, provides that the circumstances be judged from the perspective of a reasonable person with knowledge of the relevant facts.

### Subpart B - Gifts from Outside Sources

Subpart B prohibits employees from soliciting or accepting gifts from prohibited sources or gifts given because of their official position. The term "prohibited source" includes anyone seeking business with or official action by an employee's agency and anyone substantially affected by the performance of the employee's duties. For example, a company bidding for an agency contract or a person seeking an agency grant would be a prohibited source of gifts to employees of that agency.

The term "gift" is defined to include nearly anything of market value. However, it does not include items that clearly are not gifts, such as publicly available discounts and commercial loans and it does not include certain inconsequential items, such as coffee, donuts, greeting cards, and certificates.

There are several exceptions to the prohibitions against gifts from outside sources. For example, with some limitations, employees may accept:

- Unsolicited gifts with a market value of \$20 or less per occasion, aggregating no more than \$50 in a calendar year from any single source;
- Gifts motivated by a family relationship or personal friendship;
- Free attendance at certain widely-attended gatherings, such as conferences and receptions, when the cost of attendance is borne by the sponsor of the event; and
- Food, refreshments, and entertainment at certain meetings or events while on duty in a foreign country.

The subpart also contains guidance on returning or paying for gifts that cannot be accepted.

### **Subpart C - Gifts Between Employees**

Subpart C prohibits employees from:

- Giving or soliciting for a gift to another employee who is an official superior; or
- Accepting a gift from a lower-paid employee, unless the two employees are personal friends who are not in a superior-subordinate relationship.

The following are among the exceptions to these prohibitions:

- On an occasional basis, employees may give and accept items aggregating \$10 or less per occasion, food and refreshments shared in the office, or personal hospitality at a residence. This exception can be used for birthdays and those holidays when gifts are traditionally exchanged.
- On infrequent occasions of personal significance, such as marriage, and on occasions that terminate the superior-subordinate relationship, such as retirement, employees may give and accept gifts appropriate to the occasion and they may make or solicit voluntary contributions of nominal value for group gifts.

### **Subpart D - Conflicting Financial Interests**

Subpart D contains two provisions designed to deal with financial interests that conflict with employees' official duties.

The first provision, entitled "Disqualifying financial interests," prohibits an employee from participating in an official government capacity in a matter in which he has a financial

interest or in which his spouse, minor child, employer, or any one of several other specified persons has a financial interest. For example, an agency purchasing agent could not place an agency order for computer software with a company owned by his wife. The provision includes alternatives to nonparticipation, which may involve selling or giving up the conflicting interest or obtaining a statutory waiver that will permit the employee to continue to perform specific official duties.

The second provision, entitled "Prohibited financial interests," contains authority by which agencies may prohibit employee from acquiring or retaining certain financial interests.

Employees required by Subpart D to sell financial interests may be eligible to defer the tax consequences of that divestiture.

### **Subpart E - Impartiality in Performing Official Duties**

There may be circumstances other than those covered by Subpart D in which employees should not perform official duties in order to avoid an appearance of loss of impartiality. Subpart E contains two disqualification provisions addressing those appearance issues.

The first provision, entitled "Personal and business relationships," states that employees should obtain specific authorization before participating in certain Government matters where their impartiality is likely to be questioned. The matters specifically covered by this standard include those:

- Involving specific parties, such as contracts, grants, or investigations, that are likely to affect the financial interests of members of employees' households; or
- In which persons with whom employees have specific relationships are parties or represent parties. This would include, for example, matters involving recent employers, employers of spouses or minor children, or anyone with whom the employees have or seek a business or financial relationship.

There are procedures by which employees may be authorized to participate in such matters when it serves the employing agency's interests. The process set out in Subpart E should be used to address any matter in which an employee's impartiality is likely to be questioned.

The second provision, entitled "Extraordinary payments from former employers," restricts employees' participation in certain matters involving former employers. If a former employer gave an employee an "extraordinary payment" in excess of \$10,000 prior to entering Federal service, it bars the employee from

participating for two years in matters in which that former employer is a party or represents a party. A \$25,000 payment voted on an ad hoc basis by a board of directors would be an "extraordinary payment." A routine severance payment made under an established employee benefit plan would not.

### **Subpart F - Seeking Other Employment**

Subpart F prohibits employees from participating in their official capacities in particular matters that have a direct and predictable effect on the financial interests of persons with whom they are "seeking employment" or with whom they have an arrangement concerning future employment. Employees who are public financial disclosure report filers are subject to additional notification and recusal requirements when they negotiate for or have an agreement of future employment or compensation with a non-Federal entity.

The term "seeking employment" encompasses actual employment negotiations as well as more preliminary efforts to obtain employment, such as sending an unsolicited resume. It does not include merely requesting a job application.

An employee generally continues to be "seeking employment" until the employee or the prospective employer rejects the possibility of employment and all discussions end. A response on the part of an employee that defers discussions until the foreseeable future does not constitute rejection. An employee is no longer "seeking employment" with the recipient of an unsolicited resume after two months have passed with no response.

### **Subpart G - Misuse of Position**

Subpart G contains four provisions designed to ensure that employee do not misuse their official positions. These include:

- A prohibition against employees using public office for their own private gain for the private gain of friends, relatives, or persons with whom they are affiliated in a non-Government capacity, or for the endorsement or any product, service, or enterprise;
- A prohibition against engaging in financial transactions using nonpublic information, or allowing the improper use of nonpublic information to further private interests;
- An affirmative duty to protect and conserve Government property and to use Government property only for authorized purposes; and
- A prohibition against using official time other than in an honest effort to perform official duties and a prohibition against encouraging or requesting a subordinate to use official time to perform unauthorized activities.



## Subpart H - Outside Activities

Subpart H contains provisions governing employees' involvement in outside activities including outside employment. These provisions are in addition to the provisions set out in other parts of the regulation. The provisions in Subpart H include:

- Synopses of statutes and a constitutional provision that may limit certain outside activities;
- A prohibition against engaging in outside activities that conflict with employees' official duties;
- Authority by which individual agencies may require employees to obtain approval before engaging in outside activities;
- An outside earned income ban applicable to certain Presidential appointees and certain noncareer employees;
- A prohibition against serving as an expert witness, other than on behalf of the United States, in certain proceedings in which the United States is a party or has a direct and substantial interest;
- A prohibition against receiving compensation for teaching, speaking, or writing related to their official duties;
- Limitations on fundraising in a personal capacity; and
- A requirement that employees satisfy their just financial obligations.

## Subpart I - Related Statutory Authorities

Subpart I lists references to other statutes which relate to employee conduct.

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U.S. Office of Government Ethics

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## Supplemental Written Ethics Materials

Neaclesa Anderson  
Counsel  
Naval Surface Warfare Center, Carderock Division  
[neaclesa.anderson@navy.mil](mailto:neaclesa.anderson@navy.mil)  
301-227-3566

## Applicable Statutes, Regulations and DoD Authorities

- Standards of Ethical Conduct for Executive Branch Employees 5 C.F.R. Part 2635;  
<https://www.law.cornell.edu/cfr/text/5/part-2635>
- Supplemental Standards of Conduct for Employees of the Department of Defense, 5 C.F.R. Part 3601;  
<https://www.gpo.gov/fdsys/pkg/CFR-2011-title5-vol3/pdf/CFR-2011-title5-vol3-part3601.pdf>
- DoD Joint Ethics Regulation (JER), DoD 5500.07-R;  
<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/550007r.pdf>
- Conflict of Interest and Post-Government Employment criminal statutes:
  - 18 United States Code (U.S.C.) Sections 201, 203, 205, 207, 208, 209

## Principles of Ethical Conduct

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using non public Government information or allow the improper use of such information to further any private interest.
4. An employee shall not, except as permitted by subpart B of this part, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.

## Principles of Ethical Conduct

8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those--such as Federal, State, or local taxes--that are imposed by law.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

## Who To Call

- Your Ethics Counselors in the Office of Counsel are:
  - Neaclesa Anderson, [neaclesa.anderson@navy.mil](mailto:neaclesa.anderson@navy.mil)
  - David Gattis, [david.gattis@navy.mil](mailto:david.gattis@navy.mil)
  - Toya McLendon, [toya.mclendon@navy.mil](mailto:toya.mclendon@navy.mil)
  - Jessica Eddy, [Jessica.k.eddy@navy.mil](mailto:Jessica.k.eddy@navy.mil)
- Main Telephone No. 301-227-3566



## Equal Employment Opportunity New Employee Brief

Wanda Jimenez-Barkdoll  
Deputy EEO Officer, Director Diversity & Inclusion, NSWC  
Carderock Division

AMERICA'S FLEET STARTS HERE

### OUR MISSION

- Service the Carderock Commander and leaders at all levels
- Process Discrimination Complaints for civilians (employees; previous employees and applicants)
- Manage Affirmative Employment Program
- Manage Special Emphasis Programs (Hispanic Employment Program, Black Employment Program, Women's Employment Program, Employment Program for Individuals with Disabilities, Asian Pacific Islander Employment Program, American Indian Employment Program)
- Manage Reasonable Accommodation Program
- Provide EEO guidance relative to civilians – Title VII
- Manage Mediation Program

AMERICA'S FLEET STARTS HERE



## OBJECTIVE - GOAL



**Oversee/Ensure the attainment of...**

- ❖ **the workforce that is reflective of the nations diversity**
- ❖ **the workplace free of discrimination and harassment**

AMERICA'S FLEET STARTS HERE

## WHAT IS EEO?



- Equal Employment Opportunity
- Fair Consideration
- No Discrimination
- No Harassment
- Reasonable Accommodations
- Resolving Disputes

AMERICA'S FLEET STARTS HERE

## POLICIES PERTAINING TO EEO



- Equal Employment Opportunity Policy Statement
- Prevention of Sexual Harassment
- Reasonable Accommodation
- Alternative Dispute Resolution Process

All of the Carderock EEO Policies may be located on the EEO Web Page via the following link:

<https://cuthill.cdr.navy.mil/intra/code10/hr/eeo.html>

AMERICA'S FLEET STARTS HERE

## TRAINING WE PROVIDE



- Special Emphasis Program Training – Required for Committee Members and Program Managers
- No Fear Act
- Title VII Complaints Process
- Reasonable Accommodation
- Ongoing training pertaining to Diversity/Cultural Awareness

\*We also provide prevention initiatives such as Organizational Climate Surveys, Sensing Sessions, Small & Large Group Facilitations and support for Diversity Observances.

AMERICA'S FLEET STARTS HERE

## PROGRAMS WE IMPLEMENT



- Title VII Complaints Processing/Counseling
- Alternative Dispute Resolution (ADR) – Mediation
- Federal Women’s Employment Program
- American Indian/Alaskan Native Employment Program
- Hispanic Employment Program
- Individuals w/Disabilities Employment Program
- African American Employment Program
- Asian American/Pacific Islander Employment Program
- Reasonable Accommodation Program
- Affirmative Employment Program (MD 715)
- Organizational Sensing Sessions
- Community Outreach Program
- Minority College Relations Program
- Workforce Recruitment Program

AMERICA'S FLEET STARTS HERE

## COMPLAINT PROCESS



- ☐ An employee, applicant, or former employee contacts the EEO Office within **45** calendar days of an alleged discriminatory act (an action has to have occurred)
- ☐ It is the employee/applicant's **PERCEPTION** of the alleged discriminatory act!

AMERICA'S FLEET STARTS HERE

## BASIS FOR COMPLAINTS



- ☐ Race
- ☐ Sex
- ☐ Color
- ☐ Age (over 40)
- ☐ Religion
- ☐ National Origin
- ☐ Reprisal (for prior EEO activity)
- ☐ Disability
- ☐ Genetics

Per the:  
Civil Rights Act of 1964

Age Discrimination Act

Equal Pay Act

Disabilities Act

Genetic Information Nondiscriminatory  
Act of 2008

The ADA Amendments of 2008

AMERICA'S FLEET STARTS HERE

## COMPLAINT PROCESS

DON Discrimination Complaints Management Manual



### Informal Stage

Aggrieved files Pre-complaint (Informal) within 45 calendar days of alleged incident

### Counseling

EEO Counselor conducts:

- Informal Counseling Inquiry  
[30 calendar days] [processing time can be extended additional 60 calendar days not to exceed 90 calendar days]
- Attempts Resolution
- Prepare EEO Counselor Report
- Final Interview
- Notice of right to file

### Mediation

If Mediation is accepted:

- Automatic 90 calendar day processing time
- Neutral 3<sup>rd</sup> party conducts mediation
- Parties develop their own resolution (Negotiated Settlement Agreement) this settles the complaint
- If mediation is not successful, a notice of right to file
- A formal complaint is issued.

AMERICA'S FLEET STARTS HERE

## COMPLAINT PROCESS

DON Discrimination Complaints Management Manual



### Formal Stage

- ☐ Formal complaint filed (*within 15 calendar days*)
- ☐ Decision by EEO Officer to accept or dismiss issues for investigation after legal review – Do not determine merit or whether or not discrimination occurred
- \*\*\*Criteria under DON Discrimination Complaints Management manual
- ☐ Investigation
- ☐ Post Investigative Notice of Options – 30 days to select either:
  - \*\*\*Equal Employment Opportunity Commission OR
  - \*\*\*Final Agency Decision (FAD) EEOC Administrative Judge
- ☐ Appeal to EEOC
- ☐ File Civil Action - U.S. District Court

AMERICA'S FLEET STARTS HERE

## ALTERNATIVE DISPUTE RESOLUTION



AMERICA'S FLEET STARTS HERE



## ADR



**Alternative Dispute Resolution** – ADR, “is any procedure that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, **mediation**, fact finding, mini-trials, arbitration, and the use of ombuds, or any combination thereof.”

- Administrative Dispute Resolution Act of 1996

~~~~~

**Mediation** is the Navy's preferred method of early resolution.

**Mediation** is a process in which an impartial third party assists parties in finding a mutually acceptable solution to their dispute.

**\*\*It is both voluntary and confidential.**

AMERICA'S FLEET STARTS HERE

## MEDIATION



Mediation in the EEO Process – Title VII Basis included

Mediation in Non-EEO or Workplace Conflicts – No Title VII Basis included

- ☐ Same process – 4 or 5 basic stages
- ☐ Same benefit - less time and less cost involved

Please keep in mind that participation in mediation is no guarantee that you will automatically get what you're asking for!

AMERICA'S FLEET STARTS HERE

## AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT



**ADAAA: Definition of Disability**



**ADA: Reasonable Accommodation  
and Nondiscrimination**

**= ADA as Amended**

AMERICA'S FLEET STARTS HERE

## DISABILITY



Same basic three-part definition:

- A physical or mental impairment that substantially limits a major life activity;
- A record of such an impairment;
- Being regarded as having a disability

However, Congress has changed the meanings of key terms used in these definitions and has broadened the definition and scope of what can now be considered a disability

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



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## Reasonable Accommodations



### What is Reasonable Accommodation?

*"A change in the work environment or in the way things are customarily done which would enable an individual with a disability to enjoy equal employment opportunities."*

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



Three Categories of Reasonable Accommodations, Modification or adjustments:

- **Job application process** (large print or Braille)
- Perform the **essential functions** of the job (interpreters, readers, computer software)
- **Remove physical barriers** to enable employees with disabilities to enjoy equal benefits and privileges (office, cafeteria - Compliance to Federal Accessibility Standards)

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



### Who can request a RA?

#### ☐ Employee/Family member/Representative

- An employee, family member or representative of the employee may let the employer know that he/she needs an adjustment or change at work for a reason related to a medical condition.

#### ☐ Supervisor when he/she:

- Knows that the employee has a disability,
- Knows, or has reason to know, that the employee is experiencing workplace problems because of a disability, and
- Knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation

#### ☐ Applicant

- During the application process

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



### How is a RA Requested?

- ☐ A request does not have to be in writing
  - Although followed-up in writing
- ☐ There are no magic words
  - Plain English, the words reasonable accommodations need not be used

When it is communicated by the employee or other appropriate individual that there is a need for an adjustment or change at work for a reason related to a medical condition, the RA process begins.

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



### What Happens Once a RA Request Is Made?

#### **Interactive discussion should begin immediately**

- The interactive discussion is a continuing dialogue throughout the reasonable accommodation process

#### **Request is forwarded to DPM**

- The RA Advisory Team must begin processing
- The interactive process will determine:
  - If the person has a disability as defined under the ADA/Rehab Act
  - If the person is qualified
  - What the employee's needs are
  - An effective accommodation

AMERICA'S FLEET STARTS HERE



## Reasonable Accommodations



### When is Medical Documentation Required?

- When a disability and/or the need for accommodation is not obvious, management may ask the individual for medical documentation regarding his/her disability and functional limitations.
- Reasonable documentation is only the documentation needed to establish that the person has a disability (under the ADA) and that the disability necessitates a reasonable accommodation.

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



### Decision to Accommodate

A qualified employee with a disability is entitled to an **effective accommodation**, not the accommodation of choice-so long as it is sufficient to meet the job-related needs of the individual being accommodated and removes the workplace barrier that is impeding employment benefits.

- The employee's supervisor is responsible for the final decision as to what accommodation, if any, will be provided

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



### Decision to NOT Accommodate

An accommodation may be denied only when:

- The individual is determined not to have a disability, as defined under the ADA/Rehab Act
- The person cannot perform the essential functions of the job with or without an accommodation, and reassignment efforts were unsuccessful
- The accommodation creates an undue hardship
- The individual posed a direct threat to health or safety

AMERICA'S FLEET STARTS HERE

## Reasonable Accommodations



### Denials

- ☐ Written notification
- ☐ If an alternate reasonable accommodation is offered, justification for that decision should be explained
- ☐ Must provide an explanation of informal procedures available for a review of the denial action:
  - Informal discussion with decision-maker
  - Appeal to next level of supervision
  - ADR (not required to file an EEO Complaint)
  - Applicant can file an EEO Complaint based upon denial

AMERICA'S FLEET STARTS HERE

## POINTS TO REMEMBER



- All Complaints are filed against the Secretary of Navy
- Managers **MUST** support the EEO process – failure could result in finding against Navy
- Complaints are filed on the employee/applicant's perception of discrimination
- EEO Counselors have authority to request documents and interview witnesses in order to complete an inquiry.
- Mediation is a cost effective way of resolving disputes
- EEO Office does NOT determine merit – EEO does not determine whether or not discrimination occurred.
- If the complaint starts with you, YOUR agency is financially responsible!

AMERICA'S FLEET STARTS HERE

## EEO STAFF



### EEO, Diversity and Inclusion Office

Located in building 42, Suite 200 (Second Floor)

#### Wanda Jimenez-Barkdoll

DEEO, Director Diversity and Inclusion  
301-227-0090

#### Sheniqua L. Bush

Complaints Program Manager  
301-227-2865

#### Credella Harley

Reasonable Accommodation Coordinator  
301-227-1441

#### Rebekah Knodel

Language Specialist  
(301) 227-4049

AMERICA'S FLEET STARTS HERE

**NSWC/NUWC PERSONNEL DEMO PROJECT SALARY TABLES**  
**DEMO SALARY RATES IN EFFECT**

7 JAN 2018

Washington-Baltimore-Arlington, DC-MD-VA-WV-PA  
 Incorporating the 1.4% Comparability Increase and a Locality Payment of 28.22%

**ND CAREER PATH**

| LEVELS | GS GRADES COVERED | MIN SALARY (NO LOCALITY) | MAX SALARY (NO LOCALITY) |
|--------|-------------------|--------------------------|--------------------------|
| 1      | 1-4               | \$18,785                 | \$33,629                 |
| 2      | 5-8               | \$25,871                 | \$51,623                 |
| 3      | 9-11              | \$39,707                 | \$68,983                 |
| 4      | 12-13             | \$53,062                 | \$98,317                 |
| 5      | 14-15             | \$75,628                 | \$136,659                |
| 6      | SSTM              | \$126,148                | \$164,200                |

| MIN SALARY (WITH LOCALITY 28.22%) | MAX SALARY (WITH LOCALITY 28.22%) |
|-----------------------------------|-----------------------------------|
| \$24,086                          | \$43,119                          |
| \$33,172                          | \$66,191                          |
| \$50,912                          | \$88,450                          |
| \$68,036                          | \$126,062                         |
| \$96,970                          | \$164,200*                        |
| \$161,747                         | \$174,500*                        |

\*pay cap

| MAXIMUM SPC RATE<br>TBL 0032 (1529<br>SERIES), Various<br>Locations |
|---------------------------------------------------------------------|
| N/A                                                                 |
| N/A                                                                 |
| \$92,437                                                            |
| N/A                                                                 |
| N/A                                                                 |
| N/A                                                                 |

**NT CAREER PATH**

| LEVELS | GS GRADES COVERED | MIN SALARY (NO LOCALITY) | MAX SALARY (NO LOCALITY) |
|--------|-------------------|--------------------------|--------------------------|
| 1      | 1-4               | \$18,785                 | \$33,629                 |
| 2      | 5-8               | \$25,871                 | \$51,623                 |
| 3      | 9-10              | \$39,707                 | \$62,787                 |
| 4      | 11-12             | \$48,297                 | \$82,680                 |
| 5      | 13-14             | \$63,600                 | \$116,181                |
| 6      | 14-15             | \$75,628                 | \$136,659                |

| MIN SALARY (WITH LOCALITY 28.22%) | MAX SALARY (WITH LOCALITY 28.22%) |
|-----------------------------------|-----------------------------------|
| \$24,086                          | \$43,119                          |
| \$33,172                          | \$66,191                          |
| \$50,912                          | \$80,505                          |
| \$61,926                          | \$106,012                         |
| \$81,548                          | \$148,967                         |
| \$96,970                          | \$164,200*                        |

\*pay cap

NT-05 High Grade:  
 Basic pay greater  
 than \$98,317;  
 adjusted pay greater  
 than \$126,062

**NG CAREER PATH**

| LEVELS | GS GRADES COVERED | MIN SALARY (NO LOCALITY) | MAX SALARY (NO LOCALITY) |
|--------|-------------------|--------------------------|--------------------------|
| 1      | 1-4               | \$18,785                 | \$33,629                 |
| 2      | 5-6               | \$25,871                 | \$41,939                 |
| 3      | 7-8               | \$32,264                 | \$51,623                 |
| 4      | 9-10              | \$39,707                 | \$62,787                 |
| 5      | 11-12             | \$48,297                 | \$82,680                 |

| MIN SALARY (WITH LOCALITY 28.22%) | MAX SALARY (WITH LOCALITY 28.22%) |
|-----------------------------------|-----------------------------------|
| \$24,086                          | \$43,119                          |
| \$33,172                          | \$53,774                          |
| \$41,369                          | \$66,191                          |
| \$50,912                          | \$80,505                          |
| \$61,926                          | \$106,012                         |

Note: Salary ranges for paybands 2 and above  
 (with the exception of ND-06) reflect the extension to the next lower GS grade level.

as of 11-Jan-2018  
 Rev 1



# Avoid UNAUTHORIZED COMMITMENTS

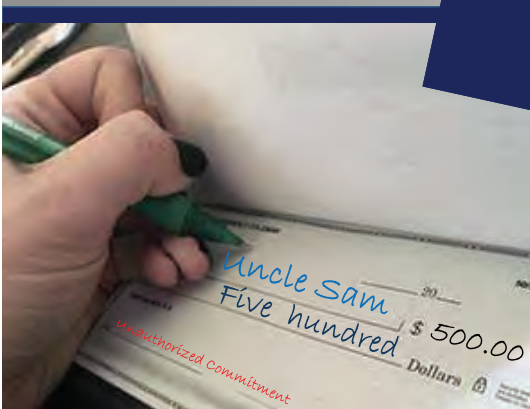
## *What is an unauthorized commitment?*

When a government employee makes an agreement that commits government funding for some service, product or training, and they are not authorized to enter into that agreement on behalf of the government, it is not a binding agreement and is an unauthorized commitment.

Only contracting officers and purchase card holders have the authority to bind the government.

Employees who enter into an UNAUTHORIZED COMMITMENT may be responsible for payment.

**Check First...**



**...or CHECK after**

For more information on UNAUTHORIZED COMMITMENTS contact, Laura Rider, Code 021, 301-227-5821 or [laura.rider@navy.mil](mailto:laura.rider@navy.mil).



*What's the correct action?*  
**ALWAYS check first!**



Contact department  
Acquisition Manager



Call immediate  
supervisor



Email respective  
Contracting Officer's  
Representative (COR)



# FY 2019 Mandatory Training



- ☐ FY19 NAVSEA Active Shooter Training - **DUE Jan. 18**
- ☐ FY19 DoD Cyber Awareness Challenge V6 - **DUE July 31**
- ☐ FY19 Privacy and Personally Identifiable Information (PII) Awareness Training
- ☐ FY19 Prevention of Sexual Harassment (POSH)
- ☐ FY19 No Fear Act (Every two years)
- ☐ FY19 SAPR Refresher Training
- ☐ FY19 Level One Antiterrorism Training
- ☐ FY19 Records Management
- ☐ FY19 Combating Trafficking in Persons (CTIP) General Awareness
- ☐ FY19 Operations Security (OPSEC)
- ☐ FY19 NAVSEA Counterintelligence Awareness Training (CIAR) - **In-Person Only**
- ☐ FY19 NAVSEA Physical Security - **In-Person Only**
- ☐ FY19 NAVSEA Intro to Controlled Unclass Info Training
- ☐ FY19 Workplace Violence Prevention

*Government employees must take ALL courses.*

*Contractors must take all courses in GREEN.*



**All Training Due by Sept. 30** unless otherwise noted.

**For more information, please contact:**

Roxanne Little - [roxanne.little@navy.mil](mailto:roxanne.little@navy.mil) • 301-227-2054

Emily Grauwlir - [emily.grauwlir@navy.mil](mailto:emily.grauwlir@navy.mil) • 301-227-1791

**VERSION 2**

<https://twms.navy.mil/login.asp>

## Mandatory Training For Onboarding Employees

| #                                                               | Requirement Title                                                                                         | Course Requirement | Course ID            |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| <b>Completed During 2 Day Onboarding or Prior to Onboarding</b> |                                                                                                           |                    |                      |
| 1                                                               | FY 19 DOD Cyber Awareness Challenge ( <b>completed online</b> )                                           | 69516              | DOD-IAA-V16.0        |
| 2                                                               | FY19 Privacy and Personally Identifiable Information (PII) Awareness Training ( <b>completed online</b> ) | 69514              | DON-PRIV-1.0         |
| 3                                                               | FY19 Operations Security (OPSEC)                                                                          | 69537              | NOST-USOPSEC-3.0     |
| 4                                                               | FY19 NAVSEA Intro to Controlled Unclassified Information (CUI)                                            | 69852              | TWMS-595754          |
| 5                                                               | FY19 Level One Anti-terrorism Training                                                                    | 69532              | CENSECFOR-AT-010-1.0 |
| 6                                                               | FY19 NAVSEA Ethics Training                                                                               | 69873              | TWMS-612041          |
| 7                                                               | FY19 Records Management Training                                                                          | 69536              | TWMS-594928          |

### Completed During Onboarding Follow

|     |                                                      |       |               |
|-----|------------------------------------------------------|-------|---------------|
| 8   | DON EEO Training                                     | N/A   | TWMS-614600   |
| 9a. | FY19 SAPR One Team One Fight (Face to Face Training) | 69515 | TWMS-563046   |
| 9b. | FY19 SAPR Refresher Training                         | 69534 | TWMS - 647731 |
| 10  | FY19 NAVSEA Counterintelligence Awareness Training   | 69850 | ORI-80000-13  |
| 11  | Mentor Module Training                               | N/A   | TWMS-615071   |



**DEPARTMENT OF THE NAVY**  
 OFFICE OF THE SECRETARY  
 1000 NAVY PENTAGON  
 WASHINGTON, D.C. 20350-1000

DEC 13 2005

**MEMORANDUM FOR DISTRIBUTION**

**Subj: GENERAL NOTICE OF DRUG TESTING FOR NEW EMPLOYEES UNDER  
 DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM**

On September 15, 1986, President Reagan signed Executive Order 12564 establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy (DON) Drug-Free Workplace Program (DFWP), developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the DON will assist employees with drug problems, it must be recognized that employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order to maintain a safe, secure workplace and efficient DON operation.

The determination that an employee uses illegal drugs may be made on the basis of direct observation, a criminal conviction, the employee's own admission, other appropriate administrative determination or by a confirmed positive drug test. The program subjects all civilian appropriated and non-appropriated fund employees to drug testing under the following conditions:

- a. When there is a reasonable suspicion that the employee uses illegal drugs.
- b. As part of an authorized examination regarding an accident or unsafe practice.
- c. As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.

In addition, certain employees occupying specifically designated sensitive positions within the DON will be subject to random drug testing. These are called Testing Designated Positions (TDPs).



a. Employees in this category will receive individual written notices that their positions have been included in the activity random testing pool at least 30 days prior to actual testing.

b. Employees selected for, or otherwise placed in, a test-designated position will be subject to a drug test prior to final selection/placement and to random testing thereafter.

c. Any employee can volunteer for random testing and will be included in the activity random testing pool.

All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered or substituted. The DON has developed strict chain-of-custody procedures to ensure proper identification of the specimen tested.

All specimens will be tested in certified laboratories following mandatory guidelines published by the Department of Health and Human Services as published in the Federal Register. A Medical Review Officer (MRO) will review all positive, non-negative, and negative test results. Employees will be given an opportunity to provide evidence to a MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

Drug test results will be handled in a confidential manner. Non-negative test results from the laboratory will only be disclosed to a MRO. Non-negative results, verified by the MRO, may only be disclosed to the employee, the activity Drug Program Coordinator, the appropriate Civilian Employee Assistance Program (CEAP) Administrator and appropriate supervisory/management officials necessary to process an administrative and/or adverse action against the employee, or to a court of law or administrative tribunal in any adverse personnel action.

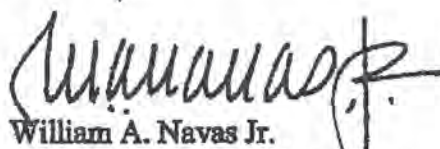
Medical and rehabilitation records in the CEAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, an authorizing court order or otherwise as permitted by federal law.

The DON will not tolerate the use of illegal drugs. Employees of the DON having a substance abuse problem are encouraged to seek assistance through their activity CEAP. Such assistance may be obtained by contacting the activity CEAP administrator. Employees who voluntarily identify themselves to their supervisor or other appropriate management official as a user of illegal drugs, prior to being so identified by other means and who seek counseling and/or rehabilitation assistance, will not be subject to disciplinary action for their prior drug use. This is referred to as safe harbor. It is

important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor.

All employees are expected to refrain from illegal drug use. Disciplinary action up to and including removal from Federal service will be initiated for the first failure to remain drug-free. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, altering or substituting a specimen, failure to report for testing or refusal to submit to a drug test.

This updated General Notice supersedes the DON General Notice of the Navy DWFP initially published on August 6, 1988, and does not affect the ability of activities/commands to continue to conduct drug testing.



William A. Navas Jr.  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

Distribution:  
Echelon I & II



## DRUG FREE WORKPLACE PROGRAM (DFWP) INFORMATION SHEET

### GENERAL:

On September 15<sup>th</sup>, 1986, President Reagan signed Executive Order 12564 establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy (DON) Drug-Free Workplace Program (DFWP), developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the DON will assist employees with drug problems, it must be recognized that employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

### EFFECTS OF DRUG USE:

Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personal safety, risk damage to government or personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order to maintain a safe, secure workplace and efficient DON operation.

### TYPES OF DRUGS TESTED:

In accordance with Federal regulations, the Department of the Navy (DON) tests applicants and employees for cocaine, ecstasy, marijuana, amphetamines, opiates, phencyclidine (PCP), and 6-acetylmorphine.

### TYPES OF TESTING:

1. Random Testing: Random testing is only for employees in Testing Designated Positions (TDPs). Employees in these positions are notified of this requirement upon their appointment to the Carderock Division. All TDP employees are placed into a pool and are selected on a random basis without prior announcement.
2. Voluntary Testing: In order to demonstrate a commitment to the DON's goal of a drug-free workplace and to set an example for others, an employee who is not in a TDP may volunteer to be included in the pool of TDPs, and will be subject to the conditions and procedures of random testing.
3. Pre-employment Testing: Pre-employment drug testing is required of all individuals who are tentatively selected for a TDP.
4. Reasonable Suspicion Testing: For an employee in a non-TDP, Management must have a reasonable suspicion that the employee is using drugs illegally on-duty or performing work while drug-impaired. For an employee in a TDP, an arrest or conviction of a drug-related offense, possession, use, or trafficking regardless of duty hours is cause for reasonable suspicion testing.
5. Accident/Unsafe Practice Testing: Employees are subject to drug testing following the occurrence of serious on-the-job accidents, or unsafe, on-duty, job-related activity, and their actions are reasonably suspected of having caused or contributed to an accident or unsafe practice.



6. Follow-up Testing: All DON employees referred through administrative action to counseling or rehabilitation through the DONCEAP for illegal drug use will be subject to unannounced drug testing as a follow-up to their program. For employees in TDPs, this test is separate from the regular, random testing conducted by the activity.

#### TESTING DESIGNATED POSITIONS (TDPs) :

Employees in Testing Designated Positions (TDPs) are subject to random drug testing under the DON Drug-Free Workplace Program. Performance of the duties in these positions is sufficiently critical to the Carderock Division, and as such drug testing is warranted as a requirement of these positions. Employees applying for TDPs are required to undergo drug testing prior to receiving a final job offer for the position. Upon appointment to the Carderock Division, employees in TDPs are required to read and sign an "Acknowledgement of Receipt Form of Notice of Random Drug Testing Under DON Drug-Free Workplace Program." After signing this document, employees agree that within 30 days they will be placed into a pool of other TDP employees and will be subject to random testing. Additionally, employees in TDPs are subject to drug testing when there is a reasonable suspicion that the employee is using illegal drugs.

#### RANDOM TESTING PROCEDURES (TDP EMPLOYEES ONLY) :

An employee will be privately notified by their supervisor that they have been selected for random drug testing about 15 to 30 minutes prior to their scheduled test. Employees are required to adjust their schedules around the mandatory testing time. If an employee refuses to furnish a urine specimen, fails to report for testing as directed (without a deferral), or substitutes or adulterates their specimen, they will be subject to discipline similar to those who have a verified positive drug test. Employees must provide a valid photo identification when they arrive for testing.

#### DEFERRAL OF TESTING (TDP EMPLOYEES ONLY) :

An employee selected for random drug testing may be granted a deferral from testing if the employee's first line or higher level supervisor and the Drug Program Coordinator concur that a compelling need exists. If a deferral is authorized and the test is not administered, the supervisor will inform the employee that he or she may be tested within 60 days from the date of the deferral, or 60 days from the date that the employee returns to duty or the work site. Situations where employees can be granted a deferral include:

1. When an employee is in a non-duty status, such as annual leave, sick leave, suspension, absent without leave (AWOL), leave without pay (LWOP), etc. Any leave requests submitted after notice should be carefully scrutinized and require appropriate documentation.
2. When an employee is in an official travel status away from the test site, or is about to leave for official travel scheduled prior to the notification of testing.
3. When an employee is working a different shift.
4. When an employee is performing a task or project that requires the employee's presence at the work site during the scheduled test time.
5. When an employee is teleworking.



**TESTING POSITIVE:**

In drug testing, a "verified positive" results from a finding by the Medical Review Officer (MRO) of illegal drug use; a "non-negative" results from the laboratory analysis concluding the urine sample has either been adulterated in some way or is substituted (not human urine, e.g., animal urine). All urine samples collected are sent to the Fort Meade laboratory for analysis. A drug test result may be initially positive for either legal or illegal drugs, and in all cases of an initial positive or non-negative finding, the MRO will contact the employee for justification of the result. If the employee can provide a legitimate medical explanation (a current prescription, for example), he or she will provide documentation to the MRO and the initial positive result will be reported as a negative test. If the employee is unable to provide the MRO a legitimate medical explanation, the initial positive will be reported as either a verified positive or non-negative result.

If an employee tests positive for illegal drugs, they will be subject to the following actions:

1. Employee will immediately be taken out of their TDP through reassignment, detail, or other personnel action. An employee may be restored to their TDP position upon their successful completion of a rehabilitation or counseling program.
2. Appropriate disciplinary action may be taken.
3. Employee will be referred to the DONCEAP for assistance in obtaining counseling and rehabilitation.

**PRESCRIPTIONS/OVER THE COUNTER (OTC) MEDICATIONS**

All employees, but especially those subject to random testing, must ensure they have a current prescription from a licensed health care provider for any medications they take. Expired prescriptions, or those under another person's name (even a spouse or child), are not legitimate medical explanations. Employees must communicate with their health care provider any concerns they may have about their prescriptions causing a positive test and to ensure any doubt about the legitimacy of the prescriptions is resolved with the health care provider. Even with a prescription, drugs illegal under Federal law (such as marijuana) cannot form the basis for a legitimate medical explanation in a federally-mandated drug testing program.

**SAFE HARBOR:**

Safe Harbor is a voluntary self-referral by any employee to get assistance in dealing with illegal drug use. An employee can request Safe Harbor by voluntarily identifying himself or herself as an illegal user of drugs to a supervisor or other higher level management official PRIOR to being notified that they have been selected for random drug testing if they occupy a TDP, or PRIOR to being identified by other means such as reasonable suspicion. Safe Harbor protects the employee from disciplinary action for illegal drug use, but it does not protect the employee from actions taken resulting from a loss of security clearance. Employees approved for Safe Harbor must submit an Acknowledgement of Request for Safe Harbor Memorandum, agreeing to: obtain counseling and rehabilitation through the Department of Navy Civilian Employee Assistance Program (DONCEAP); get tested by the Command as part of a



follow-up to the counseling and rehabilitation from DONCEAP; release counseling and rehabilitation records related to the illegal use of drugs to appropriate management and DONCEAP officials; and subsequently refrain from the illegal use of drugs.

EAP/DONCEAP:

Employees who receive a positive or non-negative drug test result, or who request Safe Harbor will receive a mandatory DONCEAP referral. Throughout the rehabilitation program, strict confidentiality is maintained by clinic and drug program staff. Any information pertaining to the employee's rehabilitation and counseling records through DONCEAP is only shared with appropriate management, including the Drug Program Coordinator, the employee's first line supervisor, and the Employee Relations Specialist handling the employee's case. DONCEAP counselors can be contacted at <http://donceap.foh.hhs.gov> or by calling 1-888-DONCEAP (1-888-366-2327), TTY 1-888-262-7848, or International 1-866-829-0270.

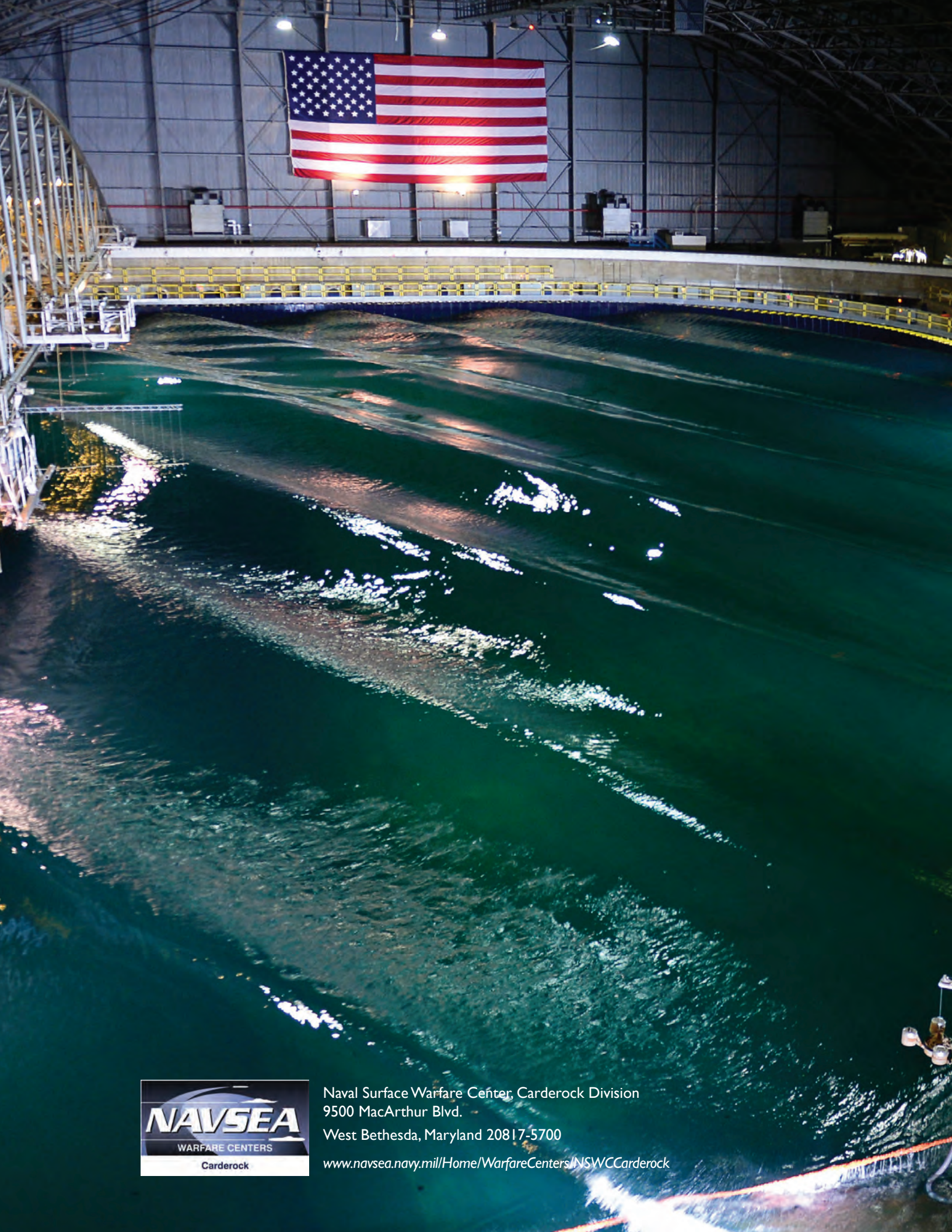
## Carderock Vanpool List

| Coordinators                    | Phone Numbers                    | Pick Up Locations                                                                                                                               | Work Schedules    |
|---------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>MARYLAND</b>                 |                                  |                                                                                                                                                 |                   |
| Carrie Henson                   | (301) 227-3061                   | Lanham / Bowie MD<br>Departs at 0500 from Lanhan Seabrook MARC train station parking lot                                                        | 6:00 AM - 3:30 PM |
| Dominic Cusanelli               | (301) 227-7008                   | Frederick, MD                                                                                                                                   | 6:00 AM - 3:30 PM |
| Melissa Berlo                   | (301) 227-5304                   | Hagerstown / Urbana, MD                                                                                                                         | 6:00 AM - 3:30 PM |
| Michael A Slater                | (301) 227-6088                   | Mt. Airy, Damascus, Germantown, MD                                                                                                              | 5:30 AM - 3:00 PM |
| Teresa Crum                     | (301) 227-4238                   | Urbana, MD                                                                                                                                      | 6:00 AM - 3:30 PM |
| Laura Gray                      | (301) 227-5664                   | Riva Park & Ride, Annapolis, MD                                                                                                                 | 6:00 AM - 3:30 PM |
| Andrew Jarrett                  | (301) 227-5591                   | Ellicott City, MD (Columbia, MD #1)                                                                                                             | 6:00 AM - 3:30 PM |
| Sean Samblanet                  | (301) 227-3363                   | Severna Park #2 / Davidsonville, MD                                                                                                             | 6:15 AM - 3:00 PM |
| Eugene Reed                     | (301) 227-2148                   | Davidsonville, MD                                                                                                                               | 6:00 AM - 2:30 PM |
| Angela Ross                     | (301) 227-4836                   | Severna Park, MD                                                                                                                                | 6:00 AM - 3:30 PM |
| Diedre Gilmer                   | (301) 227-5744                   | Columbia, MD #2                                                                                                                                 | 6:00 AM - 3:30 PM |
| Paul Rakow                      | (301) 227-1660                   | Gaithersburg, MD                                                                                                                                | 6:00 AM - 3:30 PM |
| Edward Taylor                   | (301) 227-5799                   | #1 Sandy Spring Rd commuter parking lot in Laurel, MD<br>#2 Green Castle Commuter Lot, Green Castle Rd, Silver Spring, MD                       | 6:00 AM - 3:30 PM |
| Alan Adams                      | (301) 227-5249                   | #1 Earleigh Heights Fire Station, Pasadena, MD #2 Marc Train Station, Hanover, MD                                                               | 5:30 AM - 3:00 PM |
| Mary Miller<br>Lana Craig       | (301) 227-2581<br>(301) 227-3960 | #1 Pasadena, MD<br>#2 Marc Train Station, Hanover, MD #3 Commuter Park & Ride Lot at I-495 exit 27, Adelphia, MD (Adjoining the weight station) | 5:30 AM - 3:00 PM |
| Joe Miqueli                     | (301) 227-1858                   | #1 Assembly of God Church (Pasadena, MD)                                                                                                        | 5:30 AM - 3:00 PM |
| <b>VIRGINIA</b>                 |                                  |                                                                                                                                                 |                   |
| John Lietz<br>Chris Lee         | (301) 227-1568<br>(301) 227-1777 | Arlington, VA (Courthouse Metro) (starting in July/August)                                                                                      | 7:00 AM - 4:30 PM |
| Vacant                          |                                  | Stafford, VA                                                                                                                                    | 6:00 AM - 3:30 PM |
| Rick Cantu                      | (301) 227-8873                   | Dale City, VA                                                                                                                                   | 5:45 AM - 3:15 PM |
| Jaime Corzo                     | (301) 227-0058                   | Manassas / Centreville, VA                                                                                                                      | 6:20 AM - 3:30 PM |
| Vacant                          |                                  | Culpepper/Warrenton/Manassas, VA                                                                                                                | 6:00 AM - 3:30 PM |
| Michael Barbe                   | (301) 227-0016                   | Front Royal, VA (stop at the Plains in VA, Exit 31, Route 66)                                                                                   | 6:00 AM - 3:30 PM |
| Will Siegler<br>Reynolds Juliet | (301) 227-1829<br>(301) 227-1829 | South Riding / Herndon, VA                                                                                                                      | 6:20 AM - 3:50 PM |
| Maureen Foley                   | (301) 227-5040                   | Ashburn, VA                                                                                                                                     | 6:00 AM - 3:50 PM |
| Scott Ritchey                   | (301) 227-1752                   | Winchester / Berryville, VA                                                                                                                     | 6:00 AM - 3:30 PM |

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