Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE

Day 1 - New Employee Orientation

NAVSEA
WARFARE CENTERS
Carderock

Dayo (Diana) Odusanya

Onboarding Program Manager

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CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

Lawrence Tarasek
Technical Director, NSWCCD

Virtual Onboarding – Day 1

NAVSEA
WARFARE CENTERS
Carderock Division

Agenda

Day 1

0845	Sign-in and Welcome / Agenda / HR /
0905	Record Management
0930	Security Forms
0945	Information Assurance (IA) / Cyber Security Briefing
1010	**Break 1**
1020	Benefits Overview
1100	Teleworking
1115	Payroll / Timekeeping
1130	Oath of Office / CO Brief
1200	**Lunch**
1230	EEO Briefing
1300	Safety Briefing
1330	**Before You Being Work and DONEAP &Childcare**
1340	**Break 2**
1350	Ethics Briefing
1420	A look from the Bridge
1500	Wrap Up

All Presentations are available at the following address on your NMCI computer (CAC required):

https://wiki.navsea.navy.mil/display/WDP/Employee+Onboarding+Program

AMERICA'S FLEET STARTS HERE

Human Resources Paper Work

Review HR Paper Work

Provide Id for I-9

- (e.g. passport, drivers license, or birth certificate)

Complete Tax Forms

- (state & federal if applicable)

Complete the following forms if not already signed electronically

- OF-306

Brief Overview of Electronic Official Personnel Folder (eOPF)

- Can be found on page 17 of your Ready Reference Guide (RRG)

Welcome

Introductions

Agenda – Review Agenda and Welcome POCs/Employees

Onboarding Overview – Sign In

Discuss Onboarding Documents

- Ready Reference Guide (RRG) – Contact Information, Actionable items, n-processing actions to complete and check with their AO office or Supervisor regarding their Personnel "hiring" Action (SF-50), SAAR Form, Computer/Network access, and Account Creation status before visiting the CAC Office.

- Voluntary Self-Identification Request Questionnaire Sheet

- Other Flyers and Information for new employees

Annual Records Management Training

SSIC 5210
2020

Why do I Have to Have this Training

NAVSEA
WARFARE CENTERS
Carderock Division

Title 36 Code of Federal Regulations, Chapter XII, Subpart B: Federal Records, mandates that all Federal agency are to:

Provide guidance and training to all agency personnel on their records management responsibilities, including identification of Federal records, in all formats and media.

Department of the Navy Chief Information Officer memo May 2016: Annual Records Management Refresher Training.

May 2016

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

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.

NAVSEA RM POLICY

NAVSEAINST 5210.5B
Records Management Program

DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

In Reply to:
NAVSEAINST 5210.5B
Ser 00A/383
26 Sep 2017

NAVSEA INSTRUCTION 5210.5B

From: Commander, Naval Sea Systems Command

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5210.8E
(b) SECNAV M-5210.1
(c) SECNAV M-5210.2
(d) DoD 5015.02-STD of 25 April 2007
(e) OPNAVINST 5210.20
(f) SECNAVINST 5510.36A
(g) SECNAVINST 5211.5E
(h) NAVSEAINST 5210.6
(i) Federal Acquisition Regulations, Volume I, Part 1 to 51
(j) NAVSEA M-5210.1
(k) NARA General Record Schedule 23
(l) DON CIO memo "Annual Records Management Training Guide," of May 16
(m) U.S. Navy Regulations 1990

"*NAVSEA employees (military, civilian and contractors) will… Complete* **mandatory** *DON annual RM training required by reference (I) by date stipulated by NAVSEA HQ or their activity Records Manager*."

"Heads of NAVSEA HQ Directorates, Staff Codes, and PEOs, and Field Activities Commanding Officers and Officers in Charge … Ensure that all managers and personnel within their area of responsibility (AOR) are informed of this policy and complete mandatory annual RM training."

Records Management Responsibility

The following slides discuss the Records Management responsibilities assigned to all DON personnel (military, civilian and contractor).

Records Management Responsibility

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 peace time. Federal records provide evidence of the Department's organization, functions, policies, procedures, decisions, operations, and other activities.

What Are Records?

In short, a "record" is any document or material made or received in the course of government business, which is or should be kept either as evidence of the conduct of business or because it contains valuable information.

Official Business = Official Record

What Does regardless of physical form or characteristics mean?

That the definition of ' Record' includes electronic format documents that contain information designated by DON as an official record.
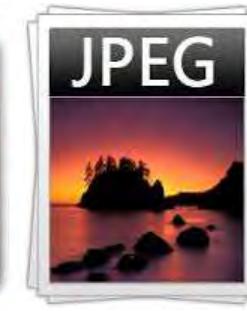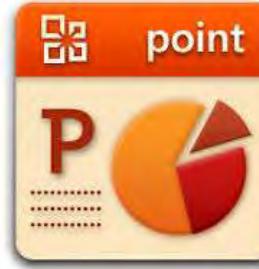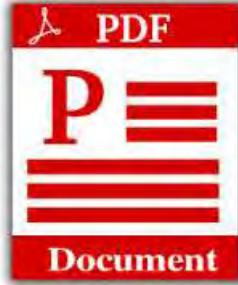
Create Records

Made **means the act of creating and recording information by agency personnel in the course of their official duties.**

Examples:

- Correspondence	- Corrective Action Report (CAR)	- Hazardous Material
- Directives/Issuances	- Continuity of Operations Plans	- Overhaul/Rework
- Forms	- Technical Manuals/Other Data	- Plant Property
- Memoranda	- Ship Design and Material	- Technical Reports
- Payroll	- Ship/ordnance system drawings	- Personnel Security
- Awards (civ/mil)	- Ship Design and Material Records	- Safety Reports
- Contracts/Purchase Files	- Equal Employment Opportunity	- Dry docking Reports
- IT Operations/Management	- Ship Inspection/Trial/Test	- Budget Reports

- Program Managers Case Files (RDT&E)
- Naval Nuclear Propulsion Information (NNPI)
- Program Manager/Lifecycle Manager Case Files

Create Records

Received means the acceptance or collection of documentary materials by or on behalf of an agency or agency personnel *in the course of their official duties*.

Examples: Correspondence (including email) requiring response or action, or retained for business reference; FOIA requests; Congressional or other government agency requests; Higher level program directive/ issuance/memorandum providing program requirements/ guidance; Technical Publications, Reports or Specifications from another DoD or DON activity, or Naval System Command; Vendor Technical Publication/Report/Specifications provided as a contract deliverable

Properly Preserve Records

<u>All DON personnel</u> (military, civilian and contractor):

maintain documents created or received as part of their official duties per DON RM standards and procedures.

manage official records in their custody per DON record retention disposition standards.
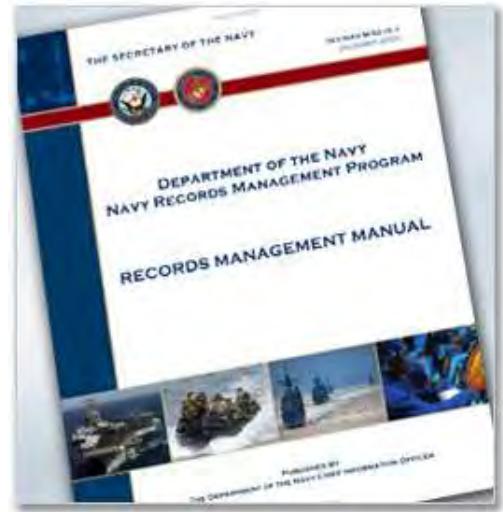
Warfare Center File Plan

Every Department has a file plan which lists the location of electronic and paper records. Your records should be listed on the plan.
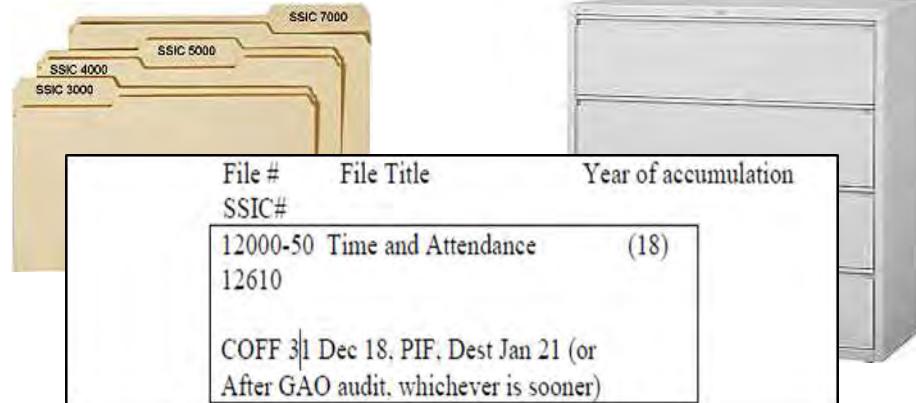
Code 1064 File Plan

Here's an example of a file plan for Code 1064. This code has directives, forms, Records Management, and external agreement records.

Code 1064	5000-86	Subordinate Command Plans and Policies:	Temp	No	TEMPORARY: Destroy when superseded or canceled.	Paper Documents	Cabinet #6, Drawer A	Directives Case Files	5215	Robin D. Beckham robin.beckham@navy.mil		DAA-NU-2015-0005-0082
Code 1064	5000-105	GRS 4.1 020 - Records Management Program Records:	Temp	No	TEMPORARY: Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	Paper Documents	Cabinet #6, Drawer A	Records Management Program Files	5210	Robin D. Beckham robin.beckham@navy.mil		DAA-GRS-2013-0002-0007
Code 1064	5000-66	Program Management:	Temp	No	TEMPORARY: Cut off at end of calendar year, cancellation or supersession. Destroy 5 years after cut off.	Electronic Records	SharePoint	Forms Management Case Files	5213	Robin D. Beckham robin.beckham@navy.mil		DAA-NU-2015-0005-0064
Code 1064	5000-68	Interagency Agreements:	Temp	No	TEMPORARY: Cutoff at supersession, cancelation, or termination of the agreement. Destroy 7 years after cutoff	Electronic Records	SharePoint	External Agreement Copies	5000	Robin D. Beckham robin.beckham@navy.mil		DAA-NU-2015-0005-0066

Maintain Records

Hardcopy:

File #   File Title   Year of accumulation
SSIC#

12000-50   Time and Attendance   (18)
12610

COFF 31 Dec 18, PIF, Dest Jan 21 (or
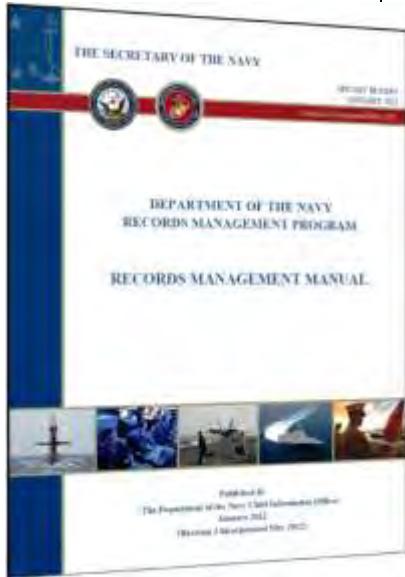After GAO audit, whichever is sooner)

Electronic:

Print   /   File   *OR*   DON authorized ERMS

Retention & Disposition

YOU DO NOT HAVE TO DECIDE IF YOUR BUSINESS INFORMATION IS A RECORD ...

THE SECRETARY OF THE NAVY

DEPARTMENT OF THE NAVY
RECORDS MANAGEMENT PROGRAM

RECORDS MANAGEMENT MANUAL

Published By:
The Department of the Navy Chief Information Officer
January 2012

5000-32. Automatic Data Processing Program:

Information created/used for the development, establishment, and accomplishment of automatic data processing (ADP) management plans, programs, and procedures. **[!]**

Permanent: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.

5000-33. Hazardous Substance Reports:

Reports and other records required by the Comprehensive Environmental Response Compensation Liability Act.

Temporary: Cutoff at end of calendar year. Destroy 75 years after cutoff.

YOU ONLY HAVE TO FOLLOW THE DON PUBLISHED RETENTION & DISPOSITION STANDARD

Break or Cutoff Records

"**Cutoff** - To cut or break files, terminate a record series on a given date or after a specified event or action. Files should be cut off or broken periodically in order to facilitate disposal actions and reference to current records."

Fiscal Year (FY) records are cutoff on 30 Sep.

Calendar Year (CY) records are cutoff on 31 Dec.

Records Schedules

Newly Approved Record Schedules

All Documents · Find a file

		Name		Modified
✓	📄			
	📁	Approved DON Disposition Authorites	···	June 13, 2018
	📊	Chapter 01 - Military Personnel	···	June 15, 2018
	📊	Chapter 02 - Telecommunications and Information Technology	···	September 26, 2018
	📊	Chapter 03 - Operations and Readiness	···	July 18, 2018
	📊	Chapter 04 - Logistics	···	December 19, 2018
	📊	Chapter 05 - General Administration and Management	···	March 8
	📊	Chapter 06 - Medicine and Dentistry	···	June 15, 2018
	📊	Chapter 07 - Financial Management	···	June 15, 2018
	📊	Chapter 08 - Ordnance Material	···	June 15, 2018
	📊	Chapter 09 - Ship Designs and Material	···	June 8, 2018
	📊	Chapter 10 - General Material	···	June 8, 2018
	📊	Chapter 11 - Facilities and Activities Ashore	···	October 4, 2018
	📊	Chapter 12 - Civilian Personnel	···	November 29, 2018
	📊	Chapter 13 - Aeronautical and Astronautical Material	···	October 11, 2018

The Directives and Records Management Division (DRMD) maintains the latest versions of the schedules.

Records Schedule Example

12000-27	GRS 2.2 080 - Supervisor's Personnel Files:	Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files. **Exclusion 1:** Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records. **Exclusion 2:** Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.		**Temporary: Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.**	x	DAA-GRS-2017-0007-0012	
12731.1	SUITABILITY RECORDS	1. Records Relating To the Suitability of Individual Personnel. Records relating to the character, reputation, and fitness of individuals for government employment of personnel under consideration for positions with DON.		Destroy 4 years after separation or transfer of employee.	7	N1-NU-86-3 / 12731/1	
12990.2a(1)	GENERAL AND MISCELLANEOUS RECORDS	2. Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices. a. Supervisor's Personnel Files. Correspondence, memoranda, forms and other records relating to positions, authorizations, and pending action; copies of position descriptions; requests for personnel action; and records on individual employees duplicated in or not appropriate for the OPF. (1) Annual Review.	separation or transfer	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	3	GRS 1.18a	
12990.2a(2)	GENERAL AND MISCELLANEOUS RECORDS	2. Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices. a. Supervisor's Personnel Files. Correspondence, memoranda, forms and other records relating to positions, authorizations, and pending action; copies of position descriptions; requests for personnel action; and records on individual employees duplicated in or not appropriate for the OPF. (2) Separation or transfer of employee.	separation or transfer	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	3	GRS 1.18a	

Electronic Records Management System (ERMS)

NAVSEA M-5210.1, NAVSEA RM Manual

Electronic Information Systems (EIS) provide access to electronic applications used for automating business processes that can produce electronic format records that are accessed by using the EIS; *They are not by default a record keeping system*

DON RM policy mandates that electronic format records must be maintained in a <u>DON authorized</u> Electronic Records Management System (ERMS)

Shared Drives and SharePoint

Per **NAVSEAINST 5210.5B**, **Shared Drives and SharePoint are <u>NOT</u> authorized locations to store records.**

HOWEVER, we may use these locations to prepare records for upload into HPRM, Carderock's authorized electronic record-keeping system.

Name the records for HPR ~~ing~~ **ving naming convention:**

Disposition Schedule - NSWCCD – Title of File - YYYYMMDD

Identify records/distinguish from non-record materials

Non-record. Materials not usually included within the definition of records. These are accumulated in the process of producing records, but they never acquire a "record" character.'
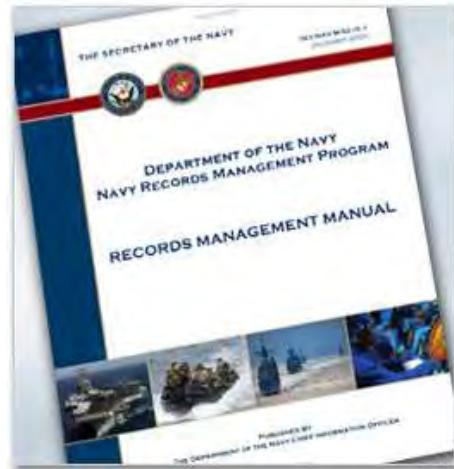
The primary criteria are:
- <u>require no action</u> on the part of the recipient;
- <u>do not document</u> official business or transactions;
- <u>Non-government</u> publications or journals NOT acquired as part of contract for services, equipment, or materials acquired as part contract for services, equipment or materials

Identify records papers and maintain them separately from Federal records

Personal papers are not Federal records and must not be stored with official records.

Personal papers can be documentary materials of a <u>private or non-public character</u> that do not relate in any way to, or have any effect upon, the conduct of DON business, e.g., personal correspondence or notes, personal journals or diaries. **Examples:**

- SF-50
- Birth Certificate
- Training Certificate

Do Not remove records from government custody or destroy them, except as required or allowed under authorized record schedules.

Under penalty of law, departmental personnel may not remove records from government custody or destroy them, except as required or allowed under authorized disposition instructions and schedules.	
Title 18 United States Code § 2071 Concealment, removal, or mutilation	**US Navy Regulations, Chapter 3**
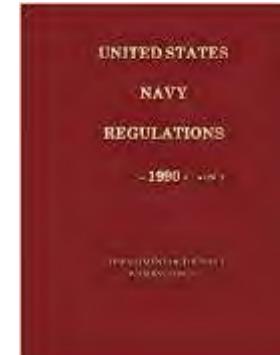
Inform appropriate officials of any actual, impending, or threatened unlawful removal, alteration, or destruction of Federal records and the sanctions imposed for the unlawful removal or destruction of Federal records.

➢ **Records Management POCs**

➢ **NSWCCD Records Manager**

Do not call NCIS

Litigation & Records Holds

Litigation Hold. Directive by competent authority: Federal Courts, DoD OGC, DON OGC, DON Assistant Secretary of the Navy Financial Management & Comptroller (ASN FM&C), DON Judge Advocate General (JAG) to suspend the destruction of documentary materials (records) that they reasonable expect to be request as part of litigation.

Record (Freeze) Hold. A court issued order that documentary materials (records) subject to ongoing litigation that are eligible for destruction must not be destroyed until the order is lifted. Records designated for permanent retention are too be retained by the originating agency until the order is lifted.

➢**POC: NAVSEA or NSWCCD Legal Counsel / NSWCCD Records Manager**

Record Email Management:

Email is a record when it meets the definition of a Federal record and **must by managed** by one, or a combination of, the following methods:

- migrated from the EIS to a DON approved ERMS; or
- printed for retention in a paper filing system

Transitory E-mail. E-mail records with a disposal date equal or *less than 180 days* may be retained in the electronic mail system as long as they are deleted IAW retention standard. *The need or action expires in 180 days.*

E-mail relating to legal, FOIA, contract or project case files are to be retained and disposed of with case/project file.

Records of Departing Personnel

SECNAVINST 5210.8, DON RM Program

Official records are government property

Program/project personnel do not "acquire" a proprietary interest

Non-records are still government-owned and must be protected. Removal requires approval of command RM/ General Counsel and must meet the following conditions:

- Removal will not diminish official records of agency

- Copy costs not excessive

- Not classified

- Information not subject to Privacy Act

- Disclosure of information not prohibited by law

NAVSEAINST 5210.5B, NAVSEA RM Program

NAVSEA employees (military, civilian and contractors) will:

(l) Read this instruction and comply with NAVSEA RM policy

(2) Create records to provide documentation of assigned duties and functions ,   including contracted services;

(3) Maintain official records per DON and NAVSEA standards and procedures;

(4) Keep personal papers, in all media and formats, separate from official documents and records;

(5) Only destroy official records when authorized by a DON records schedule;

(6) Not remove official records from NAVSEA offices or facilities without proper authorization;

(7) Know who their activity office or program RM staff is, and how to contact them;

(8) Notify their activity RM staff or senior leadership of any unauthorized or accidental destruction, damaging or alteration of NAVSEA records,

(9) **Complete <u>mandatory</u> DON annual RM training**.

SUMMARY
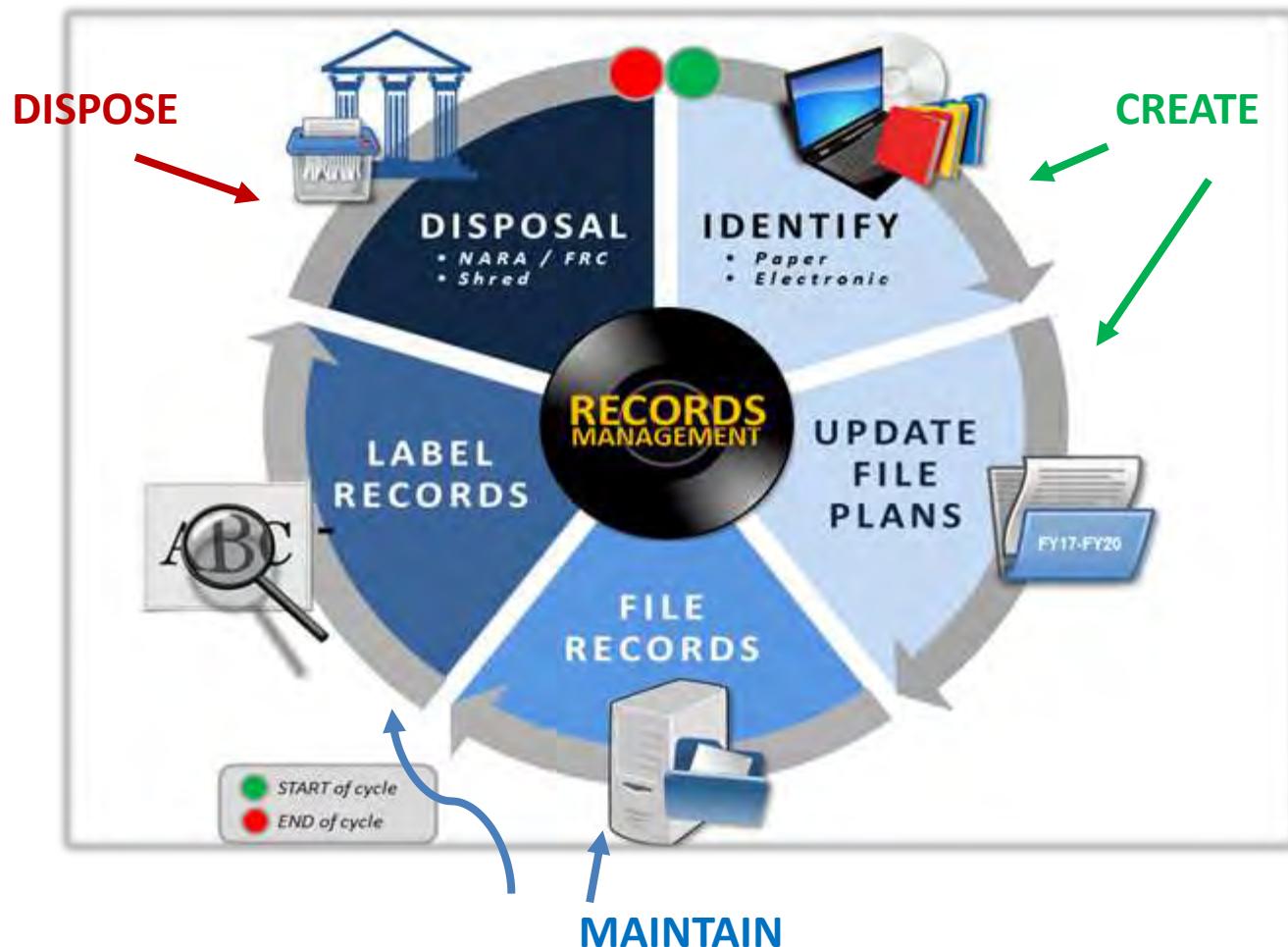
RECORDS DISPOSITION

Records disposition does not always mean destroy.

Records that have met their retention times may be:

- Destroyed (shredded, burned, etc.) with CRM approval
- Sent to the local Federal Records Center (FRC) for long-term retention
- Sent to the National Archives for permanent retention

Record schedules define how long to keep records and what to do with them when they have been kept for the required amount of time.

NOTE: If a record still has pending action, it may NOT be disposed of. For instance, if a contract is still awaiting payment, do not dispose of the record until that action has taken place.

TYPES OF RECORDS DISPOSITION

Temporary

Temporary/Permanent

Permanent

OR

Federal Records Center

Local Disposal

Long-term Retention

When directed by agency disposition schedule

TEMPORARY RECORDS DISPOSITION

Record(s) have met retention time

Approved Hardcopy Disposal Form showing records to destroy

NOTE: Duplicates of records in the same office do not need the Hardcopy Disposal Form.

LONG-TERM TEMPORARY AND PERMANENT RECORDS
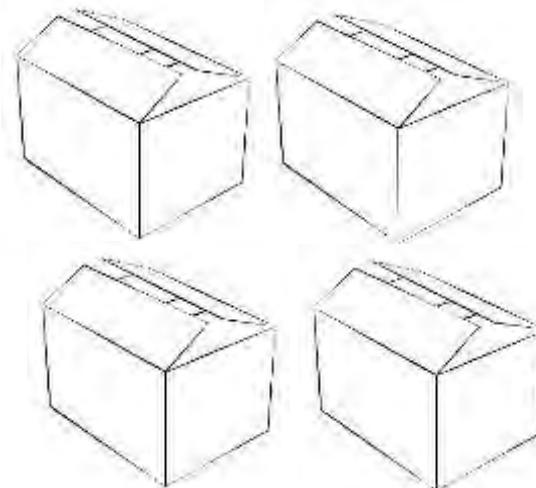
Records have not met retention time; these records may need long-term retention

Personnel notify the CRM or Backup CRM. The CRM or Backup CRM will notify the FRC.
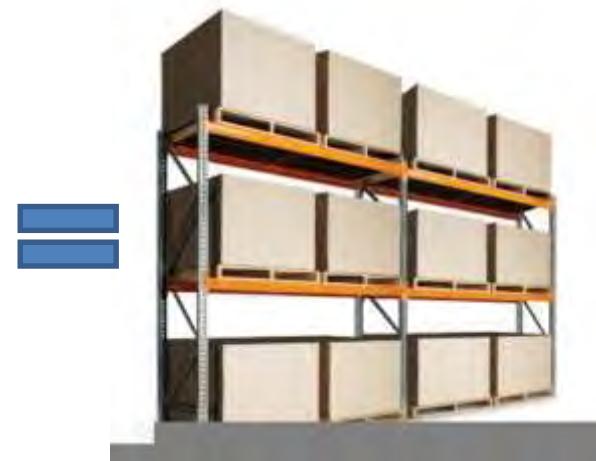
Records retained at Federal Records Center until the retention time is met

NOTE: The Dept of the Navy will contact NSWCCD CRM disposal concurrence.

PERMANENT RECORDS

With agency approval, the Federal Records Center sends permanent records to National Archives

NOTE: If you scan permanent records, do <u>NOT</u> dispose of the original record. The Archives needs the original.

RECORDS MANAGEMENT POCs

CRM – Robin D. Beckham, robin.beckham@navy.mil, 301-227-7594

Backup CRM – Angel Rodriguez, angel.f.rodriguez1@navy.mil, 301-227-3678

Code 00 – Beth Flannery, bethann.flannery@navy.mil, 307-227-1221

Code 00L – Chris Howk, christopher.howk@navy.mil, 301-227-3566

Code 01 – Arline Grabner, arline.l.grabner@navy.mil, 301-227-1084

Code 02 – Angie Brvenik, angela.brvenik@navy.mil, 301-227-1488

Code 101 – Darrell Sample, darrell.sample@navy.mil, 301-227-4713

Code 102 – Janice Ladson, janice.ladson@navy.mil, 301-227-1145

Code 103 – June Catterton, june.catterton@navy.mil, 301-227-1667

Code 104 – Erin Bistany, erin.bistany@navy.mil, 301-227-0511

Code 105 – June Catterton (acting), june.catterton@navy.mil, 301-227-1667

Code 107 – Jason Neeley, jason.neeley@navy.mil, 301-227-2560

Code 60 – Shannon Burke, shannon.burke@navy.mil, 301-227-1750

Code 70 – Jemima Pierre, jemima.pierre@navy.mil, 301-227-1305

Code 80 – Donna Intolubbe, donna.intolubbe@navy.mil, 301-227-1566

Who Are You Gonna Call?

```
        ┌─────────────────────┐
        │     NAVSEA RM       │
        └─────────────────────┘
                  ▲
        ┌─────────────────────┐
        │     NSWCCD CRM      │
        └─────────────────────┘
                  ▲
        ┌─────────────────────┐
        │      DEPT RLC       │
        └─────────────────────┘
                  ▲
        ┌─────────────────────┐
        │       RC/RL         │
        └─────────────────────┘
```
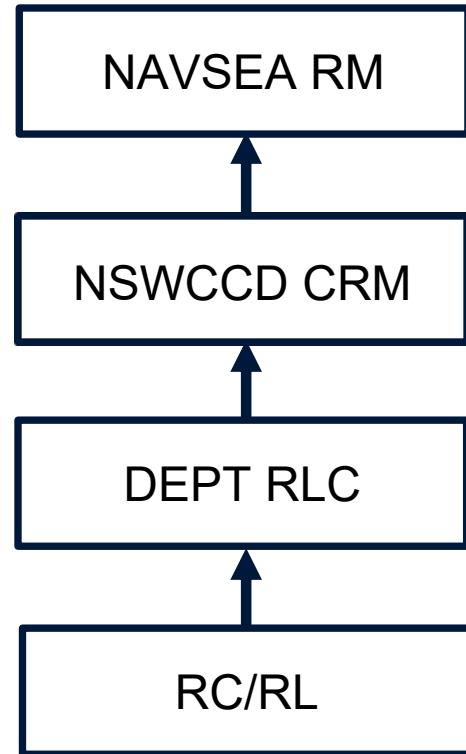
This is the order for contacting RM personnel. Start at the bottom and work up the chain. The NAVSEA RM will contact higher authorities if needed.

LEGEND (from the bottom to the top)
RC – (Branch) Records Custodian
RL – (Division) Records Liaison
RLC – (Dept) Records Liaison Custodian
CRM – Command Records Manager
RM – Records Manager

Contact your Department Records Management POC for RM questions.

Who Are You <u>Not</u> Gonna Call?

National Archives

NAVSEA

Navy Yard

Pentagon

Secretary of the Navy / Defense

1-800-DONT-CALL-ME

NSWCCD Records Management Office

NSWCCD Command Records Manager
Robin D. Beckham
robin.beckham@navy.mil
(301) 227-7594

Questions

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE
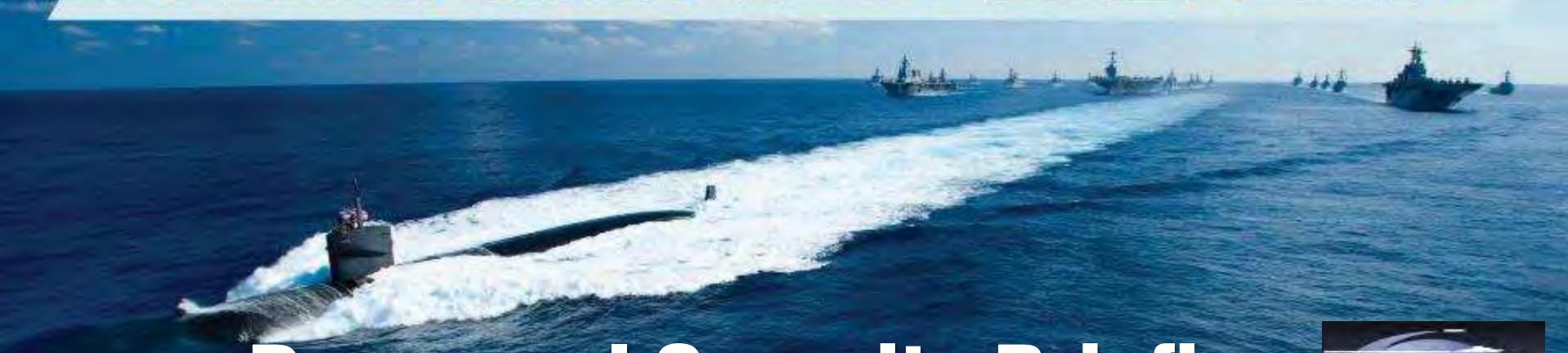
Personnel Security Briefing
Cheryl Allen, PERSEC Specialist

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

Larry Tarasek
Technical Director (Acting), NSWCCD

Security Message

The protection of U.S. Government assets including people, property, and both classified and controlled unclassified information is the responsibility of each and every member of the Department of Navy (DON), regardless of how it was obtained or what form it takes. Our vigilance is imperative. Anyone with access to these resources has an obligation to protect it.

The very nature of our jobs dictates we must lead the way in sound security practices. Anything less is simply not acceptable.

You may face legal and/or administrative sanctions if you knowingly, willfully or negligently commit security violation.

Personnel Security Program (PSP)

- Authorize initial/continued access to classified
- Authorize assignment to sensitive duties
- Validate loyalty, reliability and trustworthiness
- Ensure access consistent with the interests of national security

PSP Policy Guidance

- EO 13526, Classified National Security Information

- EO 10450, Security Requirements for Government Employees

- EO 12968, Access to Classified Information

- DoD 5200.2-R, DoD PSP Regulation

- DoDI 5200.02, DoD PSP

- SECNAV M-5510.30C DON Personnel Security Program

Personnel Security

A security clearance is a privilege, not a right.

When you accept the privilege of access to classified information, you are also accepting the responsibilities that accompany this privilege.

This is a LIFELONG responsibility!

Security Clearances

- Employment with the NSWCCD requires you to maintain eligibility for access to classified information

- Completed Electronic Questionnaires for Investigation Processing (e-QIP) system

- Access to classified information will be authorized at the level necessary to perform your duties

Eligibility for Access to Classified Material is a privilege, not a right.

Your Security Clearance

- Position sensitivity and/or duties will determine level of clearance or access

- There are three levels of Security Access Requirements (SAR):
  - Top Secret (TS)
  - Secret (S)
  - Confidential (C) Not used for Carderock civilians.

- You MUST coordinate with your Security Manager for all matters concerning security clearance/access!

Security Clearance Process

Security Manager (SM) Initiates Security Clearance Application → Applicant notified; Completes Application → SM Reviews Application and Other Documents → SM Approves Application, if No Errors → Defense Counterintelligence and Security Agency (DCSA) will begin Background Investigation → Investigation Complete; Adjudication Facility (DODCAF) Determines Eligibility → Adjudication Facility Notifies SM when Adjudication is Complete → SM Indoctrinates Applicant for Access to Classified Information

Security Clearance Investigation

- All DoN government and contractor personnel are subject to a personnel security investigation (PSI) and a periodic re-investigation every 5, 10 or 15 years*

- Investigations are conducted to determine suitability for a position of trust and/or granting of a security clearance

- Your suitability is continually assessed!

*Depending on the level of eligibility

PSI Types

- Initial Eligibility
    - T3 – Secret, replacing ANACI/NACLC
    - T5 – Top Secret, replacing SSBI
- Periodic Reinvestigations
    - T3R – Secret, replacing ANACI/NACLC
    - *T5R – Top Secret, replacing SBPR, PPR*

Interrelated Organizations, Systems and Databases

- Joint Personnel Adjudication System (JPAS)
- Defense Information System for Security (DISS)
- DoD Consolidated Adjudications Facility (CAF)
- Defense Civilian Personnel Data System (DCPDS)*
- Defense Enrollment Eligibility Reporting System (DEERS)
- Electronic Questionnaire for Investigative Processing (e-QIP)

*DEERS Interfacing Client System

Security Clearance Process

Human Resource (HR) and Security Office

- HR Office ensures job announcements state suitability/fitness/security clearance specifics
- HR and management ensure risk and sensitivity determinations recorded in PD
- HR Office ensures that suitability and fitness determinations are reflected in DCPDS
- HROs must ensure appropriate background investigation is requested
- Security Office tasks individuals to complete required background investigation forms
- Security Office reviews forms for accuracy and forwards to OPM to begin PSI process

Position Sensitivity / IT Levels

- Suitability (public trust vs. national security)
- Position Sensitivity (dependent upon risk)
  - Four levels (three sensitive/one non-sensitive)
    - Special-sensitive (SS)
    - Critical-sensitive (CS)
    - Noncritical-Sensitive (NCS)
    - Non-Sensitive (NS) - Not used at Carderock

Position Sensitivity / IT Levels (cont.)

- IT position risk considerations
  - Level of automated privileges
  - Level of fiscal privileges
  - Scope of responsibilities
  - Level of independence/oversight
  - Ability to access sensitive information
- IT positon levels
  - IT levels are being replaced

New PSP Terminology

Old Term		New Term
▪ Security Clearance	⟹	▪ Security Clearance Eligibility
▪ Interim Clearance	⟹	▪ Temporary Access

Adjudication Factors

- **Each factor contains three parts:**

  - <u>The Concern</u>: A description of the behavior or situation that could create a risk to national security interests.

  - <u>Conditions that could raise a security concern and may be disqualifying</u>: A description of the actual behaviors or situations that are of concern pertaining to the individual's eligibility for information and/or assignment to sensitive duties.

  - <u>Mitigating Factors</u>: A description of conditions that could mitigate the security concern.

Adjudicative Process

- Each case is judged on its own merits

- Determination of whether the granting or continuation of eligibility for a security clearance is clearly consistent with the interests of national security

- Overall common sense determination

- Evaluated in the context of the whole person

13 Adjudicative Guidelines

A - Allegiance to the U. S.

B - Foreign Influence

C - Foreign Preference

D - Sexual Behavior

E - Personal Conduct

F - Financial Considerations

G - Alcohol Consumption

H - Drug Involvement

I - Psychological Conditions

J - Criminal Conduct

K - Handling Protected Information

L - Outside Activities

M - Misuse of Information Technology Systems

Access Eligibility Process

Eligibility Determination

Administrative action, usually involving a form of background investigation and adjudication determination

+

SF 312

Classified Information Nondisclosure Agreement: All persons authorized access to classified information are required to sign a SF 312, a legal contractual agreement between you and the U.S. Government.

+

Need-to-Know

Determination made by an authorized holder of classified information that a prospective recipient requires access to perform a lawful and authorized government function.

=

Access

The ability and opportunity to obtain knowledge of classified information. This can involve seeing, hearing, or touching classified information, material, or equipment.

Classified Info Non-Disclosure

NAVSEA
WARFARE CENTERS
Carderock Division

SF-312, Classified Information Nondisclosure Agreement

- Full Name
- SSN
- Signature
- Witness
- Debriefing
- Lifetime

FRONT   BACK

NOTE: Contractors Only - fill out organization information

Continuous Evaluation Program

Employees must recognize and avoid behaviors that might jeopardize their security clearance.

In accordance with NSWCCD Policy Statement for Continuous Evaluation Program, dated 22 FEB 17: individuals are required to report to their supervisor or appropriate security personnel and seek assistance for <u>any incident or situation that could affect their continued eligibility for access to classified information</u>. Individuals shall be initially and periodically briefed thereafter, to ensure familiarity with pertinent security regulations and the standards of conduct required of individuals holding positions of trust.

The ultimate responsibility for maintaining eligibility to access classified information rests on YOU!

Personnel Security

Continuous Evaluation Program (CEP) Reporting

- Suspicious contacts
- Security violations or infractions
- Adverse information (oneself or co-worker)
- Change in name, residence or marital status
- Decline classified work/security responsibilities

Automated Continuous Evaluation System (ACES)

Self-Reporting

Self-reporting is mandatory and emphasizes personal integrity

With this privilege comes the obligation to report certain activities

Foreign Travel	Foreign Contacts	Marriage/Divorce	Alcohol Abuse	Drug Use

| Bankruptcy/
Credit Issues | Incarceration/
Arrest | Foreign
Allegiance | Loss/Compromise
of Classified Info | *Foreign
Influence |

Foreign Ownership, Control or Influence (FOCI) concerns

Reportable Activities/Actions

1.	When not related to official duties, contact with anyone known or believed to have information of planned, attempted, actual, or suspected espionage, sabotage, subversion, or other intelligence activities against DoD facilities, organizations, personnel, or information systems. This includes contact through SNS that is not related to official duties.
2.	Contact with an individual who is known or suspected of being associated with a foreign intelligence or security organization.
3.	Visits to foreign diplomatic facilities that are unexplained or inconsistent with an individual's official duties.
4.	Acquiring, or permitting others to acquire, unauthorized access to classified or sensitive information systems.
5.	Attempts to obtain classified or sensitive information by an individual not authorized to receive such information.
6.	Persons attempting to obtain access to sensitive information inconsistent with their duty requirements.
7.	Attempting to expand access to classified information by volunteering for assignments or duties beyond the normal scope of responsibilities.
8.	Discovery of suspected listening or surveillance devices in classified or secure areas.
9.	Unauthorized possession or operation of cameras, recording devices, computers, and communication devices where classified information is handled or stored.
10.	Discussions of classified information over a non-secure communication device.

Table 1. Reportable Foreign Intelligence Contacts, Activities, Indicators, and Behaviors

Reportable Activities/Actions (cont.)

11.	Reading or discussing classified or sensitive information in a location where such activity is not permitted.
12.	Transmitting or transporting classified information by unsecured or unauthorized means.
13.	Removing or sending classified or sensitive material out of secured areas without proper authorization.
14.	Unauthorized storage of classified material, regardless of medium or location, to include unauthorized storage of classified material at home.
15.	Unauthorized copying, printing, faxing, e-mailing, or transmitting classified material.
16.	Improperly removing classification markings from documents or improperly changing classification markings on documents.
17.	Unwarranted work outside of normal duty hours.
18.	Attempts to entice co-workers into criminal situations that could lead to blackmail or extortion.

19.	Attempts to entice DoD personnel or contractors into situations that could place them in a compromising position.
20.	Attempts to place DoD personnel or contractors under obligation through special treatment, favors, gifts, or money.
21.	Requests for witness signatures certifying the destruction of classified information when the witness did not observe the destruction.
22.	Requests for DoD information that make an individual suspicious, to include suspicious or questionable requests over the internet or SNS.
23.	Trips to foreign countries that are: a. Short trips inconsistent with logical vacation travel or not part of official duties. b. Trips inconsistent with an individual's financial ability and official duties.
24.	Unexplained or undue affluence. a. Expensive purchases an individual's income does not logically support. b. Attempts to explain wealth by reference to an inheritance, luck in gambling, or a successful business venture. c. Sudden reversal of a bad financial situation or repayment of large debts.

Individual Responsibility

- Becoming familiar with local security regulations pertaining to your assigned duties

- Notifying your Security Official of changes in your status that could affect your security clearance eligibility
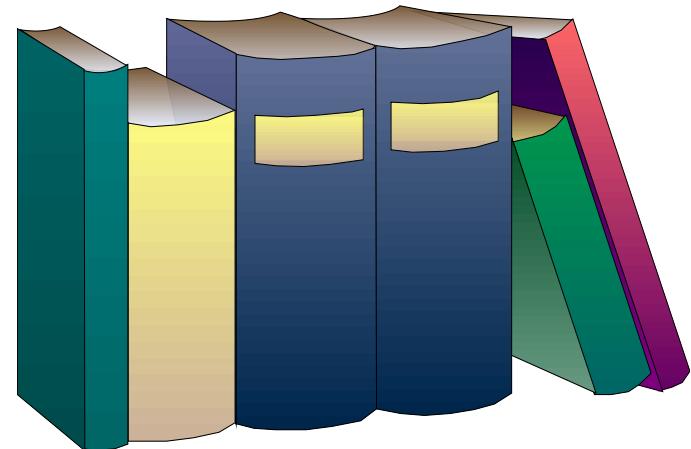
» **You**
» **Me**
» **Us**
» **We**

….a <u>Team</u> effort.

…..and Everyone's Responsibility

Questions
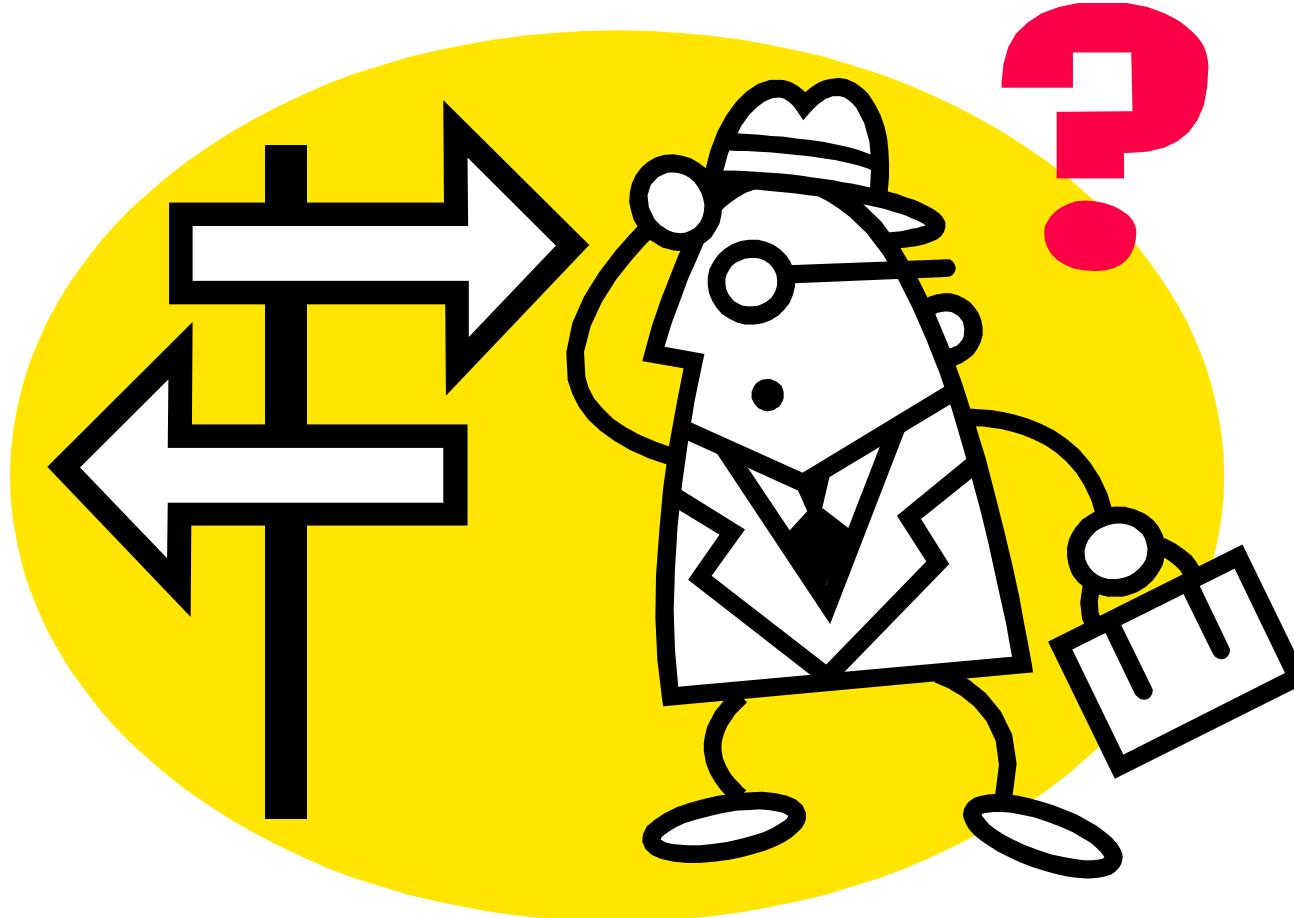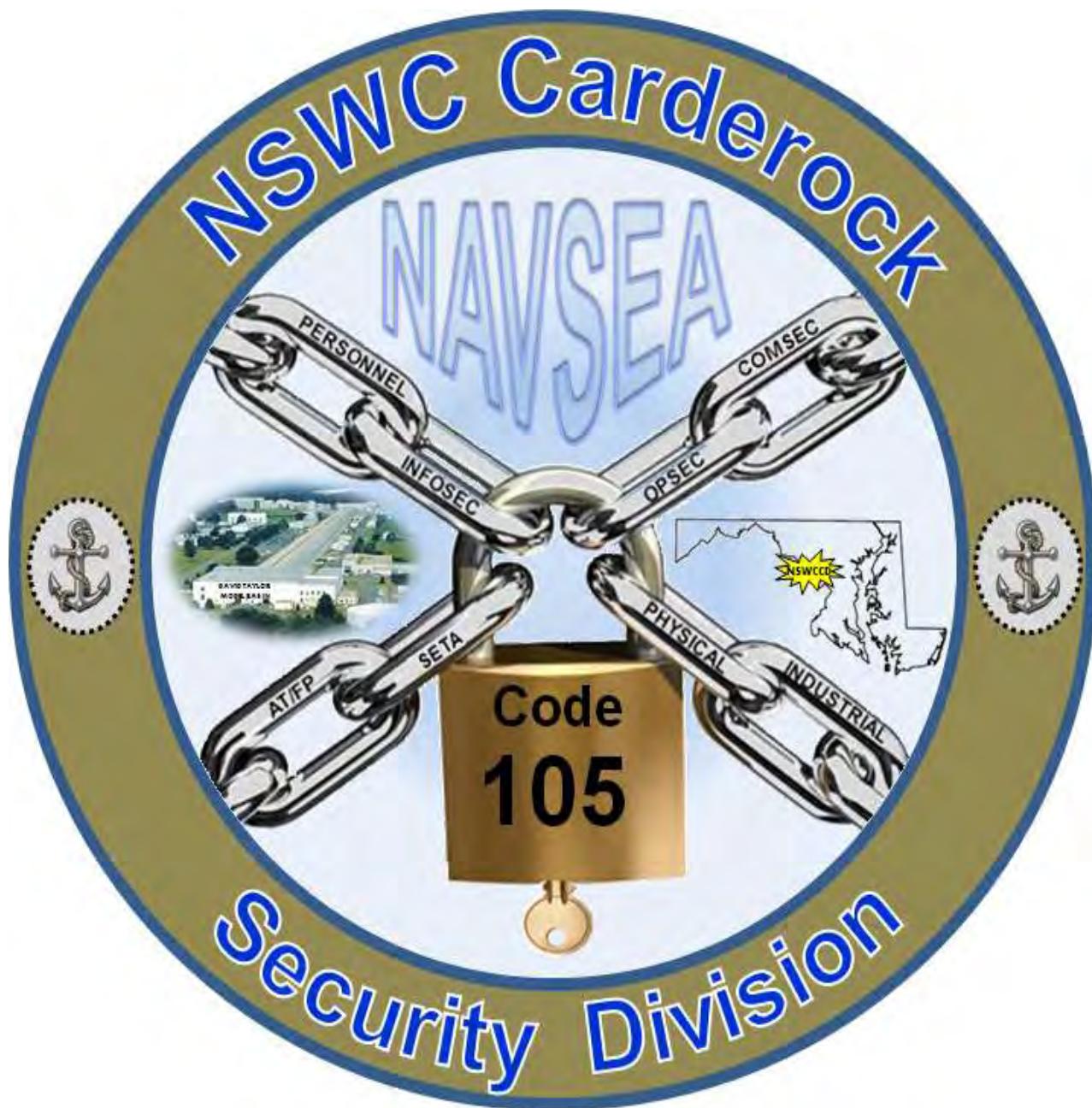
New Hire Cybersecurity Briefing

ISSM TEAM, Code 1043

**NOTICE: Communications performed on government IT systems'
are routinely intercepted and monitored thus _there is no
expectation of personal privacy_.**

- Use the System Authorization Access Request (SAAR-N) form and process to access systems; use the Privileged Access Request form and process if administrative rights are needed for a system

- Protect authenticators, i.e. password and personal identification numbers (PIN), Common Access Card (CAC), Alternate Logon Token (ALT)) at all times

- CAC, ALT, or other Authentication tokens shall not be left unattended at any time unless properly secured

- Do not bypass security settings

- Do not plug in unauthorized devices into systems (hard drives, phones, etc.)

- Unsure about something? Ask your Departmental Information Officer (DIO) before doing it

DON IT "Do nots…"

- <u>Do not </u>introduce or use unauthorized software, firmware, or public domain software without written authorization from the Local IA Authority. Refer to your Cybersecurity Chain of Command (CSWF/ISSO/DIO/ISSM) on guidance

- <u>Do not </u>bring in or use any personally owned hardware, software

- <u>Do not </u>bring in or use any previously owned hardware, software from another DoD or government Department/Agency.   What may have been approved at the other Department/Agency may not be approved here.

- <u>Do NOT </u>relocate, and/or change the network connectivity of IT equipment without authorization from the Local IA Authority or delegate. Coordinate your move with your Cybersecurity members, NMCI support team and the RDTE help desk where applicable.

- <u>Do not</u> use Navy IT resources in a way that would reflect adversely on the Navy. Such uses include pornography, chain letters, unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use, inappropriately handled classified information, violations of statute or regulation, Personally Identifiable Information (PII), and other uses that are incompatible with public service.

- <u>Do not</u> place data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified).   Examples of such would be **Electronic Spillages and Network Shares.**

(OPNAV form 5239/14)
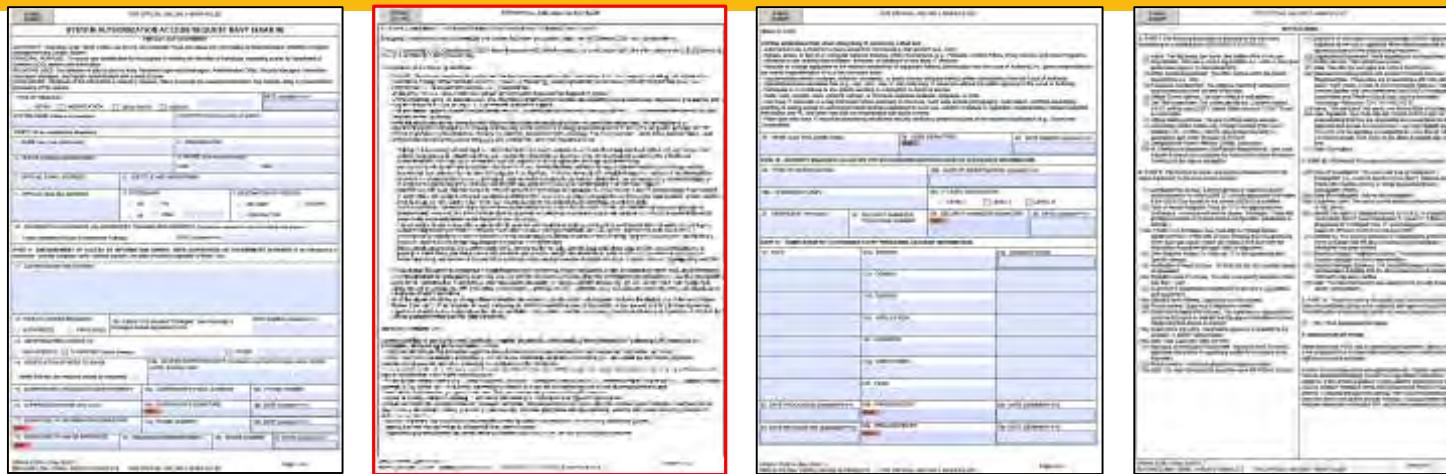
<u>User Responsibilities:</u>

−Virus-check all information, programs, and other files prior to uploading onto any Navy IT resource.

−Access only that data, control information, software, hardware, and firmware for which I am authorized access by the cognizant Department of the Navy (DON) Commanding Officer, and have a need-to-know, have the appropriate security clearance. Assume only those roles and privileges for which I am authorized.

−Observe all policies and procedures governing the secure operation and authorized use of a Navy information system.

−Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs).

−Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource.

−Use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority.

−Write, code, compile, store, transmit, transfer, or Introduce malicious software, programs, or code.

Privileged Access Account Agreement Responsibilities

1. I will not introduce or process data or software for the IS that I have not been specifically authorized to handle.
4. I understand my responsibility to appropriately protect and label all output generated under my account (including printed materials, magnetic tapes, floppy disks, and downloaded hard disk files).
6. I will not install any unauthorized software (e.g., games, entertainment software) or hardware (e.g., sniffers).
9. a. Introducing Classified data/material into a lower classification environment without using the approved Media Transfer Agent (MTA) process.
d. Obtaining, installing, copying, pasting, transferring, or using software, or other materials obtained in violation of the appropriate vendor's patent, copyright, trade secret, or license agreement.
17. I will obtain and maintain required qualification(s), according to NSWCCD requirements and maintain certification(s) (as applicable) according to the certification provider to retain privileged system access.
18. I understand that failure to comply with the above requirements is reportable to the Command ISSM and Security Officer and may result in the following actions:

    a. Revocation of IS privileged access
    b. Counseling
    c. Adverse actions pursuant to the Uniform Code of Mi
    d. Disciplinary action, discharge or loss of employment
    e. Revocation of Security Clearance

IT and Removable Media

Labeling

•Ensure all applicable pieces of IT equipment are properly labeled with a classification sticker and a Carderock/detachment asset tag

– These two identifiers allow you to know it is government equipment

– Removable media, i.e. hard drives, CDs/DVD disks, etc., must be labeled appropriately

Reminder

•For Official Use Only (FOUO), Personally Identifiable Information (PII), Controlled Unclassified Information (CUI), and other classified material must be marked and protected as such

Remote / Teleworking Precautions

- Property Passes
  - Required before taking government issued IT equipment home
  - Must stay with the IT equipment at all times; recommend it is taped to the outside cover of the laptop
  - Authorized for no more than 365 concurrent days (one year)

- NSWCCD has two networks: NMCI and RDTE
  - NMCI laptop can connect to home network (ethernet, wifi)
  - RDTE equipment must be authorized to take home. RDTE equipment should only be used in a "standalone" fashion unless approved/authorized for RDTE VPN / Remote Access.
  - If provided RDTE VPN / Remote Access, connect to the RDTE VPN solution within 15 minutes of being on a non RDTE Carderock network.
- Protect assets at home the same way you would at work. Same policies and processes apply at home.

Use of Email

- Do not click on suspicious email links or attachments

- Report SPAM/Phishing emails to local ISSM & NMCI
https://www.homeport.navy.mil/support/articles/report-spam-phishing-2010/   "NMCI_SPAM"

- Do not forward or move government info/data onto non-government computers, i.e. forward emails to personal accounts, take work home to be executed on home computers (or vice versa)

- **All** email containing FOUO and/or PII shall be digitally signed and encrypted in accordance with current policies

Portable Electronic Devices (PEDs)

NAVSEA INSTRUCTION 2200.1, NAVAL SEA SYSTEMS COMMAND PHOTOGRAPHIC, AUDIBLE RECORDING AND PORTABLE ELECTRONIC DEVICES POLICY
Dated May 19, 2016

- ## Highlights:
  - All cameras (digital or film, still or video) and all sound recorders (analog and/or digital) **MUST** be approved through the security office (105) by filling out and submitting CARDEROCKDIV 5512/19 Audio/Visual Permit Request.
  - No pictures/audio/video capabilities are to be used/utilized on base/property without CSM/ISSM approval
  - Hot spots & Wi-Fi not allowed
  - Contractor PEDs and air-cards need approval
    - No WiFi allowed nor can they connect to our networks
  - Tablets need to be scrutinized
  - No PEDs were Controlled Unclassified Information (CUI) is exposed or discussed (can be switchable space)
  - Personal Wearable Fitness Devices (PWFDs) need to be scrutinized.
  - No Smart Watches or contractor equipment allowed in classified spaces

Media Transfer Authority (MTA)

- **_ONLY_ authorized/approved way to transfer media from a classified computer**

- **If you are unsure, contact your supervisor or Departmental Information Officer (DIO) BEFORE transferring any information**

11

Acceptable Use Failures

- Investigations
- Security & NCIS notification
- JPAS entries for some violations
- Possible HR & Legal ramifications

Captain's New Initiative on Cybersecurity Violations

- Employee's supervisor will be notified in writing by the IAM/ISSM office
- Carderock employees causing cybersecurity violations will be verbally counseled by one of the IAMs/ISSMs.
- Employees counseled by one of the IAMs/ISSMs for cybersecurity violations will be mandated to re-take the "Cyber Security Awareness Challenge training" within 24 hours of being counseled. Failure to comply with the mandated training will result in the employees account being disabled until certificate of completed is received by one of the ISSMs.

Division Cybersecurity Roles

Local Cyber Authority is the Division Commander

- Carderock Division Commander: Captain Todd E. Hutchinson

Activity Chief Information Officer (ACIO)

- Michael Kirby michael.h.kirby@navy.mil – 301-227-1067

Deputy Chief Information Officer (DCIO)

- Katrina Moore, katrina.m.moore@navy.mil – 301-227-2236

Command Information System Security Manager (ISSM)

- Tad Cowell, tad.cowell@navy.mil – 301-227-0167

Alternate-Information System Security Manager(s) (A-ISSM)

- Ibrahima Barry, Ibrahima.s.barry1@navy.mil – 301-227-1435
- Dalton Harvey, dalton.harvey@navy.mil – 301-227-5049
- Aaron Jeter, aaron.e.jeter2@navy.mil – 301-227-1926

Department Information Officers (DIO)

- Gerson Caballero, Code 02, gerson.caballero1@navy.mil – 301-227-5994
- Milton Cuevas, Code 10, milton.cuevas1@navy.mil – 301-227-2244
- Carole Overman, Code 60, carole.overman@navy.mil – 301-227-8501
- Lawrence Brown, Code 70, lawrence.m.brown@navy.mil – 301-227-4648
- Monica Walker, Code 80, monica.walker@navy.mil – 301-227-2540
- Orden Knorr, Code 80, orden.knorr@navy.mil – 301-227-8834

If needed, contact your DIO to reach your departments:

- Information System Security Officers (ISSO)
- Cyber Security Workforce (CSWF) Members

Questions

BREAK 1

NAVSEA
WARFARE CENTERS
Carderock Division

Department of the Navy Civilian Benefits Center

Benefits Brief

Katisha McAllister, Labor and Employee Relations Branch, Code 1014

Agenda

➢**The Benefits Line**

➢**The DON CBC Benefits Portal**

➢**The Government Retirement and Benefits (GRB) Platform (formerly EBIS)**

➢**Your Federal Benefits**

➢**Retirement Eligibility**

➢**Military Deposits and Civilian Deposits/Redeposits**

➢**Designation of Beneficiaries**

Your Federal Benefits

The Benefits Line

1-888-320-2917
email: navybenefits@navy.mil

➢ **Hours of Operation: 7:30 am – 7:30 pm ET Monday – Friday, except on federal holidays. Extended hours during annual open season.**

➢ **Assist with accessing GRB Platform.**

➢ **Answer questions about your benefits.**

➢ **If requested, a retirement counselor will contact you within ten business days if requested. (Most calls are returned sooner, based on volume of work)**

Your Federal Benefits

Department of the Navy

Civilian Benefits Center Portal Page

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/default.aspx

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

For Detailed Benefits Information Review the Onboarding Handbook or CBC Benefits Info. Sheets

Online Using the Government Retirement and Benefit (GRB) Platform: **https://www.civilianbenefits.hroc.navy.mil/** (CAC Required - Select your email cert)

Note: The GRB Platform is a CAC enabled system that allows users to manage their benefits. Not only does site require a CAC, but employees must also use a government computer and have a .mil, .edu, or a .gov email address.

-OR-

Call The Navy 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*

Research Tool

*Office of Personnel Management: **www.opm.gov**

*Department of the Navy Civilian Benefits Center Website: **http://www.secnav.navy.mil/donhr/Benefits/pages/Default.aspx**

Your Federal Benefits

Department of the Navy OCHR Portal Registration

You must register the first time you access the OCHR Portal

➢ Go to: https://portal.secnav.navy.mil/orgs/mra/donhr/benefits/pages/default.aspx

➢ Enter the following information:
- First Name
- Middle Name (optional)
- Last Name
- Rank (CIV or CTR)
- Department (NAVY)
- Organization (ASN (M&RA))
- Phone Number (Work)
- Email (will already be entered into the email field): Ensure it is correct.

DON OCHR Portal Registration

➢ Click "Register": A confirmation message should appear.

➢ Click "Continue to portal": You will be directed to the Secretary of the Navy homepage.

➢ Click "Accept" and confirm that you see your name in the upper right hand corner of the browser window. You have been given access to the Secretariat's Private Portal by DON/AA.

➢ Select "ASN M&RA" on the left navigation bar.

➢ Select "DONHR Private Portal" on the left navigation bar.

➢ Select "Benefits" on the left navigation bar or from the Popular Links in the middle of the page.

Your Federal Benefits

Retirement & Benefits Page

➢ **You can access up-to-date information regarding:**

- New Employee Benefits

- GRB Platform

- Insurance Programs

- Thrift Savings Plan (TSP)

- Retirement Programs

- Designation of Beneficiary

- Hot Topics

- Upcoming Events

Your Federal Benefits

GRB Platform

➢ **Web-based application from which you can:**

- View/change your benefits (health, life, TSP)

- View your Total Compensation Statement and various benefits calculators

- Access benefits-related videos, documents, and forms located in the Resource Library

➢ **Accessible from the Retirement & Benefits page**

Your Federal Benefits

Accessing GRB Platform

➢ Go to https://portal.secnav.navy.mil/orgs/mra/donhr/benefits/pages/default.aspx

➢ Access GRB Platform on a computer with a .mil, .edu or .gov environment.

➢ You must use a Department of Defense (DoD) Common Access Card (CAC).

Your Federal Benefits

Accessing GRB Platform

➢ If prompted, choose your email certificate.

➢ You will see the Launch Screen.

➢ **Click "Launch"** located at the bottom of the screen.
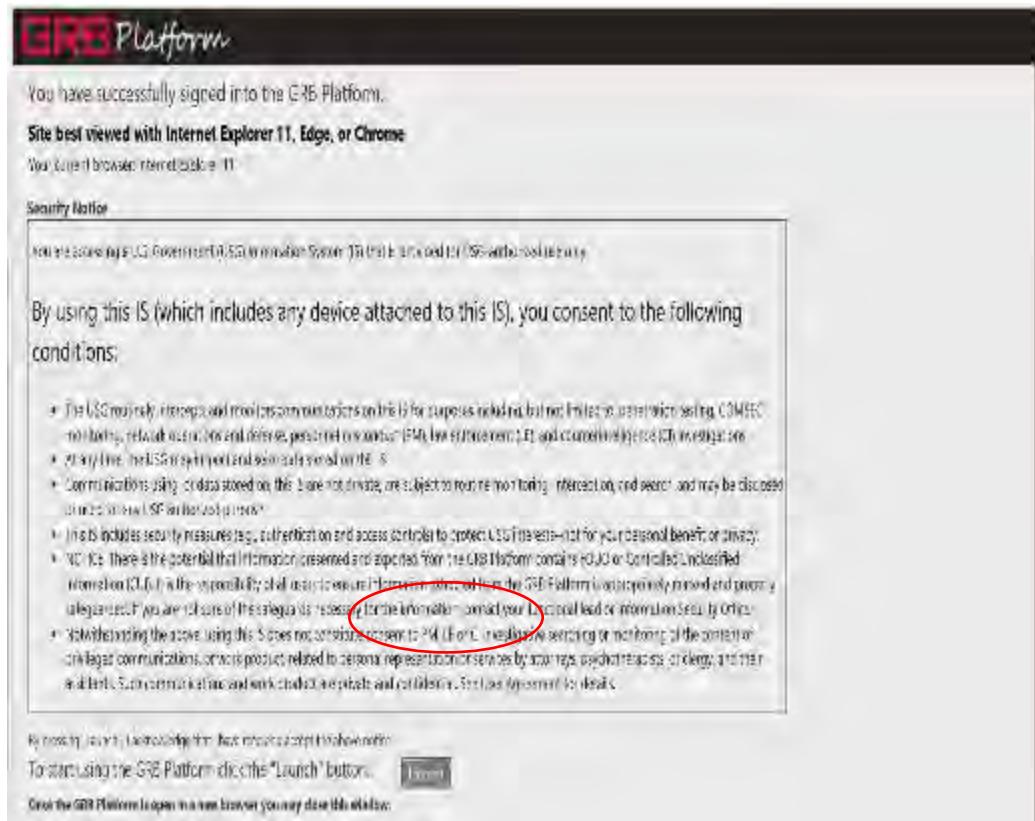
New User Video

➢ The Platform Launch Screen will start a New User Video, which describes the features and the capabilities of the system.

➢ The New User Video will launch each time you log in. However, you can disable that feature by checking the box in the lower left hand corner.

➢ If you later want to view the New User Video again but disabled it, you can access it from the Global Menu Screen.

Global Menu Screen

From the Global Menu screen, you can access:

➢ The Total Compensation Statement (TCS), located in the upper right-hand corner of the screen.

- The TCS is a comprehensive retirement and benefits report specific to the individual employee and reflects personal information (e.g., retirement eligibility, current enrollment in health and/or life insurance, and TSP contribution rate).

- You can access the TCS from any benefit tile.

101

Global Menu Screen

➤ Account: View your personal account information.

➤ Resource Library: Browse the Resource Library to find all videos, documents, and links to external resources related to health insurance, life insurance, TSP, and retirement.

➤ **Notifications: Agency news will be available upon logon on the "Notifications" page,** which you may choose not to see each time you log in. However, if new benefits information is added or information is removed, a notification will be displayed so you can view the updated information.

➤ New User video tutorial: Once you reviewed the video, you can select not to show this each time you log in by checking the box in the lower left hand corner. The New User Video will still be available from the Global Menu Screen.

➤ To Exit the Global Menu Screen and return to the Main Benefits page: Click the Menu button at top of the page.

Note: The "Requests" and "Documents" functions will not be available until a later date.

Resource Library

Helpful Icons in the Resource Library:

Resource Library	Description
Documents 	Documents are posted in Resource Library as a read only guide. This will give you a brief explanation of Type of Plans, Types of Enrollments, Premium Costs, Premium Conversion, Health Savings Account, Open Season, Change in Family Status and many more subjects pertaining to that specific benefit.
Forms 	Forms are fillable and can range in subject information. Some forms that may be useful are SF2823 Designation of Beneficiary forms, Retirement applications. Click on forms and scroll down to the designated form you need.
Video 	Videos provide a short brief on specific benefit. Videos are based on the Benefit you selected and will play until you close out Video. You can watch video many times
Links 	Links will bring you to a website not managed by GRB Platform such as FEDVIP, OPM and Medicare.

GRB Platform Main Screen

➤ From the main screen, you can access individual benefit tiles to:
   • View your current enrollment (FEHB, FEGLI, and TSP/TSP Catch-Up)
   • Make transactions
   • Access calculators
   • Complete forms

➤ To exit the GRB Platform application, click "Logout" at the bottom right-hand corner of the main screen

Submitting a Transaction

To make a benefit (FEHB, FEGLI, or TSP) transaction:

➤ From the main screen, click the specific benefit tile for which you want to submit a transaction.

Transactions			Submit a FEHB Transaction ✚
Entered	Effective	Type	Status

➤ **Click "Submit a Transaction"** located on the lower left side of the screen.

Submit a FEHB Transaction - Transaction Type

Select the type of transaction you would like to submit: New Enrollment

Select the event that provides the opportunity for the transaction: Change in Family Status

Select the specific qualifying life event: Marriage

Qualifying Life Event Description:

Change in family status that results in increase or decrease of eligible family members

Date of Qualifying Life Event: 07/21/18_

➤ If changing FEHB or FEGLI, you will be prompted to answer questions about that election. You must answer all questions or you will not be able to submit the transaction.

Next >   Cancel

Submitting a Transaction

➢ Once all prompts are answered, review and submit your transaction

➢ You will receive a transaction number for all pending transactions

➢ To print your election, click **the "Print Transaction Form"** icon

Submit a FEHB Transaction - Review & Submit

Transaction Summary
Initiated By: Employee
Type of Transaction: New Enrollment
Effective Date: 08/19/2018
Plan Name: Blue Cross and Blue Shield Service Benefit Plan
Plan Option: Standard Self
Plan Type: FFS
Enrollment Code: 104
Premium Per Pay Period: $113.16

Electronic Signature
WARNING: Be advised that any false statement in this transaction, or any willful misrepresentation, is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both according to federal law. Additionally this may result in disciplinary action up to and including removal from Federal employment.

I acknowledge and wish to submit this transaction: [Submit]

[Cancel]

FEHB Transaction

Transaction Summary
Initiated By: Employee
Type of Transaction: New Enrollment
Effective Date: 08/19/2018
Plan Name: Blue Cross and Blue Shield Service Benefit Plan
Plan Option: Standard Self
Plan Type: FFS
Enrollment Code: 104
Premium Per Pay Period: $113.16

Your transaction has been submitted and is currently pending
Transaction ID: 11000301
Date/Time Submitted: 08/18/2018 10:37 AM
Submitted by: Employee

Print Transaction Form:

You may void this transaction at any time before the effective date listed above.

A copy of this transaction will also be available in your transaction history.

Your Federal Benefits

Benefits Available to Federal Employees

➢ **Life Insurance (FEGLI)**

➢ **Health Insurance (FEHB) – includes Premium Conversion (PC)**

➢ **Thrift Savings Plan (TSP)**

➢ **Long Term Care Insurance (FLTCIP)**

➢ **Federal Employees Dental and Vision Program (FEDVIP)**

➢ **Flexible Spending Accounts (FSA)**

Department of the Navy Civilian Benefits Center

Information for Newly Hired Employees on Appointments Entitled to Benefits

Congratulations on your new job! Pay is only part of the compensation you earn working for the Department of the Navy. We offer a broad array of benefits programs to meet your needs and those of your family. Become familiar with your available benefits by reading the information below so you can make informed choices.

Timeframes for Benefit Elections

Each benefit program has certain timeframes for initial enrollment as a new employee, as shown in the table below.

Program	Election Period from Date of Appointment
Life Insurance	Basic coverage is automatic; you have 60 days to elect optional coverage
Health Insurance	60 days
Dental and Vision Insurance	60 days
Flexible Spending Account	60 days (or by October 1, whichever is earlier)
Long Term Care Insurance	60 days (for abbreviated underwriting)
Thrift Savings Plan	Automatically contribute 3% of basic pay, can change or cancel at any time

Your Federal Benefits

Federal Employees' Group Life Insurance (FEGLI)

➢ **New employees are automatically enrolled in Basic life insurance.**

➢ **Optional insurance coverage is *not* automatic.**

➢ **Must have Basic coverage to be eligible for Optional insurance.**

➢ **60 days to sign up as a new employee for any Optional life insurance and is effective the date you submit the election.**

➢ **Failure to elect during the 60 days is the same as having waived optional insurance.**

➢ **May be eligible to carry into retirement.**

Your Federal Benefits

Basic Life Insurance

➢ **Annual basic pay, rounded to the next higher $1,000, plus $2,000 (Ex: $34,500 ABP: $35,000 + $2,000 = $37,000)**

➢ **Extra Benefit to employees under age 45, at no additional cost**

- Doubles the amount of Basic insurance payable if you die when you are age 35 or younger

- Decreases 10% each year until there is no Extra Benefit if you die at age 45 or older

➢ **Government pays 1/3 of premium, employee pays 2/3**

➢ **Cost determined by amount of insurance @ 0.15 per $1,000**

(Ex: .15 x 37 = $5.55 per pay period)

Your Federal Benefits

Optional Life Insurance

➢ **Option A (Standard): Provides $10,000 in coverage**

➢ **Option B (Additional): Choose multiples from one to five times your annual basic pay, after rounding up to the next $1,000.**
(Ex: $34,500 ABP rounds up to $35,000)

➢ **Option C (Family): Coverage for your spouse and eligible dependent children in multiples from one to five times ($5,000 for your spouse, $2,500 for children).**

➢ **For FEGLI Family coverage, the child must be unmarried and under age 22 or any age who is incapable of self-support (disability existed before age 22).**

➢ **No government contributions to premiums.**

➢ **Cost determined by employee's age.**

Your Federal Benefits

Opportunities to Make FEGLI Changes

➢ **You may waive (cancel) life insurance coverage at any time.**

➢ **After one full year from the date of waiver, you can apply to re-enroll (requires a physical at your own expense).**

➢ **Various life events allow changes to FEGLI within 60 days of the event (marriage, divorce, birth of a child, etc.).**

➢ **Open Season For Life Insurance - OPM infrequently announces an open season.**

Your Federal Benefits

Federal Employees Health Benefits (FEHB)

- ➢ **You must make an election to be covered 60 days to make election.**

- ➢ **Government pays approximately 72% - 75% of total premium amount.**

- ➢ **May be eligible to carry into retirement.**

Your Federal Benefits

Types of FEHB Plans

➢ **Nationwide Fee-for-Service (FFS): Traditional plan, coverage nationwide**

➢ **Health Maintenance Organizations (HMO): Particular geographic areas**

➢ **Consumer Driven Health Plans (CDHP): Blends traditional coverage with funds to help pay for covered expenses**

➢ **High Deductible Health Plans (HDHP): Higher annual deductibles and annual out-of-pocket maximum limits**

Choosing an FEHB Plan

➢ **Choosing the right FEHB plan should be based on your own personal needs.**

➢ **There are resources available to assist you:**

- Federal Health Benefits Plan Information: https://www.opm.gov/healthcare-insurance/healthcare/plan-information/guides/

- Plan Comparison Tool: https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/

➢ **You are not locking yourself into an FEHB plan for life!**

Your Federal Benefits

NAVSEA
WARFARE CENTERS
Carderock Division

Types of FEHB Enrollment

➢ **Self Only**

➢ **Self Plus One**

➢ **Self and Family**

- Eligible family members include:

  ✓ Spouse

  ✓ Children under 26: Adopted child or recognized natural child; step child or foster child living in regular parent-child relationship; child any age who is incapable of self-support (disability existed before age 26)

Your Federal Benefits

Opportunities to Make FEHB Changes

➢ **Federal Benefits Open Season**

- Annually in November through December; dates are announced (2020 Open Season: begins November 11 and ends December 9, 2019).

- Enroll, change plans, or change options.

- Elections become effective the first day of the first full pay period in January.

➢ **Various life events allow changes to FEHB within 31 days before and 60 days after the event (marriage, divorce, birth of a child, etc.).**

➢ **Read all Open Season marketing material for significant plan changes each year.**

Your Federal Benefits

FEHB Premium Conversion

➢ **"Pre-tax" arrangement: Health insurance premiums are automatically withheld before taxes. If you pay premiums pre-tax:**

- You cannot cancel your insurance or change your family enrollment to self-only enrollment at any time.

- Your earnings reported to the SSA will be less, which may result in a somewhat lower Social Security benefit when you retire.

- You cannot deduct health insurance premiums as itemized medical deductions.

➢**You can elect to pay premiums after taxes.**

Your Federal Benefits

Thrift Savings Plan - TSP

➢ **TSP offers two tax treatments for employees:**

- Traditional TSP (pre-tax): Taxes are deferred on your contributions and their earnings until you withdraw them.

- Roth TSP (post tax): Taxes are paid on your contributions as you are making them and your earnings are tax-free at withdrawal, as long as you are at least age 59½ (or disabled) and your withdrawal is made at least 5 years after the beginning of the year in which you made your first Roth contribution.

Your Federal Benefits

Thrift Savings Plan (TSP)

➢ Retirement savings and investment plan for Federal employees, much like 401(k) plans.

➢ **Effective 01 Oct 2020, the automatic enrollment for Traditional TSP will for new hires will be change from 3% to 5% of basic pay.**

➢ Can elect to contribute both ROTH and Traditional at any time (no open season) up to the IRS Elective Deferral Limit ($19,500 for 2020) – use GRB to elect to contribute

➢ Make your fund allocations using the TSP website or the Thriftline at 1-877-968-3778.

➢ For new participants, contributions are automatically placed in a Life Cycle (L) fund until you receive your TSP account information and submit your contribution allocation.

➢ L funds are investment mixes that are tailored to meet investment objectives based on various time horizons or target retirement date.

TSP Update, Effective 01 OCT 2020

The Federal Retirement Thrift Investment Board (FRTIB), the agency that administers the Thrift Savings Plan (TSP), will increase the automatic enrollment percentage from 3% to 5% of pay for all participants who are automatically enrolled in the TSP on or after October 1, 2020. The Thrift Savings Plan Enhancement Act of 2009 grants us the authority for this change. This change will not affect the contribution rates in place for those participants who were enrolled in the TSP prior to October 1, 2020.

The new automatic 5% rate will be effective for all eligible new civilian employees and those eligible civilian employees rehired after a separation in service of 31 or more calendar days on or after October 1, 2020.

Questions concerning this TSP bulletin should be directed to Agency Technical Services at 1-888-802-0179.

Your Federal Benefits

➢ TSP Lifecycle (L) funds

- There are five different L funds: L Income,
  L 2020, L 2030, L 2040, and L 2050.

- The investment mix of each L Fund becomes more conservative as its target date approaches.

- The L Funds simplify fund selection. You choose the fund that is closest to your target date.

➢ When you invest in the L Funds:

- You can be sure that your TSP account is broadly diversified.

- You don't have to remember to adjust your investment mix as your target date approaches; it's done for you.

Your Federal Benefits

TSP Funds

➢ **Five funds:**

- G Fund – Government Securities Investment Fund

- F Fund – Fixed Income Index Investment Fund

- C Fund – Common Stock Index Investment Fund

- S Fund – Small Capitalization Stock Index Investment Fund

- I Fund – International Stock Index Investment Fund

➢ **Choose your own investment strategy.**

Your Federal Benefits

Don't Miss Out On "FREE MONEY"

➢ **Agency Automatic Contributions (AAC)**

- FERS employees are immediately eligible for AAC 1%.

- Equal to 1% of your basic pay and is paid whether or not you contribute your own money.

➢ **Agency Matching Contributions**

- Agency matches up to 4% on your contributions.

- Applies to the first 5% you contribute: your contributions are matched dollar-for-dollar for the first 3%, and 50 cents on the dollar for the next 2%.

➢ **Contribute at least 5% as soon as you are able.**

➢ **No Roth option for AAC 1% or Agency Matching Contributions.**

➢ **Agency contributions are always tax deferred.**

Your Federal Benefits

Roth TSP and Roth IRA

➢ **Roth TSP is not a Roth IRA.**

➢ **Contributing to the Roth TSP does not affect contributing to a Roth IRA.**

➢ **Contribution limits on a Roth TSP is subject to the IRS deferral limits ($19,500 for 2020) and does not affect the contribution limit if you have a Roth IRA ($6,000 in 2020).**

Your Federal Benefits

Can TSP Roth Benefit You?

➢ **Everyone's situation is different. It is recommended you consult with a financial advisor to determine if Roth TSP should be part of your financial plan.**

➢ **Could be more beneficial for younger employees because contributions are taxed at the current lower rate and will avoid paying taxes later at an expected higher rate.**

➢ **Will allow for tax diversification and may see an advantage in making after-tax contributions in order to have tax-free withdrawals in retirement.**

Your Federal Benefits

Additional Features of the TSP

➢ **Roth TSP contributions will be invested in the same fund allocation as Traditional TSP contributions.**

➢ **Loans from your own contributions and attributable earnings while you are in Federal service.**

➢ **Traditional and Roth Catch-up contributions for participants age 50 or older ($6,500 for 2020).**

➢ **In-service withdrawals for financial hardship or after you reach age 59½.**

➢ **Portable benefits and a choice of withdrawal options after you separate from Federal service.**

Your Federal Benefits

Long Term Care (LTC) Insurance

➢ **Enroll directly with Long Term Care Partners, not on GRB.**

➢ **Reimbursement for costs of care if unable to perform at least two <u>Activities of Daily Living</u> for 90 days or need constant supervision due to a <u>Severe Cognitive Impairment</u>**

➢ **If you are in a position that conveys eligibility for FEHB coverage, you are eligible. You do not have to be enrolled in FEHB.**

➢ **Your qualified relatives are eligible: Current spouse, same-sex domestic partners, adult children (at least 18 years old, including natural, adopted and stepchildren; excludes foster children) parents, parents-in-law, and stepparents.**

Your Federal Benefits

Long Term Care (LTC) Insurance

➢ **You have 60 days from date of appointment to elect to participate using abbreviated underwriting procedures; after that, you may apply any time using the full underwriting application.**

➢ **Open Season: November/December timeframe**

➢ **To enroll: www.ltcfeds.com or call 800-582-3337**

Your Federal Benefits

Federal Employees Dental and Vision Insurance Program (FEDVIP)

➢ Supplemental insurance coverage.

➢ No government contribution to the premiums; however, premiums are paid on a pre-tax basis.

➢ If you are in a position that conveys eligibility for FEHB coverage, you are eligible for this program.

➢ 60 days from date of appointment to elect and do not have to elect an FEHB plan.

➢ Dental and vision are separate; can enroll in one or both.

➢ To enroll: www.benefeds.com

➢ You CANNOT enroll in FEDVIP through the GRB Platform.

Your Federal Benefits

Dental and Vision

➢ Enrollment Options:
- Self only
- Self plus one
- Self and family

➢ Enrollment carries over from year to year.

➢ You may enroll, change plans or cancel during the annual Federal Benefits Open Season or if you experience certain qualifying life events. Open Season: November/December timeframe

Vision

➢ Comprehensive eye examinations
➢ Coverage for lenses, frames and contact lenses

Your Federal Benefits

Flexible Spending Accounts (FSA)

➢ **Pay for eligible out-of-pocket health and dependent care expenses with pre-tax dollars. The average tax savings for a person earning $50,000 who contributes $2,000 into an FSA account is approximately $600. That means you get $2,000 worth of health care purchasing power PLUS pay about $600 LESS in Federal taxes.**

➢ **60 days from entry on duty, or until October 1 to elect. Open Season: November/December timeframe**

➢ **If hired on or after October 1, you must wait to elect during the annual Federal Benefits Open season for the following plan year.**

➢ **The minimum election for all accounts is just $100 and carryover has been adopted for health care and limited expense health care FSAs**

➢ **Three types of FSAs:**

- Health Care Flexible Spending Account (HCFSA): $2,650 maximum annual contribution

- Limited Expense Health Care Flexible Spending Account (LEX HCFSA): $2,650 maximum annual contribution

- Dependent Care Flexible Spending Account (DCFSA): maximum annual contribution - $2,500 if married filing separately OR $5,000 if single/head of household or married filing jointly

Your Federal Benefits

Flexible Spending Accounts (FSA)

➢ **You must enroll in FSAs for <u>each year</u> that you choose to participate – election does not roll over into next year.**

➢ **"Use it or lose it" – important to estimate your eligible expenses:**

- Any unspent DCFSA funds will be lost.

- Up to $500 in unspent funds under HCFSA and LEX FSA will be carried over into the next plan year, if you have re-enrolled.

➢ **Benefit Period is from January 1 to March 15 of the following year, during which eligible expenses can be incurred and reimbursed.**

➢ **Last day to submit claims for the 2018 Benefit Period is April 30, 2019.**

Your Federal Benefits

Flexible Spending Accounts (FSA)

➢ To enroll in FSAFEDS:
https://www.fsafeds.com/GEM/   or call 877-372-3337

➢ You CANNOT enroll in FSAFEDS through the GRB Platform.

Your Federal Benefits

Retirement Coverage

➢ **CSRS: Permanent employees hired before 1984**

➢ **CSRS OFFSET: CSRS employees rehired on or after 1 January 1984 with a break in CSRS coverage of more than 365 days and who have at least 5 years of creditable civilian service by the end of 1986**

➢ **FERS: Most employees who were hired in the Federal government after 31 December 1983**

➢ **FERS-RAE: Most employees hired in the Federal government after 01 January 2013**

➢ **FERS-FRAE: Most employees hired in the Federal government after 01 January 2014**

Your Federal Benefits

CSRS/CSRS Offset Eligibility to Retire

➢ **Must meet minimum age with years of creditable service for Optional Retirement**

➢ **Must have at least 5 years of creditable civilian service**

Age	Service
62	5 years
60	20 years
55	30 years

Your Federal Benefits

Federal Employees Retirement System (FERS/FERS-RAE/FERS-FRAE)

Three Components of FERS/FERS-RAE:

➢ Basic Benefit Plan: You automatically participate; most employees contribute 0.80% of earnings out of each paycheck if hired before 01/01/2013. If hired on or after 01/01/2013, most employees contribute 3.1%. If hired on or after 01/01/2014, most employees contribute 4.4% annually.

➢ TSP: You decide how much of your pay to put in your account (up to the allowable limits) and how to invest it.

➢ Social Security: You automatically contribute 6.2% of your earnings Social Security and 1.45% to Medicare.

Your Federal Benefits

FERS Eligibility to Retire

➢ **Must meet Minimum Retirement Age (MRA) with years of creditable service for Optional Retirement**

➢ **Must have at least 5 years of creditable civilian service**

Age	Service
62	5 years
60	20 years
MRA*	30 years
MRA*	10 years

*MRA -Minimum Retirement Age

Your Federal Benefits

FERS Minimum Retirement Age

Year of Birth	MRA	Year of Birth	MRA
Before 1948	55 years	1965	56 years 2 months
1948	55 years 2 months	1966	56 years 4 months
1949	55 years 4 months	1967	56 years 6 months
1950	55 years 6 months	1968	56 years 8 months
1951	55 years 8 months	1969	56 years 10 months
1952	55 years 10 months	1970 and after	57 years
1953 - 1964	56 years		

Your Federal Benefits

Service Credit Deposits

Three types of service credit deposits:

➢ **Military Service (Called "Military Deposit")**

Allows you to buy Active Duty or ACDUTRA (including Reservists). Must be paid before retirement.

➢ **What you will need (Follow instructions on DONHR portal):**

- RI 20-97, Estimated Earnings request—send to Branch of Service to request estimated earnings

- Application to Make Military Deposit

- Documentation is necessary for periods requesting military deposit—including ALL DD214s or orders.

Your Federal Benefits

➢ Temporary Service (Called "deposit")

> Allows you to buy civilian federal service under FICA.
> NOTE: Only service before 01/01/89 can be bought under FERS.

➢ Refunded Service (Called "redeposit")

> Allows you to buy service for which you may have taken a refund of retirement contributions.

➢ Paying a deposit or redeposit is not mandatory.

➢ Be aware of the impact - your annuity <u>may be</u> permanently reduced, or in some cases you may not receive credit for the service at all.

➢ If you do not receive credit for retirement eligibility purposes, you may not be able to retire on the date you have planned.

Your Federal Benefits

Designation of Beneficiaries

➢ **Outlines your desire to have your benefits paid out in a particular way upon your death.**

➢ **Cannot change Designation of Beneficiaries via GRB.**

➢ **Access the forms on the CBC page, print them, sign in presence of two witnesses, keep a copy and mail to CBC.**

➢ **Benefits for which you can designate a beneficiary: Life Insurance, Unpaid Compensation, Thrift Savings Plan, Retirement and Federal Employees' Compensation Act Death Gratuity Payment.**

Beneficiary Forms

Beneficiary Forms:

- **SF 1152 (Unpaid Comp)**

- **SF 2823 (FEGLI)**

- **SF 3102 (FERS)**

- **TSP 3 (TSP)**

Your Federal Benefits

Order of Precedence

➢ **If there is no designated beneficiary, to your widow or widower.**

➢ **If none, to your child or children in equal shares - share of any deceased child is distributed among that child's descendants.**

➢ **If none, to your parents in equal shares or the entire amount to your surviving parent.**

➢ **If none, to the executor or administrator of your estate.**

➢ **If none, to your next of kin under the laws of the State where you lived at the time of your death.**

Note: For life insurance, qualifying court orders or assignment of benefits on file take precedence.

Your Federal Benefits

To Designate or Not

➢ **If the order of precedence meets your needs, you don't need to do anything.**

➢ **If you wish to name a person or persons not included in the order of precedence, or in a different order, you will need to complete a form.**

➢ **If you complete forms, it is your responsibility to keep them up-to-date and reflecting your current wishes.**

➢ **Life events (e.g., marriage, divorce, death, etc.) may be a good time to evaluate your needs for designation of beneficiary forms.**

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

Your Federal Benefits

QUESTIONS???

Questions

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE
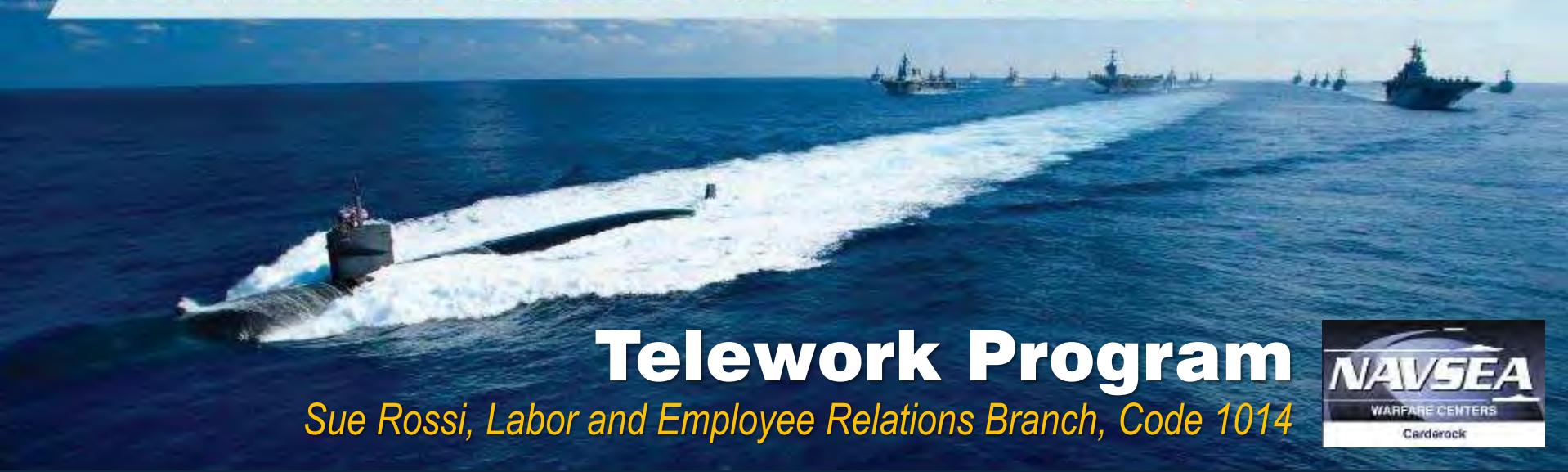
Telework Program

Sue Rossi, Labor and Employee Relations Branch, Code 1014

NAVSEA
WARFARE CENTERS
Carderock

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

Larry Tarasek
Technical Director (Acting), NSWCCD

Telewolk Policies

Telework Enhancement Act of 2010

- Requires agencies to establish policy under which eligible employees may be authorized to telework without diminishing employee performance or agency operations

- Required authorized teleworkers to enter into a written agreement with an agency manager

OPM Guide to Telework in the Federal Government

- Outlines telework information to assist Federal Agencies, managers and supervisors and other staff responsible for implementing telework and supervising employees

- Equips employees to better understand the day-to-day aspects of telework as a workplace flexibility

Telewook Policies

DoDI 1035.01

- Updated telework policies and procedures for DoD employees in accordance with the TEA of 2010 and OPM guidance
- Required the use of the DoD Telework Agreement, DD Form 2946 and telework training prior to the commencement of a new telework arrangement

SECNAVINST 12271.1 w/CH-01

- Establishes policy, assigns responsibilities, and identifies requirements for the DON telework program

NAVSEAINST 12620.1B

- Updates overarching policy and procedures governing the NAVSEA Enterprise telework program

CARDEROCKDIVINST 12620.1 (currently in draft)

- Establishes telework policy for and delegation of authority to approve civilian telework agreements

Telework Defined

Telework is a work arrangement where an employee performs assigned official duties and responsibilities at an approved alternate worksite.

Telework does not include any part of work done while on official travel or mobile work, e.g., site audits, inspections, or investigations.

Examples of alternate worksites:
- Employees residence
- Telework Center
- Another acceptable location (e.g., an office located in another state)

Types of Telework

Regular and Recurring

Approved on an ongoing, regular and recurring basis, defined as a schedule of at least two or more days during a bi-weekly pay period or more.
Type hour code "TW".

Situational / Ad Hoc

Approved on an occasional or case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular schedule.
Type hour code "TS".

o   Examples: result of inclement weather or emergency, a medical appointment or other approved leave, to complete short-term special assignments or to accommodate special circumstances even though the telework may occur continuously for a specific period.

Telework Eligibility

Telework eligibility for <u>regular and recurring</u> telework is determined by supervisors based on DoD and DON criteria for both the position and the incumbent.

Eligible positions are then designated as either eligible for only situational or regular/recurring schedules.

Position Ineligibility

- Requires daily handling of classified or unprotected PII/FOUO materials
- Requires daily physical presence due to on-site activity/materials or face-to-face contact with others

Employee Ineligibility

- Conduct has resulted in disciplinary action in the past year
- Performance rating of record is unsatisfactory
- Failure to meet performance requirements of agreement
- Employee is in a trainee or intern status

Individual Suitability

Whether an individual is suitable for approval is determined by the supervisor during the request process

Suitable	Not Suitable
• Employees who occupy eligible positions and exhibit suitable work performance/conduct • Employees who possess a working familiarity with their organizations • Arrangement is feasible for individual and organizational performance.	• Employees whose performance or conduct warrants closer supervisory direction than telework may provide • Employees recently assigned or newly appointed to trainee or entry level positions • Probationary/trial employees

Closure/Dismissal Situations & Duty Hours

"Telework-ready" employees or individuals under an approved telework agreement, whether situational or regular and recurring, shall telework each regularly scheduled work day during emergency situations.

All teleworkers are required to work during dismissal and closure situations. Plan to be telework-ready when severe weather is forecast.

Teleworkers who are unable to work due to illness or dependent care responsibilities must request and take appropriate leave during office closure or dismissal situations.

If other circumstances prevent performance of duties, the employee must contact the supervisor, who will determine the appropriate duty or leave status to account for the employee.

Keys to Success

- **Follow official work schedule at authorized telework and traditional sites**
- **Consult first level supervisor for collaborative development of proposed telework arrangement**
- **Comply with the terms of approved telework arrangement**
- **Document productivity while teleworking and remain engaged**
- **Adhere to all workplace rules**
- **Record the appropriate time codes for every telework session (e.g., TS, TW)**

Keys to Success

Employees and supervisors must meet mandatory training requirement before a telework arrangement commences.

Complete Required Training TWMS-OCHR-EMP1

Read Policies & Procedures

Ensure you acknowledge terms and conditions of the agreement

Recording Telework Hours

Employees and supervisors must ensure accurate telework codes are reflected in ERP for each and every session of telework.

Insert time code in "Premium Number" Column

"TW" Regular & Recurring
"TS" Situational

Requesting Telework

1. **Log in to the Total Workforce Management System (TWMS) at https://twms.navy.mil/selfservice/login.asp**

2. **Complete Telework Training for DON Employees (TWMS-OCHR-EMP1)**

3. **Create your telework request in TWMS: The request will automatically be sent to your immediate supervisor for approval.**

Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
SAAR-N/DD-2875
Event Notification Service
SF182 Training Request
IPMS
Mentoring
DD577
My IDP
VSIP/VERA Survey
Telework Request

Questions and Assistance

Point of Contact:

**Sue Rossi
Labor & Employee Relations Branch
Code 1014
215-897-2692, DSN 443
susan.rossi@navy.mil**

Payroll & Time and Attendance
New Hire Information

Presenter: Ralph Miller
Code: 0132

TIME AND ATTENDANCE

- Ensure time is recorded daily both in ERP and on sign in/out sheets
- Calculations of actual time worked will be based on tenths of an hour (full 6-minute increments). (For example, 0.1=6 mins, 0.2=12 mins)
- Ensure Overtime/Credit Hours requests are approved ahead of hours worked and in place for Audit purposes Using LOCUS
- Ensure Work Schedule Agreements (WSA) are in place within first pay period
- Ensure Leave Requests are approved prior to taking leave or immediately upon return (in emergency and/or "call out" situations).
- MyPay is available within 1 to 2 pay periods
- Ensure Transfer Employees LES' are provided to Payroll Office upon on-boarding to ensure leave is properly converted in our system.
- How a Tuesday EOD / Start date can affect pay (usually occurs when federal holiday fall on Monday and the beginning of a pay period)

NERP Time Sheet

LOCUS (Leave Overtime/Comptime User System)

LOCUS (Leave Overtime/Comptime User System)

Work Schedule Agreement (AWSA)

Work Schedules and Work Week

Standard Business Hours = 0530-1900

Core Hours = 0930-1430

30 minutes <u>must</u> be included in the work schedule for lunch between the hours of 1100-1300 if employee works more than 6 hours.

Flexible Work Schedules (FWS)

- AWS 1 - 8 hr day/40 hrs wk/80 hrs bi-wkly, with a <u>fixed</u> start/stop time
- AWS 2 - 8 hr day/40 hrs wk/80 hrs bi-wkly, start time may vary
- AWS 5 - 80 hrs bi-wkly (most flexible work schedule)
- AWS 6 – Compressed Work Schedule "5/4-9" (5 - 9 hr days, 4 – 9 hr days, 1-8 hr day, and 1 off day). Must be a <u>fixed</u> start/stop times

Holiday Leave (LH)

- AWS 1,2,5 – Enter 8 hrs LH on Holidays
- AWS 6 – Enter 9 hrs LH on Holidays

Court Leave/Military Leave/Advanced Leave

- <u>Court Leave (LC)-</u> To be granted court leave, an employee must submit leave request prior to the beginning date of service. At conclusion of service, the original certificate of attendance <u>must</u> be submitted to Payroll Office. Failure to due so could cause debt or mandatory "repayment" of hours.

- <u>Military Leave (LM)-</u> Employee should apply for military leave as far in advance as possible, attaching a copy of orders to leave request. Upon return, employees <u>must</u> submit a copy of orders and certified verification of attendance to Payroll Office. (LM can only be recorded in whole hour increments)

- <u>Advanced Leave (LB)-</u> Must be requested and approved in writing on OPM-71 form. Advanced leave requires Division Head approval and <u>must</u> be submitted to Payroll Office.

Travel and Government Travel Charge Card (GTCC)

- New Employees will need to contact the Travel Office to set up DTS accounts

- New Employees should apply for GTCC ASAP, preferably within the first pay period

- Transferring Employees will need to stop by Travel Office to ensure you are under the NSWCCD Hierarchy

- If you have a GTCC, please ensure that it is valid and on file with Travel Office.

- <u>Please contact Travel Office BEFORE your first travel!!!!</u>

Employee Services Division: Payroll & Travel

- **Kristy Ross, Employee Services Division Head**
  - 301-227-1134, kristina.ross@navy.mil

- **Payroll Office:**
  - Ralph Miller – 301-227-1513, ralph.miller@navy.mil

- **Travel Office:**
  - Denise Leonard – 301-227-1659 denise.leonard@navy.mil
  - David Callis – 301-227-2952 david.callis1@navy.mil
  - Ralph Miller – 301-227-1513, ralph.miller@navy.mil

- **Government Travel Charge Card:**
  - Brittany Payne – 301-227-4298, brittany.b.payne1@navy.mil

**Our office is located in Complex P at the Tennis Courts

**CO Welcome
and Oath of Office**
CAPT Todd E. Hutchison

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:

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.

Questions

LUNCH

(return at 1300)

Equal Employment Opportunity
New Employee Brief

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

Christina Suggs
Complaints *Program Manager,*
NSWC Carderock Division

AMERICA'S FLEET STARTS HERE

Individuals with Disabilities

&

Reasonable Accommodations

OUR MISSION

❖**Service the Carderock Command at all levels**

❖**Process Discrimination Complaints for civilians (current and former employees, applicants)**

❖**Oversee and ensure that:**

    ❖ The workforce reflects the nation's diversity

    ❖ The workplace is free of discrimination and harassment

WHAT IS EEO?

❖**Equal Employment Opportunity**

❖ Fair Consideration

❖ No Discrimination

❖ No Harassment

❖ Reasonable Accommodations

❖ Resolving Disputes

OUR PROGRAMS

❖ **Title VII Complaints Processing/Counseling**

❖ **Alternative Dispute Resolution (ADR) – Mediation**

❖ **Affirmative Employment Program (MD-715)**

❖ **Special Emphasis Programs**

    ❖ African American Employment Program, Federal Women's Employment Program, Asian/Pacific American Employment Program, Hispanic Employment Program, Individuals with Disabilities Employment Program, American Indian/Alaska Native Employment Program

❖ **Reasonable Accommodations Program**

❖ **Workforce Recruitment Program**

Title VII Complaints Process

BASIS FOR COMPLAINTS

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

| Civil Rights Act of 1964 Title VII |
| Equal Pay Act of 1963 |
| Age Discrimination in Employment Act of 1967 |
| The Rehabilitation Act of 1973 (Sections 501 and 505) |
| Americans with Disabilities Act Amendments Act of 2008 |
| Genetic Information Nondiscrimination Act of 2008 |
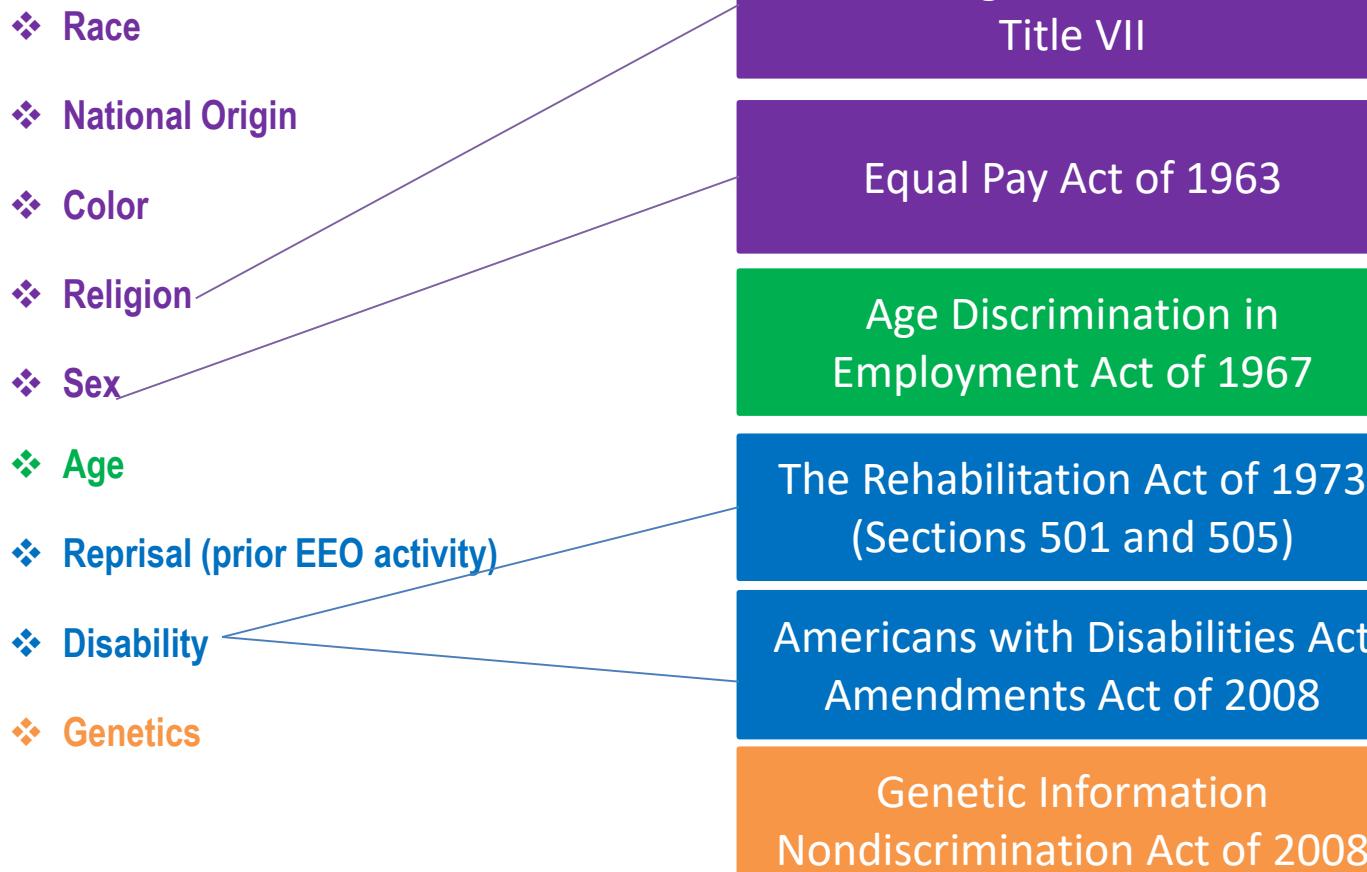
COMPLAINT PROCESS

❖ **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**

COMPLAINT PROCESS

Informal Stage of the EEO Complaint Process

Alleged Discriminatory Act Occurs

45 days

Contact EEO Officer and Assignment of EEO Counselor

90 days

ADR Offered

30 days

Counseling

May be extended 60 days if complainant agrees

Settlement

No Settlement

Notice of Right To File a Discrimination Complaint

15 days

Formal Stage of the EEO Complaint Process

Formal Complaint Filed

ADR Offered

Director, OER, Accepts or Dismisses Complaint

Settlement

No Settlement

Complaint Accepted, Investigated, and Notice Issued

Request for EEOC Hearing or Final Agency Decision
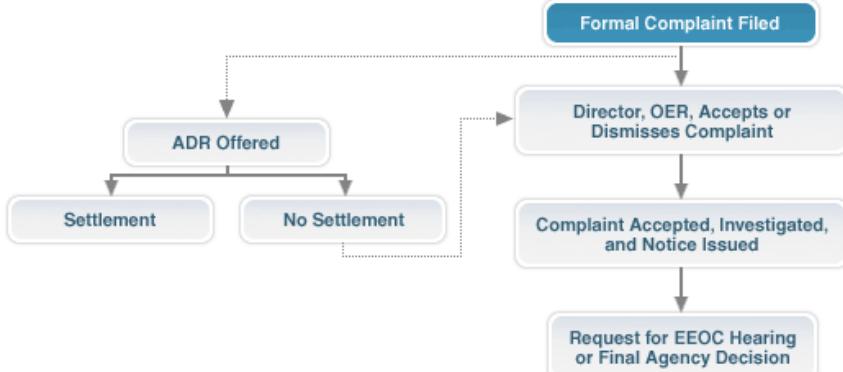
ALTERNATIVE DISPUTE RESOLUTION

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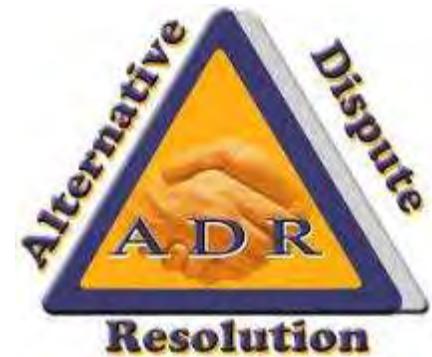
❖ **Mediation** is the Navy's preferred method of early resolution.

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

❖ It is both **voluntary** and **confidential**

DISABILITY

❖ **Three-part definition:**

    ❖ A physical or mental impairment that substantially limit or more major life activities;

    ❖ A record of having such an impairment;

    ❖ Being regarded as having a disability

❖ **However, Congress has changed the meaning of key terms used in these definitions and has broadened the definition and scope of what is now considered a disability**

REASONABLE ACCOMMODATIONS

What is a reasonable accommodation?

❖ Any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

❖ **Reasonable accommodations are modifications or adjustments for:**

❖ **Job application process** (large print or Braille)

❖ Performing the **essential functions** of the job (interpreters, readers, computer software/hardware)

❖ **Removing physical barriers** to enable employees with disabilities to enjoy equal benefits and privileges (office, cafeteria, etc. that comply with Federal Accessibility Standards)

REASONABLE ACCOMMODATIONS (CONT'D)

Who can request a reasonable accommodation?

❖ An <u>employee</u>, <u>family member</u>, or <u>representative</u> of the employee may let the employer know that (s)he needs an adjustment or change at work for a reason related to a medical condition

❖ A <u>supervisor</u> when (s)he:

   ❖ Knows that the employee has a disability,

   ❖ Knows, or has reason to know, that the employee is experiencing workplace problems because of a disability,

   ❖ Knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation

❖ An <u>applicant</u> during the application process

How is a reasonable accommodation requested?

❖ A request does not have to be in writing

❖ There are no magic words – plain English, the words 'reasonable accommodation' 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.

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 the only documentation needed to establish that the person has a disability under the ADA and that the disability necessitates a reasonable accommodation

Decision to Accommodate

❖ A qualified employee with a disability is entitled to an **effective accommodation**, not the accommodation of choice

   ❖ Must be sufficient to meet job-related needs of the individual

   ❖ Must remove workplace barrier(s) that impede employment benefits

❖ The employee's supervisor is responsible for the final decision

   ❖ The supervisor has the right to deny the request as they see fit

Decision NOT to Accommodate

❖ An accommodation may be denied only when:

    ❖ The individual is determined to not 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

Denials of RA Requests

❖ 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 (EEO complaint not required)

   ❖ File EEO complaint based upon denial

POINTS TO REMEMBER

❖ All EEO complaints are filed against the Secretary of the Navy

❖ Managers MUST support the EEO process – failure could result in a finding against the Navy

❖ Complaints are filed on the employee/applicant's <u>perception</u> of discrimination

❖ EEO Counselors have the authority to request documentation and interview witnesses to complete an inquiry

❖ Mediation is a cost-effective way to resolve disputes

❖ EEO Office does <u>NOT</u> determine merit (i.e., whether or not discrimination occurred)

❖ If the complaint starts with you, YOUR agency is financially responsible

STAFF

EEO, Diversity and Inclusion Office
Building 42, Suite 200 (Second Floor)

Wanda Jimenez-Barkdoll

DDEEO, Diversity and Inclusion
301-227-0090

Reasonable Accommodation Coordinator
301-227-0090

Christina Suggs

Complaints Program Coordinator/Acting, Affirmative Employment Program Manager
301-227-8989

Rebekah Knodel   **Paris McTizic   /   Jethro Griffin**

Team Lead Sign Language Interpreter   *Sign Language Interpreters*
301-227-4049   *301-227-2450*

Questions?

BACKUP SLIDES

EEO POLICIES

❖**Equal Employment Opportunity Policy Statement**

❖**Prevention of Sexual/Non-sexual Harassment**

❖**Reasonable Accommodations**

❖**Alternative Dispute Resolutions (ADR) Process**

All of the Carderock EEO policies are located at:
https://cuthill.crdr.navy.mil/intra/code10/hr/eeo.html

TRAINING WE PROVIDE

❖**Special Emphasis Program Training**

❖**No Fear Act**

❖**Title VII Complaints Process**

❖**Reasonable Accommodations**

❖**Ongoing training pertaining to Diversity/Cultural Awareness**

We also provide initiatives such as:

    ❖ Organizational Climate Surveys

    ❖ Sensing Sessions

    ❖ Large Group Facilitations

    ❖ Support for Diversity Observances

COMPLAINT PROCESS - INFORMAL

Informal Stage

Aggrieved files pre-complaint within

45 calendar days of alleged incident

Counseling

- ❖ Informal counseling inquiry [30 calendar days]
- ❖ Attempt resolution
- ❖ Prepare EEO counselor report
- ❖ Conduct final interview
- ❖ Notice of right to file formal complaint

Mediation

If mediation is accepted:
- ❖ Automatic 90 calendar day processing time
- ❖ Neutral third party conducts mediation
- ❖ Parties develop their own resolution (Negotiated Settlement Agreement)
- ❖ If mediation is not successful, a notice of right to file formal complaint is issued

Formal Stage

❖ Formal Complaint filed (within **15 calendar days**)

❖ Decision by EEO Officer to accept or dismiss issues for investigation after legal review
  ❖ NOTE: EEO Officer does not determine merit on whether or not discrimination occurred

❖ Investigation

❖ Post-Investigative Notice of Options

❖ Appeal to EEOC

❖ File Civil Action – US District Court

Equal Employment Opportunity Commission (EEOC) Administrative Judge

Final Agency Decision (FAD)

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

Participation in mediation is not a guarantee that you automatically get what you request

What happens once an RA request is made?

❖ Interactive discussion should begin immediately – a continuous dialogue throughout the RA process

❖ Request is forwarded to Disability Program Manager
  ❖ The RA Advisory Team must begin processing
  ❖ The interactive process will determine:
    ❖ If the person has a disability as defined under the ADA/Rehabilitation Act
    ❖ If the person is qualified
    ❖ What the employee's needs are
    ❖ An effective accommodation

New Hire/Employee Initial Safety Brief

Occupational Safety and Health Branch, Phone 301-227-1510

Our Goal

The Occupational Safety and Health Branch (safety office) and your leadership team is committed to ensuring you go home in the same condition as when you came into work.

- We obey OSHA standards.
- Safety is equally as important as any thing else you do here.
- Supervisor's will brief you on hazards/controls of your work area.
  - Including those who travel and are exposed to unfamiliar hazards
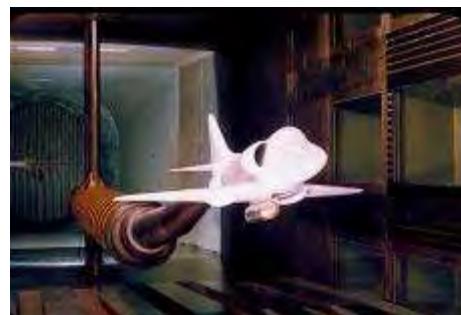
NSWCCD Safety Management System (SMS)

NAVSEA
WARFARE CENTERS
Carderock Division

- Gen Industry Std
- Construction Std
- NFPA
- ANSI
- IBC
- NEC
- Other Fed, State & Local Rules & Regs
- Etc.

Incorporated by reference docs

29 CFR 1960

DODI 6055.1

NDWINST 11320.10E

SMS

SECNAVINST 5100.10K

CO's SOH Policy Statement

CARDINST 5100.1B

OPNAVINST 5100.23G

- Medical Surveillance
- Fall Protection
- Controlled Energy
- Hearing Conservation
- Confined Space
- Ergonomics
- Hazard Control & Abatement
- Inspections
- Etc.

Initial Safety Training

- Must be trained to the hazards and controls in your work area

- After this initial familiarization your supervisor:
  - Provides/assigns specific training applicable to your job position
    - duty tasks
    - general safety required by all
    - OJT and other training based on resources available in the work area
  - May include Tier 1 Ship/Sub (Subsafe) requirements

- Once you acquire your CAC
  - Log into ESAMS and complete web based safety training (procedure included in your packet)

- Do not feel compelled/pressured to do anything you've not been trained on or feel uncomfortable/unsafe doing

20
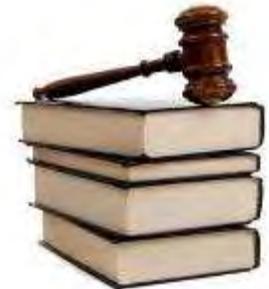
OSH Act

- OSH Act signed by Nixon in 1970
  - Requires all employers to provide a safe and healthful workplace by:
    - Encouraging employers and employees to reduce workplace hazards through hazard recognition and mitigation
    - Providing education and training
    - Providing worksite evaluations
    - Informing employees of their rights and responsibilities (New hire brief and DON OSH Poster on bulletin boards)

Roles and Responsibilities

- Supervisors and line management are responsible for the safety of their employees/workers.
  - Safety specialists are the COs technical experts on safety related matters
- Each of you is personally responsible to:
  - Work safely to help reduce unsafe/unhealthful working conditions, including unsafe acts.
  - Report hazards to your supervisor.
  - Stop work if you think its not safe.
  - Complete your assigned training.
  - Report injuries and illnesses to your supervisor (even off duty injuries). Also report medication which may impair your ability to perform your job.
  - Ask questions
    - Because we've always done it that way was doesn't mean it's the right way.
    - If not satisfied – contact safety.

Safety Responsibility/Accountability Organization Chart

@193 Supervisors

Commanding Officer

Department Head

Division Head

Branch Head/Manager

Employee(s) (1500-2000)

Corporate Operations

Infrastructure Division

Occupational Safety and Health Manager

Safety Specialists (**6**)

OSH Manager has direct line of communication with CO
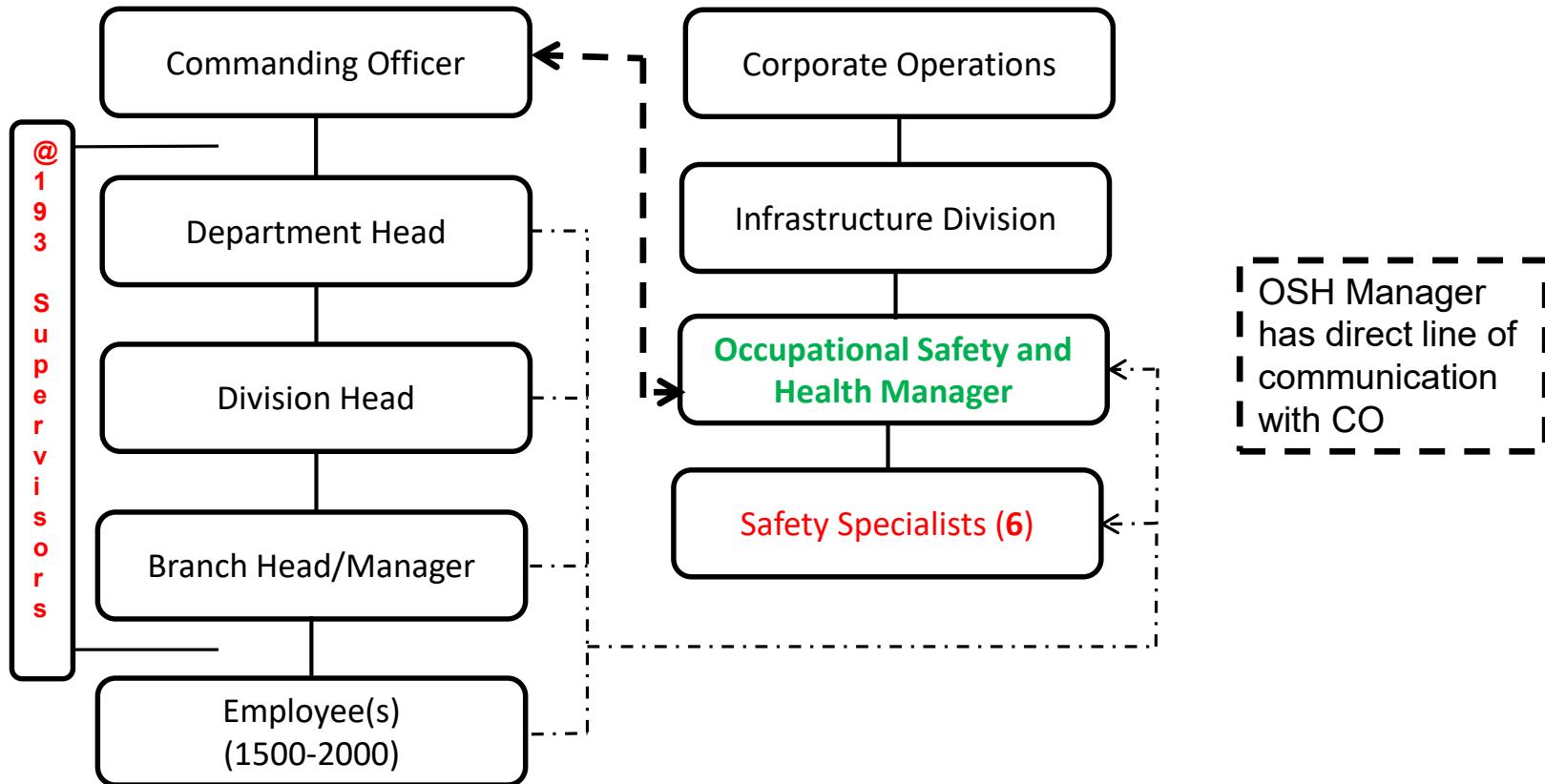
Voluntary Protection Programs (VPP)

- **VPP is OSHA's recognition program for sites having an effective SMS.**
  - Highest safety award the US Government can bestow on a worksite.
  - Significant achievement - we are 1 of approx. 2300 worksites out of over 8 million worksites in the U.S.
  - Recertified VPP Star worksite November 2018
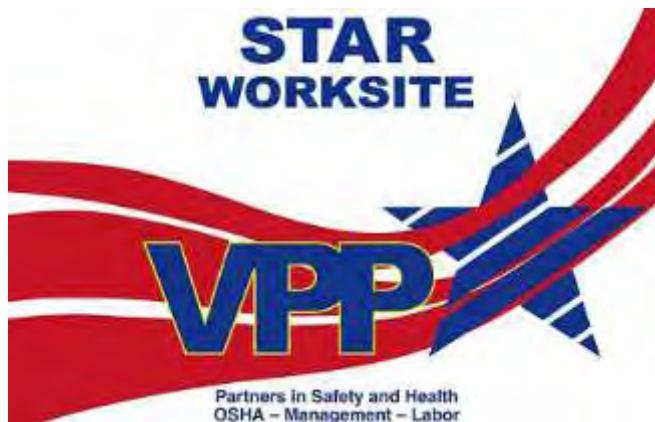
- **Three voluntary protection programs**
  - Site Based (defined specific geographic location)
  - Mobile Workforce (majority of workforce is vehicle based, does not work in a stationary office)
  - Corporate (main office or HQ)

- **Two recognition levels for the programs**
  - Star (meets or exceeds all program requirements)
  - Merit (minor tweaks needed to meet the program requirements)

Four Elements of VPP

Management Leadership & Employee Involvement
(Involve)

Worksite Analysis
(Find)

Hazard Prevention and Control
(Fix)

Safety and Health Training
(Educate)
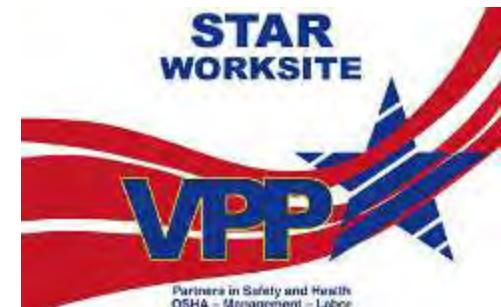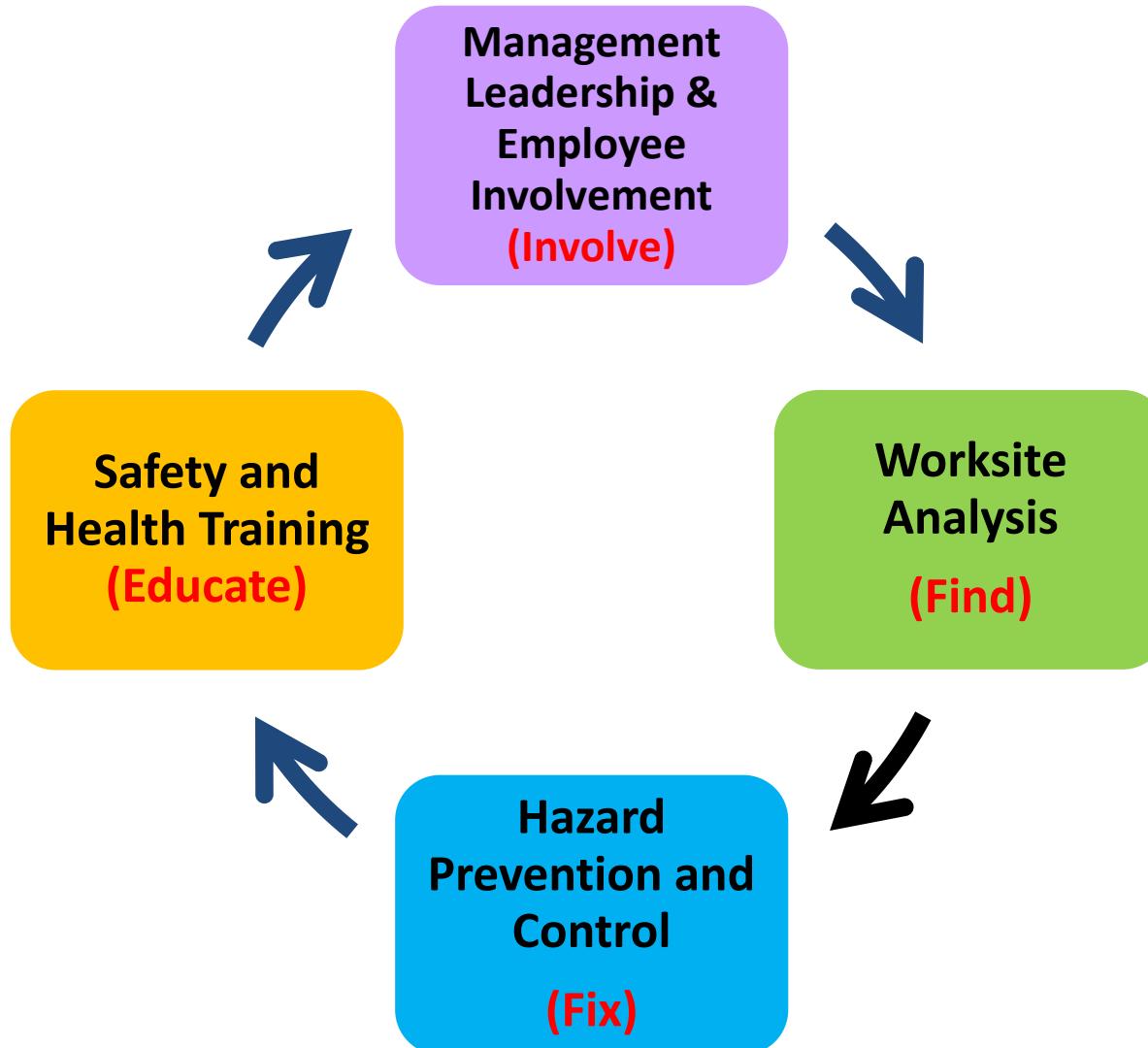
How Are We Assessed

Document Review

Written Programs

Supporting Documents

Interviews

Formal

Informal

Observation

Work Spaces

Non-Classified Operations

NAVSEA
WARFARE CENTERS
Carderock Division

NSWCCD VPP Website

Hierarchy of Hazard Controls
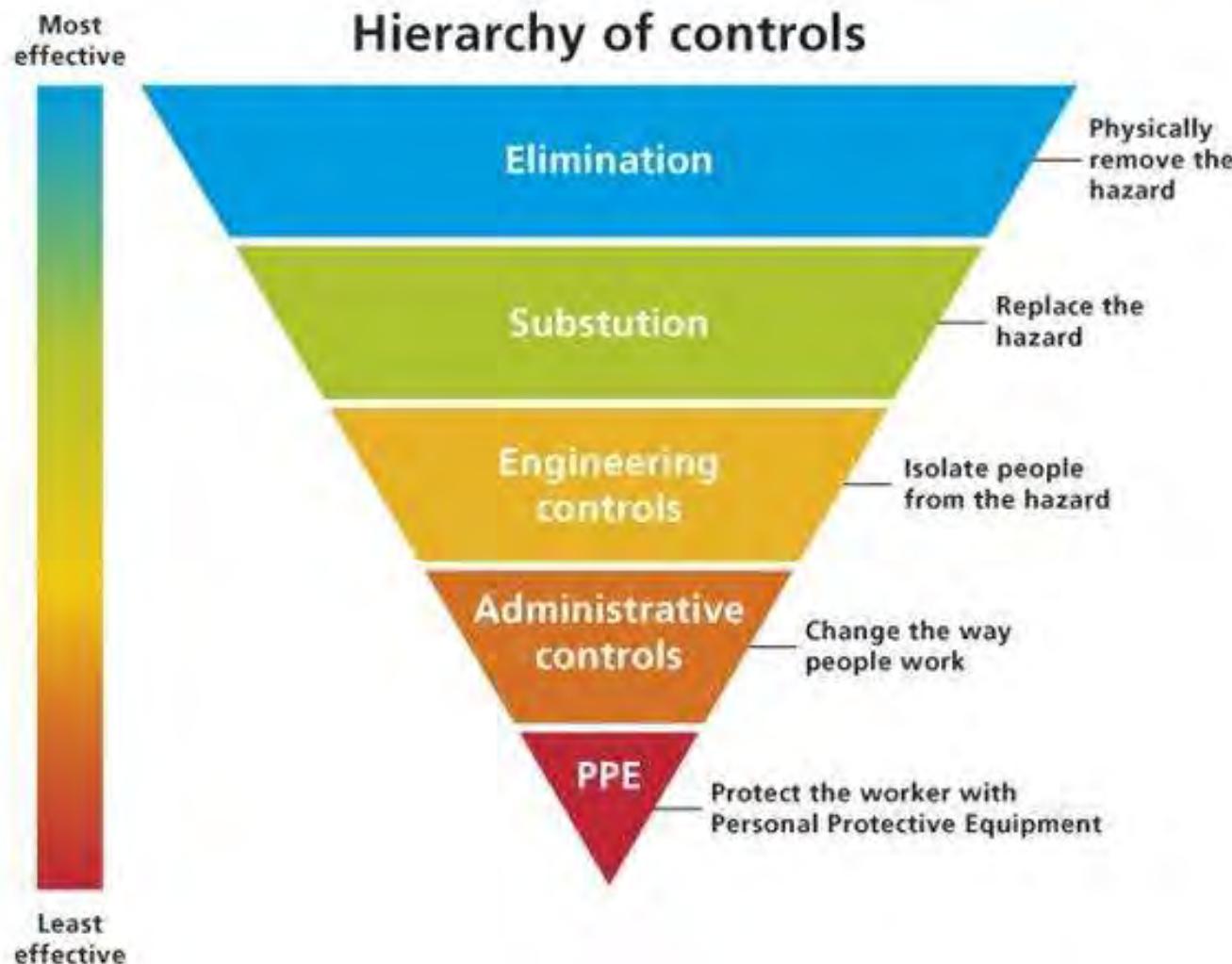
PPE

- Rx safety eyewear vendors – onsite monthly

- Footwear vendors - quarterly

PPE (Con't)

- Personal Protective Equipment (PPE):
  - Emails announce dates/times
  - Your supervisor will provide all required PPE
  - Dress appropriately for your work environment:
    - No open toe shoes, sandals or flip flops are allowed in laboratory and shop spaces.
    - Wear protective footwear when required.
    - For your protection comply with all *SIGNS!!*

**You can eat with false teeth
You can't see with a glass eye**

Control Programs

- CPR/First Aid/AED
  - 50 AEDs on site
- Fire Drills
- Traffic
  - Comply with all local and state laws as well as posted speed limits
  - Give way to emergency vehicles
  - Do not stop on barriers at gate
  - Pedestrians in cross walks have right of way
    - Make sure driver sees you
- Winter weather - walking on icy sidewalks, or driving on snow covered roads. (slips, trips and falls)

Review Handout

Shoreside or Shipboard Pocket Safety Guide

Specifically – Confined Space, Fall Protection, Energy Control (LO/TO), and HAZMAT/HAZCOM

HAZMAT/HAZCOM

- All employees who work with hazardous materials (HAZMAT) shall receive training before working with any hazardous material per the hazardous communication (HAZCOM) standard 29 CFR 1910.1200.

  - Initial HAZCOM training via ESAMS and as directed by supervisor based on job tasks.

  - Covers changes implemented by Globally Harmonized System.

  - Revised labeling and SDS (8 to 16 sections, pictograms).

Safety Data Sheet (SDS)

- Provides information needed to safely use, store and dispose of hazardous materials.

Report Hazards

See Something, DO Something!

- Report to Supervisor (follow-up) (can do anonymously)

- Unsafe/Unhealthful Form (ESAMS/Bulletin board)

- Email safetynswccd.fct@navy.mil

- Facilities Service Desk (301-227-1330)

- Notify Departmental Safety Rep/COI

- Contact Safety Branch POC

Potential Exposures

- Older buildings may have intact stable asbestos or man-made vitreous fibers (MMVF)

- If any surface is accidentally damaged/exposed (especially in old buildings):
  - Do not disturb the exposed material
  - Secure any fans/blowers/doors in the areas which may cause the material to become airborne
  - Contact your supervisor and the safety branch immediately

Occupational Health

- Occupational Health Clinic is located at Walter Reed Medical Military Medical Center (WRNMMC) in Bethesda, MD. (9 miles)
  - Medical surveillance programs
    - Supervisor provides Form 5100/1T generated by ESAMS
      - Must bring signed form back to supervisor
  - Audiology services - hearing conservation program (base line)
  - Certification exams - Pre-placement exams to determine if you are fit for duty or medically qualified for your job.
    - Physical for respirator (we provide fit testing and respirator after physical completed
  - Industrial Hygienists
    - Conduct workplace surveys
    - Spot checks
    - As requested investigations

- # During Heat Stress Conditions

  - Flags are no longer flown but "All Hands" notices are posted on the NSWCCD Intranet home page to indicate heat conditions when appropriate (starting w/ temps >80 WGB).

- RODS (Recreational Off-Duty Sports)

    – Black Flag Release Waiver Form - Prior to engaging in Employee Services Association (ESA) sponsored athletic activities during Black Flag conditions, participant must obtain and complete the Black Flag Waiver Form and submit it to ESA, where it will be maintained.

NSWCCD EOSH - Web Access

Environmental

- CO's Environmental Policy statement is in your packet.

- Federal, state and Navy environmental regulations apply on base. Do not pour anything down any drains, sinks, or on the ground.

- In case of any type of spill attempt to safely isolate/contain the spill and contact the Environmental Office (Code 1023) at (301-227-1892/1510)

- If you cannot do so safely, contact the emergency number (202- 433-3333) for proper removal/disposal. Report your installation (Carderock), building #, your name and emergency type/info.

Environmental (Con't)

- Park only in designated areas - not off road, on the grass, or under trees.
- We have several wildlife species here, do not feed geese or other wildlife.

CONSERVE WATER

NO PARKING

How to Identify Black Legged or Deer Ticks
(*Ixodes Scapularis*)

1/4"

adult female   adult male   nymph   larva

Adults and nymphs have 8 legs, larva have 6

Actual Size
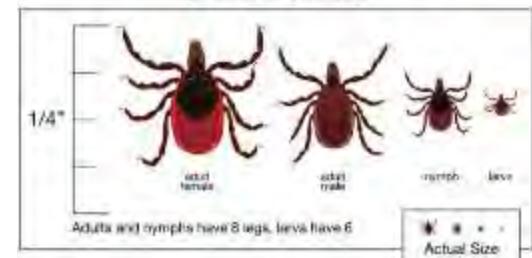
Radiation Affairs Support Program (RASP)

- Training for Members of the <u>Public</u> and Other Organizational Personnel Working in Proximity to RASP Controlled Areas

- Anyone not in the RASP is considered a member of the public

- Training ensures you can:

  - Recognize radiation hazard areas

  - Know what to do when you see them

  - Understand radiation dose requirements

  - Know who to contact for more information

- Variety of radioactive materials and radiation producing devices/sources used in support of science, engineering, R&D
  - Audits/surveys routinely conducted of operations to ensure safety of the public.
  - Personnel working in these areas are monitored by dosimeter

- Obey warning signs - Ionizing radiation warning signs have a magenta trefoil with a yellow background
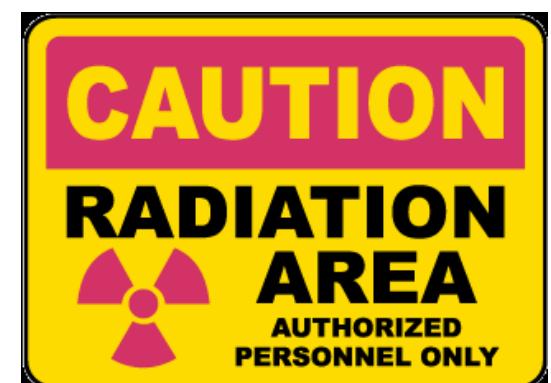
Types of Radiation

- Non-ionizing radiation – lasers, radiofrequency (RF) emitters, visible light – sunlight, indoor lighting (does not change cell structure or DNA - normally not harmful)

- Ionizing radiation- radioactive sources/x-ray devices, gamma and all particle radiation from radioactive decay (may cause change to cell structure or DNA - harmful under conditions)

Radiation Dose

- Per NAVMED P-5055, the annual exposure limit for radiation workers is **5,000 mrem p/yr**. Per RAD-010, the Navy has further reduced the annual limit for these workers to **500 mrem p/yr**.

  - Radiation exposures which were compliant with these annual limits have been scientifically proven to cause no injuries to man.

- While working adjacent to these areas at NSWCCD your radiation dose **will not** exceed **100 mrem** in a year from RASP-controlled sources. (Equivalent to normal sunlight exposure per year)

RASP Points of Contact

- Who should I contact if I have further questions?
  - Your supervisor.
  - The applicable Facility Manager.
  - Radiation Safety Office at 301-227- 2316 or 3014/4584/1510.

Emergencies

To report a fire, hazardous materials spill or medical emergency call 202-433-3333 and notify your supervisor.
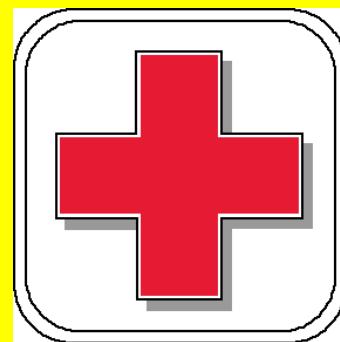
Our on-base Fire Department/EMT and Security services will dispatch and respond to your call.

*DO NOT DIAL 911***. Call 202-433-3333.**

YOUR Role

- **Review the handouts**

- **Comply with SMS**

- **Focus on safety**
  - Integrate safety into what you do

- **Plan to work safely**
  - Know what the risks are

- **Don't accept non-compliance as the norm**

- **Every workplace has hazards**
  - Know yours

- **Set a good example and get involved**

NSWC Carderock Division:

Before You Begin Work Brief

Obtain CAC / Access

The following in-processing actions MUST be complete before employees can obtain their network/computer access and Common Access Card (CAC):

- Employee's Personnel "hiring" Action processed in DCPDS (HR database)

- Cyber Awareness Training completed. The certificate should be uploaded in the USA Staffing Portal or emailed to Administrative Officer (AO) and CRDR_CD_NSWCCD_SAAR-IAM@navy.mil

- IA Briefing must be completed (see above) by DIO/ISSM Team

- SAAR-N Form (DIO/ISSM Team)

- SF-312 Non-Disclosure form has been completed, then uploaded to USA Staffing Portal or sent to OA and Allen, Cheryl E CIV USN NAVAL SURF WAR CENT (USA) cheryl.e.allen@navy.mil. Employee MUST complete the yellow-highlighted section of the form, sign, and date. Do not input your Social Security number on the form when sending it via email to Cheryl Allen.

SAAR Form Processing:

- Cyber Awareness Training Completion date

- Provide a copy of Cyber Awareness Training. Cert. to AO/Supr.

- Contact AO/Supr. to know when you can obtain CAC

- Before logging into computer with CAC, ensure have scheduled a ESM Helpdesk Assistance appointment with DIO/ISSM Team at Building 17E, Basement Level, Room 131 (Helpdesk) to assist in logging on / digitally signing SAAR_N form.

- Contact your AO/ Supervisor for questions/updates

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**

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.
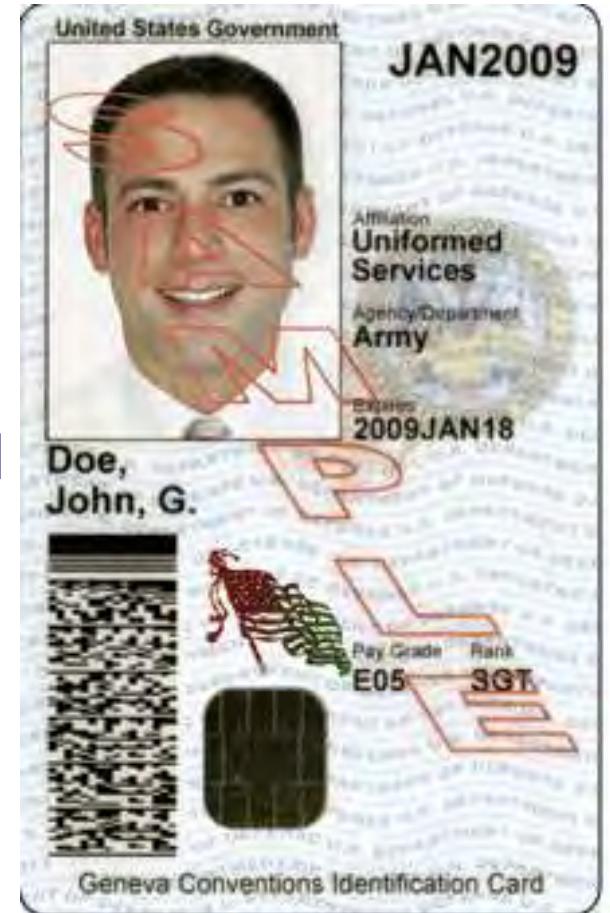
DoD Common Access Card (CAC)

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

DoD Common Access Card (CAC)

How do I obtain my CAC?

Step 2: Visit a CAC Badge Office Nearby

*The Carderock CAC Office is located in the visitor's center, BLDG 20. The CAC Office services (& CAC Pin reset) will officially stay open as long as the government remains open.

Due to COVID-19 situation, beginning Monday, April 6, 2020, the Carderock CAC Office will be Appointments Only with the exception of CAC Pin Resets. There will be a COVID-19 screening questionnaire station setup in the hallway with signage and the CAC office door secured. A CAC Office staff member at the door will let in appointments and CAC Pin Resets customers after they have answered the COVID-19 questionnaire over the phone. No persons will be allowed entry without answering the screening questionnaire. A staff member will also be contacting scheduled appointments on the day prior in order to brief them on this temporary updated screening questionnaire process. This new precautionary process, in addition to the existing processes, we remain in place to prevent the spread the COVID-19 threat and to keep the staff and customers safe. Use RAPIDS website to schedule and view available appointment times.

The only limitation is that there cannot be more than 10 people in the CAC office on any one given time.

DoD Common Access Card (CAC)

How do I obtain my CAC?

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

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

NAVSEA
WARFARE CENTERS
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.

RAPIDS Appointment Scheduler

Make Appointment   Find Appointment   Cancel Appointment

Find a CONUS Identification Card Issuance Office
Search by Geographic Location

Select a state:
AK   Go

Or Search by Building or Site Name

Building or Site Name:
_____   Go

Or Select the Location Closest to You

Zip Code:
_____   Go

Find an OCONUS Identification Card Issuance Office
Select a Country:
Afghanistan   Go

https://idco.dmdc.osd.mil/idco/#/

Map of NSWC Carderock

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.

Directions from Reagan National Airport:

Take George Washington Parkway (North) from the airport. Exit onto I-495N (Beltway) which is approximately 12 miles from the airport. Stay in the right lane after getting onto I-495. After crossing the American Legion Bridge, take the first exit (EXIT 41) off the Beltway onto the Clara Barton Parkway. Stay to the left at the Y. Proceed approximately ½ mi. to the off-ramp leading to the main entrance of Carderock Division.

From Baltimore-Washingon 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.

Map of Washington Navy Yard

NAVSEA
WARFARE CENTERS
Carderock Division

Washington Navy Yard

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

M Street SE

3rd St. Gate

4th St. Gate Closed

6th St. Gate

6th St. Gate

3rd St.

4th St.

183

VFQ 122

A.

169

220

157

219

Sail Loft

21

Admiral Leutze Park

210

200

105

58

104

172

Tingey St.

22

Kidder Breeze

N St.

N875 SSTP Conference Room 311-C is located in Bldg. 196/10th St.

73

57

175

386

- (Take elevators to 3rd floor), 3 right turns to 311-C, left side.

28

36

44 46

212

196

- If meeting is in Director's office, proceed to 311-A (end of hall).

33

67

- For Access: Phone - (202) 433-4563, or (202) 433-4564

197

176

108

101

126

- For Pre-Coordinated parking (W-166), you must stop by the Visit Center Bldg. 126 (adjacent O. St. Guard Station)

111

201

106

76

184

Sicard St.

O St.

O St. Gate

Dahlgren Park

Admiral Willard Park

166

WNY - Places of Interest

Parking Garages:
Building 28, 386 & 405

405

218

Points of Reference:
Building 22 - Admiral Gooding Center
Building 184 - Subway/Dunkin Donuts (east), Navy Exchange (west)
Building 200 - NSAW HQ
Building 211 - Catering and Conference Center
Building 175 - Medical/Dental Clinic
Building 106 - Chapel
Building 218 - NFCU
Building 126 - Pass % ID Visitor Control Center

USS Barry

211

Isaac Hull Ave.
Preston Ave.
Paulding St.
Dahlgren Ave.
Charles Morris Ave.
Parsons Ave.
10th St.
11th St.
N St. Gate

Mandatory Training Requirements Available on iNFusion

The Workforce Development Office has created a wikipage that has the FY21 employee mandatory training and supervisory training requirements. The trainings are under the "offline mandatory training" tab at
https://wiki.navsea.navy.mil/display/NSWCCDHR/COVID-19+Guidance#)

Basic instructions for signing up for iNFUSION if you haven't already (CAC required):
• Go to: https://fusion.navsea.navy.mil
• Click the "Sign in/Register" button at the top, left of the screen
• Agree to the DoD Warning Banner
• Click "I Agree" and create a new account
• Fill out the (brief) web form, selecting the following options. (See example below)
  • Username: (Prepopulated, but change to what you like)
  • Display Name: (Prepopulated, but change to what you like)
  • NAVSEA Command: NSWC Carderock
  • Site: West Bethesda (or appropriate detachment)
  • Code: Your departmental code (this will help with organizing and identifying folks across Carderock and the WFC)
• Wait for e-mail confirmation and start exploring the many tools of Fusion

You are responsible for documenting your own mandatory training completion if completed offline during telework and employees should print completion certificates where/when available. We will provide further guidance on how to send this to Code 1016 to ensure your TWMS record gets updated shortly.

Questions, contact Renard Walker at renard.walker@navy.mil

Mandatory Training Requirements for New Civilian Employees:

- DoD Cyber Awareness Challenge (instructions provide to new hires in offer letter)
- NWSC Information Awareness Briefing (conducted by ISSM during onboarding/orientation)*
- Cyber Awareness 101 (Completed within 30 days from EOD)
- Combatting Trafficking in Persons (CTIP) General Awareness Training*
- Privacy and Personally Identifiable Information (PII) Awareness Training*
- NAVSEA Intro to Controlled Unclassified Information (CUI)*
- Operations Security (OPSEC)
- NAVSEA Physical Security*
- Level One Anti-Terrorism Training
- NAVSEA Active Shooter Training*
- Workplace Violence Prevention
- EEO Training Brief*
- SAPR One Team, One Flight Training (or for Transfers, SAPR Refresher Training)
- Prevention of Sexual Harassment (POSH)
- No FEAR Act
- Ethics Training
- Records Management Training
- NAVSEA Counter Intelligence Awareness Training (CIAR)* (Course ID: DON-CIAR-1.0) *
- Constitution Day Training*
- CLM 003 – Overview of Acquisition Ethics" (instruction on Ready Reference Guide)
- Safety Training (in ESAMs) – Email notification will be sent out to each new employee.
- Telework Training for New Employees* (Supervisors are required to complete Telework Training for Supervisor in TMWS)

NAVSEA CYBERSECURITY 101

TWMS-610848

New Employees are required to complete this training within 30 days of onboarding

Questions relating to mandatory training, contact Renard Walker at renard.walker@navy.mil
_____

NAVSEA CYBERSECURITY WORKFORCE (CSWF) TRAINING REQUIREMENTS

Only required for new employees that are in a Cyber Security Position. This is a condition of employment requirement; requires earning 40 hours of specialized CEU training annually.

Questions relating to specialized training requirements, Anna Eshbaugh at anna.Eshbaugh@navy.mil

Cyberspace IT/Cybersecurity Workforce (CWF): Civilian/Military Requirements Summary

Applies to anyone with:	A mandatory occupational series (e.g., 1550, 2210), elevated rights (privileged access agreement) to a computer or IT system, and/or performing cyber duties. This is not a typical user.
If the above applies:	You'll be placed "Enhanced" or "Core" user group and must comply with below requirements.

Requirements:	Enhanced User	Core User
Appointment	N/A	CWF appointment letter issued; starts training "clock" to meet requirements
Continuous Learning	*Command directs training*	20 hours per calendar year - courses required for certifications count
Individual Development Plans (IDPs)	N/A	Annually detail training for compliancy
Privileged Access Agreements (PAA)	Fully approved prior to access, validated annually, and revoked upon transfer/removal	
Proficiency Levels	N/A	Based upon duties: Basic, Intermediate and Advanced
Baseline Credential; required within 12 months of appointment	N/A	DoN recognized degree, approved Military\Formal Industry Training or DOD Approved Baseline Certification
Operating System/Computing Environment Certificate of Training; required within 6 months of PAA approval.	N/A	CWF member must provide the CWF -PM a certificate of training completion in the OS/CE where the most time is spent.

CWF Program Managers: Anna Eshbaugh (301.227.1348) and Charles Snyder (301.227.0138)

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/

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.

DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DONCEAP)

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)

DONCEAP: A DEFINITION

A comprehensive employee assistance and work/life resource that includes:

- Worksite-based confidential assessment, referral, and short-term consultation for any personal concern

- Telephone and web-based services to help employees and their families manage day-to-day responsibilities and life events

CONFIDENTIALITY

- **Private, voluntary discussions**

- **Authorization for Disclosure (AUD) forms**

- **No identification of individuals in agency reports**

- **Confidentiality in accordance with federal and state laws**

TRUE OR FALSE

- **Everyone has personal concerns**

- **Personal concerns never interfere with workplace duties**

- **Problems must be complicated before asking for help**

- **Accessing support can improve work focus and productivity**

- **Help is confidential**

WE CARE, JUST CALL

Confidential assistance 24 hours a day, 7 days a week

By phone (no voicemail or call menu, you will always be directly connected to a person):

- **(844)-DONCEAP (844) 366-2327 | Domestic**
- **(888) 262-7848 | TTY**
- **(866) 829-0270 | International**

Via the web

- **http://DONCEAP.foh.hhs.gov**

Childcare Aware of American

Military Program

Childcare Aware of America – Military Programs

Child Care® Aware

Child Care Aware® is a nonprofit initiative that helps prospective child care providers locate information on starting, staffing, and sustaining a child care business. We do this by working closely with local child care resource and referral agencies nationwide, and by connecting providers with the agencies best equipped to serve their needs.

Child Care Licensing

Many states have different levels of regulatory requirements and use different terms to refer to these levels (e.g., licensing, certification, registration). Visit our state-by-state map to learn more about child care licensing regulations in your state.

Child Care Aware Training Academy™

Child Care Aware® of America's online training courses are designed to help early childhood professionals complete annual training requirements and acquire required training hours for those seeking a Child Development Associate (CDA) credential, CDA credential renewal or in-service training. Our courses provide a variety of engaging topics designed specifically for the early childhood professional.

Disaster Preparedness

Natural disasters and emergencies may occur at any time. It is important as a child care provider to have an emergency plan in place. You want to be able to assure parents your have a plan in place to protect their child if such an emergency should effect your child care. Child Care Aware® of America has developed a new website, ChildCarePrepare.org that assists both family child care providers and child care centers plan and prepare for various disasters.

Background Checks

Find information on background checks, what's expected of providers with the reauthorization of the Child Care and Development Block Grant, and what a full background check includes.

Childcare Aware of America – Military Programs

Contact Information

1515 N. Courthouse Road, 3rd Floor, Arlington, VA 22201

Phone: (703) 341-4100 / Fax: (703) 341-4101

Hours of Operation

Mon 8:30 am to 5:00 pm
Tue 8:30 am to 5:00 pm
Wed 8:30 am to 5:00 pm
Thur 8:30 am to 5:00 pm
Fri 8:30 am to 5:00 pm
Sat Closed
Sun Closed

Note: These hours of operation apply to Eastern Standard times

Contact Information

Diana Odusanya
Onboarding Program Manager
Phone: (301) 227-3671
Email: olamidayo.odusanya@navy.mil

Jorge Galindo
Workforce Development Head
Phone: (301) 227- 2153
Email: jorge.galindo1@navy.mil

Human Resources Director
Emily Grauwiler
Phone: (301) 227-1791
Email: emily.grauwiler@navy.mil

Questions

BREAK 2

Ethics Training

Standards of Conduct

NSWCCD Ethics Counselors

- Neaclesa Anderson neaclesa.anderson@navy.mil

- David Gattis david.gattis@navy.mil

- Jessica Eddy Jessica.k.eddy@navy.mil

- Dawn Russell dawn.c.Russell@navy.mil

Tel: 301-227-3566

1. **Gifts**

2. **Financial conflict of interest**

3. **Impartiality**

4. **Misuse of Position**

5. **Hatch Act**

Gifts From an Outside Source

What is a Gift?

Unless permitted by exception, an employee may not solicit or accept gifts

- From a prohibited source (e.g., Navy contractor)

- Given because of official position (e.g., local country club offers free membership to CO of an installation)

Gifts from Outside Source

Even if an exception exists, employees should consider declining an otherwise permissible gift if they believe that a reasonable person with knowledge of the relevant facts would question the employee's integrity or impartiality as a result of accepting the gift.

Some relevant factors to consider are whether --

- (1) The gift has a high market value;
- (2) The timing of the gift creates the appearance that the donor is seeking to influence an official action;
- (3) The gift is provided by a prohibited source;
- (4) Acceptance would provide the donor with significantly disproportionate access

Gifts From an Outside Source

Exception to gift prohibition

- Gifts of $20/less per occasion and no more than $50 from one source in a calendar year; (focus is FMV [or face value] of gift)

- Gifts motivated by personal or family relationship

- Gifts based on outside business or employment relationship

- Widely attended gatherings

- Social invitations from non-prohibited source

- Meals in foreign areas

Gifts From an Outside Source

What should I do with a prohibited gift?

- Return it

- Pay fair market value

- If perishable, give to charity, share among co-workers or destroy

- Reciprocation is not allowed

Gifts Between Employees

Unless there is an exception, the general rule is that an employee shall not give his official superior a gift

- Two exceptions:
  - Occasional Basis
  - Special Infrequent Occasion

Occasional Basis

- Items, other than cash, with a value of $10 or less (e.g., birthday, holiday)
- Food and refreshments shared in office
- Personal hospitality at residence
- Items given in connection with receipt of personal hospitality

Gifts Between Employees

Special Infrequent Occasion

- Personal significance such as marriage, illness, birth, or adoption of child

- Termination of superior-subordinate relationship such as retirement, resignation or transfer

    *NOTE: JER limitation of $300

Conflicting Interests

Two Laws

18 U.S.C. SECTION 208 Criminal Statute Conflicting Financial Interest

5 C.F.R. SECTION 2635.502 Standards of Conduct Regulation Appearance of Partiality

Prohibits government employees from taking official action with respect to a particular matter if

- They have a financial interest in the matter, and
- The particular matter will have a direct and predictable effect on that interest.

Example:

- You own stock in Raytheon
- You are asked to serve on a technical evaluation panel where Raytheon is one of the offerors
- Do you have a conflict?

    Note: $15,000 exemption in a matter

282

Financial interests of the following are imputed to the government employee:

- Spouse
- Minor child
- Organization which the employee serves as officer, director, general partner or employee
- Person with whom employee is negotiating for employment

Example:

- Your spouse's grandmother died last year and left him/her Lockheed Martin (LM) stock.
- You are evaluating a proposal submitted by Lockheed Martin for a NSWCCD requirement
- Do you have a conflict?

18 U.S.C. SECTION 208 (Continued)

Remedial Action: 208 Conflict

- Recusal/Disqualification

- Divestiture

- Waiver

  - Request made through the ethics' chain of command

  - Approval can only be granted by SES/flag officer in employee's chain, after consulting with ethics counselor and receiving Navy GC approval

Appearance of Partiality

- If there is no 18 U.S.C. 208 conflict of interest, a government employee may still have an appearance problem under the Standards of Conduct Regulation 5 C.F.R. 2635.502

- Do not participate in a matter, without written supervisory approval, if

  - The matter is likely to affect the financial interests of a member of the employee's household, or

  - A person with whom the employee has a "covered relationship" is involved in the matter

5 C.F.R. SECTION 2635.502 (Continued)

An employee has a covered relationship with, for example:

- A member of the employee's household

- A relative with whom the employee has a close personal relationship

- A person for whom the employee's spouse, parent or dependent child is an employee

- Any person with whom the employee has been employed within the last year

- A person with whom the employee has a business or financial relationship

- An organization in which the employee is an active participant (e.g., committee chairperson)

5 C.F.R. SECTION 2635.502 (Continued)

Example 1:

- Your brother recently was hired by Northrop Grumman
- You are serving on an evaluation panel where NG is one of the offerors

Example 2:

- You were hired six months ago – you had been working at General Dynamics (GD)
- You do not own GD stock
- You are asked to serve on an evaluation panel for GD

Misuse of Position

-Use of public office for private gain.

-Endorsing any product, service, or company.

-Use of nonpublic information

-Misuse of government property or official time

Use of Public Office for Private Gain

Example: **You were asked by a friend to find out why his grant application has not yet been granted by the Office of Naval Research (ONR). You call over to a colleague at ONR to find out the status of your friend's grant application.**

Example: **You have an outside business selling cookware. You invite your subordinates to your house this weekend to participate in a cookware party where you will be selling your cookware.**

Endorsements

You may not use, or permit someone else to use, your official authority to imply the government endorses any personal activity

- Be wary of interviews to discuss effectiveness of product

- Letters of reference are acceptable in certain circumstances

- Fundraising and official speech

Use of Non-Public Information

Example: In your private capacity, you are involved in an organization to save the whales. You become aware of a Navy project that has not yet been released to the public. You are concerned the project may harm the whales.

Can you inform your organization about the Navy project?

Misuse of Government Property or Official Time

You may only use government property for official and authorized purposes.

- You may not use it to send emails about your personal business. (JER).

You may not use official time to conduct your personal business.

Hatch Act

-**Applies to Executive branch employees of the Federal Government**

-**Limits certain political activity in the work place**

-**But Why?**

> ➢ To ensure federal programs are administered in a nonpartisan fashion

> ➢ Protect employees from political coercions in the workplace

> ➢ Ensure federal employees are advance based on merit and not political affiliation.

All Presentations are available at the following address on your NMCI computer (CAC required):

https://wiki.navsea.navy.mil/display/WDP/Employee+Onboarding+Program

A Look from the Bridge

Lou Carl
Chief Engineer
Code 00E
NSWC Carderock

The Defense Organization

National Security Council	President / Secretary of Defense	

Military Departments Army Navy Air Force	Unified Commands	Joint Chiefs of Staff
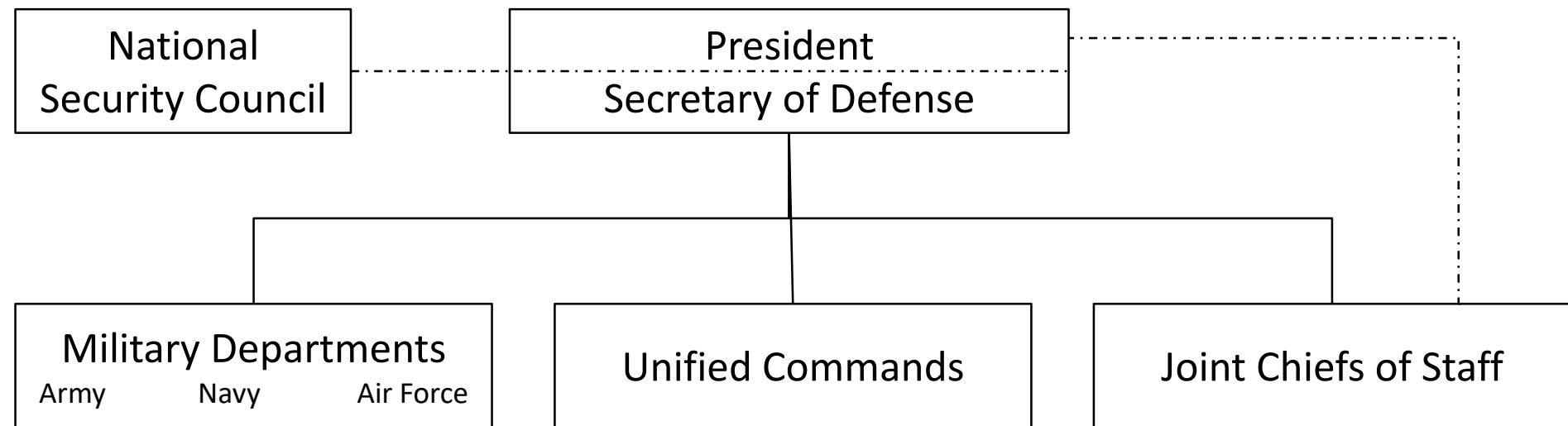
- Mans, Trains, Equips
- Conducts Operations
- Plans & Coordinates

Unified Commander Area of Responsibility

THE WORLD WITH COMMANDERS' AREAS OF RESPONSIBILITY

U.S Department of the Navy
Per Title 10 U.S. Code

Title 10, U.S/ CODE Requires the Creation of the Department of the Navy to:

Conduct and sustain combat operations at sea.

Support the National Interests of the United States in maritime domain.

Maintain, train and equip combat ready Naval forces capable of winning wars, deterring aggression.

Protect and preserve the freedom of the maritime domain.

For more information regarding Title 10, Department of the Navy- Please visit
https://www.law.cornell.edu/uscode/text/10/subtitle-C/part-I/chapter-503

Protect and preserve the freedom of the maritime domain

A Design for Maintaining Maritime Superiority 2.0
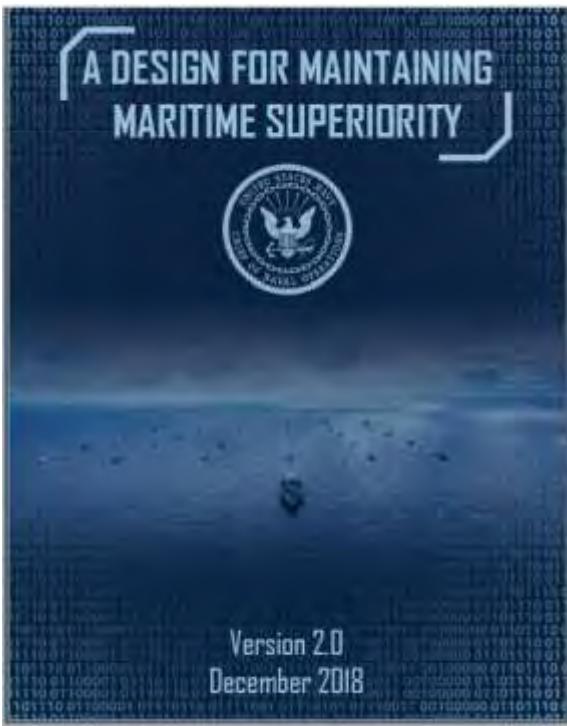
The United States Navy will be ready to *conduct prompt and sustained combat* incident to operations at sea. Our Navy will *protect* America from attack, *promote* American prosperity, and *preserve* America's strategic influence. U.S. naval operations—from the seafloor to space, from the blue water to the littorals, and in the information domain—will *deter aggression* and enable *resolution* of crises *on terms acceptable to the United States and our allies and partners*. If deterrence fails, the Navy will conduct decisive combat operations to *defeat any enemy*.

A DESIGN FOR MAINTAINING MARITIME SUPERIORITY

Version 2.0
December 2018

Navy & Marines Today (26 Aug)

Note: This is an unaltered image from USNI's website. This is not an endorsement of USNI or CNA, and the markings were provided on the image.
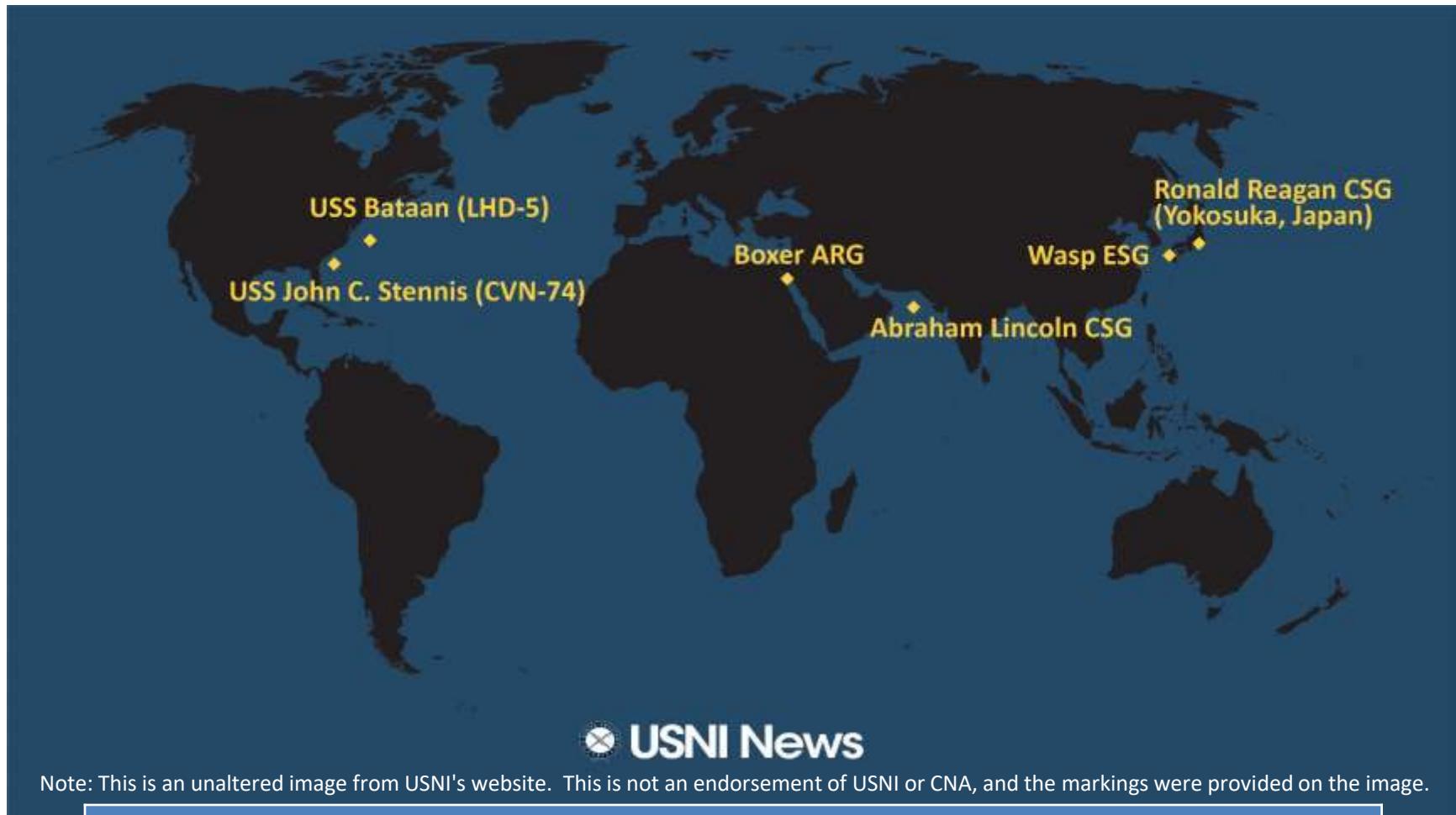
Ships Deployed by Fleet						
Fleet Forces	3rd Fleet	4th Fleet	5th Fleet	6th Fleet	7th Fleet	Total
1	0	2	23	16	55	97

Department of Navy
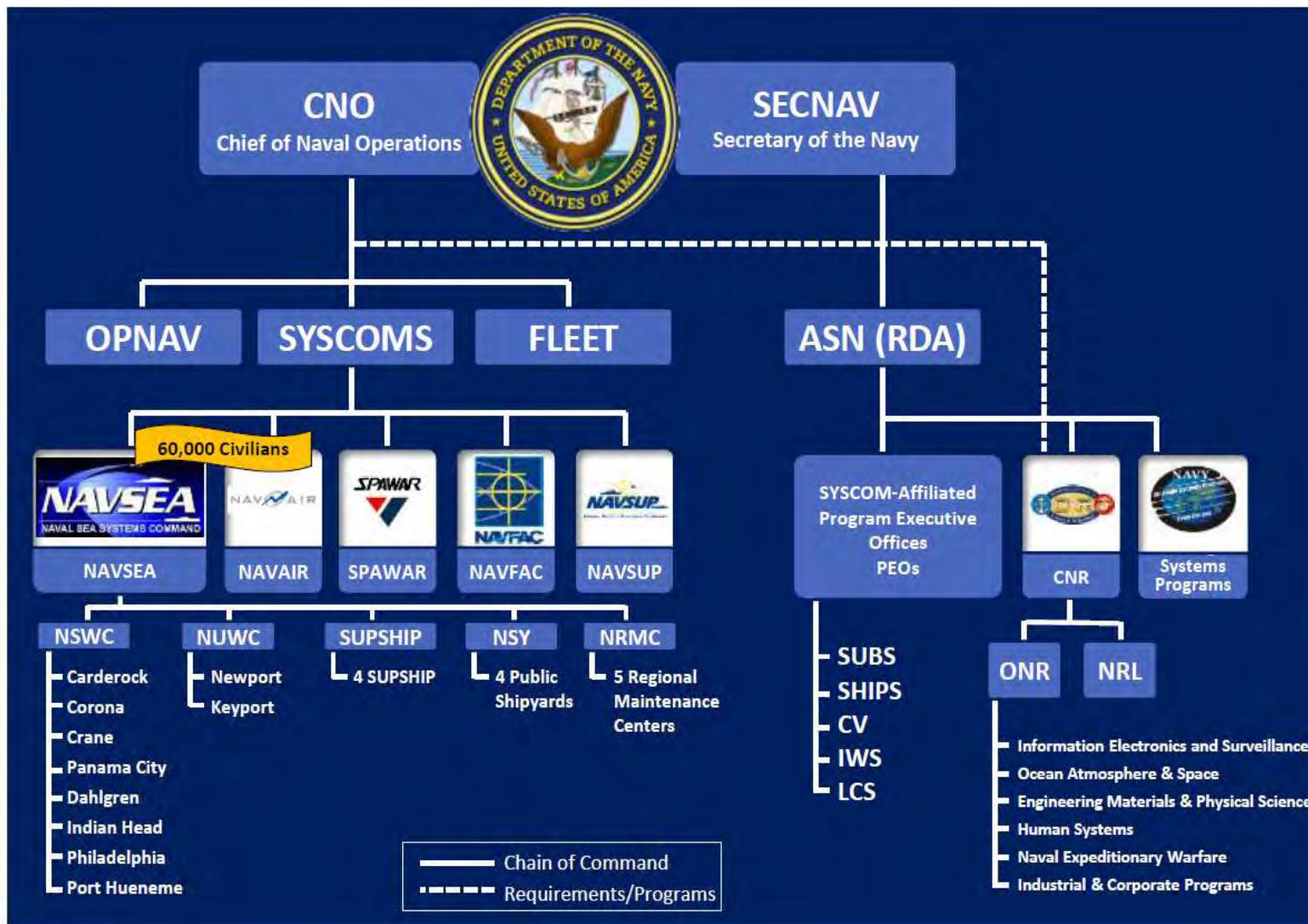
Naval Research & Development Establishment (NR&DE)

UNCLASSIFIED

NUWC Keyport Div
Keyport, WA

Deputy Assistant Secretary of the Navy for Research, Development, Test & Evaluation (DASN RDT&E)
Arlington, VA

Naval Sea Logistics Center (NSLC)**
Mechanicsburg, PA

NUWC Headquarters
NUWC Newport Div
Newport, RI

NSWC Philadelphia
Philadelphia, PA

NAWC AD
Lakehurst, NJ

NSWC Carderock Div
West Bethesda, MD

Naval Research Lab
Washington, D.C.

NSWC Headquarters
Washington, D.C.

NSWC Dahlgren Div
Dahlgren, VA

Office of Naval Research (ONR)
Arlington, VA

NSWC Indian Head Explosive Ordnance Disposal Tech Div
Indian Head, MD

Naval Air Warfare Center Aircraft Div (NAWC AD)
Patuxent River, MD

Combat Direction Systems Activity*
Dam Neck, VA

SPAWAR Systems Center Atlantic (SSCLANT)
Charleston, SC

NRL Monterey
Monterey, CA

Naval Air Warfare Center Weapons Division (NAWC WD)
China Lake, CA

NSWC Port Hueneme Div
Port Hueneme, CA

NAWC-WD
Point Mugu, CA

NSWC Corona Div
Corona, CA

SPAWAR Systems Center Pacific (SSCPAC)
San Diego, CA

SSC Hawaii
Honolulu, HW

* Part of NSWC Dahlgren Division
** Part of NUWC Keyport Division

NRL Stennis
Hancock, MS

NSWC Crane Div
Crane, IN

NSWC Panama City Div
Panama City, FL

NAWC TSD
Orlando, FL

Quick Facts

❏ Diverse and highly educated workforce with 25,000 scientists, engineers, and technicians (with more than 2,000 Ph.D.s)

❏ 20 commands across the NAVAIR/NAVSEA Warfare Centers, SPAWAR Systems Centers, ONR and NRL

❏ Conducts RDT&E for the DoN to discover, develop, transition and field technologically superior naval warfighting capabilities.
  • Examples: prototype development, demonstrations and experimentation to accelerate the fielding of new operational concepts, technology and systems innovations.

❏ Unique RDT&E facilities and test ranges

Aggressive Research, Development, Test & Evaluation for reliable real world solutions

V. 13 July 2016

AMERICA'S FLEET STARTS HERE

NAVSEA Strategic Framework

Warfare Centers Technical Capabilities

Science & Technology (S&T)	Research & Development (R&D)	Test & Evaluation (T&E)	Product Delivery	Fleet Support

16 TCs in naval architecture and marine engineering for surface & undersea vehicles and associated ship systems.

NSWC Carderock Division

9 TCs for T&E, in-service engineering & logistics and integration capabilities for surface ship weapons, combat and warfare systems as the primary interface with the surface Fleet.

NSWC Port Hueneme Division

8 TCs in the performance assessment of weapons and combat systems independently from the unit level through force level.

NSWC Corona Division

11 TCs for mine warfare systems, mines, special warfare systems, diving and life support systems and other warfare systems used in the littorals.

NSWC Panama City Division

6 TCs in Electronic Warfare, Special Warfare weapons and devices, and strategic systems components and hardware.

NSWC Crane Division

22 TCs for USW related sensor systems, weapons, vehicles, and other payload systems, USW communications, training, and combat systems.

NUWC Newport Division

NAVSEA WARFARE CENTERS TECHNICAL CAPABILITIES MANUAL — Revision 6, 7 July 2015

NSWC Dahlgren Division

28 TCs in surface ship weapons system development and integration up to and including force level, missile defense, strategic systems and related areas of Joint and Homeland Defense.

NSWC Indian Head EOD Technology Division

9 TCs in energetic systems and energetic materials and capabilities in ordnance disposal technology focusing on tools and personnel to counter IEDs.

NUWC Keyport Division

14 TCs for Undersea Warfare (USW) Test and Evaluation (T&E), in-service USW systems integration and supportability, industrial base maintenance and material support for in-service and developmental USW systems.

NSWC Philadelphia Division

11 TCs for surface and undersea vehicle machinery, ship systems, equipment and material (including cyber-security, comprehensive logistics, and life-cycles savings through commonality).

136 Technical Capabilities Define the Areas of Expertise for each Division

Carderock by the Numbers

Resources (FY18)

- Navy Working Capital Fund Organization
- $693M Total Obligation Authority
- $245.5M Contract Obligations
  - 41% Small Business

Facilities

- 7 detachments each with unique mission
- Hydro, structural & acoustic laboratories at WB site

Departments

- 3 technical departments
- 3 business departments

Workforce

- 2,400 Civil Service
- 1 Military
- Education
  - 17 PhDs
  - 644 Masters
  - 1,066 Bachelors
- 97 Student Interns
- 10 Visiting Professors

14 yrs. average service

44 yrs. average age

Top 5 Sponsors

- PEO Submarines
- SEA 07
- PEO Ships
- Office of Naval Research
- PEO USC

NAVSEA WARFARE CENTERS **Carderock**

What's Your Picture?

NSC

Chaired by the President

Regular attendees

- Vice President
- Secretary of State
- Secretary of the Treasury
- Secretary of Defense
- Assistant to the President for National Security Affairs
- Chairman of the JCS is the statutory military advisor to the Council,
- Director of National Intelligence is the intelligence advisor
- The Chief of Staff to the President, Counsel to the President, and the Assistant to the President for Economic Policy are invited to attend any NSC meeting.
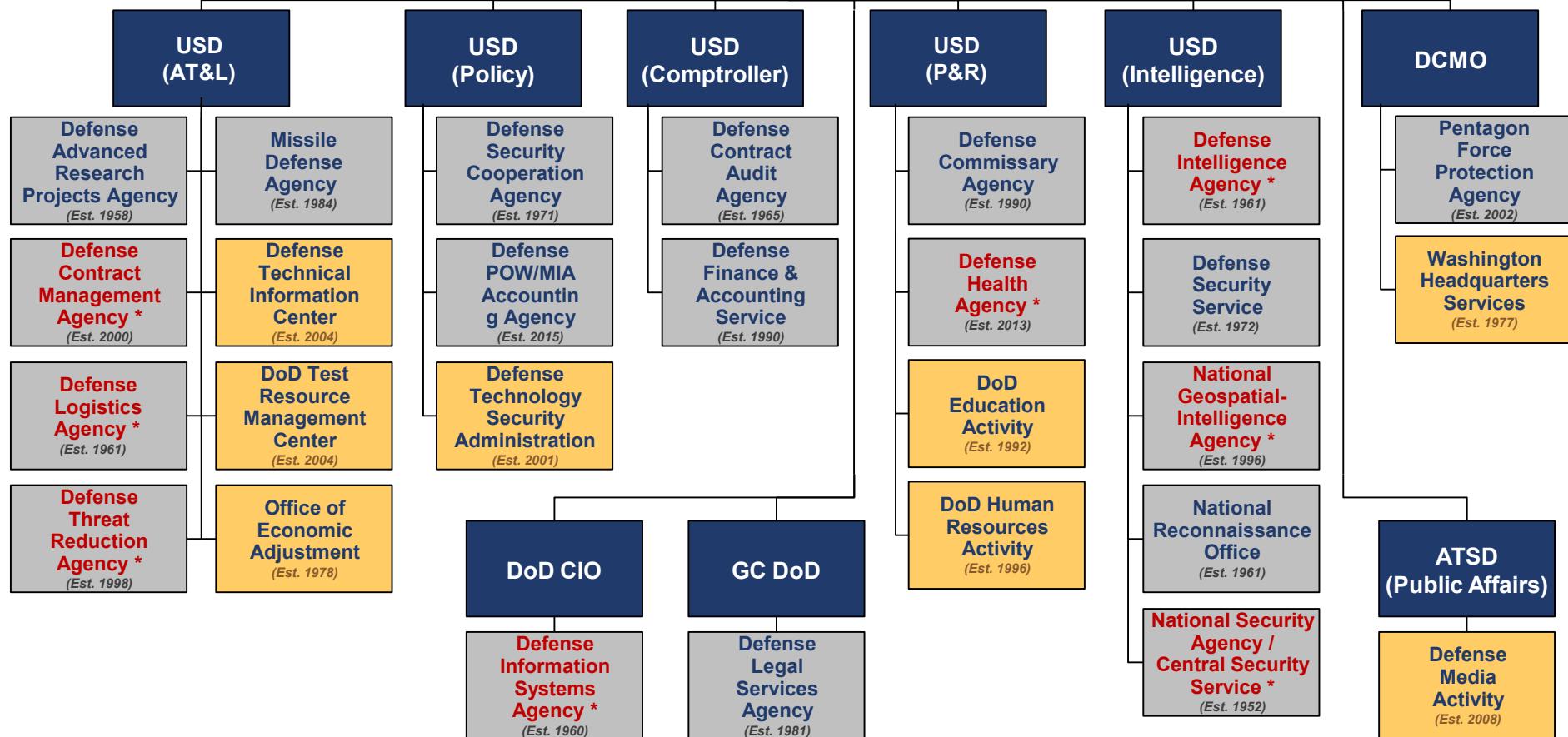
The Attorney General and the Director of the Office of Management and Budget are invited to attend meetings pertaining to their responsibilities.

The heads of other executive departments and agencies, as well as other senior officials, are invited to attend meetings of the NSC when appropriate.

Defense Agencies/Field Activities

NAVSEA
WARFARE CENTERS
Carderock Division

Defense Agencies *
19 DoD Field Activities
Total   28

Secretary of Defense
Deputy Secretary of Defense

USD (AT&L)	USD (Policy)	USD (Comptroller)	USD (P&R)	USD (Intelligence)	DCMO

USD (AT&L)
- Defense Advanced Research Projects Agency *(Est. 1958)*
- Defense Contract Management Agency * *(Est. 2000)*
- Defense Logistics Agency * *(Est. 1961)*
- Defense Threat Reduction Agency * *(Est. 1998)*
- Missile Defense Agency *(Est. 1984)*
- Defense Technical Information Center *(Est. 2004)*
- DoD Test Resource Management Center *(Est. 2004)*
- Office of Economic Adjustment *(Est. 1978)*

USD (Policy)
- Defense Security Cooperation Agency *(Est. 1971)*
- Defense POW/MIA Accounting Agency *(Est. 2015)*
- Defense Technology Security Administration *(Est. 2001)*

USD (Comptroller)
- Defense Contract Audit Agency *(Est. 1965)*
- Defense Finance & Accounting Service *(Est. 1990)*

USD (P&R)
- Defense Commissary Agency *(Est. 1990)*
- Defense Health Agency * *(Est. 2013)*
- DoD Education Activity *(Est. 1992)*
- DoD Human Resources Activity *(Est. 1996)*

USD (Intelligence)
- Defense Intelligence Agency * *(Est. 1961)*
- Defense Security Service *(Est. 1972)*
- National Geospatial-Intelligence Agency * *(Est. 1996)*
- National Reconnaissance Office *(Est. 1961)*
- National Security Agency / Central Security Service * *(Est. 1952)*

DCMO
- Pentagon Force Protection Agency *(Est. 2002)*
- Washington Headquarters Services *(Est. 1977)*

DoD CIO
- Defense Information Systems Agency * *(Est. 1960)*

GC DoD
- Defense Legal Services Agency *(Est. 1981)*

ATSD (Public Affairs)
- Defense Media Activity *(Est. 2008)*

Eight Defense Agencies are designated as Combat Support Agencies (CSAs) with joint oversight by the Chairman of the Joint Chiefs of Staff

AMERICA'S FLEET STARTS HERE

As of 10/4/2017

Defense Agency	DoD Field Activity	Def. Agency & CSA

Wrap up
(Questions)

Transfer/Reassignment Employees sign Roster and complete evaluations