

# AMERICA'S FLEET STARTS HERE



## Day 1 - New Employee Orientation

### Human Resources Division - Staffing Branch

CAPT Todd E. Hutchison

*Commanding Officer, NSWCCD*

Lawrence Tarasek

*Technical Director, NSWCCD*



**Your Feedback Helps Us Grow!**



## WELCOME ABOARD!

Thank you so much for joining our team at **NAVSEA**.

Tell us about your Onboarding Experience by taking the Command's **First Impression Survey**.

A survey link will be emailed to you approximately *three months* (90 days) from your onboarding date. We are **LISTENING!**



## Survey Results Dashboard



The survey is delivered via your Navy email. Please ensure your email is up-to-date in MyBiz & MilConnect.

You can complete the survey in **10 minutes** and it is completely **ANONYMOUS**.

NAVSEA Human Resources Offices create **Action Plans** to improve the Onboarding Experience according to survey responses.

# Onboarding Agenda – Day 1



## Day 1

- 0830      Welcome / Roll Call / Housekeeping Information
- 0835      Information Assurance (IA) / Cyber Security Briefing
- 0905      Payroll and Timekeeping
- 0935      Security (PERSEC)
- 1000      **Break 1**
- 1010      Telework Overview / DONCEAP
- 1025      Benefits Overview
- 1110      EEO Briefing
- 1200      Oath of Office/CO Brief
- 1230      **Lunch**
- 1330      Demonstration Project
- 1345      HR Paperwork / Military Buy-Back
- 1400      A Look from the Bridge
- 1445      Initial Ethics Training
- 1530      Questions / Survey Wrap Up

**For presentations or more onboarding materials, go to:**

NSWCCD New Hires Page

<https://www.navsea.navy.mil/Home/Warfare-Centers/NSWC-Carderock/Career-Opportunities/Forms-for-New-Hires/>

Naval Surface Warfare Center, Carderock Division

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## Cyber Security Briefing

**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

*ISSM TEAM, Code:1043*

**Larry Tarasek**  
*Technical Director, NSWCCD*

# Department of the Navy (DON) IT Usage



**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 Cyber Workforce members or your Departmental Information Officer (DIO) beforehand

# DON IT “Do nots...”

- Do not introduce or use unauthorized software, firmware, or public domain software without written authorization from the Local IA Authority. Refer to your Cyber Workforce Chain of Command (CWF/ISSO/DIO/ISSM) on guidance
- Do not bring in or use any personally owned hardware or software
- Do not 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.
- Do NOT relocate, and/or change the network connectivity of IT equipment without authorization from the Local IA Authority or delegate. Coordinate your move with your Cyber Workforce members, NMCI support team and the RDT&E help desk where applicable.
- DO NOT plug your device into any data port without being sure that you are connecting to the correct network (NMCI/RDT&E/NNPI). Coordinate with your Cyber Workforce members, NMCI support team, and the RDT&E help desk, where applicable.

# DON IT “Do nots...”

(continued)



- Do not 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.
- Do not 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**.

# System Authorization Access Request-Navy

**(OPNAV form 5239/14)**



## **User Responsibilities:**

- 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 IAAuthority.
- 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 Military Justice and / or criminal prosecution
  - d. Disciplinary action, discharge or loss of employment
  - e. Revocation of Security Clearance

# IT and Removable Media



## Labeling

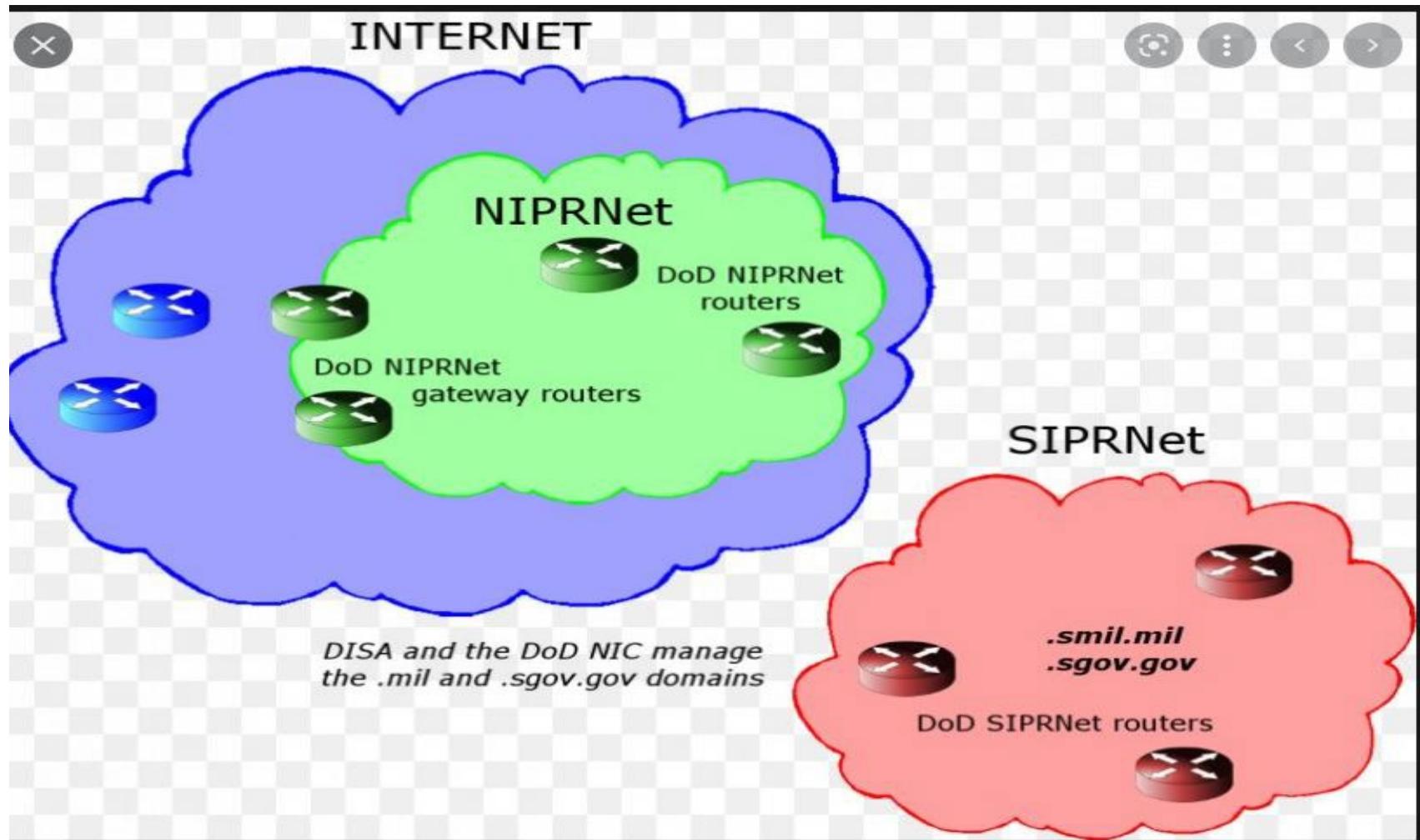
- Ensure all applicable pieces of IT equipment are properly labeled with a classification sticker and a Carderock/detachment asset tag
  - These two identifiers allow you to know it is government equipment
  - Removable media, i.e. hard drives, CDs/DVD disks, etc., must be labeled appropriately

## Reminder

- Personally Identifiable Information (PII), Controlled Unclassified Information (CUI), and other classified material must be marked and protected as such

# Non-Secure Internet Protocol Router Network

## Secure Internet Protocol Router Network



# 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 or Wi-Fi)
- RDTE equipment must be authorized by supervisor before taking home. Laptop can connect to home network (Ethernet or Wi-Fi).
- If provided RDTE VPN / Remote Access, recommended connect to the RDTE VPN solution within 15 minutes of being on a non RDTE Carderock network. Computers must connect to the RDTE network/VPN solution at least every 30 days to stay within compliance.

**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

[“NMCI SPAM”](https://www.homeport.navy.mil/support/articles/report-spam-phishing-2010/)

- 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 CUI 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 20 April 2019

- **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.
- \*\*CO now allows the taking of unofficial photos/videos on the installation, in unclassified areas, using personal PEDs\*\*.
- Hot spots & Wi-Fi are allowed with the approval from C-ISSM and ACSM
- Contractor PEDs, air-cards and WiFi need approval
  - Not able to 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**



Team 104- One Team, One Mission, Providing Solutions!

# Acceptable Use (non-compliance)



## **Failure to comply with acceptable use policies may result in:**

- Investigations
- Security & NCIS notification
- Defense Information System for Security (DISS) entries for some violations
- Possible HR & Legal ramifications

## **Cybersecurity Violations Response Process:**

- Employee's supervisor will be notified in writing by the ISSM office
- Carderock employees causing cybersecurity violations will be verbally counseled by one of the ISSMs.
- Employees counseled by one of the ISSMs for cybersecurity violations will be mandated to re-take the "Cyber Security Awareness Challenge training" within 10 days of the initial incident report.
- Failure to comply with the mandated training will result in the employees account being disabled until certificate of completion is received by one of the ISSMs.

# Division Cybersecurity Roles



## Local Cyber Authority is the Division Commander

- Carderock Division Commander: Captain Todd E. Hutchison

## Activity Chief Information Officer (ACIO)

- Michael Kirby [michael.h.kirby@navy.mil](mailto:michael.h.kirby@navy.mil) – 301-227-1067

## Deputy Chief Information Officer (DCIO)

- Katrina Moore, [katrina.m.moore@navy.mil](mailto:katrina.m.moore@navy.mil) – 301-227-2236

## Command Information System Security Manager (ISSM)

- William Smiley – [William.I.smiley4.civ@us.navy.mil](mailto:William.I.smiley4.civ@us.navy.mil) – 202-781-1178

## Cyber Security Section Head

- Tad Cowell, [tad.cowell@navy.mil](mailto:tad.cowell@navy.mil) – 301-227-0167

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

- Dalton Harvey, [dalton.harvey@navy.mil](mailto:dalton.harvey@navy.mil) – 301-227-5049
- Aaron Jeter, [aaron.e.jeter2@navy.mil](mailto:aaron.e.jeter2@navy.mil) – 301-227-1926
- Gary Steele, [gary.steele2.civ@us.navy.mil](mailto:gary.steele2.civ@us.navy.mil) – 301-227-1955

## Department Information Officers (DIO)

- Gerson Caballero, Code 02, [gerson.caballero1@navy.mil](mailto:gerson.caballero1@navy.mil) – 301-227-5994
- Kendall Smith, Code 10, [Kendall.f.smith2.civ@us.navy.mil](mailto:Kendall.f.smith2.civ@us.navy.mil) – 850-624-8389
- Carole Overman, Code 60, [carole.overman@navy.mil](mailto:carole.overman@navy.mil) – 301-227-8501
- Don Kim, Code 70, [don.kim@navy.mil](mailto:don.kim@navy.mil) – 301-227-5974
- Monica Walker, Code 80, [monica.walker@navy.mil](mailto:monica.walker@navy.mil) – 301-227-2540

## If needed, contact your DIO to reach your departments:

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

Naval Surface Warfare Center, Carderock Division

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## Payroll & Timekeeping

**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

*LER, Code 0132*

**Larry Tarasek**  
*Technical Director, NSWCCD*



# TIME AND ATTENDANCE



## Opening/Introduction

### Employee Levels:

- Military Employees
- Transfer Employees
- New Employees

### Time and Attendance

### Systems

- LOCUS, ERP, WSA

### Court Leave/ Military Leave

### Travel/ GOVCC

### FAQ and Q&A

### Contact List

# CIVPERS RESERVIST DUTY PROGRAM



**Meredith Miller**  
**Military Reservist Coordinator (MRC)**  
**(215) 300-3671**  
**[meredith.a.miller@navy.mil](mailto:meredith.a.miller@navy.mil)**

**If you are a military reservist, please contact the MRC and register with the program. The MRC will guide you through the processes you need to take when going on Training Duty or Recall/Mobilization.**

# Transfer & New Employees



- Send your last LES from your departing Command upon on-boarding to ensure your leave is properly converted over into our system.
- You will receive 2 LES:
  - 1- Departing command (\$0.00)
  - 2- LES from NSWCCD with pay details
- New Employees.... No action

# Time and Attendance

- Time should be reported in ERP daily and your time should equal 80 hours at the end of each pay period.
  - Rule of Thumb time should be entered every other Fri by 12:00 (noon)
- Ensure 'Overtime/Credit/Leave' hours are approved before time is taken. Approved time is requested in LOCUS.
- Ensure Work Schedule Agreements (WSA) are in place within the first pay period upon onboarding.
- MyPay is available within 1 to 2 pay periods

# LOCUS (Leave, Overtime/Comptime User System)



https://www.kypt.nmcn.navy.mil/UW/Home.aspx

UW-IPADS

UW Home Page

Ralph Miller

Home | About | 18:40

Manage Users My Requests My Approvals

User Name: NADSUSEA\ralph.miller Status: Active

User Info User Access Request Access

Name: First: Middle: Last: EDIPI:

Ralph E Miller 1224851630

Position Information

Job title: NSWC, Carderock Division

Location Location: Not Applicable

Command: NSWC, Carderock Division

Org Code: 013

Affiliation: Select...

User Type: Government

User Function: Unknown

Contact Information

Email: ralph.miller@navy.mil

Phone No: Primary 301 227 1513 Ext:

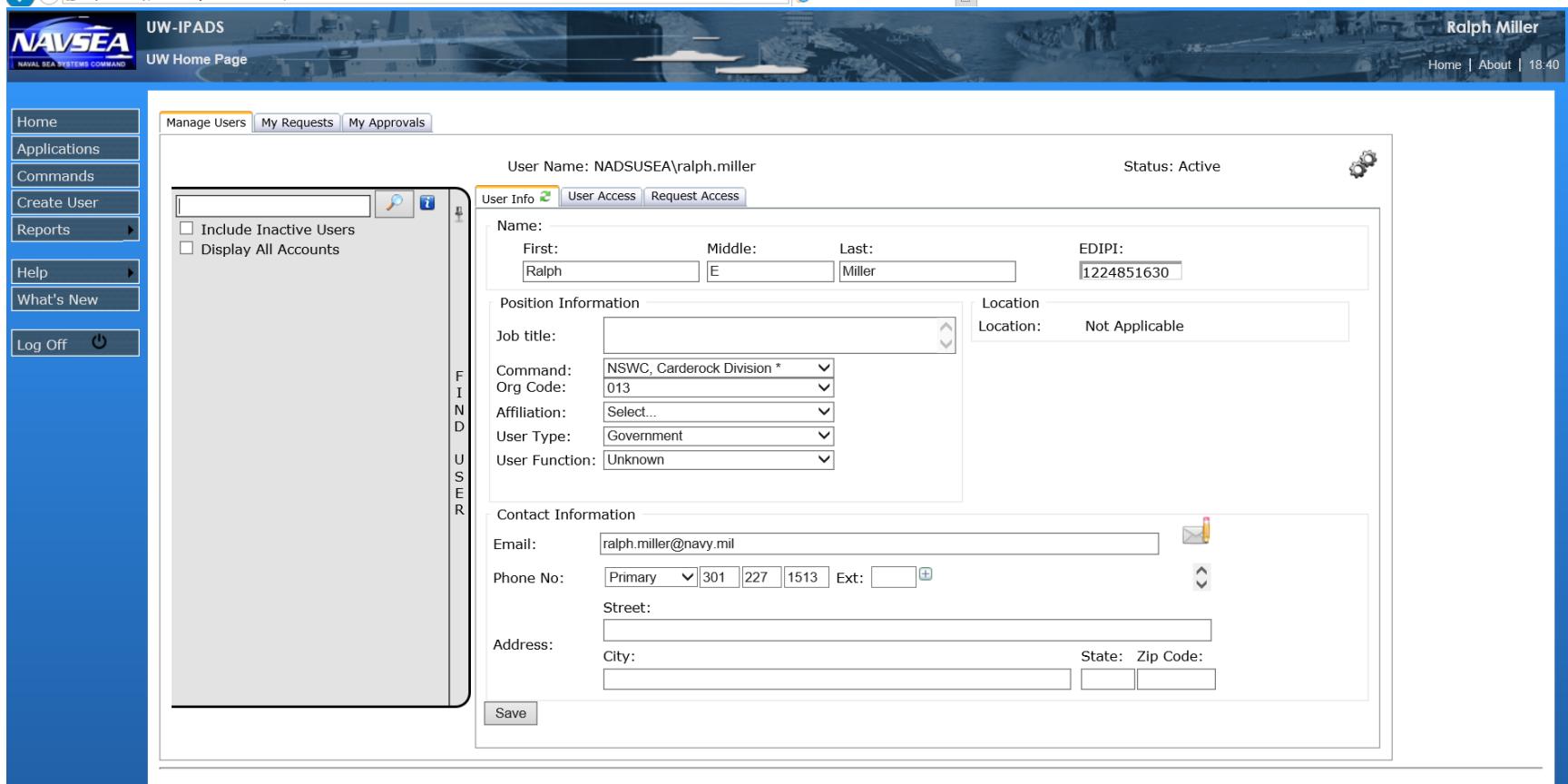
Street:

Address: City: State: Zip Code:

Save

This information resides on a DOD interest computer and is for the use of NAVSEA Warfare Centers government and contractor personnel only.

7:31 AM



# NERP Time Sheet

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 11643 E Cost Ctr 86C0101300

Data Entry Period 01/27/2019 - 02/02/2019

Worklist

Rec. CCtr	Receiver WBS element	Network	Acti...	SOOp	Name
			300000099667	0010	OHG/LBR/0132/PAYROLL
			300000129866	0010	OHG/LBR/0132/01-41/PAYROLL SERVICES
			300000129867	0010	OHG/LBR/0132/11-72/PAYROLL MAND TRN

Data Entry Area

LT	Send. CCtr	ActTyp	Rec. CCtr	Receiver WBS element	Network	Acti...	SOOp	A/A...	P...	S...	Night...	L...	Injury Nu...	Total	01/27	01/28	01/29	01/30	01/31	02...
														70	10	10	10	10	10	
														37.50	0	5.50	8	8	8	
														5.50		5.50				
	86C0101300	CR0003		300000129866	0010		RG							32			8	8	8	

# Work Schedule Agreement (WSA)



Work Schedule Agreement				
Employee Name (L, F, MI) <input type="text"/>	Shop/Code <input type="text"/>	SSN (Last 4 digits) XXXX-XX- <input type="text"/>		
Effective Date of Schedule (Beginning of a payperiod-Sunday) <input type="text"/>	Full Time or Part Time <input type="text"/>			
AWS Code (please check) <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 6	Fixed Arrival Time (AWS 1 & 6) <input type="text"/>			
<i>AWS-0: Not on AWS Division Standard Work Day 0730-1600 Monday through Friday Part-time employees (32-64) hrs bi-weekly MUST be under work schedule AWS 0, 1, or 2 with each scheduled workday and hours indicated on the TOUR OF DUTY schedule. The hours must add up to the corresponding hours on the Personnel Record Form 50. For AWS-5, only the pay period total hours are noted.</i>				
TOUR OF DUTY				
WK 1 (Hours) (if applicable)	Mon <input type="text"/>	Tue <input type="text"/>	Wed <input type="text"/>	Thurs <input type="text"/>
Wk 2 (Hours) (if applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PAY PERIOD TOTAL HRS <input type="text"/>				
Agreement/Requirements <input type="text"/>				
Daily start time <input type="text"/>	Maximum daily regular hours allowed <input type="text"/>	Last date of AWS schedule change <input type="text"/>	Number of allowable non-work days per Pay Period <input type="text"/>	
EMPLOYEE (Signature) 	TELEPHONE NUMBER <input type="text"/>	DATE SIGNED <input type="text"/>		
SUPERVISOR NAME <input type="text"/>	TELEPHONE NUMBER <input type="text"/>	DATE SIGNED <input type="text"/>		
SUPERVISOR (Signature) 				

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974



# Work Schedules



## Core Hours:

- 0930 – 1430; work schedules range between 0530-1900
- 30 minutes must be included in the work schedule for lunch. Lunch hours are between 1100-1300 if an employee works more than 6 hours.

## Flexible Work Schedules (FWS):

- AWS 1 – Fixed start/stop time (8hr day/40hrs wk/80hrs bi-wkly)
- AWS 2 – Start time varies (8hr day/40hrs wk/80hrs bi-wkly)
- AWS 5 – Most flexible work schedule (10hr day/80hrs bi-wkly)
- AWS 6 – Fixed start/stop time - CWS-Compressed Work Schedule- “5/4-9” (8- 9hr days, 1- 8hr day, and 1 day off)

## Leave Codes:

- Holiday Leave (LH)
- Sick Leave (LS)
- Annual Leave (LA)



# Court Leave/Military Leave



Court Leave (LC)- To be granted court leave, an employee must submit a leave request prior to the beginning 1<sup>st</sup> day of jury duty. At conclusion of duty, the original certificate should be signed by a court official verifying attendance and must be submitted to the Payroll Office. Failure to do so could cause debt or mandatory “repayment” of hours.

Military Leave (LM)- Employee should apply for military leave in advance by attaching a copy of orders/ leave request. Upon return, employees must submit a copy of orders and certified verification of attendance to Payroll Office. (LM can only be recorded in whole hour increments of 8 hours)

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



## New Employees:

- Contact the Travel Office to set up your DTS account
- New Employees should apply for GTCC **ASAP** (preferably within the first pay period)
- If you have a GTCC, please ensure that it is valid and on file with the Travel Office.

## Transferring Employees:

- Contact the Travel Office to ensure you have been properly transferred under the NSWCCD Hierarchy

**Please contact Travel Office BEFORE your first travel!!!!**



# Questions





# Points of Contact



## Employee Services Division Head/ Supervisor

- Kristy Ross [kristina.l.ross.civ@us.navy.mil](mailto:kristina.l.ross.civ@us.navy.mil) 301-227-1134

## Payroll Office:

- Sharisse Hunt [sharissee.s.hunt.civ@us.navy.mil](mailto:sharissee.s.hunt.civ@us.navy.mil)
- Bianca Teel [bianca.teel@navy.mil](mailto:bianca.teel@navy.mil)

## Travel Office:

- Denise Lyles-Leonard [denise.leonard.civ@us.navy.mil](mailto:denise.leonard.civ@us.navy.mil)
- David Callis [david.a.callis.civ@us.navy.mil](mailto:david.a.callis.civ@us.navy.mil)

## Government Travel Charge Card:

- Brittany Payne [brittany.b.payne.civ@us.navy.mil](mailto:brittany.b.payne.civ@us.navy.mil)
- Nikki O'Bryan [lyniqua.s.obryan.civ@us.navy.mil](mailto:lyniqua.s.obryan.civ@us.navy.mil)

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## Personnel Security Briefing

*David P Hess, Lead PERSEC Specialist, 301-227-1408,*



**CAPT Todd E. Hutchison**

*Commanding Officer, NSWCCD*

**Larry Tarasek**

*Technical Director, 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

- 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

**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.
- Complete Electronic Questionnaires for Investigation Processing (e-QIP) system every 5 years.
- 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 Investigation



- All DoN government and contractor personnel are subject to a personnel security investigation (PSI) and a periodic re-investigation every 5 years.
- Investigations are conducted to determine suitability for a position of trust and/or granting of a security clearance
- Your suitability is continually assessed!



# 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*



# Key Components / Elements



## *Interrelated Organizations, Systems and Databases*

- Defense Information System for Security (DISS)
- DCSA Consolidated Adjudication Services (CAS)
- Defense Civilian Personnel Data System (DCPDS)\*
- Defense Enrollment Eligibility Reporting System (DEERS)
- Secure Web Fingerprint Transmission (SWFT)
- Electronic Questionnaire for Investigative Processing (e-QIP)

\*DEERS Interfacing Client System



# Position Sensitivity



- 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

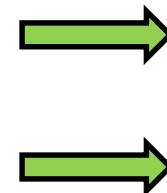


# New PSP Terminology



## Old Term

- Security Clearance
- Interim Clearance



## New Term

- Security Clearance Eligibility
- Temporary Access



# Adjudication Factors



- **Each factor contains three parts:**
  - The Concern: A description of the behavior or situation that could create a risk to national security interests.
  - Conditions that could raise a security concern and may be disqualifying: 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.
  - Mitigating Factors: 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.



# Continuous Evaluation Program



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

In accordance with CARDEROCKDIVINST 5500.4E for Continuous Evaluation Program, dated 22 FEB 17: individuals are required to report to their supervisor or appropriate security personnel and seek assistance for any incident or situation that could affect their continued eligibility for access to classified information. 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)***

- Under continuous monitoring, the Government will automatically collect information ranging from your boat registration to your divorce.

# 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*



# Recent Updates



- THC/Marijuana use is illegal for ALL employees that have eligibility. This includes student interns that return to work for the federal government (including government contractors) after graduating from college.
- All foreign crypto currency and stocks must be reported unless they are managed by a brokerage based in the United States (TSP for example).
- THC stock ownership is not allowed per recent guidelines and is a reporting requirement. Disassociation with the stock is a mitigating situation per CAS.



# Recent Updates



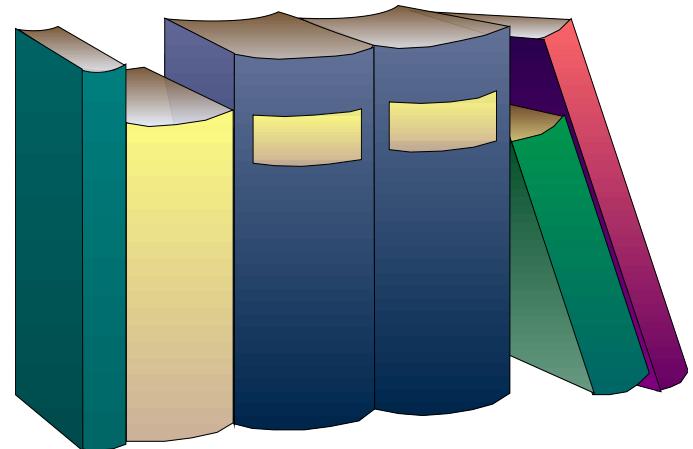
- The energy drink Rockstar Unplugged will cause a positive urinalysis. Be aware of what you are consuming or using on your body. It is your responsibility! Products that contain more than .03% THC remain illegal. FDA does not certify the THC percentage of commercially produced CBD products.



# 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





# SF312 Instructions



- Per Office of the Director of National Intelligence (ODNI) “The witness’ signature serves to validate that the individuals signature was executed on the Non-Disclosure Agreement (NDA) form. The individual’s and witness’ signatures must bear the same date.” It must also be signed in ink.
- SF312 acceptance will be signed by PERSEC personnel.
- SF312 will be uploaded into DISS and sent to OCHR-Silverdale.
- Everyone in person will sign a SF312 during onboarding.
- Detachment personnel will report to the local security office.
- Contact 301-227-1408 if you have any questions.

# SF312 Instructions for detachments



- Norfolk VA- Mark Popik, Bldg. 1602, Rm A 303, 757-462-4978
- Bayview ID - Derek Holland, Bldg. 200, Rm 214, 208-683-2321 x4050
- Newport, RI – Jose Baltazar, 401-832-7760
- Memphis TN - Matt Brantz, 901-947-3117 x1106
- Titusville FL- Tom Wallace, Bldg. ATD, Rm 1, 321-264-3743
- Ft. Lauderdale FL - Lisa Shortt, Bldg. 10, Rm 115, 954-926-4033
- Puget Sound - Toni Braun-Yessa, Bldg. 7131, Rm 201A, 360-315-0355
- HQ or Washington Naval Yard, Rose Pittman, 202-781-4097
- All others - Local Security Office, Call 301-227-1408 for assistance.



# Classified Info Non-Disclosure



## SF-312, Classified Information Nondisclosure Agreement

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

<b>CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT</b> <b>AN AGREEMENT BETWEEN</b> <small>(Name of Individual - Printed or typed)</small>	<b>AND THE UNITED STATES</b>
<p>1. Intending to be legally bound, I hereby accept the obligations set forth in this Agreement in consideration of my being granted access to classified information. As used in this Agreement, classified information is marked or unmarked classified information, including oral communications, that is classified under the standards of Executive Order 13526, or under any other Executive order or statute that prohibits the unauthorized disclosure of information in the interest of national security, and unclassified information that meets the standards for classification and is in the process of a classification determination as provided in sections 1.1, 1.2, 1.3 and 1.4(e) of Executive Order 13526, or under any other Executive order or statute that requires protection for such information in the interest of national security. I understand and accept that by being granted access to classified information, special confidence and trust shall be placed in me by the United States Government.</p> <p>2. I hereby acknowledge that I have received a security indoctrination concerning the nature and protection of classified information, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information have been approved for access to it, and that I understand these procedures.</p> <p>3. I have been advised that the unauthorized disclosure, unauthorized retention, or negligent handling of classified information by me could cause damage or irreparable injury to the United States or could be used to advantage by a foreign nation. I hereby agree that I will never divulge classified information to anyone unless: (a) I have officially verified that the recipient has been properly authorized by the United States Government to receive it; or (b) I have been given prior written notice of authorization from the United States Government Department or Agency, or other Department or Agency responsible for the classification of information or last granting me security clearances, that such disclosure is authorized, and that the classification of the information, or the classification of any information, I am required to confirm from an authorized official that the information is unclassified before I may disclose it, except to a person as provided in (a) or (b), above. I further understand that I am obligated to comply with laws and regulations that prohibit the unauthorized disclosure of classified information.</p> <p>4. I have been advised that any breach of this Agreement may result in the termination of any security clearances I hold; removal from any position of special confidence and trust requiring such clearances; or termination of my employment or other relationships with the Department or Agency that granted my security clearances or classified information. In addition, I have been advised that any unauthorized disclosure of classified information by me may result in a criminal prosecution, or violation, of United States criminal law, including the provisions of sections 841, 793, 794, 798, 1952 and 1924, title 18, United States Code; the provisions of section 783(b), title 50, United States Code, and the provisions of the Intelligence Identities Protection Act of 1982. I recognize that nothing in this Agreement constitutes a waiver by the United States of the right to prosecute me for any statutory violation.</p> <p>5. I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of classified information not consistent with the terms of this Agreement.</p> <p>6. I understand that the United States Government may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement.</p> <p>7. I understand that all classified information to which I have access or may obtain access by signing this Agreement is now and will remain the property of, or under the control of the United States Government unless and until otherwise determined by an authorized official or final ruling of a court of law. I agree that I shall return all classified materials which have, or may come into my possession or for which I have responsibility for access to, (a) to the appropriate authority, responsible for the classification of the information; (b) upon the conclusion of my employment or other relationship with the Department or Agency by last granted me a security clearance or that provided me access to classified information; or (c) upon the conclusion of my employment or other relationship that requires access to classified information. If I do not return such materials upon request, I understand that this may be a violation of sections 793 and/or 1924, title 18, United States Code, a United States criminal law.</p> <p>8. Unless and until I am released in writing by an authorized representative of the United States Government, I understand that all conditions and obligations imposed upon me by this Agreement apply during the time I am granted access to classified information, and at all times thereafter.</p> <p>9. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions of this Agreement shall remain in full force and effect.</p> <p>10. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.</p>	
<small>(Continue on reverse.)</small>	
<small>NDN 7540-01-280-5499 Previous edition not useable.</small>	
<small>STANDARD FORM 312 (Rev. 7-2013) Prescribed by COMINT 32 CFR PART 2001.80 E.O. 13526</small>	

FRONT

BACK

NOTE: Contractors Only - fill out organization information

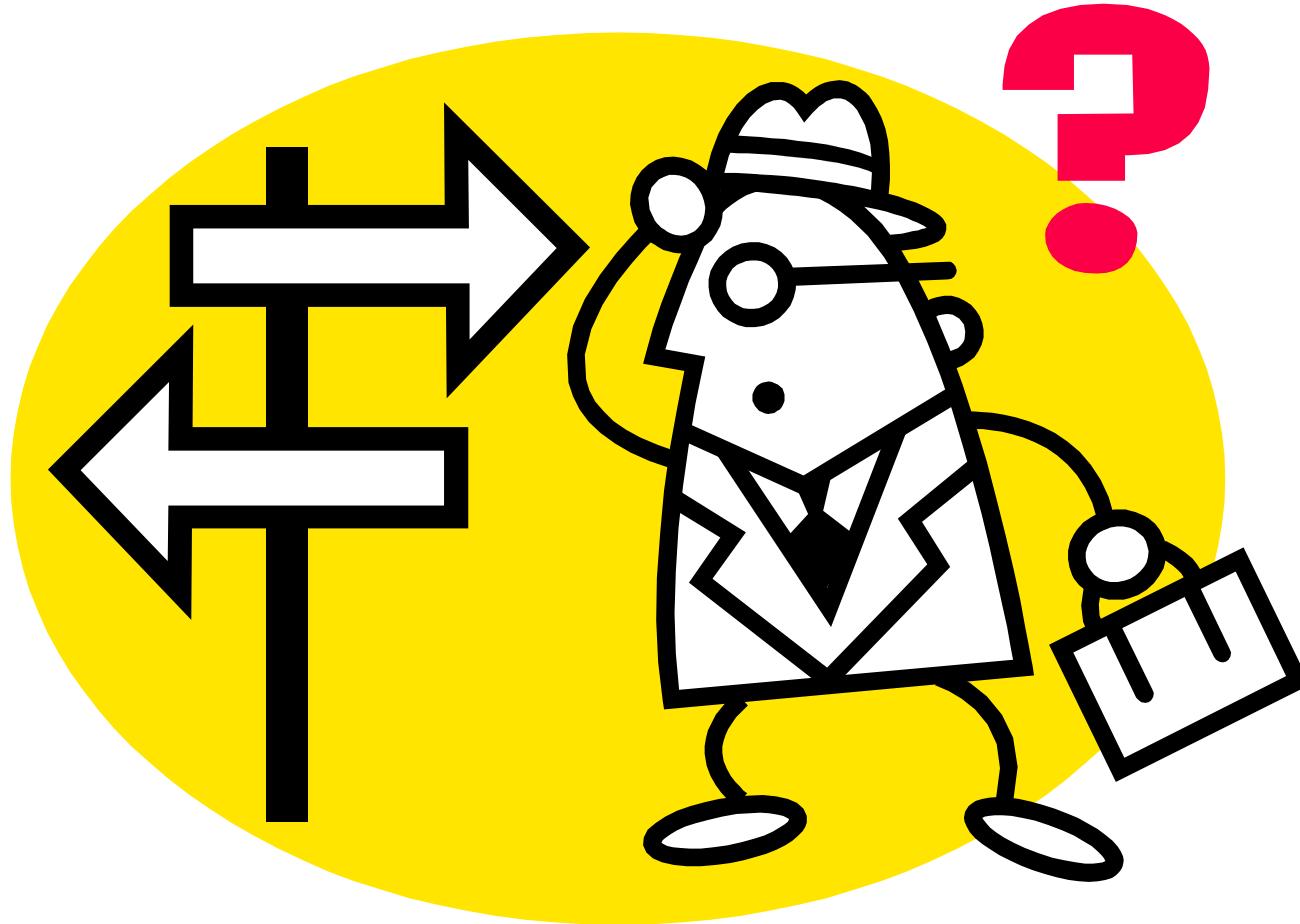
# Security Is...

- » You
- » Me
- » Us
- » We

....a Team effort.

*.....and Everyone's Responsibility*

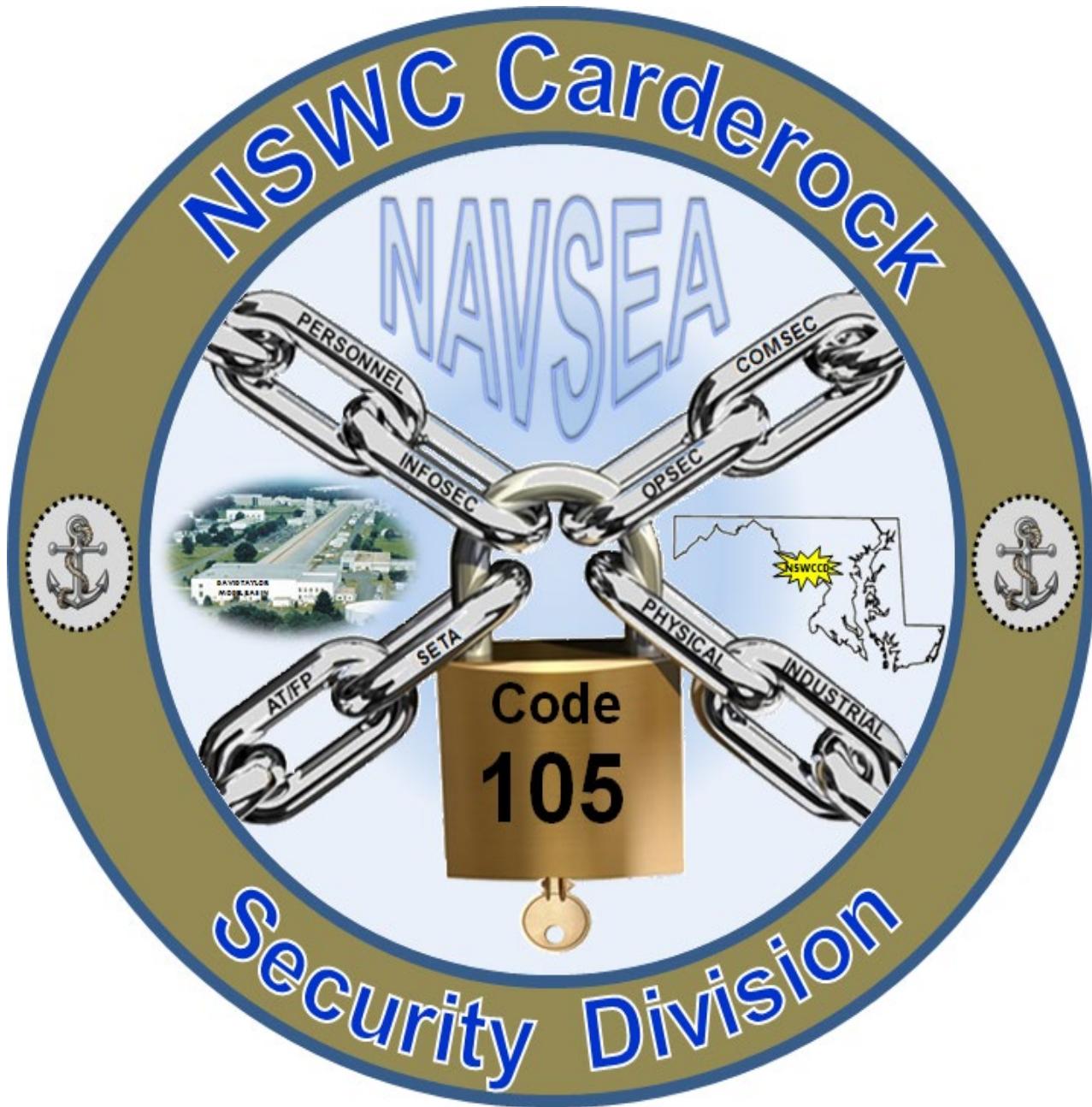
# Questions



## PERSEC POC Information

- David P Hess, [david.p.hess3.civ@us.navy.mil](mailto:david.p.hess3.civ@us.navy.mil)
- Terry L Tate, [terry.l.tate.civ@us.navy.mil](mailto:terry.l.tate.civ@us.navy.mil)
- Lynnette Wilson, [lynnette.wilson.civ@us.navy.mil](mailto:lynnette.wilson.civ@us.navy.mil)
- Afton N Alvarado, [afton.n.alvarado.civ@us.navy.mil](mailto:afton.n.alvarado.civ@us.navy.mil)

Please call 301-227-1408 and ask to speak to the PERSEC Specialist on duty if you wish to talk to one of us.



# BREAK 1

# Federal Benefits



## 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)
- Your Federal Benefits
- Retirement Eligibility
- Designation of Beneficiaries

---

# Civilian Benefits

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

## How to Enroll

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

Online Using the Government Retirement and Benefit (GRB) Platform: <https://www.civilianbenefits.hroc.navy.mil/> (CAC Required)

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](http://www.opm.gov)

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

# Your Federal Benefits



## The Benefits Line

**1-888-320-2917**

**email: [navybenefits@us.navy.mil](mailto:navybenefits@us.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/DON  
HR/Benefits/Pages/default.aspx](https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/default.aspx)

## 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

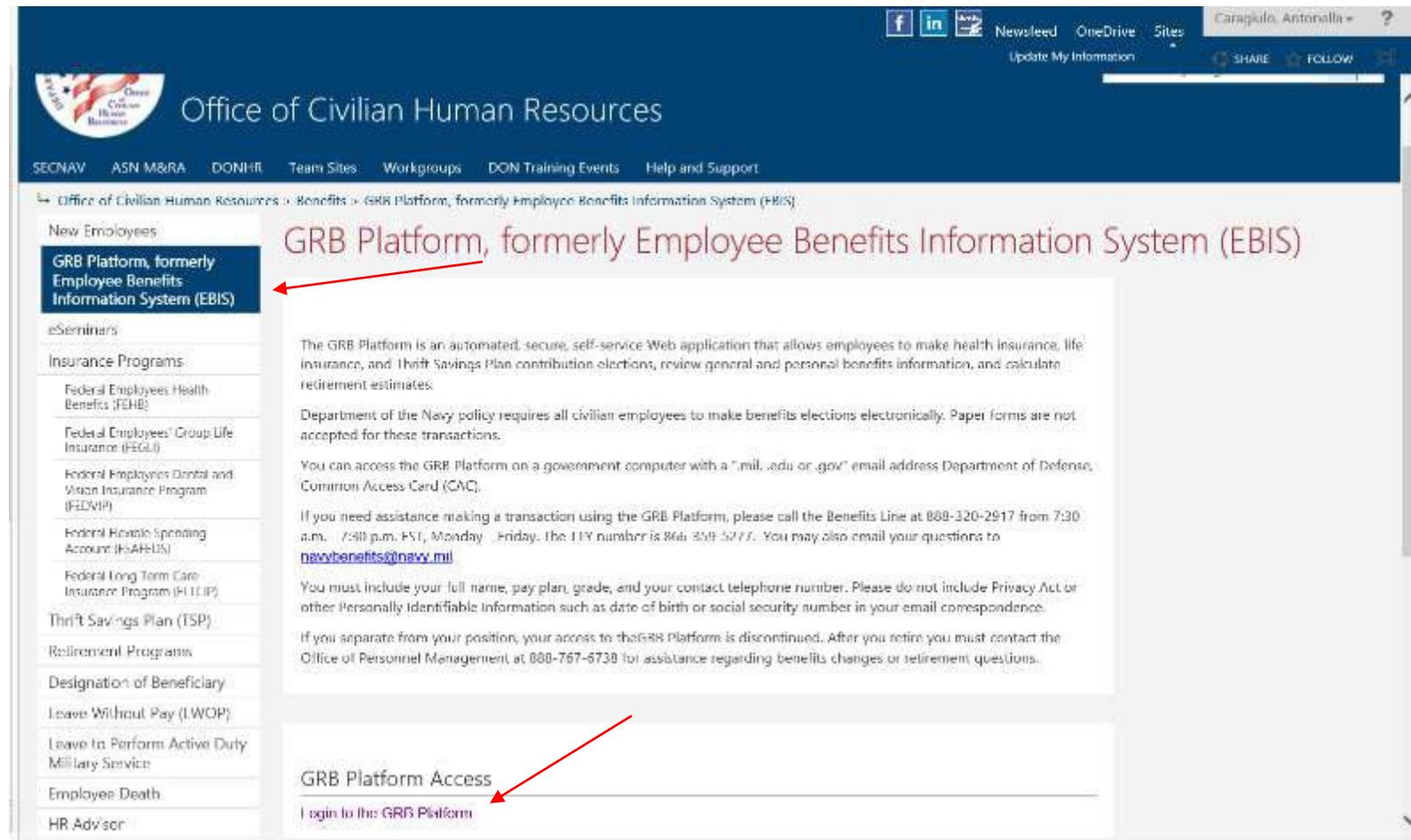
## GRB Platform

- **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**

## 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



Office of Civilian Human Resources

SECNAV ASN M&RA DONHR Team Sites Workgroups DON Training Events Help and Support

Office of Civilian Human Resources > Benefits > GRB Platform, formerly Employee Benefits Information System (EBIS)

New Employees

**GRB Platform, formerly Employee Benefits Information System (EBIS)**

eSeminars

Insurance Programs

- Federal Employees Health Benefits (FEHB)
- Federal Employees' Group Life Insurance (FEGLI)
- Federal Employees' Dental and Vision Insurance Program (FEDVIP)
- Federal Health Spending Account (HSA-FeHSA)
- Federal Long Term Care Insurance Program (FLTCIP)
- Thrift Savings Plan (TSP)
- Retirement Programs
- Designation of Beneficiary
- Leave Without Pay (LWOP)
- Leave to Perform Active Duty Military Service
- Employee Death
- HR Advisor

## GRB Platform, formerly Employee Benefits Information System (EBIS)

The GRB Platform is an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates.

Department of the Navy policy requires all civilian employees to make benefits elections electronically. Paper forms are not accepted for these transactions.

You can access the GRB Platform on a government computer with a ".mil", ".edu" or ".gov" email address Department of Defense, Common Access Card (CAC).

If you need assistance making a transaction using the GRB Platform, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m. EST, Monday - Friday. The TTY number is 866-359-5777. You may also email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil).

You must include your full name, pay plan, grade, and your contact telephone number. Please do not include Privacy Act or other Personally Identifiable Information such as date of birth or social security number in your email correspondence.

If you separate from your position, your access to the GRB Platform is discontinued. After you retire you must contact the Office of Personnel Management at 800-767-6738 for assistance regarding benefits changes or retirement questions.

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**GRB Platform Access**

[Login to the GRB Platform](#)

# Accessing GRB Platform

- If prompted, choose your email certificate.
- You will see the Launch Screen.
- Click “Launch” located at the bottom of the screen.



The image shows the GRB Platform launch screen. At the top, it says "GRB Platform" and "You have successfully signed into the GRB Platform." Below that, it says "Site best viewed with Internet Explorer 11, Edge, or Chrome" and "You current browser: Internet Explorer 11". A "Security Notice" box contains the following text: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: 1. The USG may rely, intercepts and monitors communications on this IS for purposes including, but not limited to, personnel briefing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE) and counterintelligence (CI) intelligence. 2. At any time, the USG may inspect and seize data stored on this IS. 3. Communications using or data stored on this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed outside the USG for authorized purposes. 4. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. 5. At all times, there is the potential that information presented and/or expected from the GRB Platform contains HSIU or Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information obtained from the GRB Platform is appropriately marked and properly safeguarded. If you are unsure of the safeguards necessary for the information, contact your functional lead or Information Security Officer. 6. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of unilink communications or work product related to personal representation or services by managers, project managers, or design, and other tasks that such communication and work product are private and confidential. See this [Agreement](#) for details." At the bottom, it says "By pressing 'Launch', I acknowledge that these rules are accepted by me." and "To start using the GRB Platform click the 'Launch' button." A red circle highlights the "Launch" button. Below it, it says "Once the GRB Platform is open in a new browser you may close this window." At the very bottom right is a small blue arrow icon.

# 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.



# 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
<b>Documents</b> 	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.
<b>Forms</b> 	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.
<b>Video</b> 	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
<b>Links</b> 	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 benefits 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, hover over  at the top right hand corner of the main screen and click "Logout."

# 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.
- Click “Submit a Transaction” located on the lower left side of the screen.
- 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.

Transactions		Submit a FEHB Transaction +	
Entered	Effective	Type	Status

Submit a FEHB Transaction - Transaction Type

Select the type of transaction you would like to submit:

Select the event that provides the opportunity for the transaction:

Select the specific qualifying life event:

**Qualifying Life Event Description:**  
Change in family status that results in increase or decrease of eligible family members  
Date of Qualifying Life Event:

# 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:

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: T1000301  
Date/Time Submitted: 08/18/2018 10:37 AM  
Submitted by: Employer

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)**

# 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:  $.15 \times 37 = \$5.55$  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**

# Your Federal Benefits

## 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

## 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 (2022 Open Season: begins mid November and ends mid December 2022).
  - 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.
- Automatic enrollment in Traditional TSP for new hires is 5% of basic pay, but may request to stop.
- Can elect to contribute both ROTH and Traditional at any time (no open season) up to the IRS Elective Deferral Limit (\$22,500 for 2023) – 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.

# 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



## 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 (\$22,500 for 2023).

# 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 (\$7,500 for 2023).
- 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.

## ➤ TSP 2023 Contribution Limit

- The increase in the limit to \$22,500 starts in tax year 2023. Calendar year 2023 has 26 pay dates, so you will elect to contribute \$866 per pay period to reach the 2023 contribution limit of \$22,500 if you want to distribute the contributions equally over 26 pay dates. If eligible to make catch-up contributions, you would elect to contribute \$1,154 per pay period to reach the 2023 contribution limit of \$30,000

# 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 Activities of Daily Living for 90 days or need constant supervision due to a Severe Cognitive Impairment
- 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. Once enrolled you do not have to re-enroll yearly.
- Open Season: November/December timeframe
- To enroll: [www.ltcfeds.com](http://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](http://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): \$3,050 maximum annual contribution
  - Limited Expense Health Care Flexible Spending Account (LEX HCFSA): \$3,050 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 each year 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 DCFSAs funds will be lost.
  - Up to \$610 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.

## 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.
- Complete and submit FSAFEDS claim form for both dependent care and health care expenses
- Payment will be issued by check or electronic funds transfer (EFT) after claim is processed and

# 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



## 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

## 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.

# 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???



# About Beneficiary Forms



**Department or Agency: Navy**

**Bureau: NAVSEA**

**Division: Carderock**

**Location: W. Bethesda**

**City, State, Zip: West Bethesda, MD 20817**

**SF 1152 (Unpaid Comp)**

**SF 2823 (FEGLI)**

**SF 3102 (FERS)**

**TSP 3 (TSP)**

Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## EEO New Employees Brief

**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

*EEO, Code 0132*

**Larry Tarasek**  
*Technical Director, NSWCCD*

# WHAT IS EEO?

## ❖ Equal Employment Opportunity

- ❖ Fair Consideration
- ❖ No Discrimination
- ❖ No Harassment
- ❖ Reasonable Accommodations
- ❖ Resolving Disputes



# OUR MISSION

## ❖ Service the Carderock Command at all levels

- ❖ Detachments
- ❖ Navy Yard
- ❖ NSWC/NUWC HQ

## ❖ Oversee and ensure that:

- ❖ The workforce reflects the nation's diversity
- ❖ The workplace is free of discrimination and harassment



- ❖ 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 on official bulletin boards  
& online at: <https://cuthill.crdr.navy.mil/intra/code10/hr/eeo.html>

# AGENDA

- ❖ Title VII Complaints Process
- ❖ Alternative Dispute Resolution (ADR)
- ❖ Anti-Harassment / Hostile Work Environment
- ❖ Reasonable Accommodations

# COMPLAINTS PROCESS



## Title VII Complaints Process

# 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



# 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  
Lily Ledbetter Act of  
2009

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

# BASIS DEFINITIONS

- **Race:** defined as (a) a class or group of individuals with common characteristics, interests, appearance, or habits as if derived from a common ancestor or (b) a division of mankind possessing traits that are transmissible by descent and sufficient to characterize it as a distinct human type. EX: *American Indian or Alaskan Native, Asian, Black or African-American, Native Hawaiian or Other Pacific Islander, White or Caucasian*
- **National Origin:** defined as, but not limited to because of an individual's or ancestors' country of origin or because an individual has the physical, cultural, or linguistic characteristics of a particular national origin group. EX: *Hispanic, Middle-Eastern, African, etc.*
- **Color:** Color discrimination can occur in the absence of racial discrimination when members of the same race are treated differently because of their differing skin pigmentation/complexion/shade/tone.

# BASIS DEFINITIONS

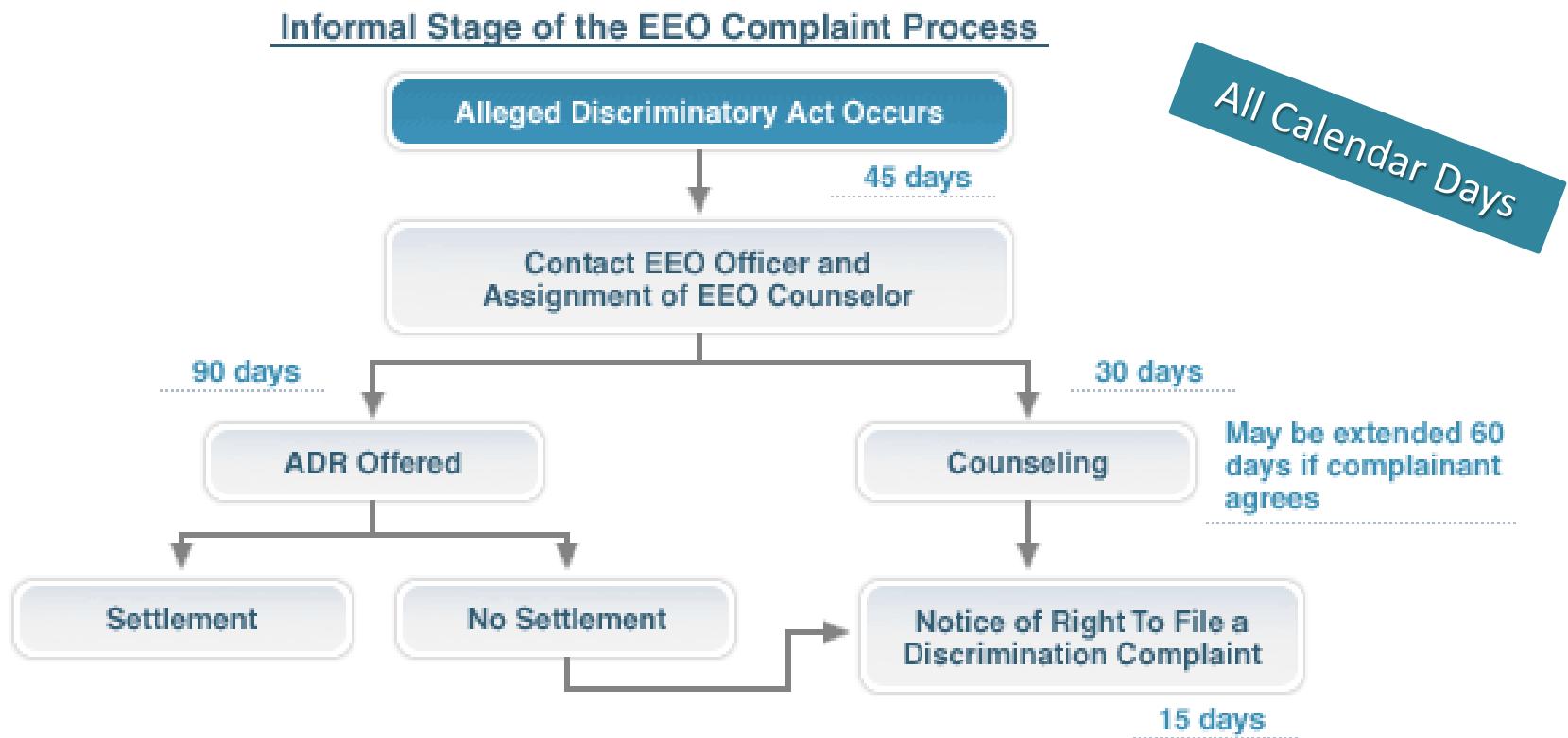
- **Religion:** Guidelines state, "...a belief is religious not because a religious group professes that belief, but because the individual sincerely holds that belief with the strength of traditional religious views." Therefore, all types of religious beliefs are protected by the law, including traditional organized religions, such as Christianity, Islam, or Judaism, and non-traditional faiths, such as paganism. A lack of a religious belief is also included in the definition, so atheists, agnostics, and humanists are also protected.
- **Sex:** Male, Female, Pregnancy, Lesbian, Gay, Bisexual, Transgender, Non-Binary, Gender Non-Conforming
- **Equal Pay Act (EPA) of 1963 & Lily Ledbetter Act of 2009:** Prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort, and responsibility under similar working conditions.

# BASIS DEFINITIONS

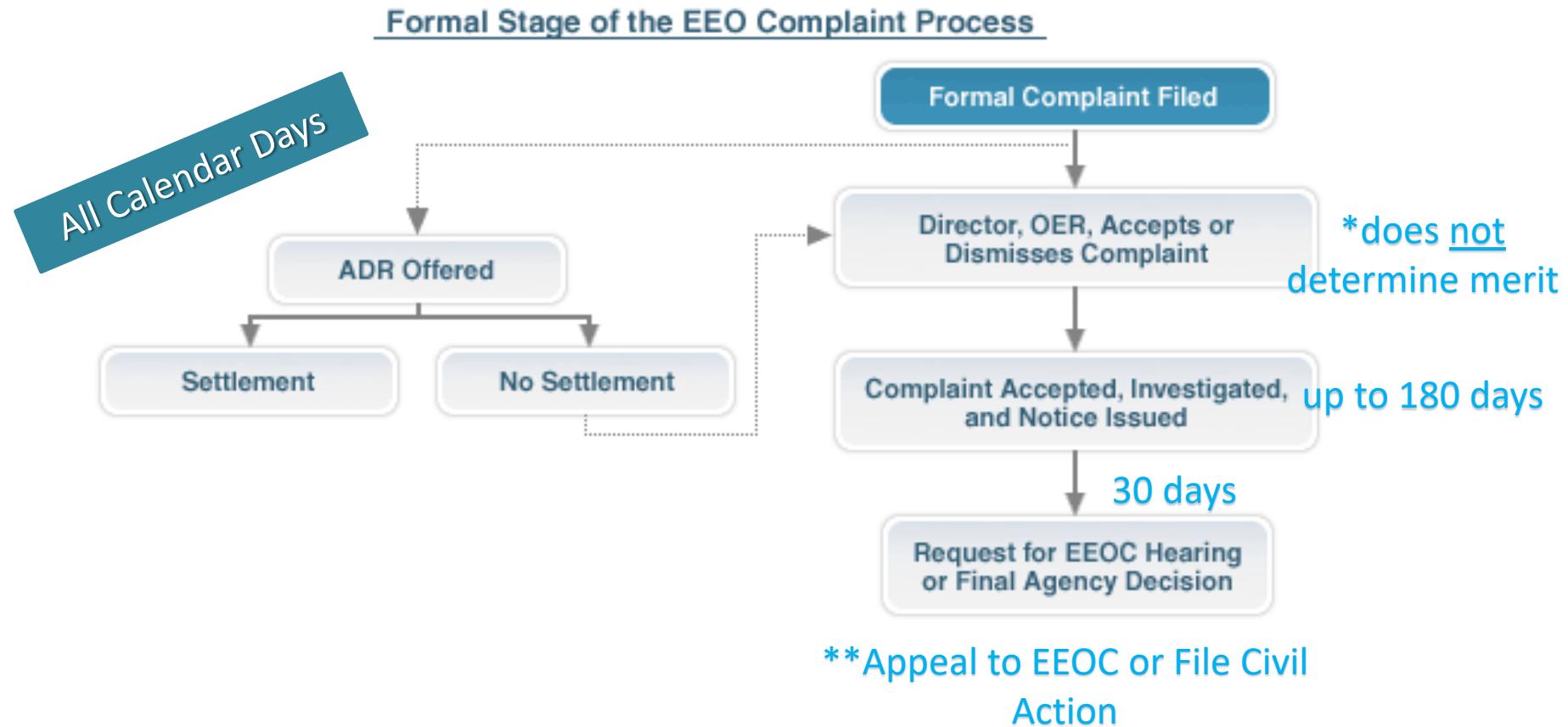


- **Age:** The Age Discrimination in Employment Act (ADEA) of 1967 - The ADEA prohibits discrimination in employment on the basis of age against individuals 40 years of age and older.
- **Reprisal/Retaliation:** Protection from reprisal against any person who becomes involved in the EEO process. Witnesses, aggrieved persons/complainants, representatives, management officials, counselors, and members of the EEO staff are all protected.
- **Disability:** The Rehabilitation Act of 1973 and Americans with Disabilities Amendment Act of 2008 prohibits discrimination on the basis of mental and physical disability.
- **Genetics:** Genetic Information Nondiscrimination Act of 2008 (GINA) - it is illegal to discriminate against employees or applicants because of genetic information.

# INFORMAL STAGE (PRE-COMPLAINT)



# FORMAL STAGE (COMPLAINT)



# Alternative Dispute Resolution (ADR)

# ALTERNATIVE DISPUTE RESOLUTION (ADR)

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

*Administrative Dispute Resolution Act of 1996*



- ❖ **Mediation** is the Navy's preferred method of early resolution.
- ❖ **Mediation** is a process in which an impartial third party assists in finding a mutually acceptable solution to their dispute.
  - ❖ It is both **voluntary** and **confidential**

# 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

## Anti-Harassment and Hostile Work Environment

# HARASSMENT/HOSTILE WORK ENVIRONMENT

1. Includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes based on EEO protected bases when:
  - a. an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or
  - b. the conduct is sufficiently severe or pervasive as to alter the terms, conditions or privileges of the employee's employment or otherwise create a hostile or abusive work environment. This type of harassment does not involve discrete personnel actions such as a denial of promotion.
2. The harasser can be a person's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the agency, such as a contractor or customer.

# HARASSMENT/HOSTILE WORK ENVIRONMENT

3. Under Federal anti-discrimination laws, the agency is automatically liable for unlawful harassment by a supervisor that results in a tangible (negative) employment action, such as termination or a failure to promote. If the supervisor's harassment results in a hostile work environment but not in a tangible employment action, the agency can avoid liability only if it can prove that:
  - a. it reasonably tried to prevent and promptly correct the harassing behavior, and
  - b. the employee unreasonably failed to take advantage of any preventive or corrective opportunities the agency provided.
4. The agency will be liable for harassment by nonsupervisory employees or nonemployees it has control over (for example, independent contractors or customers on the premises), if it knew or should have known about the harassment and failed to take prompt and appropriate corrective action.

# DISABILITY & REASONABLE ACCOMMODATIONS



## Individuals with Disabilities & Reasonable Accommodations

# DISABILITY

## ❖ Three-part definition:

- ❖ A physical or mental impairment that **substantially limits** one or more major life activities;
- ❖ A record of having such an impairment;
- ❖ Being regarded as having a disability



# REASONABLE ACCOMMODATIONS



## What is a Reasonable Accommodation (RA)?

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



- ❖ Reasonable Accommodations (RAs) are modifications or adjustments for:
  - ❖ Job application process (screen-reader compatible, alternate formats)
  - ❖ 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 (RA)?

- ❖ An employee, family member, or representative 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 supervisor 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 applicant during the application process

# REASONABLE ACCOMMODATIONS (CONT'D)

## How is a Reasonable Accommodation (RA) 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 in a person related to a medical condition, the RA process begins.



# REASONABLE ACCOMMODATIONS (CONT'D)



Once an RA request is made, the Agency has **45 calendar days** to process

- ❖ Interactive discussion should begin immediately – a continuous dialogue throughout the RA process between the supervisor, the RA coordinator and the employee.
- ❖ Request is forwarded to Reasonable Accommodation (RA) Coordinator
  - ❖ Depending on specific circumstances and/or the complexity of the RA request, other parties may be consulted at the discretion of the RA Coordinator, to include representative from HR office, CIO, OGC, safety, etc. to determine:
    - ❖ Whether the individual meets the definition of a qualified individual with a disability (QIWD);
    - ❖ The medical condition, nature of the disability, and work-related functional limitations;
    - ❖ The doctor's information as the disability of the employee and recommendation on accommodation
    - ❖ What the employee's needs are
    - ❖ An effective accommodation

# REASONABLE ACCOMMODATIONS (CONT'D)

## 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
- ❖ The employee has not previously provided sufficient medical documentation to substantiate that they have a disability and/or the need for the Reasonable Accommodation.



Be aware that  
when medical  
documentation is  
requested, the  
clock stops and  
does not restart  
until we receive it.

# REASONABLE ACCOMMODATIONS (CONT'D)

## 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



# REASONABLE ACCOMMODATIONS (CONT'D)

## 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



# REASONABLE ACCOMMODATIONS (CONT'D)

## 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
  - ❖ ADR (EEO complaint not required)
  - ❖ File EEO complaint based upon denial
  - ❖ No Statutory and/or Collective Bargaining Claims (Carderock has no Union)
  - ❖ Administrative Grievance Procedures\*



\*Employees covered under the SECNAVINST 12771.2, DON Administrative Grievance System

# STAFF



## EEO, Diversity and Inclusion Office Located in Building 42, Suite 201

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# Questions?



# Break - 2



# BREAK 2

Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## CO Welcome and Oath of Office Brief

**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

*Commanding Officer*

**Larry Tarasek**  
*Technical Director, NSWCCD*

# THE OATH WE TAKE



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

# OATH OF OFFICE STATEMENT



I (state your name) do solemnly swear (or affirm) that I 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.



# NSWC Carderock Division: A Virtual Tour



<https://www.youtube.com/watch?v=xsWzRrND3LI&t=138s>

# LUNCH

## (Return at 1330)

Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## Demonstration Project

**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

HR, 1013

**Lawrence Tarasek**  
*Technical Director, NSWCCD*

# Demonstration Project (DEMO)



- Our Demonstration Project, also known as “Demo,” is a complete personnel system designed to give managers more flexibilities.
- Implemented in 1997 as a STRL – Science & Technology Reinvention Laboratories from the National Defense Authorization Act of 1995 – P.L. 103-337.
- DEMO is performance based.

# Addendums



- Addendums are required for every position
- Addendums are a clear statement of your duties & the extent of your responsibilities
- Addendums document specifics of the position such as knowledge, skills and abilities, areas of expertise; assigned program/project area and other requirements for the position.

# Career Paths



Demo positions are divided into three career paths:

- ND – Professional Engineering and Scientific positions in the 100, 400, 800, 1300 and 1500 families, and selected series in the 0100 family.
- NT – Administrative and Technical career path covers professional or specialist positions in administrative, technical and managerial career fields.
- NG – General Support covers assistant and clerical positions and positions providing specialized facilities support.

Note- We also have WG/WL positions that follow OPM guidance.

*All career paths include supervisors and students in the applicable fields.*

# Career Progression



**Within the ND and NT career path, each band represents a step in the normal career progression of a profession**

Band 1: student trainee

Band 2: entry level

Band 3: advanced trainee

Band 4: journeyman

Band 5: supervisor/expert

Band 6: manager/world class expert

# DEMO Salary Table

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

02-Jan-2022

Washington-Baltimore-Arlington, DC-MD-VA-WV-PA

Incorporating the 2.2% Comparability Increase and a Locality Payment of 31.53%

**ND CAREER PATH**

LEVELS	GS GRADES COVERED	MIN SALARY (NO LOCALITY)	MAX SALARY (NO LOCALITY)
1	1-4	\$20,172	\$36,116
2	5-8	\$27,782	\$55,430
3	9-11	\$42,641	\$74,074
4	12-13	\$56,983	\$105,579
5	14-15	\$81,216	\$146,757
6	SSTM	\$135,468	\$176,300

MIN SALARY (WITH LOCALITY 31.53%)	MAX SALARY (WITH LOCALITY 31.53%)
\$26,532	\$47,503
\$36,542	\$72,907
\$56,086	\$97,430
\$74,950	\$138,868
\$106,823	\$176,300*
\$178,181	\$187,300*

\*pay cap

**NT CAREER PATH**

LEVELS	GS GRADES COVERED	MIN SALARY (NO LOCALITY)	MAX SALARY (NO LOCALITY)
1	1-4	\$20,172	\$36,116
2	5-8	\$27,782	\$55,430
3	9-10	\$42,641	\$67,425
4	11-12	\$51,864	\$88,792
5	13-14	\$68,299	\$124,764
6	14-15	\$81,216	\$146,757

MIN SALARY (WITH LOCALITY 31.53%)	MAX SALARY (WITH LOCALITY 31.53%)
\$26,532	\$47,503
\$36,542	\$72,907
\$56,086	\$88,684
\$68,217	\$116,788
\$89,834	\$164,102
\$106,823	\$176,300*

\*pay cap

NT-05 High Grade:  
Basic pay greater than: \$105,579  
Adjusted salary greater than: \$138,868

**NG CAREER PATH**

LEVELS	GS GRADES COVERED	MIN SALARY (NO LOCALITY)	MAX SALARY (NO LOCALITY)
1	1-4	\$20,172	\$36,116
2	5-6	\$27,782	\$45,044
3	7-8	\$34,649	\$55,430
4	9-10	\$42,641	\$67,425
5	11-12	\$51,864	\$88,792

MIN SALARY (WITH LOCALITY 31.53%)	MAX SALARY (WITH LOCALITY 31.53%)
\$26,532	\$47,503
\$36,542	\$59,246
\$45,574	\$72,907
\$56,086	\$88,684
\$68,217	\$116,788

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

as of 02-Jan-2022

# 2021 DEMO Point Values



HRO ID	PP	GR	MIN	MAX	Continuing Pay Pt Value 100%	Continuing Pay Pt Value 50%	Bonus Pt Value 100%	Bonus Pt Value 50%
4G	ND	01	19738	35338	428	214	428	214
4G	ND	02	27184	54242	633	317	633	317
4G	ND	03	41723	72487	888	444	888	444
4G	ND	04	55756	103309	1237	619	1237	619
4G	ND	05	79468	143598	1734	867	1734	867
4G	ND	06	132552	172500	2372	1186	2372	1186
4G	NG	01	19738	35338	428	214	428	214
4G	NG	02	27184	44073	554	277	554	277
4G	NG	03	33903	54242	685	343	685	343
4G	NG	04	41723	65976	837	419	837	419
4G	NG	05	50748	86881	1070	535	1070	535
4G	NT	01	19738	35338	428	214	428	214
4G	NT	02	27184	54242	633	317	633	317
4G	NT	03	41723	65976	837	419	837	419
4G	NT	04	50748	86881	1070	535	1070	535
4G	NT	05	66829	122077	1469	735	1469	735
4G	NT	06	79468	143598	1734	867	1734	867

# Questions



Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## Military Buy-Back

**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

HR, 1013

**Lawrence Tarasek**  
*Technical Director, NSWCCD*



# Military Buy Back



Benefit for veterans to receive credit  
towards retirement for qualifying  
military service.



# Service Computation Date



A Service Computation Date (SCD) is a date, either actual or constructed, that is used to determine benefits and is generally based on how long the person has been in the Federal Service.

# Eligible Military Service



- **Non-retired military (service must be active and honorable)**
- **Active duty performed under title 10 which terminated under honorable conditions**
- **Graduates from Military Service Academies can buy back academy time**
- **Retired Military – with a waiver of Military Retired Pay (with exceptions)**
- **Reserves/National Guard even if they qualify for a military retirement under provisions of 10 U.S.C.**
- **Military Service must have been performed after 12/31/1956**
- **Peace Corps**
- **Public Health Service**
- **Civilian Employees activated by Reserves or National Guard causing a break in Civilian Service (USERRA)**

# Ineligible Military Service



- **Dishonorable Discharge**
- **Other than Honorable**
- **Clemency Discharge: Neutral or Uncharacterized Discharge**
- **Officer Dismissal**

**Your SCD Retirement reflects  
service that is creditable toward  
your eligibility to retire.**

# How to Make a Military Deposit



1. Submit RI 20-97 form and DD214 directly to the military payroll office for the branch of service in which you served.
2. Submit the application to make a deposit (*form varies depending on your retirement plan*), completed RI 20-97 and DD214 to the Civilian Benefits Center (CBC).
3. CBC will review the application, provide service member with an estimate of military deposit and send the application to DFAS.
4. DFAS will calculate the deposit and notify the service member of the amount and payment options.
5. Make a single lump-sum payment or installment payments. (*Minimum amount - \$25 per pay period*)
6. Submit paid in full letter to CBC to be uploaded into your Electronic Official Personnel Folder (eOPF).

# Military Deposit Virtual Seminar



The next seminar is October 19, 2022 at noon.

For specific questions, contact the Civilian Benefits Line at 1-888-320-2917.



Verification of a retiree's military service performed in a nonwartime campaign or expedition for which badge/medal was authorized, in order to credit such service for leave accrual rate and reduction-in-force purposes.

Vietnam Service Medal	Iraq Campaign Medal
Armed Force Expeditionary Medal	Navy Expeditionary Medal
Southwest Asia Service Medal	Afghanistan Campaign Medal
Kosovo Campaign Medal	Global War on Terrorism Expeditionary Medal
Korean Defense Service Medal	Inherent Resolve Campaign Medal

# SCD - Leave



Your **SCD Leave** is service that is creditable for leave accrual purposes, such as advancing to the next leave category

Annual Leave Accrual Rate		
Less than 3 years of service	3 years but less than 15 years of service	15 or more years of service
4 hours per pay period	6 hours per pay period	8 hours per pay period

# Questions



Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## A Look from the Bridge

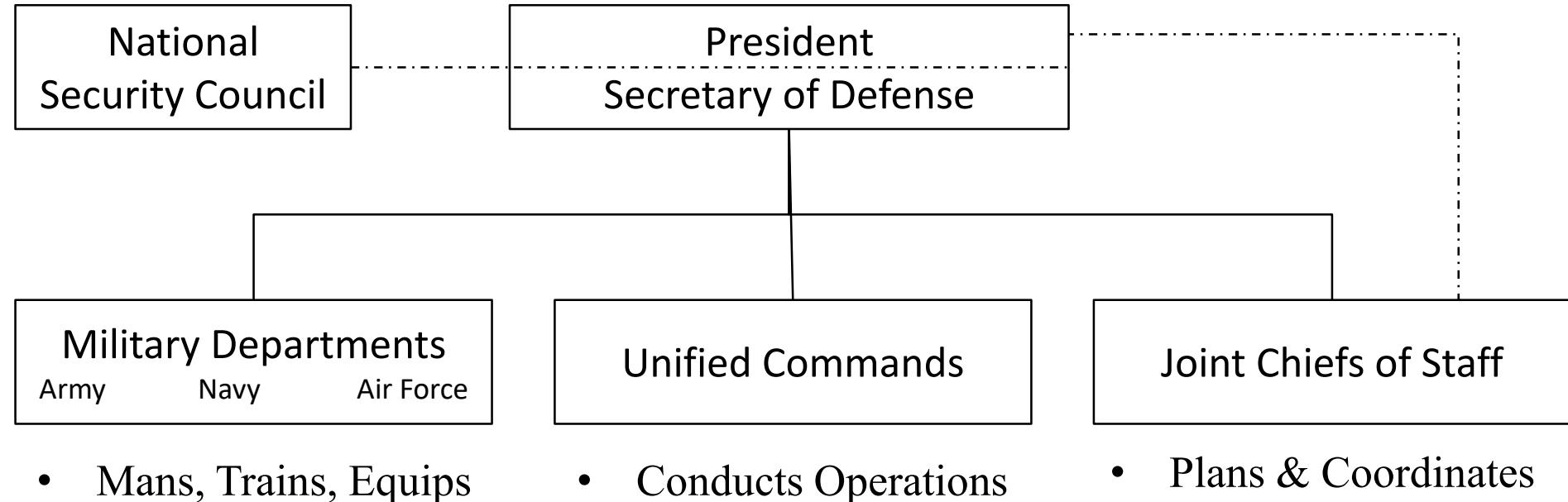
**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

*Lou Carl, Chief Engineer*

**Lawrence Tarasek**  
*Technical Director, NSWCCD*



# The Defense Organization



# Unified Commander Area of Responsibility

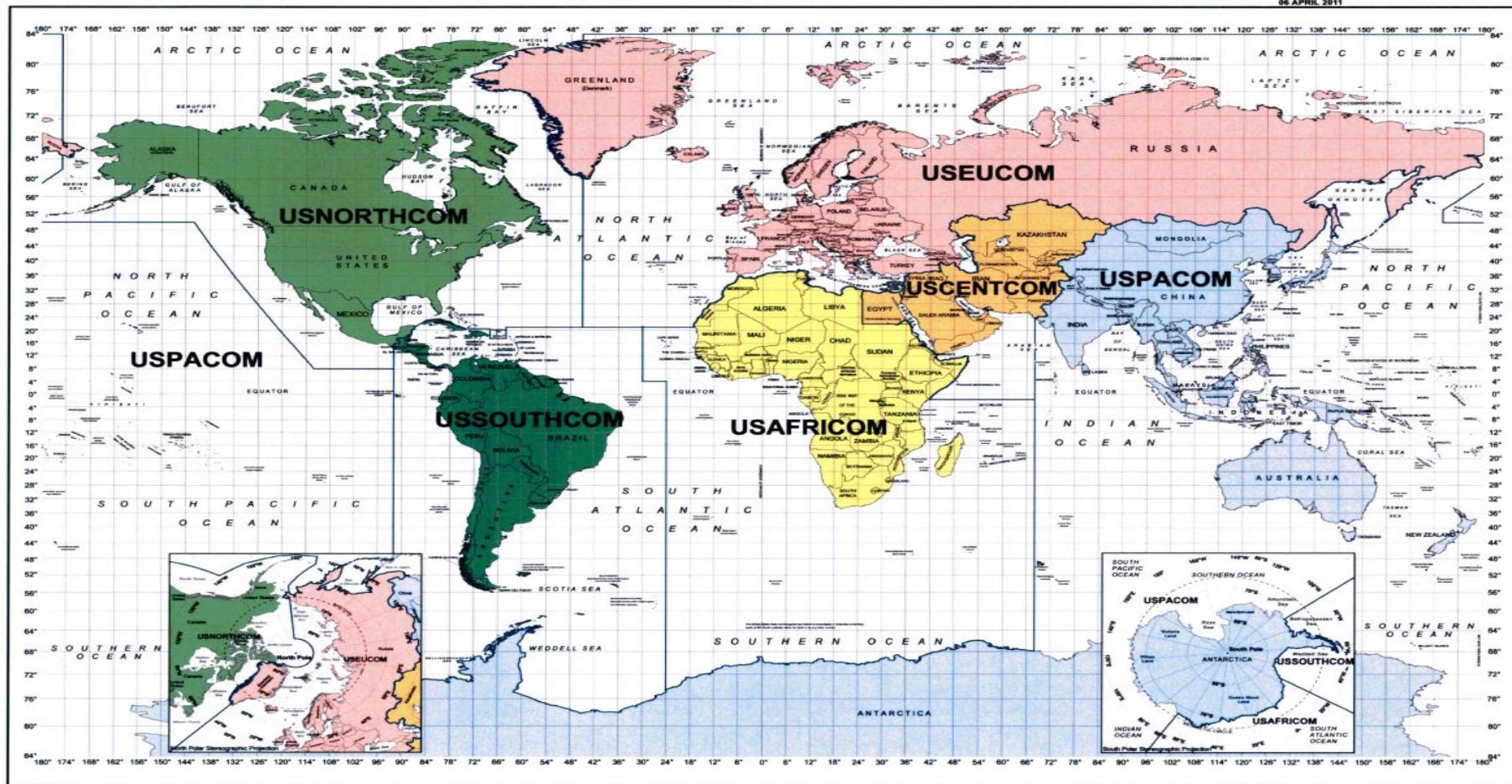


THE WORLD 1:60,000,000

## THE WORLD WITH COMMANDERS' AREAS OF RESPONSIBILITY

EDITION 9 NGA  
BASED ON  
UNIFIED COMMAND PLAN  
06 APRIL 2011

SERIES 1107



SERIES 1107  
EDITION 9 NGA



PREPARED AND PUBLISHED BY THE  
NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY  
ST. LOUIS, MO  
Map information as of 2011

Users should refer corrections, additions, and comments to the NGA  
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DMA MIS is the Defense Intelligence Agency's (DIA) Defense  
Geospatial Intelligence (DGI) system. E-mail: [DMA.MIS@DIA.mil](mailto:DMA.MIS@DIA.mil)

1:60,000,000  
MILLER CYLINDRICAL PROJECTION

\* West Bank and Gaza Strip - "Israeli-occupied with current  
status subject to the Israeli - Palestinian Interim Agreement --  
permanent status to be determined through further negotiation."

THE REPRESENTATION OF BOUNDARIES  
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MAP EFFECTIVE 06 APRIL 2011

AMERICA'S FLEET STARTS HERE



# 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

**NAVSEA**  
WARFARE CENTERS  
Carderock Division

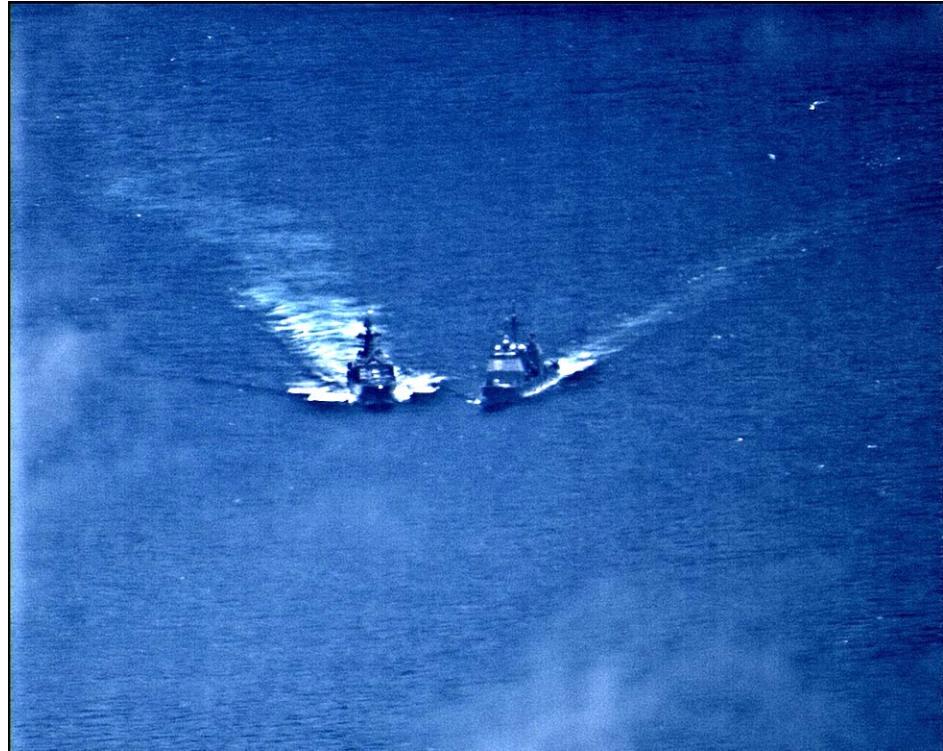


*March 27, 2020 image of a Chinese Installation on Fiery Cross Reef in the South China Sea. Maxar Image*



CSIS | AMTI | MAXAR  
TECHNOLOGIES

AMERICA'S FLEET STARTS HERE



# Navy & Marines Today (15 Aug)



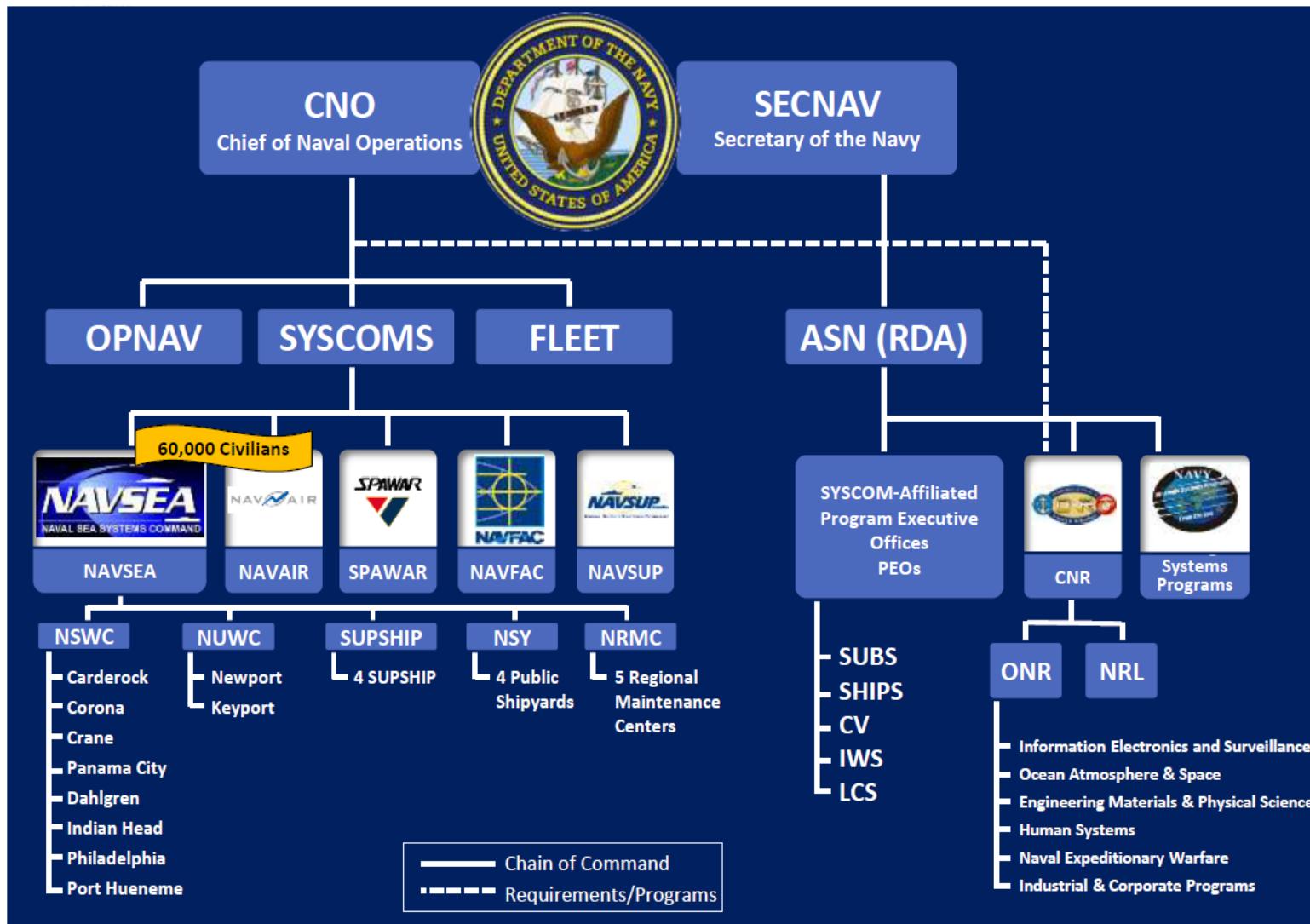
Note: This is an unaltered image from USNI's website. This is not an endorsement of USNI or CNA, and the markings were provided on the image.



**USNI News**

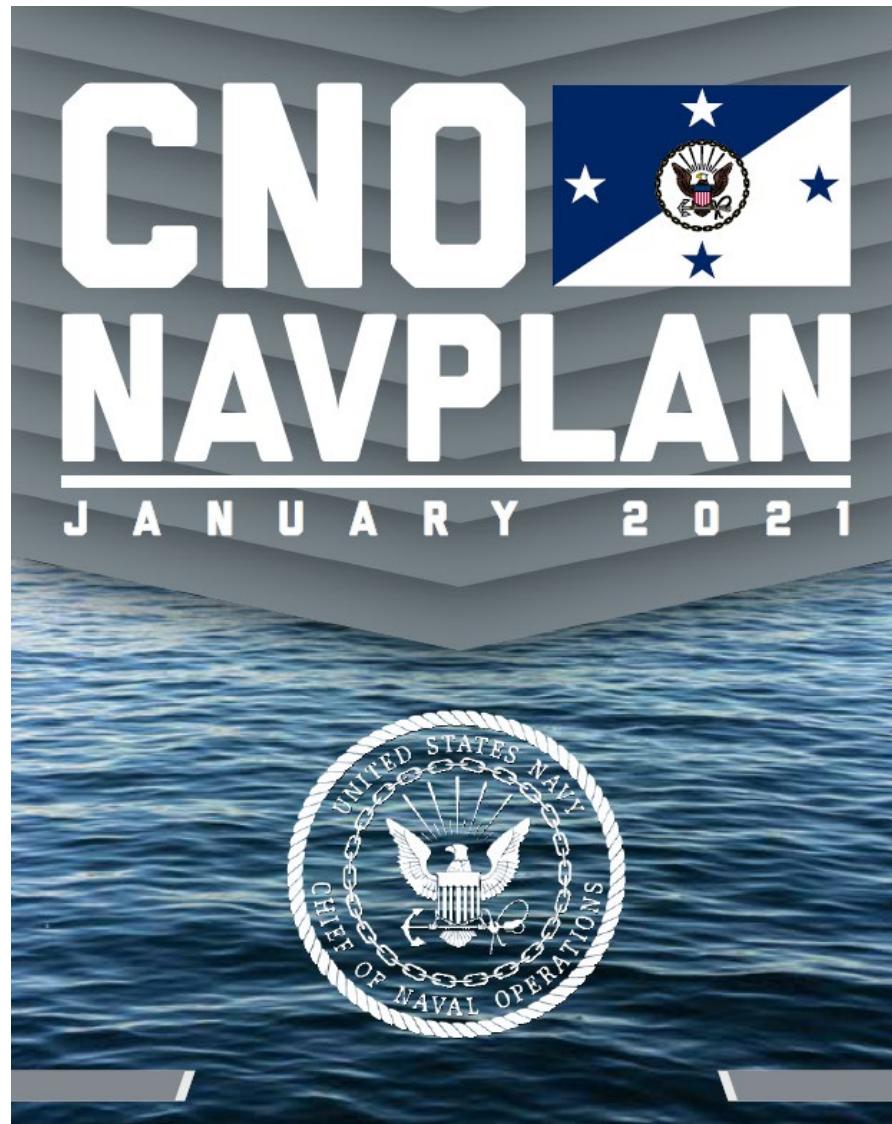
Ships Deployed by Fleet		
Total Battle Force	Deployed	Underway
74	111	94

# Department of Navy





# CNO NAVPLAN



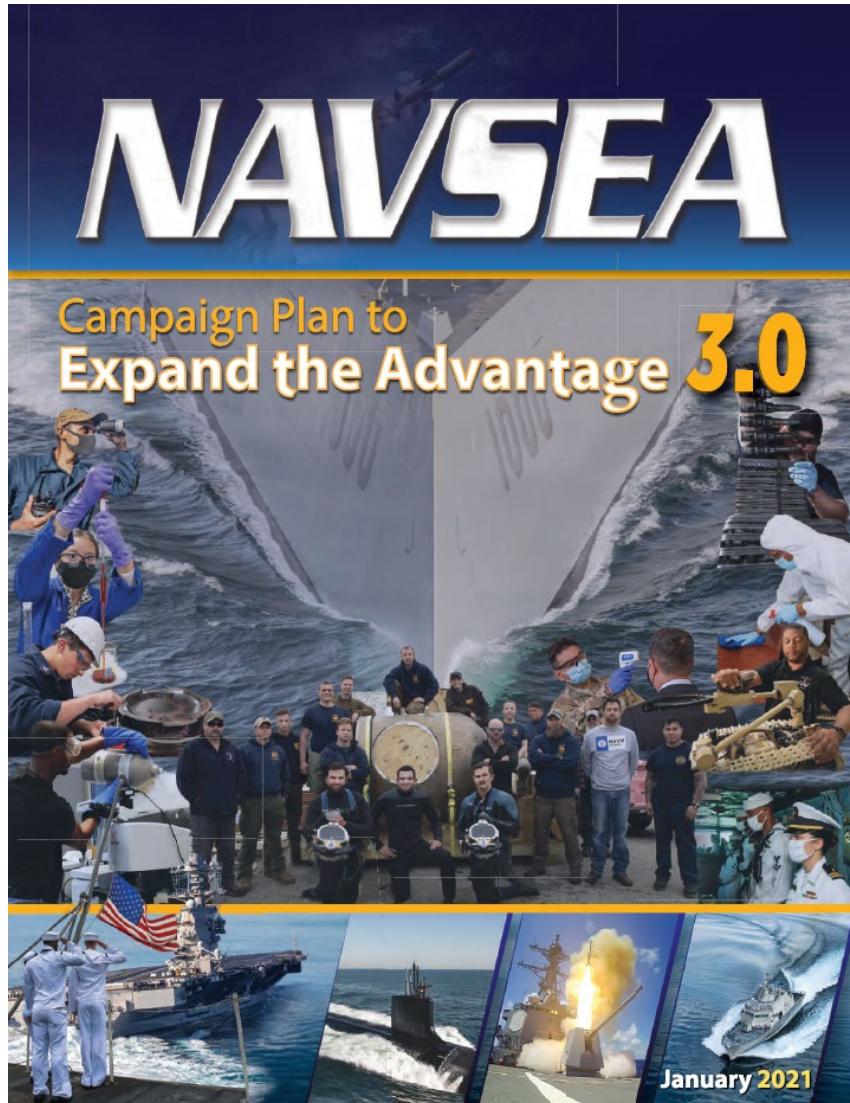
AMERICA'S FLEET STARTS HERE

- The Growing Threat to American Security & Prosperity
- Our Response:
  - Deploy Forward to Defend America And our allies and protect freedom of the seas
  - Deliver the All-Domain Naval Power America Needs to Win
  - Readiness – Deliver a More Ready Fleet
  - Capabilities - Deliver a More Lethal, Better - Connected Fleet
  - Capacity – Deliver a Larger, Hybrid Fleet
  - Sailors - Develop a Seasoned Team of Naval Warriors



# NAVSEA Campaign to Expand the Advantage

**NAVSEA**  
WARFARE CENTERS  
Carderock Division



- Mission Priorities
  - Deliver Combat Power: On-Time Delivery of Combat-Ready Ships, Submarines and Systems
  - Transform Digital Capability
  - Build a Team to Compete and Win

# Work Aligned to Mission Technical Capabilities

## Technical Capability:

A blend of intellectual and physical assets provided by a cadre of technical people with knowledge, skills, experience and requisite facilities and equipment that yield technical products

## Technical Capability characteristics:

- Form the basis for making consistent, national work assignment decisions
- Constitute Centers of Excellence unique to each Division, with alignment to Division missions
- Foster collaboration while minimizing duplication
- Provide a coherent framework to understand what we do
- Enable strategic alignment of products and services to naval objectives



### NSWC CARDEROCK DIVISION

16 TCs in Naval Architecture and Marine Engineering for surface & undersea vehicles and associated ship systems.

### NSWC CORONA DIVISION

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

### NSWC CRANE DIVISION

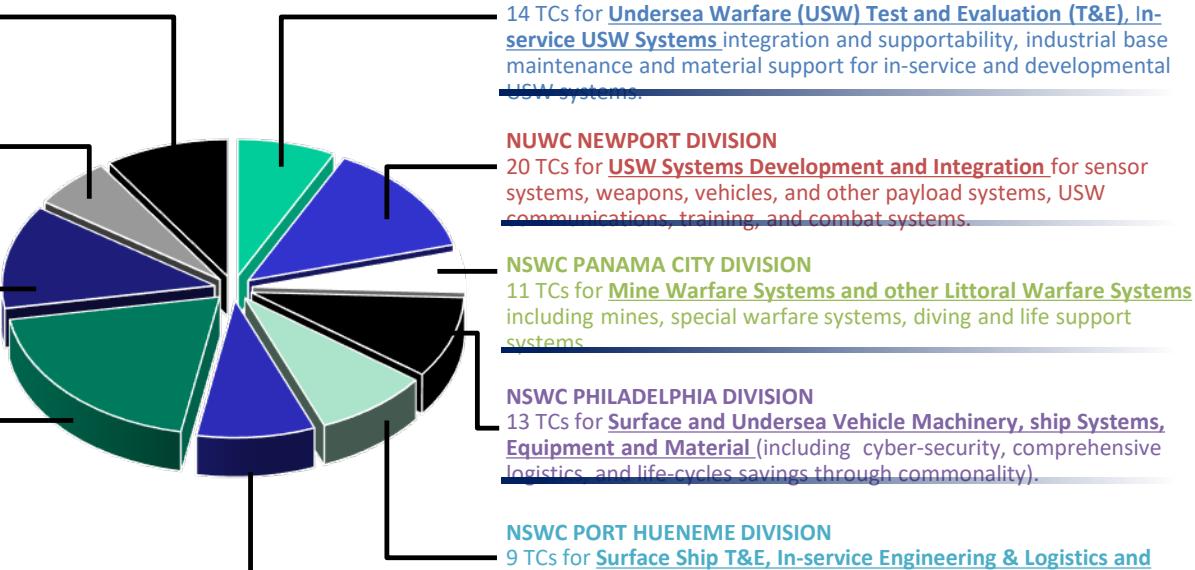
6 TCs in Electronic Warfare, Special Warfare Weapons and Devices, and Strategic Systems Components and hardware.

### NSWC DAHLGREN DIVISION

27 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 DIVISION

9 TCs in Energetic Systems and Energetic Materials and Capabilities in ordnance disposal technology focusing on tools and personnel to counter IEDs.



*Provide foundation for effective governance of a disciplined work assignment process and supporting technical authority*

# Carderock by the Numbers

## Resources (FY21)

- Navy Working Capital Fund Organization
- \$957M Total Obligation Authority
- \$334.5M Contract Obligations
  - 35% Small Business

## Facilities

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

## Departments

- 3 technical departments
- 3 business departments

## Workforce

- 2,772 Civil Service
- 1 Military
- 1,755 Scientists & Engineers
- Education
  - 194 PhDs
  - 779 Masters
  - 1,341 Bachelors
- 115 Student Interns
- 15 Visiting Professors

12 yrs. average service

42 yrs. average age

## Top 5 Sponsors

- PEO Submarines
- PEO Columbia
- PEO Ships
- PEO USC
- Office of Naval Research

## Top Engineering Fields

- Mechanical Engineer
- Naval Architect
- Chemical, Computer, Environmental Engineer
- Materials Engineer
- Electrical Engineer

# CIVILIAN PERSONNEL RESERVIST DUTY PROGRAM



**Meredith Miller**  
**Military Reservist Coordinator (MRC)**  
**(215) 300-3671**  
**[meredith.a.miller@navy.mil](mailto:meredith.a.miller@navy.mil)**

**If you are a military reservist, please contact the MRC and register with the program. The MRC will guide you through the processes you need to take when going on Training Duty or Recall/Mobilization.**

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# What's Your Picture?



**BACK UP**

## 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.**

Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## Initial Ethics Brief

**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

*Office of Counsel*

**Lawrence Tarasek**  
*Technical Director, NSWCCD*



# Top Five Topics

- 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



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



**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





# 5 C.F.R. SECTION 2635.502 (Impartiality)

## 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



# Former Employment



## **Section 1117 of the National Defense Authorization Act for Fiscal Year 2022**

- DoD Standards of Conduct Office (SOCO) Advisory 22-01
- Applies to new DoD employees coming from non-Federal employment on or after December 27, 2021

**Prohibits DoD personnel, from participating in a particular matter where the employee's former employer is involved, and the employee has been employed with DoD within the last two years from the date the employee terminated his/her non-Federal employment with that former employer.**



# Former Employment (Continued)



## Example:

- You quit your job at Deloitte on January 7, 2022, and begin your NSWCCD employment on January 10, 2022.
- On February 12, 2022, you are assigned to a team, to which Deloitte is a support contractor, assisting your financial team in running reports for certain auditing actions your Department is responsible for.

Can you participate in these activities in your new role with NSWCCD?



# 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





# Endorsements (Continued)



## Example:

- You have served on a planning committee charged with formulating best practices for your Department.
- This committee is made up of both federal and non-federal personnel.
- One of the contractor personnel that participates on the committee has asked you to write her a letter of recommendation for a federal job vacancy she intends to apply for.

206

Can you write the letter using official letterhead and your official title?



# 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?**





# Use of Non-Public Information (Continued)



**Example: At lunch, some of your coworkers were talking about developing some specifications for an upcoming Solicitation that NSWCCD will soon issue for proposals. A friend of yours works for a company that offers services in the relevant business area tied to this pending Solicitation, and you think it might help him if he knew about what's coming along.**

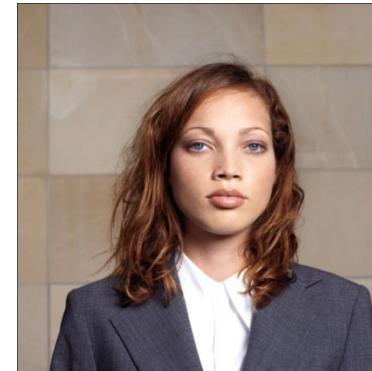
**Do you think it's permissible to tell him about the upcoming Solicitation, without discussing the specifications?**



# 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.



# Hatch Act (Continued)

## All DoD Employees May:

- Place a campaign sign in their yard;
- Place A campaign bumper sticker on their personal
- Make financial contributions to political parties or candidates running for partisan political office;
- Express personal opinions on candidates and issues
- Attend political events
- Participate in nonpartisan elections
- Follow, like, or comment on the social media pages of a candidate for partisan office, a political party, or a partisan group





# Hatch Act (Continued)

## All DoD Employees MAY NOT :

- Host or serve as the POC for a fundraiser
- Ask for donations by mail, email, or social media
- Invite others to a fundraising event
- Solicit through a phone bank
- Share or like a fundraising post on social media
- Run for public office in a partisan election
- Use Agency resources or non-public information to engage in political activity





# Hatch Act (Continued)

Which one is appropriate?



Or



# NSWCCD Ethics Counselors

Tuwana Cummings (Counsel)

[tuwana.h.cummings.civ@us.navy.mil](mailto:tuwana.h.cummings.civ@us.navy.mil)

Vacant (Deputy Counsel)

Justin Briones

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Karissa Johnson

[karissa.a.johnson8.civ@us.navy.mil](mailto:karissa.a.johnson8.civ@us.navy.mil)

Gail Kessler

[gail.d.kessler.civ@us.navy.mil](mailto:gail.d.kessler.civ@us.navy.mil)

Tel: 301-227-3566





The End



# Questions??

# Remember: CYA

Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## Carderock Division Intranet Overview

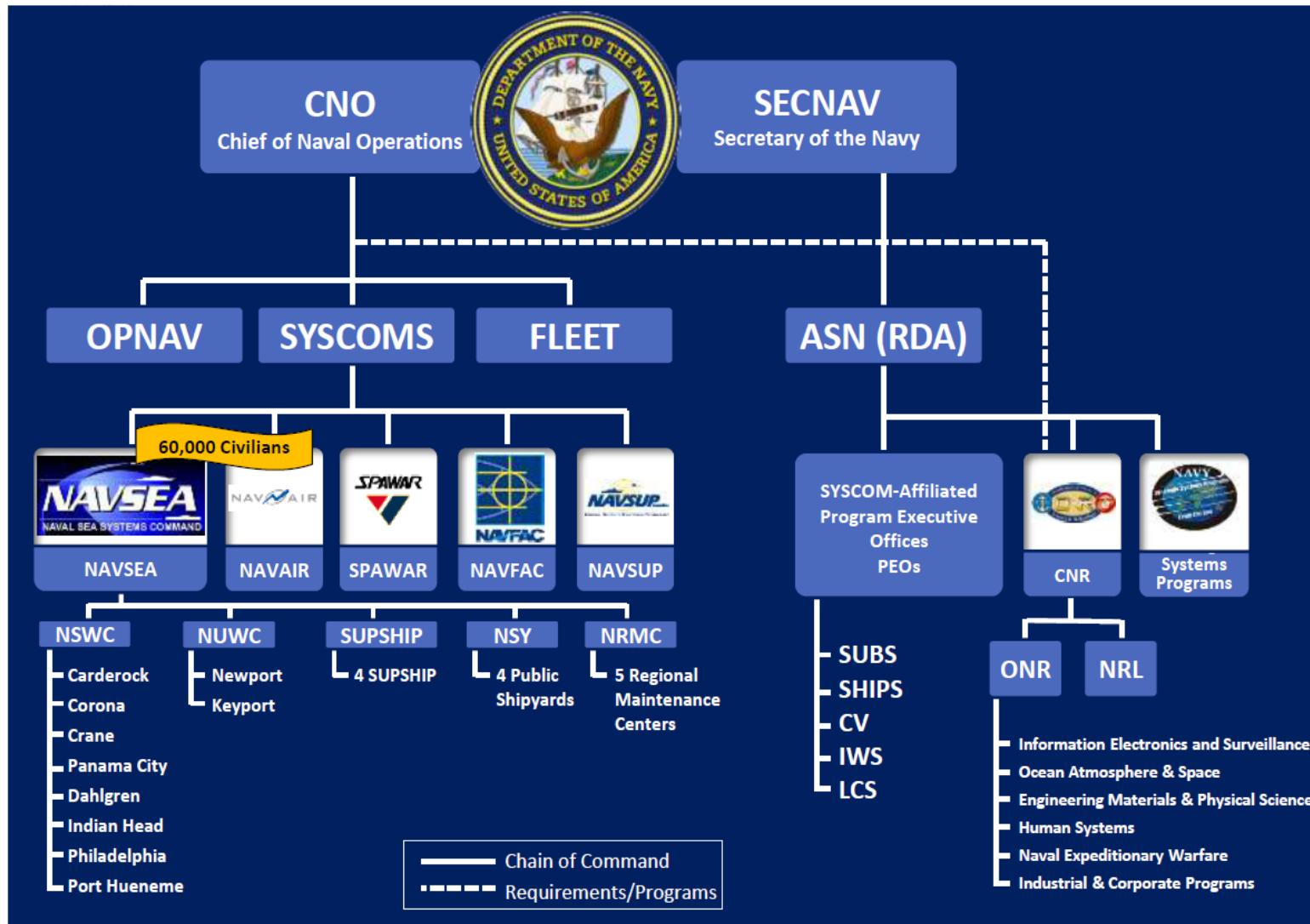
**CAPT Todd E. Hutchison**  
*Commanding Officer, NSWCCD*

HR, 1013

**Lawrence Tarasek**  
*Technical Director, NSWCCD*



# Department of Navy Organization



# Carderock: Where We Work



Southeast Alaska Acoustic  
Measurement Facility  
KETCHIKAN, AK



Puget Sound  
Detachment  
at Naval Submarine  
Base Bangor  
BANGOR, WA



Acoustic  
Research  
Detachment  
BAYVIEW, ID



Memphis Detachment  
Dr. William B. Morgan  
Large Cavitation Channel  
MEMPHIS, TN

**AMERICA'S FLEET STARTS  
HERE**



Carderock Division  
HEADQUARTERS  
WEST BETHESDA, MD



Norfolk Detachment  
Combatant Craft Division  
NORFOLK, VA



Acoustic Trials Detachment  
TITUSVILLE, FL



South Florida  
Ocean  
Measurement  
Facility  
DANIA, FL



# Carderock by the Numbers



## Resources (FY20)

- Navy Working Capital Fund Organization
- \$802M Total Obligation Authority
- \$317.7M Contract Obligations
  - 43.99% Small Business

## Facilities

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

## Departments

- 3 technical departments
- 3 business departments

## Workforce (FY21)

- 2,663 Civil Service
- 1 Military
- 1,704 Scientists & Engineers
- Education
  - 190 PhDs
  - 752 Masters
  - 1,276 Bachelors
- 115 Student Interns
- 15 Visiting Professors

12 yrs. average service

43 yrs. average age

## Top 5 Sponsors

- PEO Submarines
- PEO Columbia
- PEO Ships
- PEO USC
- Office of Naval Research

## Top Engineering Fields

- Mechanical Engineer
- Naval Architect
- Chemical, Computer, Environmental Engineer
- Materials Engineer
- Electrical Engineer

# Human Resources Paper Work



## Review HR Paper Work

### Complete Tax Forms

- FastStart, W4, and State (if applicable)

### Complete All Pending Forms

- SF-61, 2<sup>nd</sup> OF 306 signature, SF256, SF181 and any questionnaires or forms not marked complete.

# Onboarding Follow-Up



## Topics Covered

- Addendum
- SF50
- eOPF
- LES / myPay
- MyBiz
- TWMS
- Classified Technical Information Center
- Unauthorized Commitments
- ERP
- Travel
- Quality Management
- General Equipment Custodial Training
- Special Programs Information Session

## Upcoming Onboarding Follow-Up Dates

*(3<sup>rd</sup> Wednesday of Each Month)*

October 19, 2022

November 16, 2022

January 18, 2023

# Wrap-Up



## Wrap-Up / Questions Surveys