

Naval Surface Warfare Center, Carderock Division

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!**



Schedule

New Hire Period	Monthly Survey
Feb 2021	19-26 May 2021
Mar 2021	16-23 June 2021
Apr 2021	14-21 July 2021
May 2021	18-25 Aug 2021
Jun 2021	15-22 Sept 2021
Jul 2021	13-20 Oct 2021
Aug 2021	17-24 Nov 2021
Sep 2021	8-15 Dec 2021
Oct 2021	12-19 Jan 2022
Nov 2021	16-23 Feb 2022
Dec 2021	16-23 Mar 2022
Jan 2022	13-20 April 2022

Survey Results Dashboard



First Impression Survey

...right click image and select 'Open Hyperlink.'

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.

Welcome

Introductions

Agenda – Review Agenda and Welcome POCs/Employees

Onboarding Overview – Sign In

Discuss Onboarding Documents

- Ready Reference Guide (RRG) – Contact Information, Actionable items, n-processing actions to complete and check with their AO office or Supervisor regarding their Personnel “hiring” Action (SF-50), SAAR Form, Computer/Network access, and Account Creation status before visiting the CAC Office.
- Voluntary Self-Identification Request Questionnaire Sheet
- Organization Charts, Payroll Calendars, and Time and Attendance
- Other Flyers and Information for new employees

Virtual Onboarding – Day 1

Agenda

Day 1

0845	<u>Welcome / Sign-In / Agenda / HR</u>
0905	<u>Record Management</u>
0930	<u>Before You Being Work / DONEAP &Childcare</u>
0945	<u>Information Assurance (IA) / Cyber Security Briefing</u>
1010	<u>Break 1</u>
1020	<u>Benefits Overview</u>
1100	<u>Telework Brief</u>
1115	<u>Payroll / Timekeeping</u>
1130	<u>EEO Brief</u>
1200	<u>Oath of Office / CO Brief</u>
1230	<u>Lunch</u>
1300	<u>Safety Brief</u>
1350	<u>Ethics Brief</u>
1410	<u>Break 2</u>
1420	<u>A look from the Bridge</u>
1500	<u>Security Forms</u>
1530	<u>Wrap Up</u>

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/>

[Wiki Onboarding Page \(CAC required\):](#)

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

Human Resources Paper Work

Review HR Paper Work

Complete Tax Forms

- FastStart, W4, and State (if applicable)

Complete the following forms if not already done

- SF144, EOD 02/03, etc.

Complete before end of Day 1

- SF-61, second OF 306 signature, any questionnaires or forms not marked complete. Only the SF256 and SF181 are optional to complete.

Brief Overview of Electronic Official Personnel Folder (eOPF)

- Can be found on page 16 of your Ready Reference Guide (RRG)

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



Annual Records Management Training

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

SSIC 5210
2021

Lawrence Tarasek
Technical Director, NSWCCD

Why do I Have to Have this Training

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

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



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

May 2016

2016 ANNUAL RECORDS MANAGEMENT TRAINING GUIDE

References:

- (a) SECNAVINST 5210.8E "Department of the Navy Records Management Program," 17 Dec 2015
- (b) SECNAV Manual 5210.1 "Department of the Navy Records Management Manual," Jan 2012 with Revision 1

This guide fulfills the requirement that Department of the Navy (DON) personnel (military, government civilian and contractor) be reminded each year of their records management responsibilities.



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

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

Records Management Responsibility

Create, maintain, and properly preserve records.

DON personnel are required to create, maintain, and properly preserve records that document the Department's transaction of business and mission in wartime and peace time. Federal records provide evidence of the Department's organization, functions, policies, procedures, decisions, operations, and other activities.



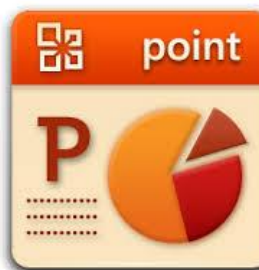
What Are Records?

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

Official Business = Official Record

What does regardless of physical form or characteristics mean?

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



Create Records

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

Examples:

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

Create Records

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

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

Create Records Properly Preserve

All DON personnel (military, civilian and contractor):
maintain documents created or received as part of their
official duties per DON RM standards and procedures.

manage official records in their
custody per DON record retention
disposition standards.



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

[illegible]

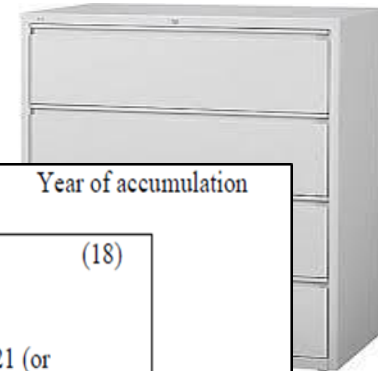
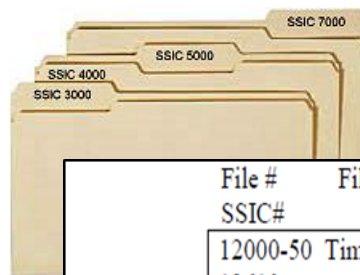
Code 1064 File Plan

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

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

Maintain Records

Hardcopy:



File # SSIC#	File Title	Year of accumulation
12000-50 12610	Time and Attendance	(18)
COFF 31 Dec 18, PIF, Dest Jan 21 (or After GAO audit, whichever is sooner)		

Electronic:

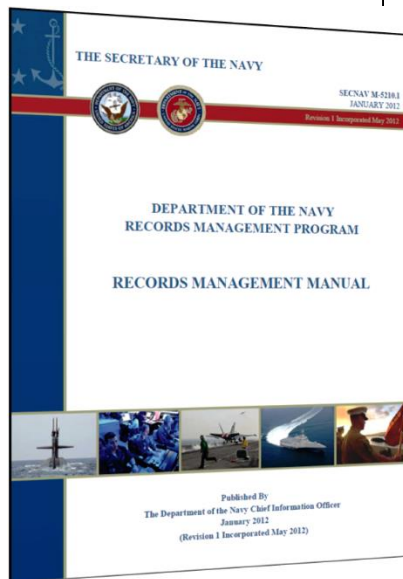
Print / File

OR DON authorized ERMS



Retention & Disposition

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



5000-32. Automatic Data Processing Program:

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

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

5000-33. Hazardous Substance Reports:

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

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

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

Break or Cutoff Records



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

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

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

Records Schedules

Newly Approved Record Schedules

All Documents

Find a file



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

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

Records Schedule Example

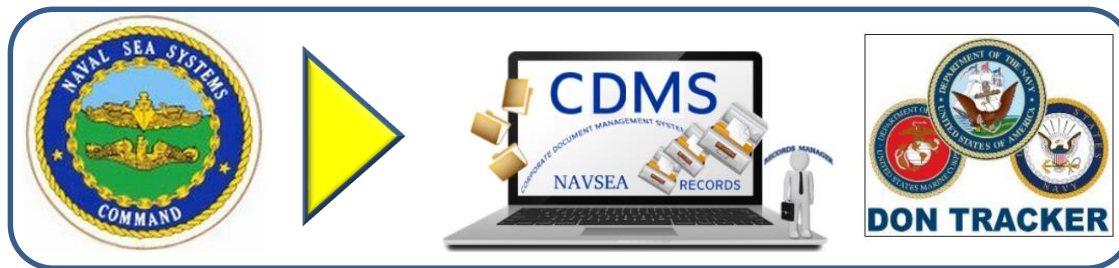
12000-27	GRS 2.2 080 - Supervisor's Personnel Files:	Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the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

Electronic Records Management System (ERMS)

NAVSEA M-5210.1, NAVSEA RM Manual

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

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



Records Drives and SharePoint

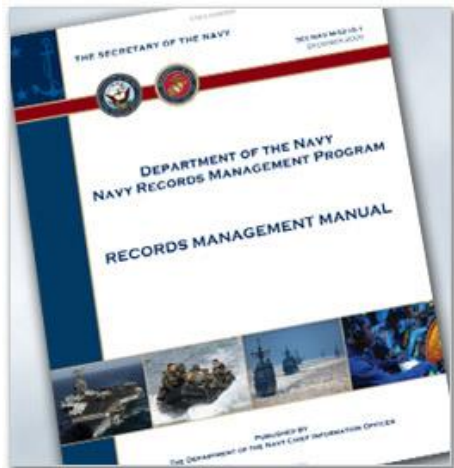
Per NAVSEAINST 5210.5B, Shared Drives and SharePoint are NOT authorized locations to store records.

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



Identify records / distinguish from non-record materials

Non-record. Materials not usually included within the definition of records. These are accumulated in the process of producing records, but they never acquire a "record" character.'



The primary criteria are:

- require no action on the part of the recipient;
- do not document official business or transactions;
- Non-government publications or journals NOT acquired as part of contract for services, equipment, or materials acquired as part contract for services, equipment or materials

Identify records papers and maintain them separately from Federal records

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

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

SF-50

Birth Certificate

Training Certificate

A sample SF-50 Notification of Personnel Action form. The form is divided into several sections: 'PERSONAL DATA' (Name, Title, Grade, etc.), 'EMPLOYMENT DATA' (Agency, Position, etc.), and 'ACTION DATA' (Type of Action, Effective Date, etc.). It includes checkboxes for various actions like promotion, transfer, etc.

Identify records papers and maintain them separately from Federal records

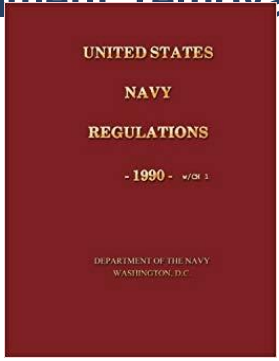
Do Not remove records from government custody or destroy them, except as required or allowed under authorized record schedules.

Under penalty of law, departmental personnel may not remove records from government custody or destroy them, except as required or allowed under authorized disposition instructions and schedules.

Title 18 United States Code § 2071
Chapter 3



US Navy Regulations,
Concealment, removal, or mutilation



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

- **Records Management POCs**
- **NSWCCD Records Manager**



Do not call NCIS

Litigation & Records Holds

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

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

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

Record Email Management

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

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



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

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

Records of Departing Personnel

SECNAVINST 5210.8, DON RM Program

Official records are government property

Program/project personnel do not “acquire” a proprietary interest

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

- Removal will not diminish official records of agency
- Copy costs not excessive
- Not classified
- Information not subject to Privacy Act
- Disclosure of information not prohibited by law

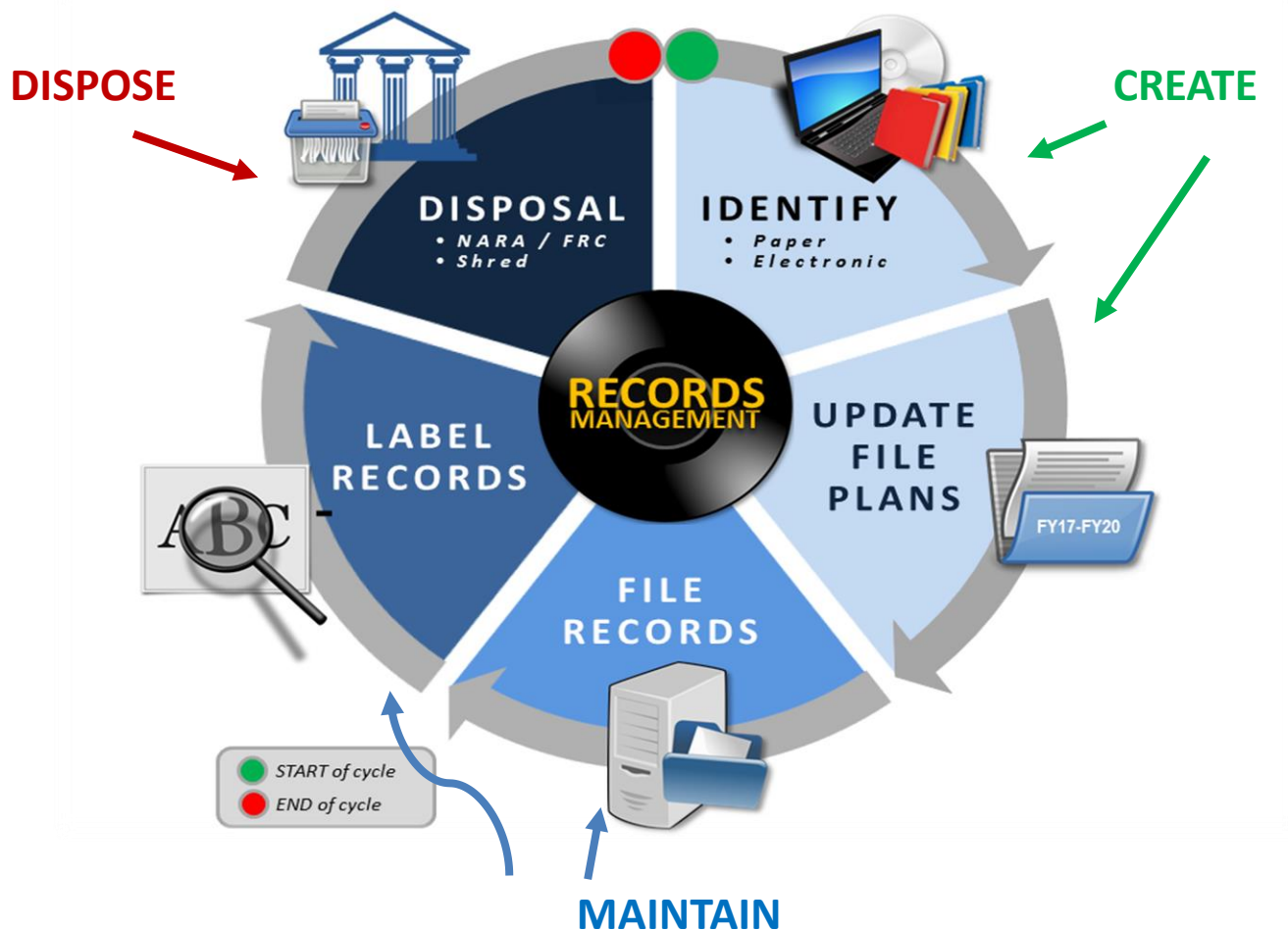
NAVSEAINST 5210.5B, NEASEA RM Program



NAVSEA employees (military, civilian and contractors) will:

- (1) Read this instruction and comply with NAVSEA RM policy
- (2) Create records to provide documentation of assigned duties and functions , including contracted services;
- (3) Maintain official records per DON and NAVSEA standards and procedures;
- (4) Keep personal papers, in all media and formats, separate from official documents and records;
- (5) Only destroy official records when authorized by a DON records schedule;
- (6) Not remove official records from NAVSEA offices or facilities without proper authorization;
- (7) Know who their activity office or program RM staff is, and how to contact them;
- (8) Notify their activity RM staff or senior leadership of any unauthorized or accidental destruction, damaging or alteration of NAVSEA records,
- (9) Complete mandatory DON annual RM training.

Summary



Records disposition does not always mean destroy.

Records that have met their retention times may be:

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

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

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

TYPES OF RECORDS DISPOSITION

Temporary



OR



Local Disposal

Temporary/Permanent



Federal Records Center

Long-term Retention

Permanent



**When directed by agency
disposition schedule**

TEMPORARY RECORDS DISPOSITION

OPNAVINST 8215.17 (Series)

OPNAVINST 8215.17 (Series)

OPNAVINST 8215.17 (Series)

OPNAVINST 8215.17 (Series)

REVIEW OF INSTRUCTION

NOTE: If the sponsor of this instruction has changed, use OPNAVINST 8215.17A, please provide the appropriate information or action to ensure effective transferring responsibility of the instruction and provide the new sponsor with this form to complete and submit.

INSTRUCTION NUMBER: (Pgs. OPMNAVINST 5215.3C)	INSTRUCTION DATE: (dd-mm-yyyy) 21 Mar 2014	INSTRUCTION CLASSIFICATION: (Pgs. OPMNAVINST 5215.3C) UNCLASSIFIED	ORIGINATOR(S) (Pgs. OPMNAVINST 5215.3C) Code 1064
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INSTRUCTION SUBJECT:
DIRECTIVES MANAGEMENT SYSTEM

1. Is the instruction still applicable? ☐ YES ☒ NO (Go to #6)

2. When further changes are required:
☐ Changes are minor (affects 20% or less of pages of the current basic instruction). I will draft and begin the process for a change transmitted following OPNAVINST 8215.17A and OPMNAVINST 5215.17A to "Certification".
☒ Changes are major.
☐ Needs to be cancelled. (Go to #6)

3. Should the instruction be consolidated with another directive?
☐ YES - Begin the process for consolidation (Go to #6 or #8, as applicable) ☒ NO

4. Revision and replacement. I will draft the revision (to include any consolidation of another directive) per Navy directive standards and practices following OPNAVINST 8215.17A and OPMNAVINST 5215.17A, and other applicable Navy directive standards, and will not coordinate the revision following the appropriate disposition process. (Go to "Certification")

NOTE: Per OPNAVINST 5215.17A, instructions 5 years old and older are automatically cancelled unless revised or released or an extension has been granted, or meets any of the exceptions per paragraph 3 of OPNAVINST 5215.17A.

CERTIFICATION

By signing below, I certify that the instruction has been reviewed thoroughly to include any stakeholder and compliance reviews, and the completion of this form is accurate and true.

Sponsor Name, Title, Organization, Code Robin D. Dickson, Director Mgr, Code 1064	Signature Date: (dd-mm-yyyy) 28 Mar 2018	Sponsor Signature: BECKHAM R. Digitally signed by ROBIN DANIEL ANSELLE 1126279180 LE 1126279180 Date: 2018.03.28 08:27:28 -0400
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Submit the completed, signed and dated form to the command directives manager.

OPNAVINST 521540 (MAY 2016)



NAVSEA RECORDS MANAGEMENT PROGRAM
Local Hardcopy (Paper) Records Disposal Record

This form is to be used by NAVSEA activities to request authorization for and document the local DISPOSAL of hardcopy official records (AWR the includes CDR records disposition authority published in 33CFR 162.101, 1, CDR Records Management Manual. Completed form will be submitted by the command Records Manager per SECNAV M-5210.1 (May 2012), paragraph 1212.2(a2).

Part I. Requesting Office

Block A: Command
Block B: Records Liaison
Block C: Phone

Block D: Office Code
Block E: Records Liaison
Block F: Phone

Part II. Requesting Office

1. Record Series Description
Date Range From: Date Range To: Description Subseries

CRM Approved/Disapproved: ☒ Signature: Date:

Reason Disapproved:

2. Record Series Description
Date Range From: Date Range To: Description Subseries

CRM Approved/Disapproved: ☒ Signature: Date:

Reason Disapproved:

3. Record Series Description
Date Range From: Date Range To: Description Subseries

CRM Approved/Disapproved: ☒ Signature: Date:

Reason Disapproved:

4. Record Series Description
Date Range From: Date Range To: Description Subseries

CRM Approved/Disapproved: ☒ Signature: Date:

Reason Disapproved:

5. Record Series Description
Date Range From: Date Range To: Description Subseries

CRM Approved/Disapproved: ☒ Signature: Date:

Reason Disapproved:

6. Record Series Description
Date Range From: Date Range To: Description Subseries

CRM Approved/Disapproved: ☒ Signature: Date:

Reason Disapproved:

NAVSEA 52102 (OCT 2017) PREVIOUS EDITIONS ARE OBSOLETE Page 1 of 2

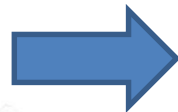
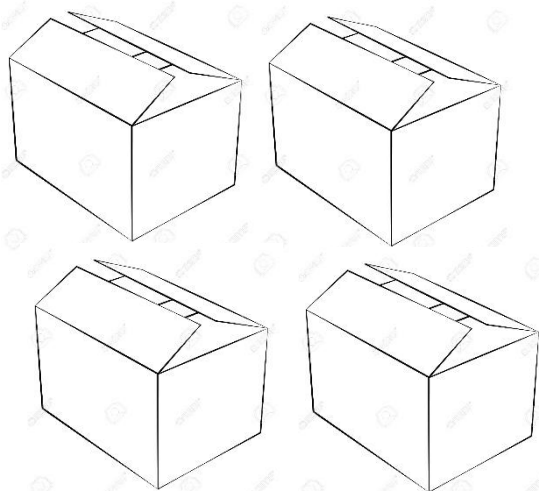


Record(s) have met
retention time

Approved Hardcopy
Disposal Form showing
records to destroy

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

LONG-TERM TEMPORARY AND PERMANENT RECORDS



Personnel notify the CRM or Backup CRM. The CRM or Backup CRM will notify the FRC.



Records have not met retention time; these records may need long-term retention

Records retained at Federal Records Center until the retention time is met

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

PERMANENT RECORDS



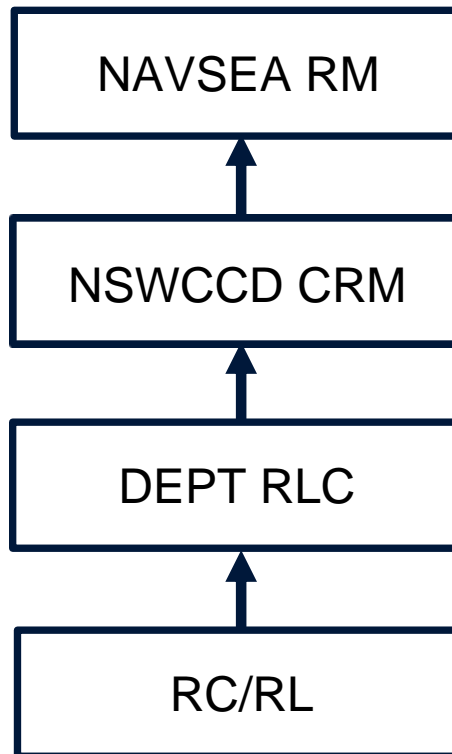
With agency approval, the Federal Records Center sends permanent records to National Archives

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

RECORD MANAGEMENT POCs

CRM – Robin D. Beckham, robin.beckham@navy.mil, 301-227-7594
Backup CRM – Angel Rodriguez, angel.f.rodriguez1@navy.mil, 301-227-3678
Code 00 – Beth Flannery, bethann.flannery@navy.mil, 307-227-1221
Code 00L – Chris Howk, christopher.howk@navy.mil, 301-227-3566
Code 01 – Arline Grabner, arline.l.grabner@navy.mil, 301-227-1084
Code 02 – Denise Troller, denise.troller@navy.mil, 301-227-5327
Code 101 – Darrell Sample, darrell.sample@navy.mil, 301-227-4713
Code 102 – Janice Ladson, janice.ladson@navy.mil, 301-227-1145
Code 103 – June Catterton, june.catterton@navy.mil, 301-227-1667
Code 104 – Erin Bistany, erin.bistany@navy.mil, 301-227-0511
Code 105 – June Catterton (acting), june.catterton@navy.mil, 301-227-1667
Code 107 – Jason Neeley, jason.neeley@navy.mil, 301-227-2560
Code 60 – Shannon Burke, shannon.burke@navy.mil, 301-227-1750
Code 70 – Jemima Pierre, jemima.pierre@navy.mil, 301-227-1305
Code 80 – Donna Intolubbe, donna.intolubbe@navy.mil, 301-227-1566

Who Are You Gonna Call?



This is the order for contacting RM personnel. Start at the bottom and work up the chain. The NAVSEA RM will contact higher authorities if needed.

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

Contact your Department Records Management POC for RM questions.

Who Are You Gonna Call?

National Archives

NAVSEA

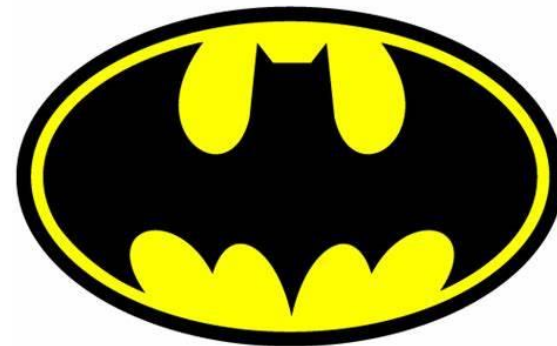
Navy Yard

Pentagon

Secretary of the Navy / Defense



1-800-DONT-CALL-ME



NSWCCD Command Records Manager

Robin D. Beckham

robin.beckham@navy.mil

(301) 227-7594

Questions

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



Before You Begin Work Brief DONCEAP - Childcare

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

Code 1013

Lawrence Tarasek
Technical Director, NSWCCD

Obtain CAC / Access

The following in-processing actions must be complete to ensure a smooth onboarding experience:

- Employee's Personnel "hiring" Action: New employees can check with AO on the status of this action.
- For SF-312 Non-Disclosure form: The form must be completed and send to Security Division.
- Cyber Awareness Training: Upon completion of the training, the certificate should be uploaded in the USA Staffing Portal or emailed to Administrative Officer (AO) and CRDR_CD_NSWCCD_SAAR-IAM@navy.mil. By the end of the 2-day onboarding session if new employees have not already provided Cyber Awareness Challenge Certificate on the USA Staffing, PLEASE ENSURE SUPRVISOR UPLOADS THE CERTIFICATE IN ESM TOOL (ACTION IS NOW COMPLETED THAT ISSM GROUP CAN VIEW IN TOOL, EFFECTED
- IA Briefing Brief: Briefing must be administered (see agenda slide above) by ISSM Team. Upon completion of the brief, certificate should be uploaded into the USA Staffing Portal or emailed to Administrative Officer (AO) and CRDR_CD_NSWCCD_SAAR-IAM@navy.mil.
- SAAR-N Form: This form is submitted by AO/ Supervisor for DIO then Security and ISSM sign off. New employees will be emailed a copy of their SAAR-N form by Defense Information Officer (DIO)Team and provided with instructions on completing the form

SAAR Form Processing:

- Cyber Awareness Training Completion date
- Provide a copy of Cyber Awareness Training. Cert. to AO/Supr.
- Contact AO/Supr. to know when you can obtain CAC
- Before logging into computer with CAC, ensure have scheduled a ESM Helpdesk Assistance appointment with ESM Support Team at Building 2, Basement Level, Room B102 (Helpdesk) to assist in logging on / digitally signing SAAR_N form
- Contact AO/Supr. To learn more about complete your Security Division in-processing requirements (includes SF-312 processing)
- Contact your AO/ Supervisor for questions/updates

NMCI: Navy Marine Corp Intranet



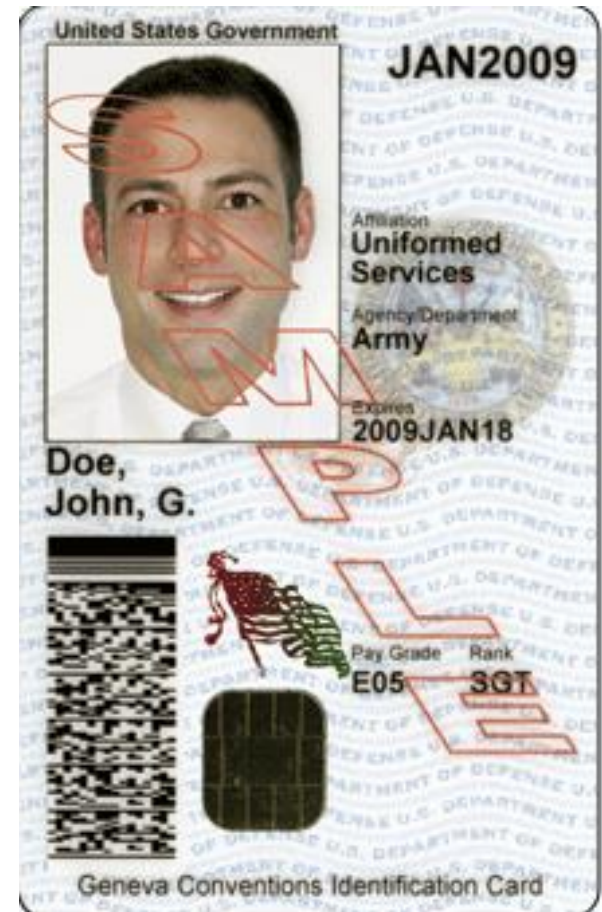
- Provides the Department of the Navy (DoN) with a full range of network-based information services on a single, enterprise wide intranet.
- In order to access the NMCI network, users must obtain a common access card (CAC).
- <https://homeport.navy.mil/home> or (866)-843-6624

DoD Common Access Card (CAC)

What is it?

The CAC is used to access buildings and our computers.

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



How do I obtain my CAC?

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

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

DoD Common Access Card (CAC)

How do I obtain my CAC?

Step 2: Visit a CAC Badge Office Nearby

*The Carderock CAC Office is located in the visitor's center, BLDG 20. The CAC Office services (& CAC Pin reset) will officially stay open as long as the government remains open. For your CAC appointment, be sure to bring 2 forms of identification documents when

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

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

DoD Common Access Card (CAC)



How do I obtain my CAC?

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

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

Mandatory Training Requirements



NAVSEA CYBERSECURITY 101 TWMS-610848

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

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

NAVSEA CYBERSECURITY WORKFORCE (CSWF) TRAINING REQUIREMENTS

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

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

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

Applies to anyone with:	A mandatory occupational series (e.g., 1550, 2210), elevated rights (privileged access agreement) to a computer or IT system, and/or performing cyber duties. This is not a typical user.	
If the above applies:	You'll be placed "Enhanced" or "Core" user group and must comply with below requirements.	
<u>Requirements:</u>	<u>Enhanced User</u>	<u>Core User</u>
Appointment	N/A	CWF appointment letter issued; starts training "clock" to meet requirements
Continuous Learning	<i>Command directs training</i>	20 hours per calendar year - courses required for certifications count
Individual Development Plans (IDPs)	N/A	Annually detail training for compliancy
Privileged Access Agreements (PAA)	Fully approved prior to access, validated annually, and revoked upon transfer/removal	
Proficiency Levels	N/A	Based upon duties: Basic, Intermediate and Advanced
Baseline Credential; required within 12 months of appointment	N/A	DoN recognized degree, approved Military/Formal Industry Training or DOD Approved Baseline Certification
Operating System/Computing Environment Certificate of Training; required within 6 months of PAA approval.	N/A	CWF member must provide the CWF -PM a certificate of training completion in the OS/CE where the most time is spent.

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

Office of Personnel Management (OPM)

Use OPM to:

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

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

For Dismissal and Closure Status in Washington, DC:

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

OR

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

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

Telephone

Each NSWCCD employee has a phone number at their desk.

Internally Dialed (On Base): 227-XXXX

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

Local Calls: 99+XXX-XXXX

DSN: 287-XXXX

Outside access to voicemail

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

Detailed Phone setup information can be found in Employee Handbook.

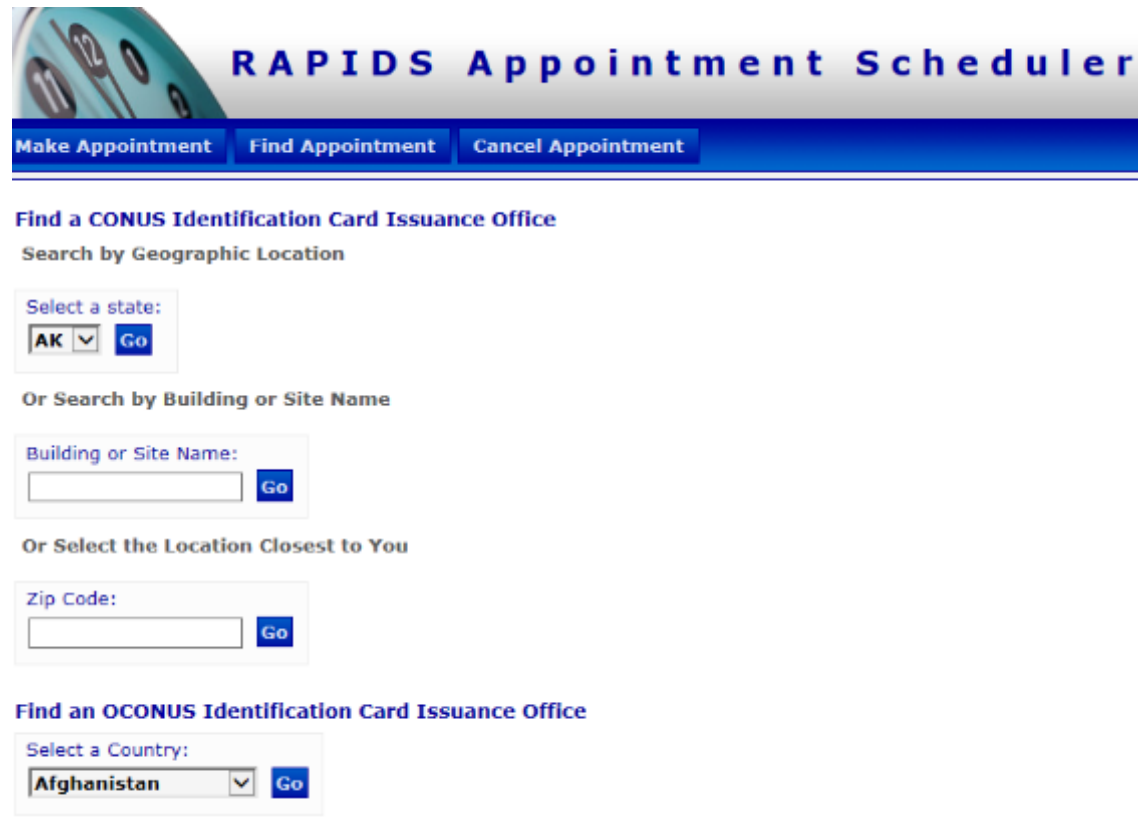
List of CAC offices Near NSWC Carderock Division

Attention:

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

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

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

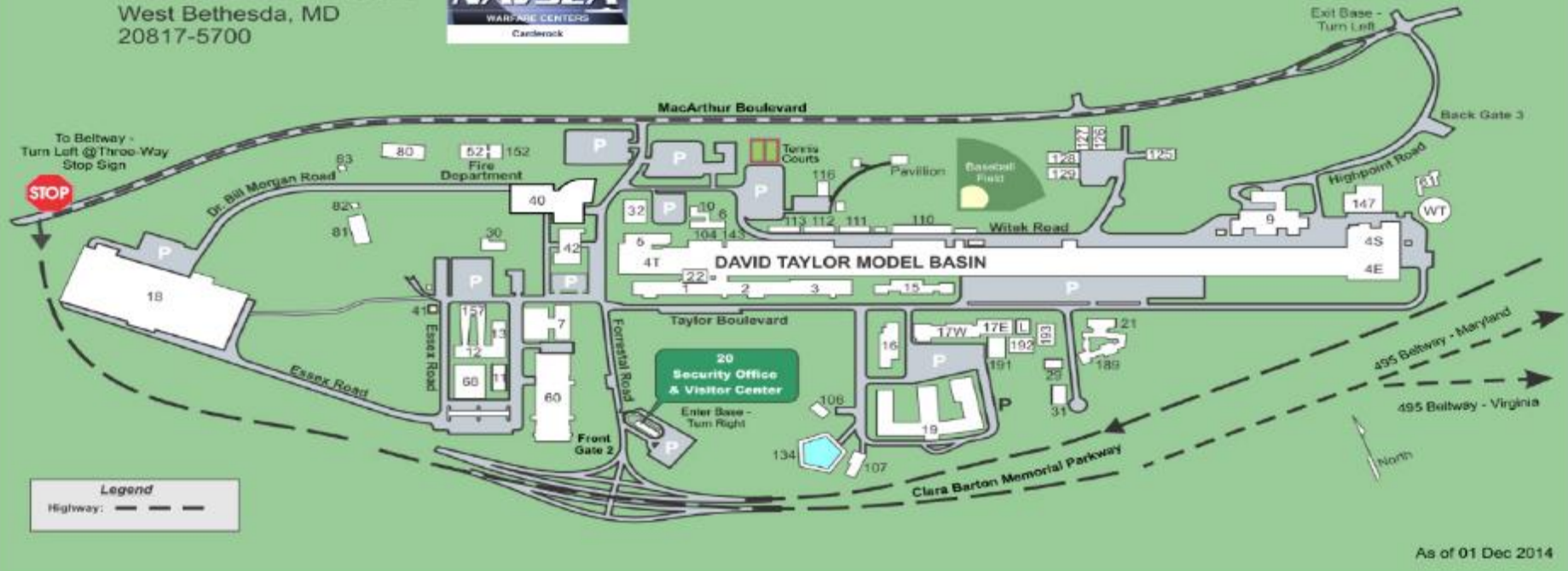


The screenshot shows the 'RAPIDS Appointment Scheduler' interface. At the top, there's a header with a clock icon and the title 'RAPIDS Appointment Scheduler'. Below the header are three buttons: 'Make Appointment', 'Find Appointment', and 'Cancel Appointment'. The main content area is divided into two sections. The first section is titled 'Find a CONUS Identification Card Issuance Office' and includes a 'Search by Geographic Location' option. It features a 'Select a state:' dropdown menu with 'AK' selected and a 'Go' button. Below this is an 'Or Search by Building or Site Name' section with a text input field and a 'Go' button. The second section is titled 'Find an OCONUS Identification Card Issuance Office' and includes a 'Select the Location Closest to You' option. It features a 'Zip Code:' text input field and a 'Go' button. At the bottom, there's a 'Find an OCONUS Identification Card Issuance Office' section with a 'Select a Country:' dropdown menu showing 'Afghanistan' and a 'Go' button.

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

Map of NSWC Carderock

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



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

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

Directions from Reagan National Airport:

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

From Baltimore-Washington International Airport:

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

From Dulles Airport:

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

Map of Washington Navy Yard



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

Washington Navy Yard



Mandatory Training Requirements Available on iNFusion

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

Basic instructions for signing up for iNFUSION if you haven't already (CAC required):

- Go to: <https://fusion.navsea.navy.mil>
- Click the "Sign in/Register" button at the top, left of the screen
- Agree to the DoD Warning Banner
- Click "I Agree" and create a new account
- Fill out the (brief) web form, selecting the following options. (See example below)
 - Username: (Prepopulated, but change to what you like)
 - Display Name: (Prepopulated, but change to what you like)
 - NAVSEA Command: NSWC Carderock
 - Site: West Bethesda (or appropriate detachment)
 - Code: Your departmental code (this will help with organizing and identifying folks across Carderock and the WFC)
- Wait for e-mail confirmation and start exploring the many tools of Fusion

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

Questions, contact Workforce Development Office -

Mandatory Training Requirements for New Civilian Employees - Before & During Onboarding Sessions:

PRIOR TO ONBOARDING:

- Cyber Awareness – DOD-IAA-V19.0

DAY 1:

- Initial Security Brief – CMD-SECBRIEF INITIAL
- Cybersecurity 101 – TWMS-610848
- Information Assurance Brief
- EEO Training Brief – TWMS-614600
- Constitution Day – TWMS-689046 (part of CO brief)
- Telework – TWMS-OCHR-EMP1 (for new employee only, not the one for supervisor)
- Time & Attendance – TWMS-690336
- Ethics – TWMS-689045 (for new employee only)

DAY 2:

- Records Management – DOR-RM-010-1.2
- PII – DON-PRIV-2.0
- CUI – TWMS-686564
- OPSEC – NOST-USOPSEC-4.0
- Active Shooter – DON-687121-1.0
- Anti-terrorism Level 1 – CENSECFOR-AT-010-2.0
- Physical Security – TWMS-681607
- Workplace Violence – TWMS-658532
- Derivative Classifiers – TWMS-571920

ONBOARDING FOLLOW-UP:

- SAPR Initial (One Team, One Flight) – TWMS-577914 /SAPR Refresher – TWMS-631936
- POSH – TWMS-613963
- NO FEAR – TWMS-613957
- Counterintelligence Awareness (NCIS) – DON-CIAR-1.0

Contact Information

Shelley Saville
Onboarding Program Specialist
Phone: (301) 227-4427
Email: shelley.saville@navy.mil

Daronda Rochelle
Onboarding Program Manager
Phone: (301) 227-1569
Email: daronda.rochelle1@navy.mil

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

DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DONCEAP)

Don Civilian Employee Assistance Program (DONCEAP)



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

•24/7 phone support for DONCEAP - call 1-844-366-2327 or 1-800-262-7848 (TTY) or through the web at <http://donceap.foh.hhs.gov>

- Licensed professional.
- Some topic areas: crisis management, addictions, relationship issues, financial issues, legal concerns, suicide, stress management, or any other issue
- Appointments can be arranged to meet with a counselor in-person by your home or work

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

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

DONCEAP: A DEFINITION

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

- Worksite-based confidential assessment, referral, and short-term consultation for any personal concern
- Telephone and web-based services to help employees and their families manage day-to-day responsibilities and life events

CONFIDENTIALITY

- **Private, voluntary discussions**
- **Authorization for Disclosure (AUD) forms**
- **No identification of individuals in agency reports**
- **Confidentiality in accordance with federal and state laws**

TRUE OR FALSE

- **Everyone has personal concerns**
- **Personal concerns never interfere with workplace duties**
- **Problems must be complicated before asking for help**
- **Accessing support can improve work focus and productivity**
- **Help is confidential**

WE CARE, JUST CALL

Confidential assistance 24 hours a day, 7 days a week

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

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

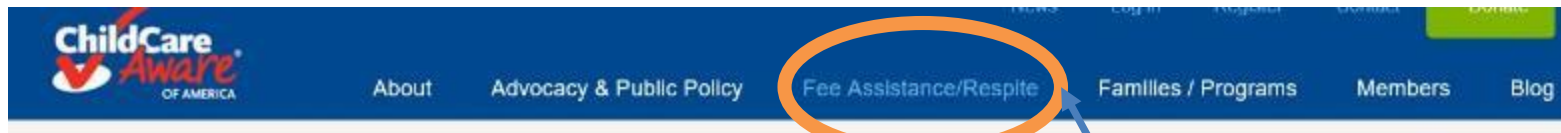
Via the web

- <http://DONCEAP.foh.hhs.gov>



Childcare Aware of American Military Program

Childcare Aware of America – Military Programs



Help Support Our Families

Thank you for your interest in supporting our families' child care needs. Child Care Aware® of America operates a Fee Assistance Program that serves military and non-military families. If you have a valid state license and annual licensing inspection, you may be eligible to participate in the program. Please see below for detailed information concerning which programs are available and how to apply.

Military Programs

- Military Families
 - Army
 - Navy
 - Air Force
 - Marines
- DOD Families
- National Geospatial-Intelligence Agency (NGA)
- Fee Assistance/Respite Providers
- Air Force Home Community Care
- Exceptional Family Member Program (EFMP) Respite Care
- Fee Assistance
- Background Check Requirement
- Resources
- Publications Storefront
- Child Care Providers
- Background Check Requirement

Childcare Aware of America – Military Programs



Child Care® Aware

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

Child Care Licensing

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

Child Care Aware Training Academy™

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

Disaster Preparedness

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

Background Checks

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

Contact Information

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

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

Hours of Operation

Mon 8:30 am to 5:00 pm

Tue 8:30 am to 5:00 pm

Wed 8:30 am to 5:00 pm

Thur 8:30 am to 5:00 pm

Fri 8:30 am to 5:00 pm

Sat Closed

Sun Closed

Note: These hours of operation apply to Eastern Standard times

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



New Hire Cybersecurity Information Assurance Brief

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

ISSM TEAM, Code:1043

Lawrence 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 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 Cybersecurity Chain of Command (CSWF/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 Cybersecurity 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 Cybersecurity 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.**



E-MAIL ADDRESS (Required)	FOR OFFICIAL USE ONLY (PRINTED NAME) Last Name, First Name, Middle Initial
INSTRUCTIONS	
<p>A. PART 1 The following information is provided for your use in completing the form and is not to be included in the final report.</p>	
<p>(1) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(2) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(3) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(4) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
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<p>(13) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(14) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(15) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(16) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(17) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(18) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(19) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(20) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(21) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(22) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(23) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(24) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(25) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(26) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	
<p>(27) Signature The signature of the person who is completing this form. (Signature must be in ink and must be legible.)</p>	
<p>(28) Print Name Last Name, First Name, and middle initial of the person who is completing this form. (Print name must be in ink and must be legible.)</p>	

from the Local IA Authority.

(OPNAV form 5239/14)

AMERICA'S FLEET STARTS HERE



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

[illegible][illegible]

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

Remote / Teleworking Precautions

Property Passes

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

NSWCCD has two networks: NMCI and RDTE

- NMCI laptop can connect to home network (ethernet, wifi)
- RDTE equipment must be authorized to take home. RDTE equipment should only be used in a “standalone” fashion unless approved/authorized for RDTE VPN / Remote Access.
- If provided RDTE VPN / Remote Access, connect to the RDTE VPN solution within 15 minutes of being on a non RDTE Carderock network.

Protect assets at home the same way you would at work. Same policies and processes apply at home.

Use of Email

- Do not click on suspicious email links or attachments
- Report SPAM/Phishing emails to local ISSM & NMCI
<https://www.homeport.navy.mil/support/articles/report-spam-phishing-2010/> “NMCI SPAM”
- Do not forward or move government info/data onto non-government computers, i.e. forward emails to personal accounts, take work home to be executed on home computers (or vice versa)
- **All** email containing 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 May 19, 2016

•Highlights:

- All cameras (digital or film, still or video) and all sound recorders (analog and/or digital) **MUST** be approved through the security office (105) by filling out and submitting CARDEROCKDIV 5512/19 Audio/Visual Permit Request.
- No pictures/audio/video capabilities are to be used/utilized on base/property without CSM/ISSM approval
- Hot spots & Wi-Fi not allowed
- Contractor PEDs and air-cards need approval
 - No WiFi allowed nor can they connect to our networks
- Tablets need to be scrutinized
- No PEDs where 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



Acceptable Use (non-compliance)

Failure to comply with acceptable use policies may result in:

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

Cybersecurity Violations Response Process:

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

Division Cybersecurity Roles

Local Cyber Authority is the Division Commander

- Carderock Division Commander: Captain Todd E. Hutchison

Activity Chief Information Officer (ACIO)

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

Deputy Chief Information Officer (DCIO)

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

Command Information System Security Manager (ISSM)

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

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

- Dalton Harvey, dalton.harvey@navy.mil – 301-227-5049
- Aaron Jeter, aaron.e.jeter2@navy.mil – 301-227-1926
- Gary Steele, gary.steele@navy.mil – 301-227-1955
- Travis Scott, travis.l.scott1@navy.mil – 301-227-4637

Department Information Officers (DIO)

- Gerson Caballero, Code 02, gerson.caballero1@navy.mil – 301-227-5994
- Milton Cuevas, Code 10, milton.cuevas1@navy.mil – 301-227-2244
- Carole Overman, Code 60, carole.overman@navy.mil – 301-227-8501
- Don Kim, Code 70, don.kim@navy.mil – 301-227-5974
- Monica Walker, Code 80, monica.walker@navy.mil – 301-227-2540
- Orden Knorr, Code 10/80, orden.knorr@navy.mil – 301-227-8834

If needed, contact your DIO to reach your departments:

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

Questions

BREAK 1

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



Department of the Navy Civilian Benefits Center

Federal Benefits Overview

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

LER, Code 1014

Larry Tarasek
Technical Director (Acting), NSWCCD

Agenda

- **The Benefits Line**
- **The DON CBC Benefits Portal**
- **The Government Retirement and Benefits (GRB) Platform (formerly EBIS)**
- **Your Federal Benefits**
- **Retirement Eligibility**
- **Military Deposits and Civilian Deposits/Redeposits**
- **Designation of Beneficiaries**

Your Federal Benefits

The Benefits Line

1-888-320-2917

email: navybenefits@navy.mil

- **Hours of Operation: 7:30 am – 7:30 pm ET Monday – Friday, except on federal holidays. Extended hours during annual open season.**
- **Assist with accessing GRB Platform.**
- **Answer questions about your benefits.**
- **If requested, a retirement counselor will contact you within ten business days if requested. (Most calls are returned sooner, based on volume of work)**

Your Federal Benefits

Department of the Navy Civilian Benefits Center Portal Page

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

Civilian Benefits

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

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

How to Enroll

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

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

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

-OR-

Call The Navy Benefits Line and speak with a Customer Service Representative (CSR): **(888) 320-2917**
Monday through Friday 7:30 a.m. to 7:30 p.m. EST
Except Federal Holidays

Research Tool

*Office of Personnel Management: www.opm.gov

*Department of the Navy Civilian Benefits Center Website: <http://www.secnave.navy.mil/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.secnnav.navy.mil/orgs/mra/donhr/benefits/pages/default.aspx>

➤ Enter the following information:

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

DON OCHR Portal Registration

- Click “Register”: A confirmation message should appear.
- Click “Continue to portal”: You will be directed to the Secretary of the Navy homepage.
- Click “Accept” and confirm that you see your name in the upper right hand corner of the browser window. You have been given access to the Secretariat's Private Portal by DON/AA.
- Select “ASN M&RA” on the left navigation bar.
- Select “DONHR Private Portal” on the left navigation bar.
- Select “Benefits” on the left navigation bar or from the Popular Links in the middle of the page.

Your Federal Benefits

Retirement & Benefits Page

➤ You can access up-to-date information regarding:

- New Employee Benefits
- GRB Platform
- Insurance Programs
- Thrift Savings Plan (TSP)
- Retirement Programs
- Designation of Beneficiary
- Hot Topics
- Upcoming Events

Your Federal Benefits

GRB Platform

- **Web-based application from which you can:**
 - View/change your benefits (health, life, TSP)
 - View your Total Compensation Statement and various benefits calculators
 - Access benefits-related videos, documents, and forms located in the Resource Library

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

Your Federal Benefits

Accessing GRB Platform

- Go to
<https://portal.secnnav.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

The screenshot shows the Office of Civilian Human Resources website. The top navigation bar includes social media links, Newsfeed, OneDrive, Sites, and a user profile for Caragulo, Antonella. The main header features the Office of Civilian Human Resources logo and name. Below the header is a navigation menu with links to SECNAV, ASN M&RA, DONHR, Team Sites, Workgroups, DON Training Events, and Help and Support. The main content area is titled 'Office of Civilian Human Resources > Benefits > GRB Platform, formerly Employee Benefits Information System (EBIS)'. On the left is a sidebar with a list of links: New Employees, GRB Platform, formerly Employee Benefits Information System (EBIS) (highlighted with a red arrow), eSeminars, Insurance Programs, Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEDLI), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Thrift Savings Plan (TSP), Federal Long Term Care Insurance Program (F LTCIP), Designation of Beneficiary, Leave Without Pay (LWOP), Leave to Perform Active Duty Military Service, Employee Death, and HR Advisor. The main content area contains text about the GRB Platform, including its purpose, access requirements, and contact information. At the bottom of the main content area, there is a section titled 'GRB Platform Access' with a link 'Login to the GRB Platform' (highlighted with a red arrow).

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 (FEDLI)

Federal Employees Dental and Vision Insurance Program (FEDVIP)

Federal Thrift Savings Plan (TSP)

Federal Long Term Care Insurance Program (F LTCIP)

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 866-359-5277. You may also email your questions to 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.

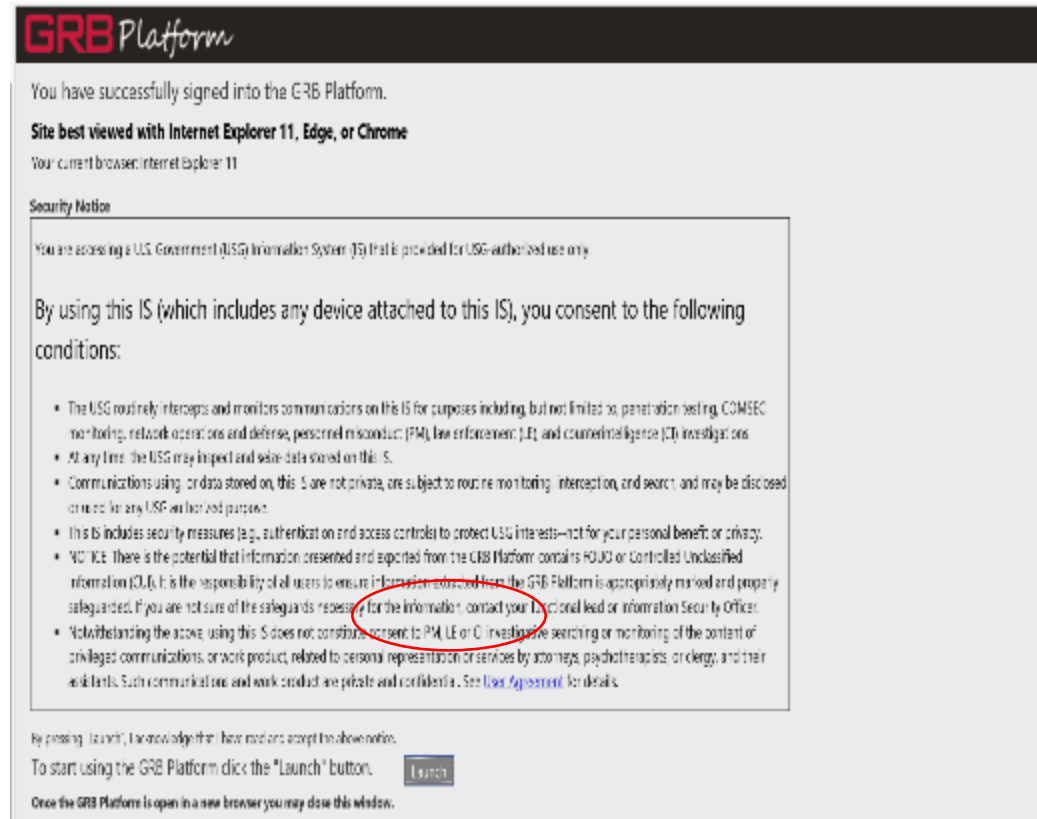
If you separate from your position, your access to the GRB Platform is discontinued. After you retire you must contact the Office of Personnel Management at 888-767-6738 for assistance regarding benefits changes or retirement questions.

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.



New User Video

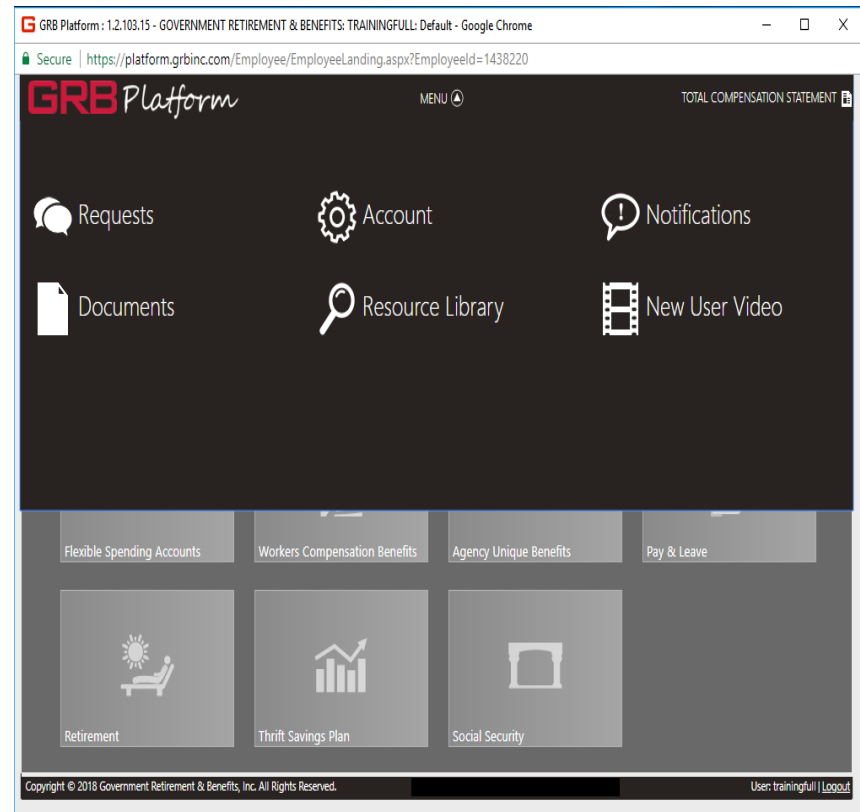
- The Platform Launch Screen will start a New User Video, which describes the features and the capabilities of the system.
- The New User Video will launch each time you log in. However, you can disable that feature by checking the box in the lower left hand corner.
- If you later want to view the New 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
Documents 	Documents are posted in Resource Library as a read only guide. This will give you a brief explanation of Type of Plans, Types of Enrollments, Premium Costs, Premium Conversion, Health Savings Account, Open Season, Change in Family Status and many more subjects pertaining to that specific benefit.
Forms 	Forms are fillable and can range in subject information. Some forms that may be useful are SF2823 Designation of Beneficiary forms, Retirement applications. Click on forms and scroll down to the designated form you need.
Video 	Videos provide a short brief on specific benefit. Videos are based on the Benefit you selected and will play until you close out Video. You can watch video many times
Links 	Links will bring you to a website not managed by GRB Platform such as FEDVIP, OPM and Medicare.

GRB Platform Main Screen



- From the main screen, you can access individual benefit tiles to:
 - View your current enrollment (FEHB, FEGLI, and TSP/TSP Catch-Up)
 - Make transactions
 - Access calculators
 - Complete forms
- To exit the GRB Platform application, click “Logout” at the bottom right-hand corner of the main screen

Submitting a Transaction

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

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

Next > Cancel

Submitting a Transaction

- Once all prompts are answered, review and submit your transaction
- You will receive a transaction number for all pending transactions
- To print your election, click the "Print Transaction Form" icon

Submit a FEHB Transaction - Review & Submit

Transaction Summary

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

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

I acknowledge and wish to submit this transaction:

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: Employee

[Print Transaction Form:](#)

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

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

Your Federal Benefits

Benefits Available to Federal Employees

- **Life Insurance (FEGLI)**
- **Health Insurance (FEHB) – includes Premium Conversion (PC)**
- **Thrift Savings Plan (TSP)**
- **Long Term Care Insurance (FLTCIP)**
- **Federal Employees Dental and Vision Program (FEDVIP)**
- **Flexible Spending Accounts (FSA)**



Department of the Navy Civilian Benefits Center

Information for Newly Hired Employees on Appointments Entitled to Benefits

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

Timeframes for Benefit Elections

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

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

Your Federal Benefits

Federal Employees' Group Life Insurance (FEGLI)

- New employees are automatically enrolled in Basic life insurance.
- Optional insurance coverage is *not* automatic.
- Must have Basic coverage to be eligible for Optional insurance.
- 60 days to sign up as a new employee for any Optional life insurance and is effective the date you submit the election.
- Failure to elect during the 60 days is the same as having waived optional insurance.
- May be eligible to carry into retirement.

Your Federal Benefits

Basic Life Insurance

- Annual basic pay, rounded to the next higher \$1,000, plus \$2,000 (Ex: \$34,500 ABP: $\$35,000 + \$2,000 = \$37,000$)
- Extra Benefit to employees under age 45, at no additional cost
 - Doubles the amount of Basic insurance payable if you die when you are age 35 or younger
 - Decreases 10% each year until there is no Extra Benefit if you die at age 45 or older
- Government pays 1/3 of premium, employee pays 2/3
- Cost determined by amount of insurance @ 0.15 per \$1,000
(Ex: $.15 \times 37 = \$5.55$ per pay period)

Check out this link to access a Life Insurance Overview Flyer:

<https://www.opm.gov/healthcare-insurance/flyers/life-insurance-overview.pdf>

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 (2020 Open Season: begins November 11 and ends December 9, 2019).
- Enroll, change plans, or change options.
- Elections become effective the first day of the first full pay period in January.

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

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

Your Federal Benefits

FEHB Premium Conversion

- **“Pre-tax” arrangement:** Health insurance premiums are automatically withheld before taxes. If you pay premiums pre-tax:
 - You cannot cancel your insurance or change your family enrollment to self-only enrollment at any time.
 - Your earnings reported to the SSA will be less, which may result in a somewhat lower Social Security benefit when you retire.
 - You cannot deduct health insurance premiums as itemized medical deductions.

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

Your Federal Benefits

Thrift Savings Plan - TSP

➤ TSP offers two tax treatments for employees:

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

Your Federal Benefits

Thrift Savings Plan (TSP)

- Retirement savings and investment plan for Federal employees, much like 401(k) plans.
- **Effective 01 Oct 2020, the automatic enrollment for Traditional TSP will for new hires will be change from 3% to 5% of basic pay.**
- Can elect to contribute both ROTH and Traditional at any time (no open season) up to the IRS Elective Deferral Limit (\$19,500 for 2020) – use GRB to elect to contribute
- Make your fund allocations using the [TSP website](#) or the Thriftline at 1-877-968-3778.
- For new participants, contributions are automatically placed in a Life Cycle (L) fund until you receive your TSP account information and submit your contribution allocation.
- L funds are investment mixes that are tailored to meet investment objectives based on various [time horizons](#) or target retirement date.

Your Federal Benefits

Don't Miss Out On "FREE MONEY"

➤ Agency Automatic Contributions (AAC)

- FERS employees are immediately eligible for AAC 1%.
- Equal to 1% of your basic pay and is paid whether or not you contribute your own money.

➤ Agency Matching Contributions

- Agency matches up to 4% on your contributions.
- Applies to the first 5% you contribute: your contributions are matched dollar-for-dollar for the first 3%, and 50 cents on the dollar for the next 2%.

➤ Contribute at least 5% as soon as you are able.

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

➤ Agency contributions are always tax deferred.

Your Federal Benefits

- 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 (\$19,500 for 2020) and does not affect the contribution limit if you have a Roth IRA (\$6,000 in 2020).

Your Federal Benefits

Can TSP Roth Benefit You?

- Everyone's situation is different. It is recommended you consult with a financial advisor to determine if Roth TSP should be part of your financial plan.
- Could be more beneficial for younger employees because contributions are taxed at the current lower rate and will avoid paying taxes later at an expected higher rate.
- Will allow for tax diversification and may see an advantage in making after-tax contributions in order to have tax-free withdrawals in retirement.

Your Federal Benefits

Additional Features of the TSP

- Roth TSP contributions will be invested in the same fund allocation as Traditional TSP contributions.
- Loans from your own contributions and attributable earnings while you are in Federal service.
- Traditional and Roth Catch-up contributions for participants age 50 or older (\$6,500 for 2020).
- In-service withdrawals for financial hardship or after you reach age 59½.
- Portable benefits and a choice of withdrawal options after you separate from Federal service.

Your Federal Benefits

Long Term Care (LTC) Insurance

- Enroll directly with Long Term Care Partners, not on GRB.
- Reimbursement for costs of care if unable to perform at least two 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.
- Open Season: November/December timeframe
- To enroll: www.ltcfeds.com or call 800-582-3337

Your Federal Benefits

Federal Employees Dental and Vision Insurance Program (FEDVIP)

- Supplemental insurance coverage.
- No government contribution to the premiums; however, premiums are paid on a pre-tax basis.
- If you are in a position that conveys eligibility for FEHB coverage, you are eligible for this program.
- 60 days from date of appointment to elect and do not have to elect an FEHB plan.
- Dental and vision are separate; can enroll in one or both.
- To enroll: www.benefeds.com
- You CANNOT enroll in FEDVIP through the GRB Platform.

Your Federal Benefits

Dental and Vision

- Enrollment Options:
 - Self only
 - Self plus one
 - Self and family
- Enrollment carries over from year to year.
- You may enroll, change plans or cancel during the annual Federal Benefits Open Season or if you experience certain qualifying life events. Open Season: November/December timeframe

Vision

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

Your Federal Benefits

Flexible Spending Accounts (FSA)

- Pay for eligible out-of-pocket health and dependent care expenses with pre-tax dollars. The average tax savings for a person earning \$50,000 who contributes \$2,000 into an FSA account is approximately \$600. That means you get \$2,000 worth of health care purchasing power PLUS pay about \$600 LESS in Federal taxes.
- 60 days from entry on duty, or until October 1 to elect. Open Season: November/December timeframe
- If hired on or after October 1, you must wait to elect during the annual Federal Benefits Open season for the following plan year.
- The minimum election for all accounts is just \$100 and carryover has been adopted for health care and limited expense health care FSAs
- Three types of FSAs:
 - Health Care Flexible Spending Account (HCFSA): \$2,650 maximum annual contribution
 - Limited Expense Health Care Flexible Spending Account (LEX HCFSA): \$2,650 maximum annual contribution
 - Dependent Care Flexible Spending Account (DCFSA): maximum annual contribution - \$2,500 if married filing separately OR \$5,000 if single/head of household or married filing jointly

Your Federal Benefits

Flexible Spending Accounts (FSA)

- You must enroll in FSAs for 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 DCFSA funds will be lost.
 - Up to \$500 in unspent funds under HCFSA and LEX FSA will be carried over into the next plan year, if you have re-enrolled.
- Benefit Period is from January 1 to March 15 of the following year, during which eligible expenses can be incurred and reimbursed.
- Last day to submit claims for the 2018 Benefit Period is April 30, 2019.

Flexible Spending Accounts (FSA)

- To enroll in FSAFEDS:
<https://www.fsafeds.com/GEM/> or call 877-372-3337
- You CANNOT enroll in FSAFEDS through the GRB Platform.

Your Federal Benefits

Retirement Coverage

- **CSRS:** Permanent employees hired before 1984
- **CSRS OFFSET:** CSRS employees rehired on or after 1 January 1984 with a break in CSRS coverage of more than 365 days and who have at least 5 years of creditable civilian service by the end of 1986
- **FERS:** Most employees who were hired in the Federal government after 31 December 1983
- **FERS-RAE:** Most employees hired in the Federal government after 01 January 2013
- **FERS-FRAE:** Most employees hired in the Federal government after 01 January 2014

Your Federal Benefits

CSRS/CSRS Offset Eligibility to Retire

- **Must meet minimum age with years of creditable service for Optional Retirement**
- **Must have at least 5 years of creditable civilian service**

Age	Service
62	5 years
60	20 years
55	30 years

Your Federal Benefits

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

Three Components of FERS/FERS-RAE:

- **Basic Benefit Plan:** You automatically participate; most employees contribute 0.80% of earnings out of each paycheck if hired before 01/01/2013. If hired on or after 01/01/2013, most employees contribute 3.1%. If hired on or after 01/01/2014, most employees contribute 4.4% annually.
- **TSP:** You decide how much of your pay to put in your account (up to the allowable limits) and how to invest it.
- **Social Security:** You automatically contribute 6.2% of your earnings Social Security and 1.45% to Medicare.

Your Federal Benefits

FERS Eligibility to Retire

- **Must meet Minimum Retirement Age (MRA) with years of creditable service for Optional Retirement**
- **Must have at least 5 years of creditable civilian service**

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

***MRA -Minimum Retirement Age**

Your Federal Benefits

FERS Minimum Retirement Age

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

Your Federal Benefits

Service Credit Deposits

Three types of service credit deposits:

➤ **Military Service (Called “Military Deposit”)**

Allows you to buy Active Duty or ACDUTRA (including Reservists).

Must be paid before retirement.

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

- RI 20-97, Estimated Earnings request—send to Branch of Service to request estimated earnings
- Application to Make Military Deposit
- Documentation is necessary for periods requesting military deposit—including ALL DD214s or orders.

Your Federal Benefits

- Temporary Service (Called “deposit”)

Allows you to buy civilian federal service under FICA.

NOTE: Only service before 01/01/89 can be bought under FERS.

- Refunded Service (Called “redeposit”)

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

- Paying a deposit or redeposit is not mandatory.

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

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

Your Federal Benefits

Designation of Beneficiaries

- **Outlines your desire to have your benefits paid out in a particular way upon your death.**
- **Cannot change Designation of Beneficiaries via GRB.**
- **Access the forms on the CBC page, print them, sign in presence of two witnesses, keep a copy and mail to CBC.**
- **Benefits for which you can designate a beneficiary: Life Insurance, Unpaid Compensation, Thrift Savings Plan, Retirement and Federal Employees' Compensation Act Death Gratuity Payment.**

Beneficiary Forms:

- **SF 1152 (Unpaid Comp)**
- **SF 2823 (FEGLI)**
- **SF 3102 (FERS)**
- **TSP 3 (TSP)**

Your Federal Benefits

Order of Precedence

- If there is no designated beneficiary, to your widow or widower.
- If none, to your child or children in equal shares - share of any deceased child is distributed among that child's descendants.
- If none, to your parents in equal shares or the entire amount to your surviving parent.
- If none, to the executor or administrator of your estate.
- If none, to your next of kin under the laws of the State where you lived at the time of your death.

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

Your Federal Benefits

To Designate or Not

- If the order of precedence meets your needs, you don't need to do anything.
- If you wish to name a person or persons not included in the order of precedence, or in a different order, you will need to complete a form.
- If you complete forms, it is your responsibility to keep them up-to-date and reflecting your current wishes.
- Life events (e.g., marriage, divorce, death, etc.) may be a good time to evaluate your needs for designation of beneficiary forms.

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

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

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

Your Federal Benefits

QUESTIONS???



Questions

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



Telework Program

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

LER Branch, Code 1014

Larry Tarasek
Technical Director (Acting), NSWCCD

Telework Enhancement Act of 2010

- Requires agencies to establish policy under which eligible employees may be authorized to telework without diminishing employee performance or agency operations
- Required authorized teleworkers to enter into a written agreement with an agency manager

OPM Guide to Telework in the Federal Government

- Outlines telework information to assist Federal Agencies, managers and supervisors and other staff responsible for implementing telework and supervising employees
- Equips employees to better understand the day-to-day aspects of telework as a workplace flexibility



Telework Policies

DoDI 1035.01

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

SECNAVINST 12271.1 w/CH-01

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

NAVSEAINST 12620.1B

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

CARDEROCKDIVINST 12620.1 (currently in draft)

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

Telework Defined



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



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



Examples of alternate worksites:

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

Types of Telework

Regular and Recurring

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

Type hour code “TW”.

Situational / Ad Hoc

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

Type hour code “TS”.

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

Telework Eligibility

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

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

Position Ineligibility

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

Employee Ineligibility

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

Individual Suitability

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

Suitable

- Employees who occupy eligible positions and exhibit suitable work performance/conduct
- Employees who possess a working familiarity with their organizations
- Arrangement is feasible for individual and organizational performance.

Not Suitable

- Employees whose performance or conduct warrants closer supervisory direction than telework may provide
- Employees recently assigned or newly appointed to trainee or entry level positions
- Probationary/trial employees



Closure/Dismissal Situations & Duty Hours

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

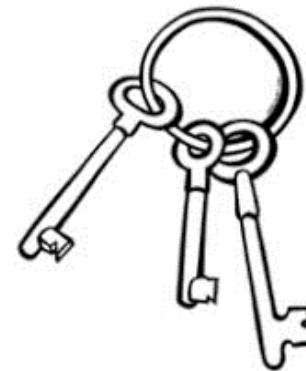
All teleworkers are required to work during dismissal and closure situations. Plan to be telework-ready when severe weather is forecast.

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

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

Keys to Success

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



Keys to Success

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

Complete
Required Training
TWMS-OCHR-
EMP1

Read Policies &
Procedures

Ensure you
acknowledge
terms and
conditions of the
agreement



Recording Telework Hours

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

Record Time - SAP NetWeaver Portal - Windows Internet Explorer
https://ep.navy.mil/irj/portal

Welcome Richard W Ramsey

NAVY ERP

Home | Access Enforcer | Employee Self-Service | Training | Manager Self-Service

Overview | Employee Search | Time Management | Addresses | Individual Development

Record Time

Time Sheet: Data Entry View

Menu | Back | Save | Cancel | Exit | System | Long Text | Check Entries | Target Hours | Insert Row | Delete Line | Copy Row | Additional Fields

Personnel Number: 50234 RICHARD W RAMSEY Cost Ctr: 240VJH0000

Data Entry Period: 11/25/2012 - 12/01/2012

Worklist

Rec. Ctr	Receiver WBS element	Network	Act...	SOP	Notes
240VJH0000	OG-000332.0103				SEA 10 Civilian Labor

Data Entry Area

Send. C.Ctr	ActTyp	Rec. C.Ctr	Receiver WBS element	Network	Act...	SOP	Al	Prem	Shift	Night	Injury Nu...	Total	11/25	11/26
												63	9	
												25	0	
240VJH0000	DR0001	240VJH0000	OG-000332.0103				RG					17		
							LS					8		

Data entry view | Release view | Variable view | Entry 1 of 4

RP3 | nerp619

Done

Trusted sites | Protected Mode: Off | 146%

10:22 11/28/2012

Insert time code in "Premium Number" Column

**"TW" Regular & Recurring
"TS" Situational**

Requesting Telework

1. Log in to the Total Workforce Management System (TWMS) at <https://twms.navy.mil/selfservice/login.asp>
2. Complete Telework Training for DON Employees (TWMS-OCHR-EMP1)
3. Create your telework request in TWMS:
The request will automatically be sent to your immediate supervisor for approval.

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

Questions and Assistance



Point of Contact:

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

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



Payroll & Time and Attendance ***New Hire Information***

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

LER, Code 0132

Larry Tarasek
Technical Director (Acting), NSWCCD

TIME AND ATTENDANCE

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

LOCUS (Leave Overtime/Comptime User System)



https://waw.kypt.nmci.navy.mil/IPADSLogin/Login.aspx?returnURL=%2fUW%2fHome.aspx



IPADS Login Form



WARNING:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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

Privacy Act Information:

Privacy Act sensitive materials contained herein. Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties. When accessing and/or printing Personal Identity Information (PII), safeguard all information and documents. Misuse or mishandling of such information is prohibited in accordance with the Privacy Act of 1974.

Fraudulent Access:

18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

User account name: ralph.miller
User account is enabled.

You will be logged into the application using this user account. If this is not correct please contact the [IPADS Admin](#) and request to have the client certificate mapping for this account removed.

Press a button to accept the DOD terms of service and login using the above account.

OK

LOCUS (Leave Overtime/Comptime User System)

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

NAVSEA UW-IPADS UW Home Page **Ralph Miller**
Home | About | 18:40

Home Applications Commands Create User Reports Help What's New Log Off

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 Location
Location: Not Applicable

Job title:

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

Find User

☐ Include Inactive Users
☐ Display All Accounts

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 [REDACTED] Cost Ctr 86C0101300

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

Worklist

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

Work Schedules and Work Week

Standard Business Hours = 0530-1900

Core Hours = 0930-1430

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

Flexible Work Schedules (FWS)

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

Holiday Leave (LH)

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

Work Schedule Agreement (WSA)

Work Schedule Agreement					
Employee Name (L, F, MI)		Shop/Code		SSN (Last 4 digits)	
<input type="text"/>		<input type="text"/>		XXXX-XX- <input type="text"/>	
Effective Date of Schedule (Beginning of a payperiod-Sunday)			Full Time or Part Time		
<input type="text"/>			<input type="text"/>		
AWS Code (please check)			Fixed Arrival Time (AWS 1 & 6)		
<div><input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 6</div>			<input type="text"/>		
<small>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.</small>					
TOUR OF DUTY					
	Mon	Tue	Wed	Thurs	Fri
WK 1 (Hours) (if applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wk 2 (Hours) (if applicable)	<input type="text"/>	<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		Maximum daily regular hours allowed			
<input type="text"/>		<input type="text"/>			
Last date of AWS schedule change		Number of allowable non-work days per Pay Period			
<input type="text"/>		<input type="text"/>			
EMPLOYEE (Signature)		TELEPHONE NUMBER		DATE SIGNED	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
SUPERVISOR NAME		TELEPHONE NUMBER		DATE SIGNED	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
SUPERVISOR (Signature)					
<input type="text"/>					

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974

Court Leave/Military Leave/Advanced Leave

- **Court Leave (LC)**- To be granted court leave, an employee must submit leave request prior to the beginning date of service. At conclusion of service, the original certificate of attendance must be submitted to Payroll Office. Failure to do so could cause debt or mandatory “repayment” of hours.
- **Military Leave (LM)**- Employee should apply for military leave as far in advance as possible, attaching a copy of orders to 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)
- **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.

Travel and Government Travel Charge Card (GTCC)30

- New Employees will need to contact the Travel Office to set up DTS accounts
- **New Employees should apply for GTCC ASAP, preferably within the first pay period**
- Transferring Employees will need to stop by Travel Office to ensure you are under the NSWCCD Hierarchy
- If you have a GTCC, please ensure that it is valid and on file with Travel Office.
- Please contact Travel Office BEFORE your first travel!!!!

Employee Services Division: Payroll & Travel



Employee Services Division Head

Kristy Ross – 301-227-1134, kristina.ross@navy.mil

•Payroll Office:

- Ralph Miller – 301-227-1513, ralph.miller@navy.mil
- Theophile Alexandre – 301-227-2416, theophile.g.alexandr@navy.mil
- Marlene Witmer – 301-227-3140, marlene.witmer@navy.mil

•Travel Office:

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

•Government Travel Charge Card:

- Brittany Payne – 301-227-4298, brittany.b.payne1@navy.mil
- Lyniqua O'Bryan (Nikki) – 301-227-3150, lyniqua.obryan@navy.mil

Located in Complex P at the Tennis Courts

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 (Acting), NSWCCD

Individuals with Disabilities & Reasonable Accommodations

OUR MISSION

- ❖ **Service the Carderock Command at all levels**
- ❖ **Process Discrimination Complaints for civilians (current and former employees, applicants)**
- ❖ **Oversee and ensure that:**
 - ❖ The workforce reflects the nation's diversity
 - ❖ The workplace is free of discrimination and harassment

WHAT IS EEO?

❖ Equal Employment Opportunity

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



OUR PROGRAMS

- ❖ **Title VII Complaints Processing/Counseling**
- ❖ **Alternative Dispute Resolution (ADR) – Mediation**
- ❖ **Affirmative Employment Program (MD-715)**
- ❖ **Special Emphasis Programs**
 - ❖ African American Employment Program, Federal Women's Employment Program, Asian/Pacific American Employment Program, Hispanic Employment Program, Individuals with Disabilities Employment Program, American Indian/Alaska Native Employment Program
- ❖ **Reasonable Accommodations Program**
- ❖ **Workforce Recruitment Program**

EEO - Title VII Complaints Process

Title VII Complaints Process

BASIS FOR COMPLAINTS

❖ Race

❖ National Origin

❖ Color

❖ Religion

❖ Sex

❖ Age

❖ Reprisal (prior EEO activity)

❖ Disability

❖ Genetics

Civil Rights Act of 1964
Title VII

Equal Pay Act of 1963

Age Discrimination in
Employment Act of 1967

The Rehabilitation Act of 1973
(Sections 501 and 505)

Americans with Disabilities Act
Amendments Act of 2008

Genetic Information
Nondiscrimination Act of 2008

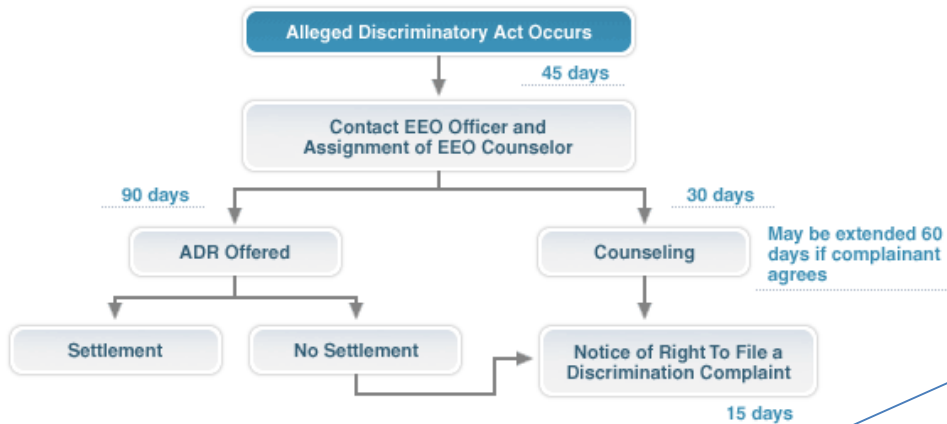
COMPLAINT PROCESS

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

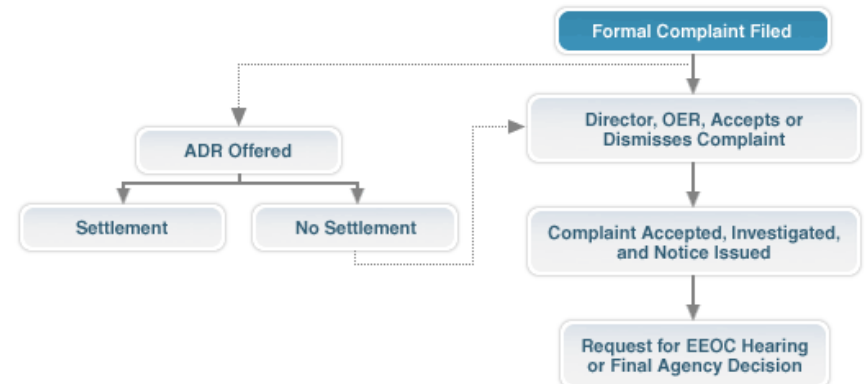


COMPLAINT PROCESS

Informal Stage of the EEO Complaint Process



Formal Stage of the EEO Complaint Process



ALTERNATIVE DISPUTE RESOLUTION

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

Administrative Dispute Resolution Act of 1996



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

DISABILITY

❖ Three-part definition:

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



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

REASONABLE ACCOMMODATIONS

What is a reasonable accommodation?

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

❖ Reasonable accommodations are modifications or adjustments for:

- ❖ **Job application process** (large print or Braille)
- ❖ Performing the **essential functions** of the job (interpreters, readers, computer software/hardware)
- ❖ **Removing physical barriers** to enable employees with disabilities to enjoy equal benefits and privileges (office, cafeteria, etc. that comply with Federal Accessibility Standards)

REASONABLE ACCOMMODATIONS (CONT'D)

Who can request a reasonable accommodation?

- ❖ An 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 requested?

- ❖ A request does not have to be in writing
- ❖ There are no magic words – plain English, the words ‘reasonable accommodation’ need not be used

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



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



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

Decision NOT to Accommodate

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

Denials of RA Requests

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

POINTS TO REMEMBER

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

BACKUP SLIDES

EEO POLICIES

- ❖ **Equal Employment Opportunity Policy Statement**
- ❖ **Prevention of Sexual/Non-sexual Harassment**
- ❖ **Reasonable Accommodations**
- ❖ **Alternative Dispute Resolutions (ADR) Process**

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

TRAINING WE PROVIDE

- ❖ **Special Emphasis Program Training**
- ❖ **No Fear Act**
- ❖ **Title VII Complaints Process**
- ❖ **Reasonable Accommodations**
- ❖ **Ongoing training pertaining to Diversity/Cultural Awareness**

We also provide initiatives such as:

- ❖ **Organizational Climate Surveys**
- ❖ **Sensing Sessions**
- ❖ **Large Group Facilitations**
- ❖ **Support for Diversity Observances**

COMPLAINT PROCESS - INFORMAL

Informal Stage

Aggrieved files pre-complaint
within
45 calendar days of alleged
incident

Counseling

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

Mediation

If mediation is accepted:

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

COMPLAINT PROCESS - FORMAL

Formal Stage

- ❖ Formal Complaint filed (within **15 calendar days**)
- ❖ Decision by EEO Officer to accept or dismiss issues for investigation after legal review
 - ❖ NOTE: EEO Officer does not determine merit on whether or not discrimination occurred
- ❖ Investigation
- ❖ Post-Investigative Notice of Options
- ❖ Appeal to EEOC
- ❖ File Civil Action – US District Court

Equal Employment Opportunity Commission
(EEOC) Administrative Judge

Final Agency Decision (FAD)

MEDIATION

- ❖ **Mediation in the EEO Process – Title VII Basis included**
- ❖ **Mediation in Non-EEO or Workplace Conflicts – No Title VII Basis included**
 - ❖ Same process – 4 or 5 basic stages
 - ❖ Same benefit – less time and less cost involved

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

What happens once an RA request is made?

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

EEO, Diversity and Inclusion Office

Building 42, Suite 200 (Second Floor)

Wanda Jimenez-Barkdoll

DDEEO, Diversity and Inclusion

301-227-0090

Reasonable Accommodation Coordinator

301-227-0090

Christina Suggs

Complaints Program Coordinator/Acting, Affirmative Employment Program Manager

301-227-8989

Rebekah Knodel

Team Lead Sign Language Interpreter

301-227-4049

Paris McTizic / Jethro Griffin

Sign Language Interpreters

301-227-2450

Questions?



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

Front Office

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

Questions

LUNCHTIME

LUNCH
(return at 1300)

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



New Hires / Employee Initial Safety Brief

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

Occupational Safety and Health Branch

Lawrence Tarasek
Technical Director, NSWCCD

Our Goal

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

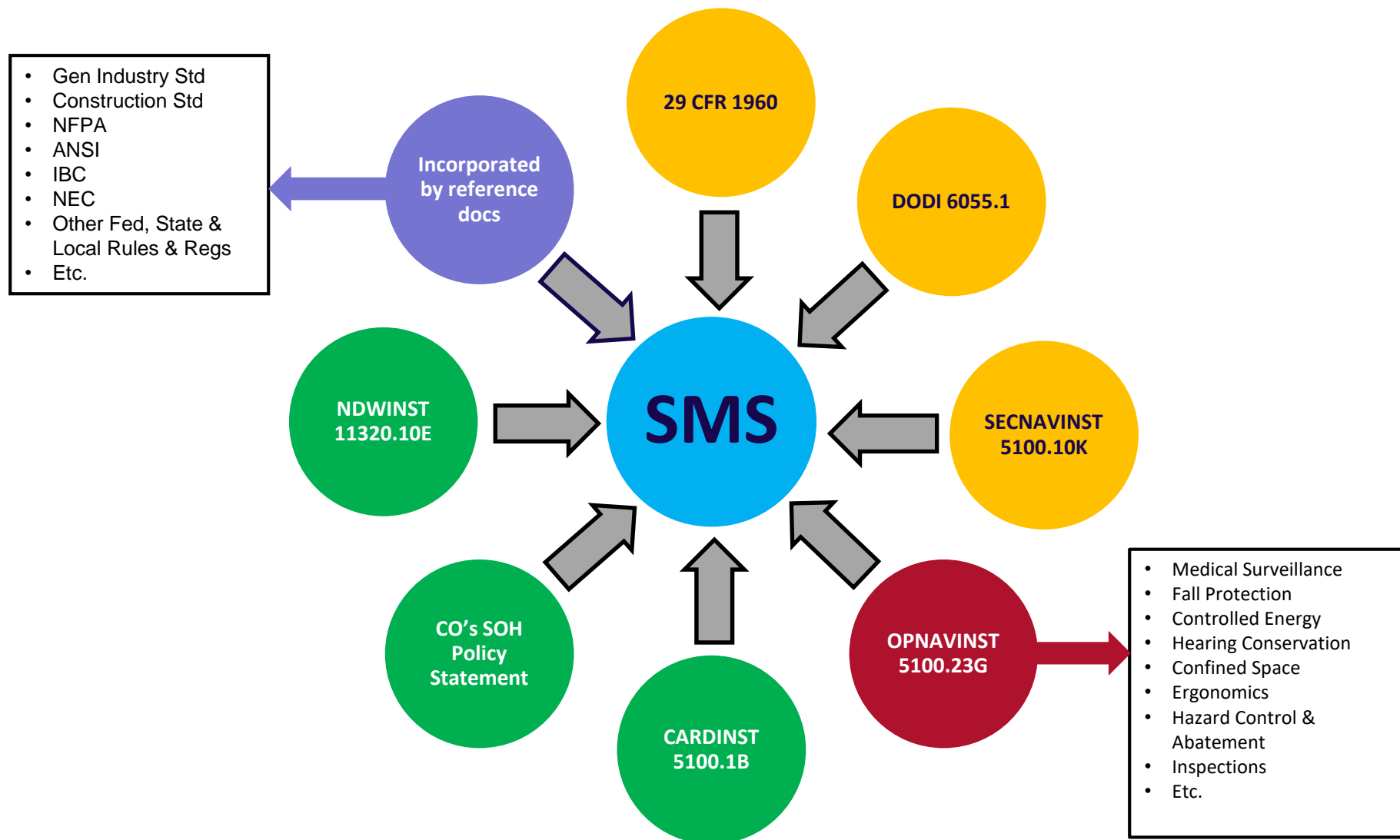


Introduction (Con't)

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



NSWCCD Safety Management System (SMS)



Initial Safety Training

- Must be trained to the hazards and controls in your work area
- After this initial familiarization your supervisor:
 - Provides/assigns specific training applicable to your job position
 - duty tasks
 - general safety required by all
 - OJT and other training based on resources available in the work area
 - May include Tier 1 Ship/Sub (Subsafe) requirements
- Once you acquire your CAC
 - Log into ESAMS and complete web based safety training (procedure included in your packet)
- Do not feel compelled/pressured to do anything you've not been trained on or feel uncomfortable/unsafe doing

OSH Act

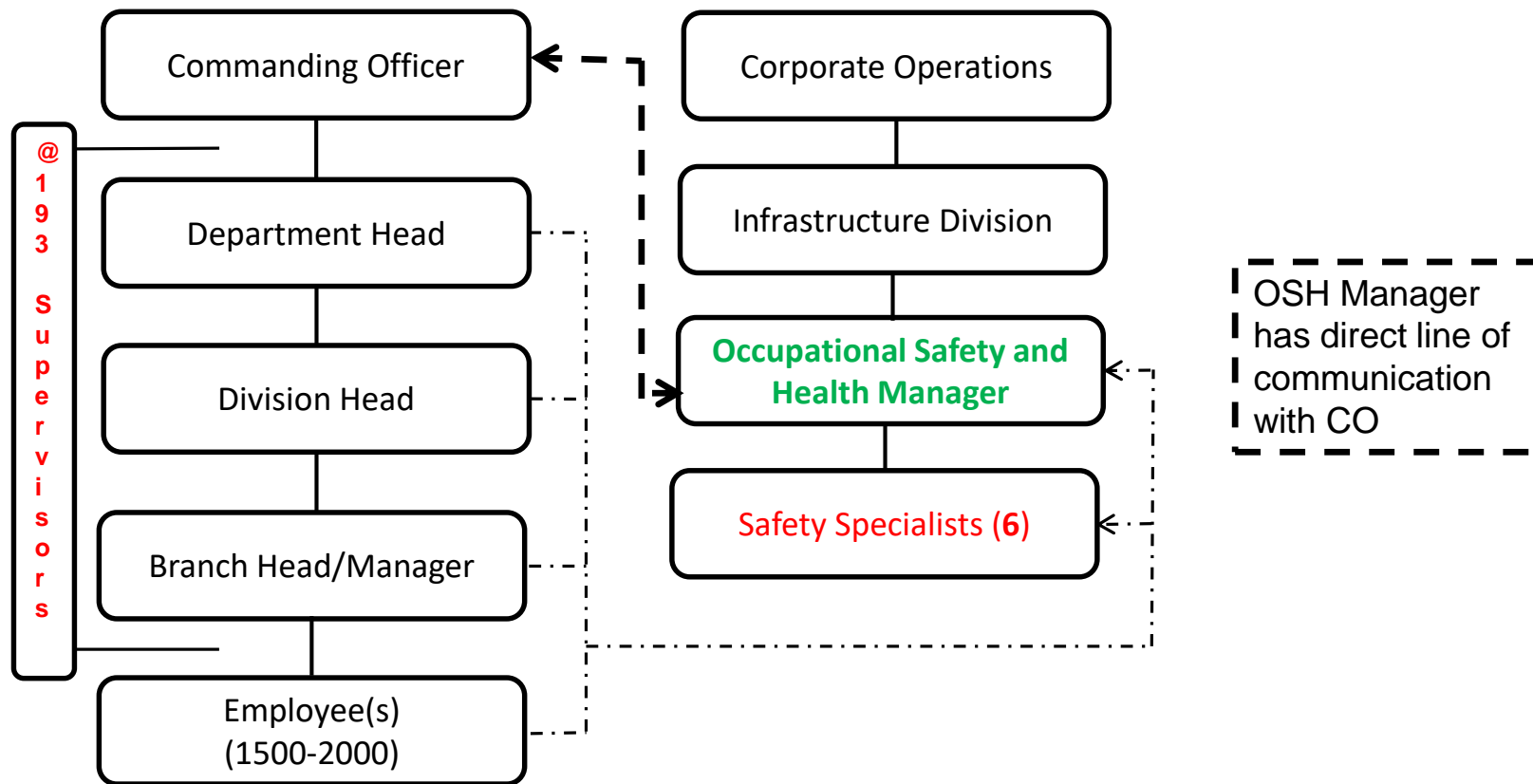


- OSH Act signed by Nixon in 1970
 - Requires all employers to provide a safe and healthful workplace by:
 - Encouraging employers and employees to reduce workplace hazards through hazard recognition and mitigation
 - Providing education and training
 - Providing worksite evaluations
 - Informing employees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

Roles and Responsibilities

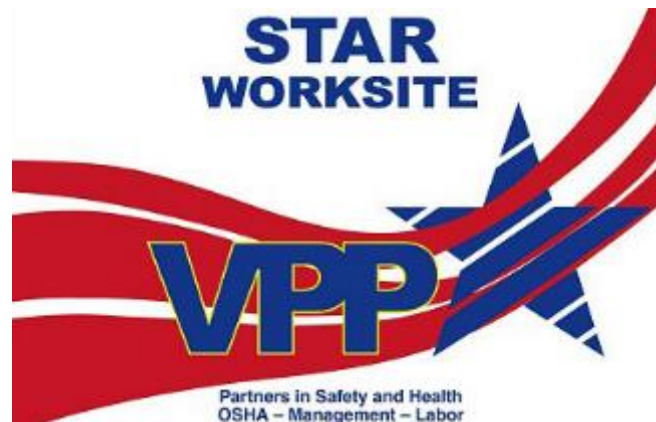
- Supervisors and line management are responsible for the safety of their employees/workers.
 - Safety specialists are the COs technical experts on safety related matters
- Each of you is personally responsible to:
 - Work safely to help reduce unsafe/unhealthful working conditions, including unsafe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

Safety Responsibility/Accountability Organization Chart



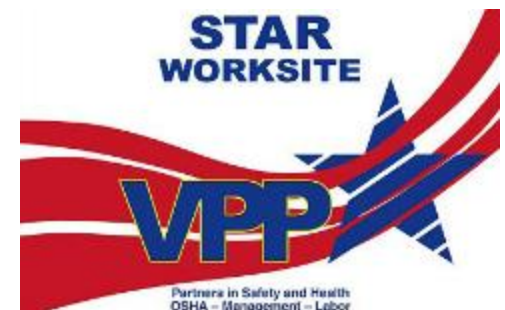
Voluntary Protection Programs (VPP)

- **VPP is OSHA's recognition program for sites having an effective SMS.**
 - Highest safety award the US Government can bestow on a worksite.
 - Significant achievement - we are 1 of approx. 2300 worksites out of over 8 million worksites in the U.S.
 - Recertified VPP Star worksite November 2018

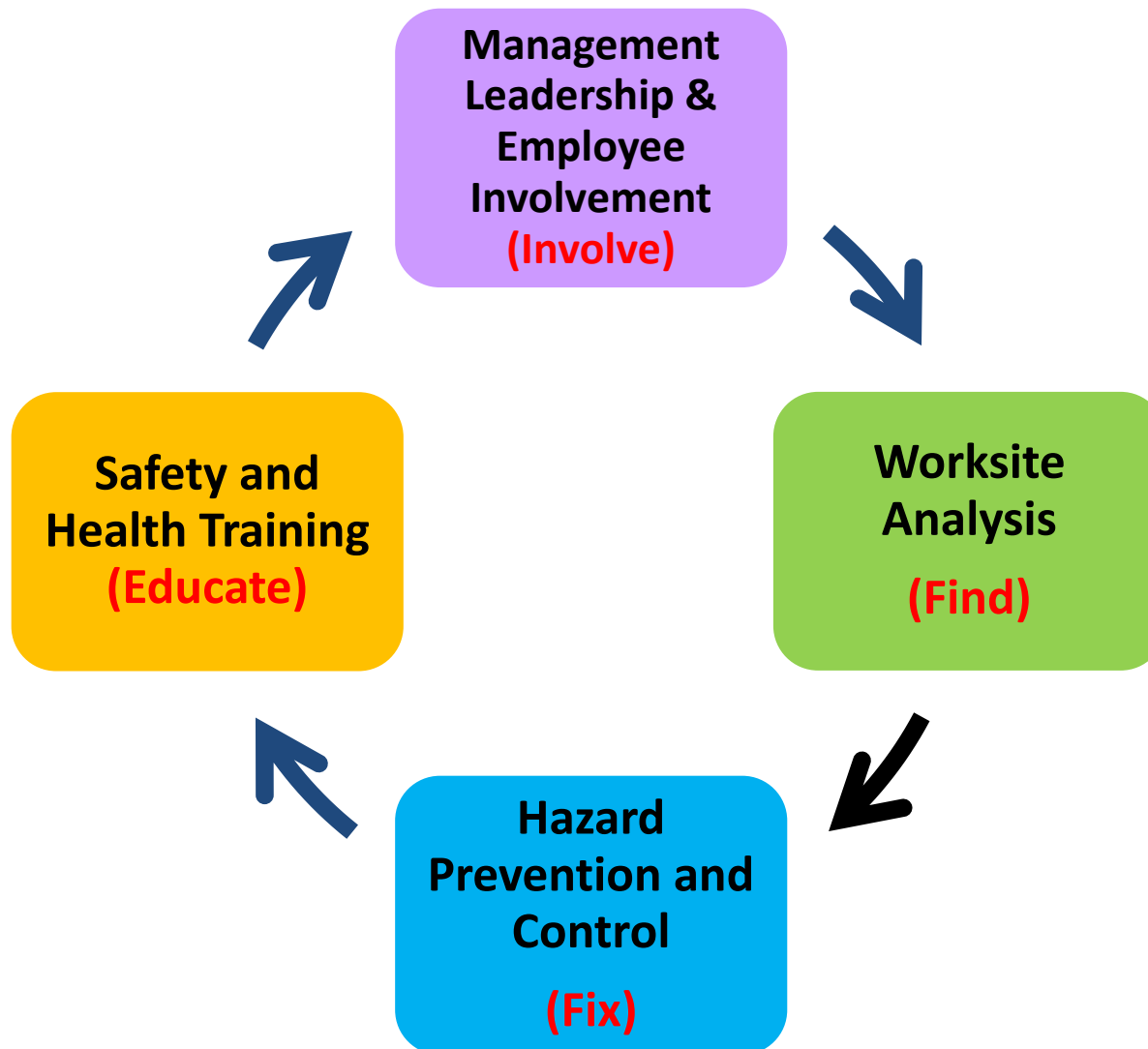


Voluntary Protection Programs (VPP) (Con't)

- **Three voluntary protection programs**
 - **Site Based** (defined specific geographic location)
 - Mobile Workforce (majority of workforce is vehicle based, does not work in a stationary office)
 - Corporate (main office or HQ)
- **Two recognition levels for the programs**
 - **Star** (meets or exceeds all program requirements)
 - Merit (minor tweaks needed to meet the program requirements)



Four Elements of VPP



How Are We Assessed

Document Review

Written Programs

Supporting Documents

Interviews

Formal

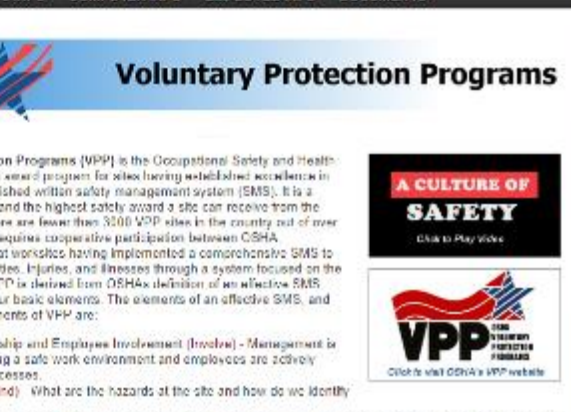
Informal

Observation

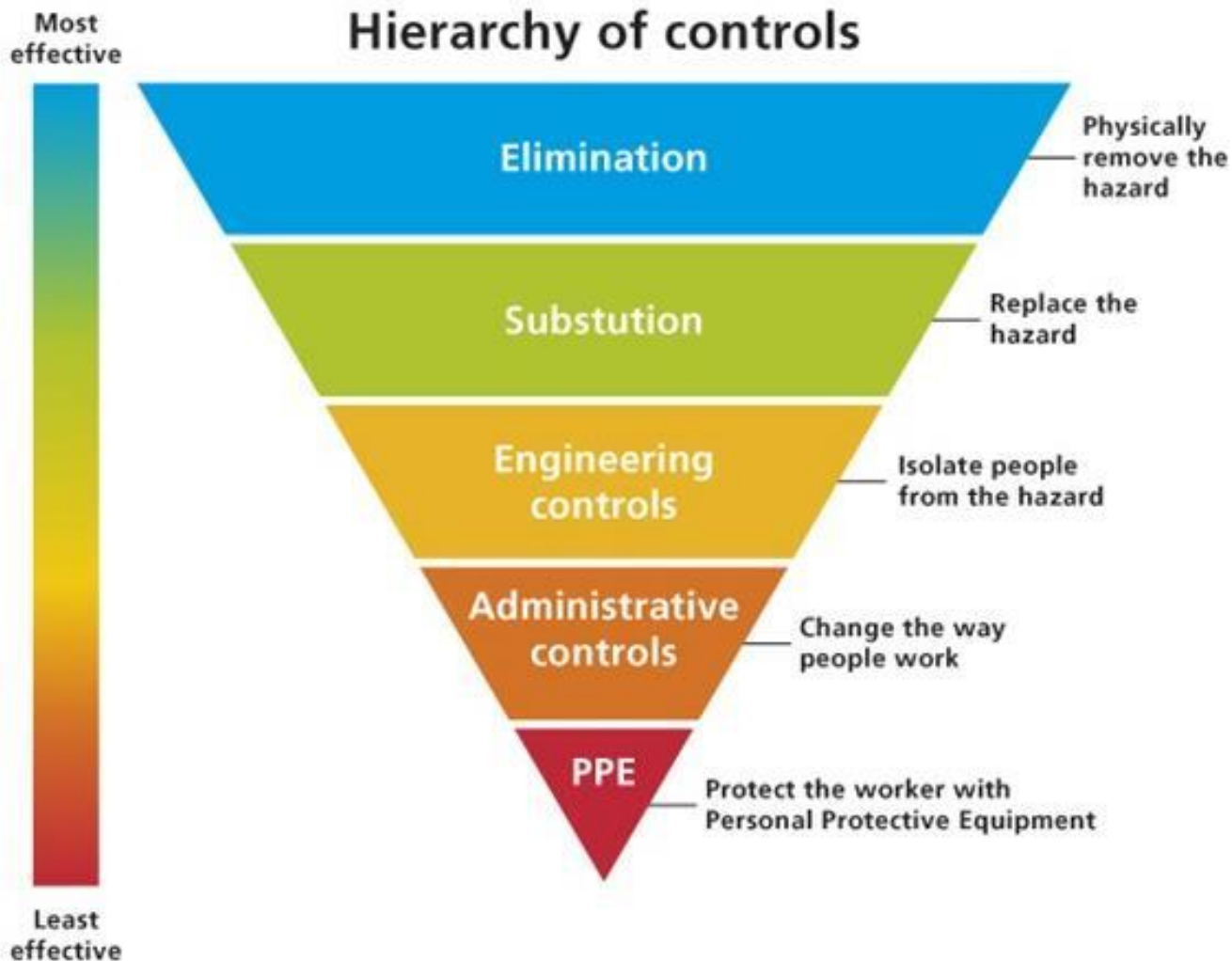
Work Spaces

Non-Classified Operations

NSWCCD VPP Website



Hierarchy of Hazard Controls



PPE

- Rx safety eyewear vendors – onsite monthly
- Footwear vendors - quarterly



PPE (Con't)

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



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

Control Programs

- CPR/First Aid/AED

- 50 AEDs on site



- Fire Drills

- Traffic

- Comply with all local and state laws as well as posted speed limits
 - Give way to emergency vehicles
 - Do not stop on barriers at gate
 - Pedestrians in cross walks have right of way
 - Make sure driver sees you



- Winter weather - walking on icy sidewalks, or driving on snow covered roads. (slips, trips and falls)

Review Handout

Shoreside or Shipboard Pocket Safety Guide

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

HAZMAT/HAZCOM

- All employees who work with hazardous materials (HAZMAT) shall receive training before working with any hazardous material per the hazardous communication (HAZCOM) standard 29 CFR 1910.1200.
 - Initial HAZCOM training via ESAMS and as directed by supervisor based on job tasks.
 - Covers changes implemented by Globally Harmonized System.
 - Revised labeling and SDS (8 to 16 sections, pictograms).



Safety Data Sheet (SDS)

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

WD-40
WD-40 COMPANY
Safety Data Sheet

1 - Identification

Product Name: WD-40 Multi-Use Product Aerosol
NOT FOR SALE IN CALIFORNIA

Product Use: Lubricant, Penetrant, Drives Out Moisture, Removes and Protects Surfaces From Corrosion

Restrictions on Use: None Identified

SDS Date Of Preparation: 07/03/2014

Manufacturer: WD-40 Company
Address: 1061 Cadamy Place (90111)
P.O. Box 46637
San Diego, California, USA
92136-4667

Telephone:
Emergency only: 1-888-324-7546 (PROSAR)
Information: 1-888-324-7566
Chemical Spills: 1-800-425-8330 (Chemtel)
1-702-637-3087 (International Calls)

2 - Hazards Identification

Hazards GHS/GHS Classification:
Flammable Aerosol Category 1
Gas Under Pressure: Compressed Gas
Aquatic Toxicity Category 1

Note: This product is a consumer product and is labeled in accordance with the US Consumer Product Safety Commission regulations which take precedence over OSHA Hazard Communication labeling. The actual consumer label will not include the label elements below. The labeling below applies to industrial/professional products.

Label Elements:

FLAMMABLE **COMPRESSED GAS** **TOXIC**

DANGER:
Extremely Flammable Aerosol.
Contains gas under pressure; may explode if heated.
May be fatal if swallowed and enters airways.

Prevention:
Keep away from heat, sparks, open flames, hot surfaces – No smoking.
Do not spray on an open flame or other ignition source.
Pressurized container: Do not pierce or burn, even after use.

Response:
IF SWALLOWED: Immediately call a POISON CENTER or physician. Do NOT induce vomiting.

Storage:
Store locked up.
Protect from sunlight. Do not expose to temperatures exceeding 54°C/122°F. Store in a well-ventilated place.

Disposal:
Dispose of contents and container in accordance with local and national regulations.

3 - Composition/Information on Ingredients

Ingredient	CAS #	Weight Percent	US Hazards 2012 GHS Classification
Aliphatic Hydrocarbon	84742-27-6	45-55	Flammable Liquid Category 2

Page 1 of 3

SAFETY DATA SHEETS ELEMENTS

1. IDENTIFICATION
Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

2. HAZARD(S) IDENTIFICATION
Includes all hazards regarding the chemical; required label elements.

3. COMPOSITION / INGREDIENT INFORMATION
Includes information on chemical ingredients; trade secret claims.

4. FIRST-AID MEASURES
Includes important symptoms / effect, acute delayed; required treatment.

5. FIRE-FIGHTING MEASURES
Lists suitable extinguishing techniques, equipment; chemical hazards from fire.

6. ACCIDENTAL RELEASE MEASURES
Lists emergency procedures; protective equipment, proper methods of containment and cleanup.

7. HANDLING AND STORAGE
Lists precautions for safe handling and storage, including incompatibilities.

8. EXPOSURE CONTROL / PERSONAL PROTECTION
Lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPEs).

9. PHYSICAL & CHEMICAL PROPERTIES
Lists the chemical characteristics.

10. STABILITY & REACTIVITY
Lists chemical stability and possibility of hazardous reactions.

11. TOXICOLOGICAL INFORMATION
Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

12. ECOLOGICAL INFORMATION
Includes ecotoxicity, persistence and degradability; bio accumulative potential and mobility in the soil.

13. DISPOSAL CONSIDERATION
Describes waste residues and information on their safe handling and methods of disposal, including the disposal of contaminated packaging.

14. TRANSPORT INFORMATION
Includes UN number and proper shipping name; transport hazard class(es); packaging group; environment hazards.

15. REGULATORY INFORMATION
Includes safety, health and environmental regulations specific for the product.

16. OTHER INFORMATION As needed.
Recorder: GHS-19604 www.ComplianceSigns.com



Report Hazards

See Something, DO Something!

- Report to Supervisor (follow-up) (can do anonymously)
- Unsafe/Unhealthful Form (ESAMS/Bulletin board)
- Email safetynswccd.fct@navy.mil
- Facilities Service Desk (301-227-1330)
- Notify Departmental Safety Rep/COI
- Contact Safety Branch POC

Potential Exposures

- Older buildings may have intact stable asbestos or man-made vitreous fibers (MMVF)
- If any surface is accidentally damaged/exposed (especially in old buildings):
 - Do not disturb the exposed material
 - Secure any fans/blowers/doors in the areas which may cause the material to become airborne
 - Contact your supervisor and the safety branch immediately

Occupational Health

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

Occupational Health (Con't)

• During Heat Stress Conditions

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



NAVSEA
INTRANET TOOLS BUSINESS INFO COMPUTER INFO EMPLOYEE INFO DOCUMENTS

Quick Links

- Carderock Data
- Carderock Intranet Site
- Quality Management System (QMS)
- QMS Quality Agent System (QAS)
- QMS Tools
- QMS Training
- QMS Data Analysis
- QMS Reporting
- QMS Standards
- QMS Technical Services

Employee Tools

- QMS Tools
- QMS Training
- QMS Data Analysis
- QMS Reporting
- QMS Standards
- QMS Technical Services

Announcements

- QMS Tools
- QMS Training
- QMS Data Analysis
- QMS Reporting
- QMS Standards
- QMS Technical Services

Ice Cream Social
Tuesday, May 23
Time: 1100 - 1300
FREE

From the Top

- QMS Tools
- QMS Training
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- QMS Reporting
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West Bethesda Heat Index

KNOW THE FLAG COLORS

Regulating the intensity of physical exertion in hot weather
Wet-Bulb Globe Temperature (WBGT) Index

Green	Yellow	Red	Black
80-84.9 WBGT °F	85-87.9 WBGT °F	88-89.9 WBGT °F	90 or Above WBGT °F

fusion

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fusion

Occupational Health (Con't)

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

NSWCCD EOSH - Web Access

CARDEROCK DIVISION INTRANET

Code: 00 | 01 | 02 | 10 | 60 | 70 | 80

EMPLOYEE DIRECTORY | SITE INDEX

"Where the Fleet Begins"

INTRANET TOOLS BUSINESS INFO COMPUTER INFO EMPLOYEE INFO DOCUMENTS

Quick Links

- Carderock Café
- ▶ Carderock Intranet Sites
 - DADMS & DITPR-DON
 - Division Quality Mgmt System (QMS)
 - DTS Travel
 - Maritime Technology Information Center (MTIC)
 - Mentoring Web Page
- ▶ Online Training
- OPM Data Breach
- ▶ Organizational Charts
- SharePoint Home
- Technical Services

Employee Toolbox

- ▶ Base Maps
- ▶ Communications Toolbox
- 2017 Payday & Holiday Schedule/Calendar
- ▶ Carderock Brochures
- Emergency Action Quick Reference Guide
- Photo Gallery
- ▶ Shuttle Bus & Transit Info

Check it out!

Carderock's Year in Review 2016

Click Here

1 2 3 4 5 6

Announcements

- West Bethesda - MTIC Parking Lot restriction, May 1
- West Bethesda - Carderock's Professional Societies Day, May 3
- Division - Voluntary Leave Transfer Program Update as of April 24
- West Bethesda - National Day of Prayer, May 4
- West Bethesda - Prescription safety eyewear opticians visit, May 4
- Division - Mandatory DON EEO Training Notice: Available in TWIMS or Face to Face Training (next session May 11)

More Announcements »

WAVES

Fall 2016

Wavelets

April 14, 2017

From the Top

Captain Mark Vandroff, USN
Commanding Officer

Dr. Joseph T. (Tim) Arcano, Jr.
Technical Director

Got a question or comment for leadership? Send an email to the leadership mailbox.
[Leadership Mailbox](#)

INCLEMENT WEATHER GUIDANCE

fusion

milSuite

FORCE PROTECTION CONDITION BRAVO

CLICK TO VIEW DETAILS

CARDEROCK DIVISION INTRANET

"Where the Fleet Begins"

INTRANET

Quick Links

- Carderock Café
- ▼ Command Intranet Sites
 - Board of Directors (BOD)
 - Code 00 - Division Command
 - Code 01 - Office of the Comptroller
 - Code 02 - Contracting & Acquisition Department
 - Code 10 - Operations Department
 - Code 60 - Survivability, Structures, Materials & Environmental Department
 - Code 70 - Ship Signatures Department
 - Code 80 - Naval Architecture & Engineering Department
 - Code 90 - Machinery Research & Engineering Department
 - Cyber Security Program
 - Facilities & Model Fabrication
 - Environmental & Occupational Safety & Health (EOSH) Office
 - Human Resources Office
 - Investment Portfolio
 - Naval Criminal Investigative Service (NCIS)
 - NMCI
 - Security Office

NSWCCD EOSH - Web Access (Con't)

CARDEROCK DIVISION INTRANET

NAVSEA
WARFARE CENTERS
CARDEROCK DIVISION

"Where the Fleet Begins"

Code: 00 | 01 | 02 | 10 | 50 | 70 | 80

EMPLOYEE DIRECTORY | SITE INDEX

INTRANET TOOLS | BUSINESS INFO | COMPUTER INFO | EMPLOYEE INFO | DOCUMENTS

[Intranet Home](#) |
 [Corporate Operations](#) |
 [Environmental & Occupational Safety & Health Office](#)

Environmental Management System (EMS)

HATMAT

Personal Protective Equipment (PPE)

Supervisors

Training

SEA LAPS/Property Damage/Repair Miss

Policy

Voluntary Protection Programs (VPP)

EOSH Council/Committees

Explosives Safety

Environmental Permits

Safety News

ENVIRONMENTAL

SAFETY

HEALTH

Environmental & Occupational Safety & Health (EOSH) Office

The Environmental and Occupational Safety and Health (EOSH) Office is responsible for regulatory compliance for both Environmental programs and Occupational Safety and Health programs. This office is responsible for providing assistance with and oversight of compliance with applicable environmental, occupational safety, radiation safety, and explosives safety requirements throughout the West Bethesda Site and its detachments.

The EOSH maintains personnel and offices in West Bethesda, MD, Little Creek, VA, and Dayview, ID. Program support is provided to the Carderock Division's other detachment sites through the COSI staff and resources.

Contact Information

- Safety Office
(301) 227-1510
- Environmental Office
(301) 227-1592
- [Documents & 2](#)
- [Program EXC's](#)
- West Bethesda POC's

Travelers

[Shorebirds on Shoreboard](#)
Water Safety Guide
Click to View

[Safe Loading Master List](#)

News

The Occupational Safety and Health Office (OSH) has a new centralized e-mail address: NAVWOSH.Safety.Office@navy.mil

Feel free to use it if you have general questions, suggestion, feedback, are submitting medical surveillance documentation (be sure to mark messages and attachments appropriately), need ESHMS help, etc. We look forward to hearing from you.

POC is OSH Branch Head Andrea Gagnacova at agagnacova@navy.mil or 301 227 3044

Useful Links

- Check Authorized Use List (AUL)
- Disposal of Hazardous Waste (including behavior)
- SDS or MSDS (Need to know 21 NC)
- BSNMB
- On Line Safety Training
- OSHA Standards
- Report Unhealthy/Unsanitary Working Conditions (OSAWC)
- Report Unhealthy/Unsanitary Working Conditions (Form) **(WARNING: It is an imminent danger situation or exists. Immediately contact your supervisor, or call the OSH Office at 227-1510)**

Instructions & Documents

- Occupational Safety & Health Policy Statement
- Inspection of Potentially Hazardous Buildings
- CARDEROCK DIVISION 5100.1A
- NAVWOSH/SDS 5100.140
- NAVWOSH/SDS 5100.140 (OH 1)
- NAVOSH 5100.220 (OH 1)
- Procurement Authorization (PAC)
- Recycling
- Walter Reed National Military Medical Center (WRNMMC) Industrial Hygiene

Forms

- Job Hazard Analysis (JHA) Form
- Job Hazard Analysis (JHA) Form
- JHA Development Training Presentation
- Hazard Types Example
- DS Form 2272

West Bethesda Wetlands Area

Environmental

- CO's Environmental Policy statement is in your packet.
- Federal, state and Navy environmental regulations apply on base. Do not pour anything down any drains, sinks, or on the ground.
- In case of any type of spill attempt to safely isolate/contain the spill and contact the Environmental Office (Code 1023) at (301-227-1892/1510)
- If you cannot do so safely, contact the emergency number (202- 433-3333) for proper removal/disposal. Report your installation (Carderock), building #, your name and emergency type/info.



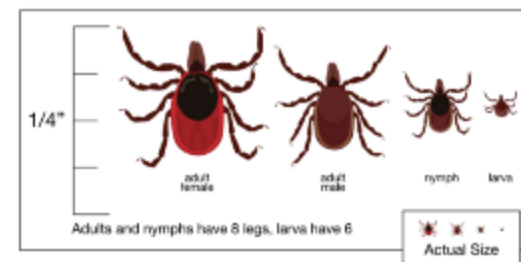
Environmental (Con't)



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



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

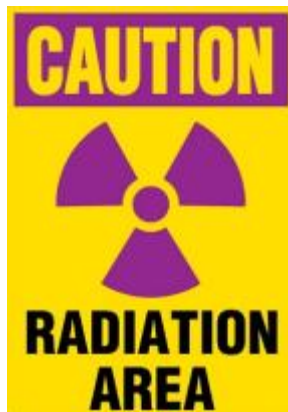


Radiation Affairs Support Program (RASP)

- Training for Members of the Public and Other Organizational Personnel Working in Proximity to RASP Controlled Areas
- Anyone not in the RASP is considered a member of the public
- Training ensures you can:
 - Recognize radiation hazard areas
 - Know what to do when you see them
 - Understand radiation dose requirements
 - Know who to contact for more information

RASP Safety Training (Con't)

- Variety of radioactive materials and radiation producing devices/sources used in support of science, engineering, R&D
 - Audits/surveys routinely conducted of operations to ensure safety of the public.
 - Personnel working in these areas are monitored by dosimeter
- Obey warning signs - Ionizing radiation warning signs have a magenta trefoil with a yellow background



Types of Radiation

- Non-ionizing radiation – lasers, radiofrequency (RF) emitters, visible light – sunlight, indoor lighting (does not change cell structure or DNA - normally not harmful)
- Ionizing radiation- radioactive sources/x-ray devices, gamma and all particle radiation from radioactive decay (may cause change to cell structure or DNA - harmful under conditions)

Radiation Dose

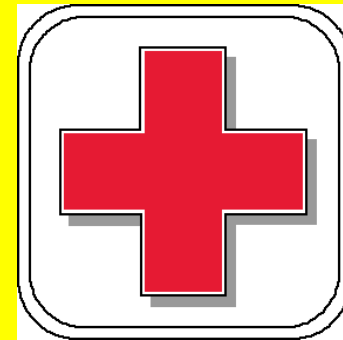
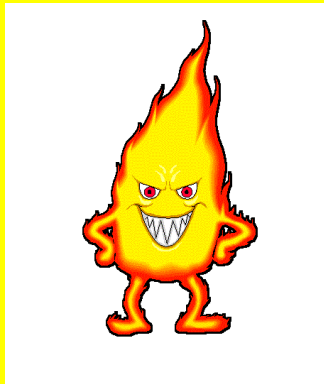
- Per NAVMED P-5055, the annual exposure limit for radiation workers is **5,000 mrem p/yr**. Per RAD-010, the Navy has further reduced the annual limit for these workers to **500 mrem p/yr**.
 - Radiation exposures which were compliant with these annual limits have been scientifically proven to cause no injuries to man.
- While working adjacent to these areas at NSWCCD your radiation dose **will not** exceed **100 mrem** in a year from RASP-controlled sources. (Equivalent to normal sunlight exposure per year)

RASP Points of Contact

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

Emergencies

To report a fire, hazardous materials spill or medical emergency call **202-433-3333** and notify your supervisor.



Our on-base Fire Department/EMT and Security services will dispatch and respond to your call.

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

YOUR Role

- **Review the handouts**
- **Comply with SMS**
- **Focus on safety**
 - Integrate safety into what you do
- **Plan to work safely**
 - Know what the risks are
- **Don't accept non-compliance as the norm**
- **Every workplace has hazards**
 - Know yours
- **Set a good example and get involved**

BREAK 2

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



Ethics Brief

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

EEO, Code 10E

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**

18 U.S.C. SECTION 208 (Financial Conflicts)

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?

251

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



An employee has a covered relationship with, for example:

- A member of the employee's household
- A relative with whom the employee has a close personal relationship
- A person for whom the employee's spouse, parent or dependent child is an employee
- Any person with whom the employee has been employed within the last year
- A person with whom the employee has a business or financial relationship
- An organization in which the employee is an active participant (e.g., committee chairperson)

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

Example 1:

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

Example 2:

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

Misuse of Position

- Use of public office for private gain.
- Endorsing any product, service, or company.
- Use of nonpublic information
- Misuse of government property or official time

Use of Public Office for Private Gain

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

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

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

- Be wary of interviews to discuss effectiveness of product
- Letters of reference are acceptable in certain circumstances
- Fundraising and official speech

Use of Non-Public Information

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

-Can you inform your organization about the Navy project?

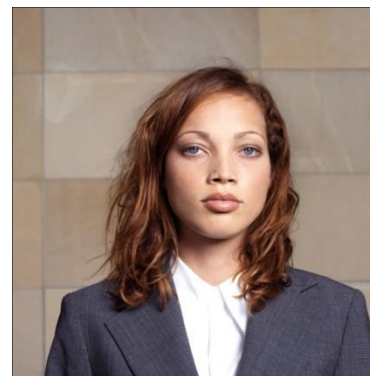


Misuse of Government Property or Official Time

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

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

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



Hatch Act

- **Applies to Executive branch employees of the Federal Govt.**
- **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.

NSWCCD Ethics Counselors



David Gattis (Deputy Counsel)	david.gattis@navy.mil
Dawn Russell	dawn.c.Russell@navy.mil
Justin Briones	justin.v.briones@navy.mil
Gail Kessler	gail.d.kessler.civ@us.navy.mil

Tel: 301-227-3566

Questions??

Remember: CYA

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



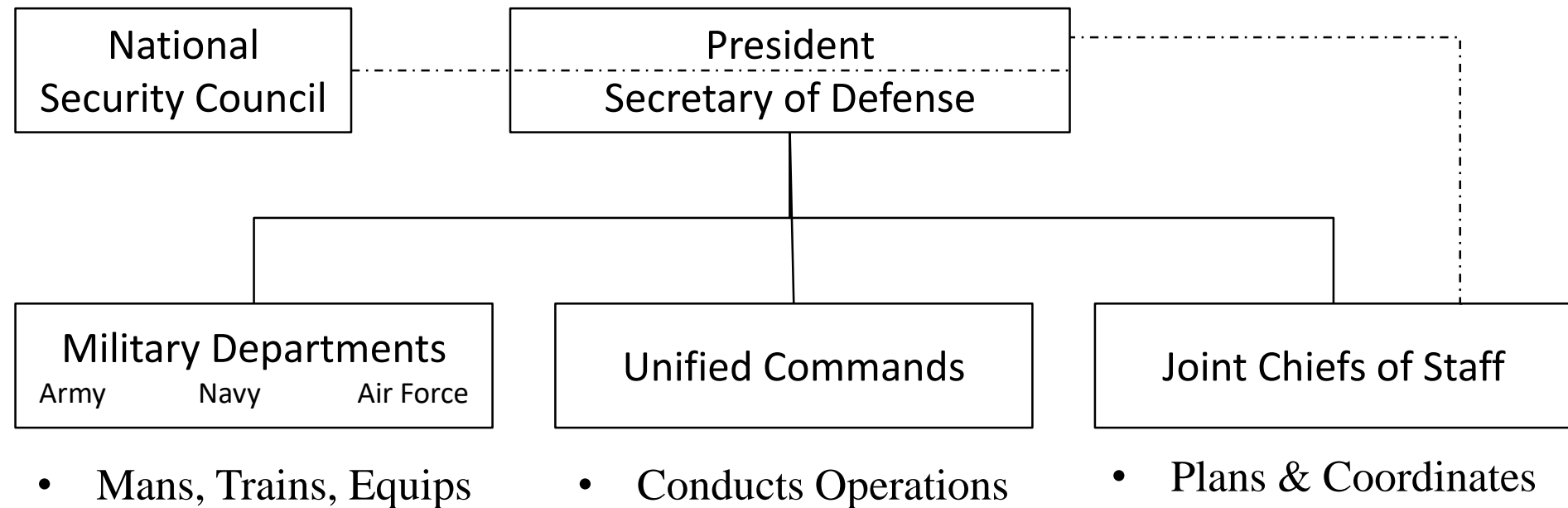
A Look From The Bridge Brief

CAPT Todd E. Hutchison
Commanding Officer, NSWCCD

Code 00E

Lawrence Tarasek
Technical Director, NSWCCD

The Defense Organization





SERIES 1107



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



Navy & Marines Today (15 Nov)



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

Deployed Ships Underway

Non-deployed Ships Underway

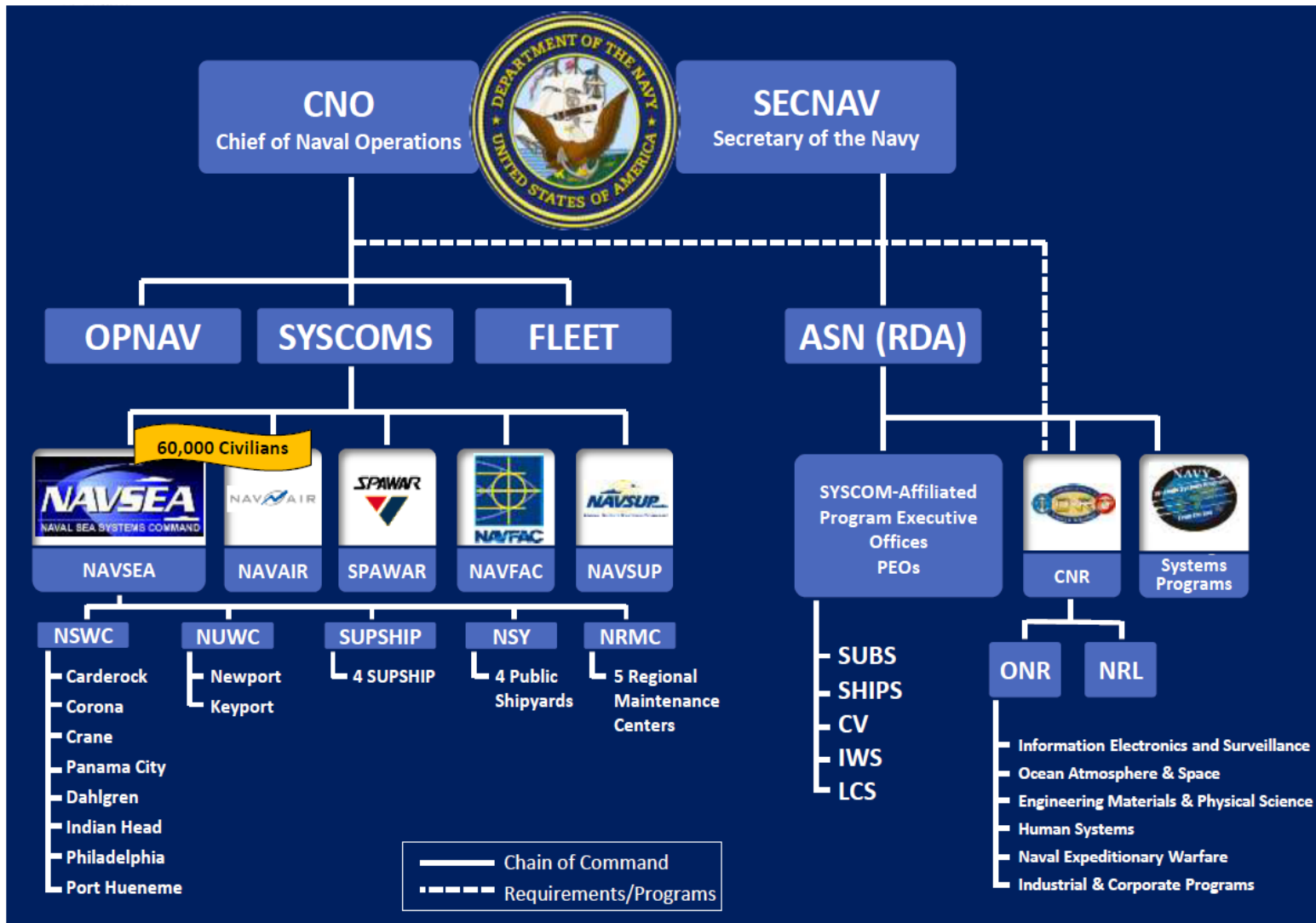
Total Ships Underway

51

27

78

Department of Navy



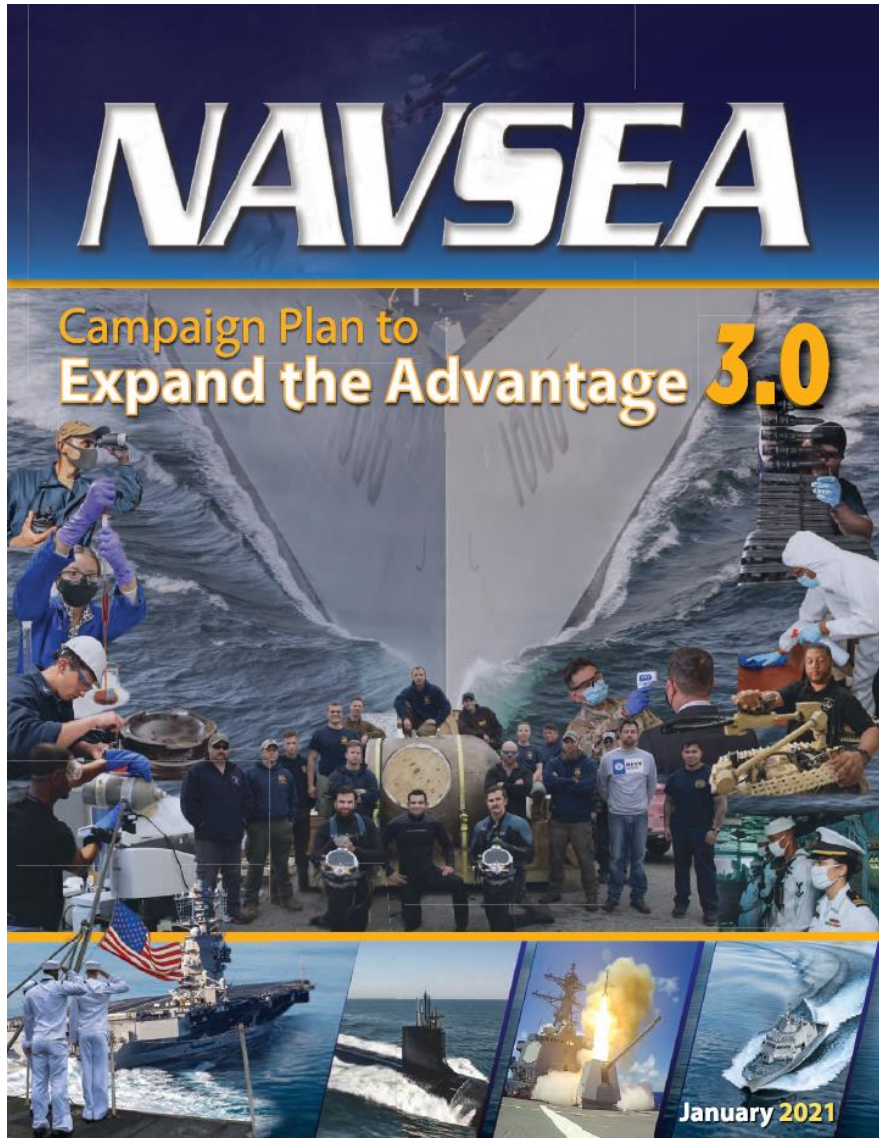
CNO NAVPLAN

CNO NAVPLAN J A N U A R Y 2 0 2 1



- The Growing Threat to American Security & Prosperity
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NAVSEA Campaign to Expand the Advantage



- Mission Priorities
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 - Transform Digital Capability
 - Build a Team to Compete and Win

Warfare Centers Technical Capabilities



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

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Research & Development (R&D)

NSWC Carderock Division

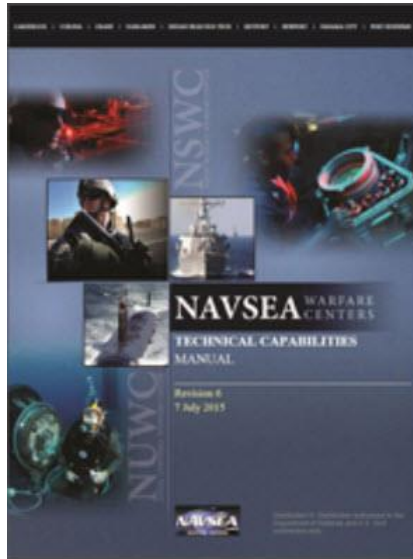
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- \$802M Total Obligation Authority
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Facilities

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

Departments

- 3 technical departments
- 3 business departments

Workforce

- 2,616 Civil Service
- 1 Military
- Education
 - 190 PhDs
 - 712 Masters
 - 1,258 Bachelors
- 97 Student Interns
- 16 Visiting Professors

Top 5 Sponsors

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

12 yrs. average service

43 yrs. average age

CIVILIAN PERSONNEL RESERVIST DUTY PROGRAM



Meredith Miller
Military Reservist Coordinator (MRC)
(215) 300-3671
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

BACK UP SLIDES

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,
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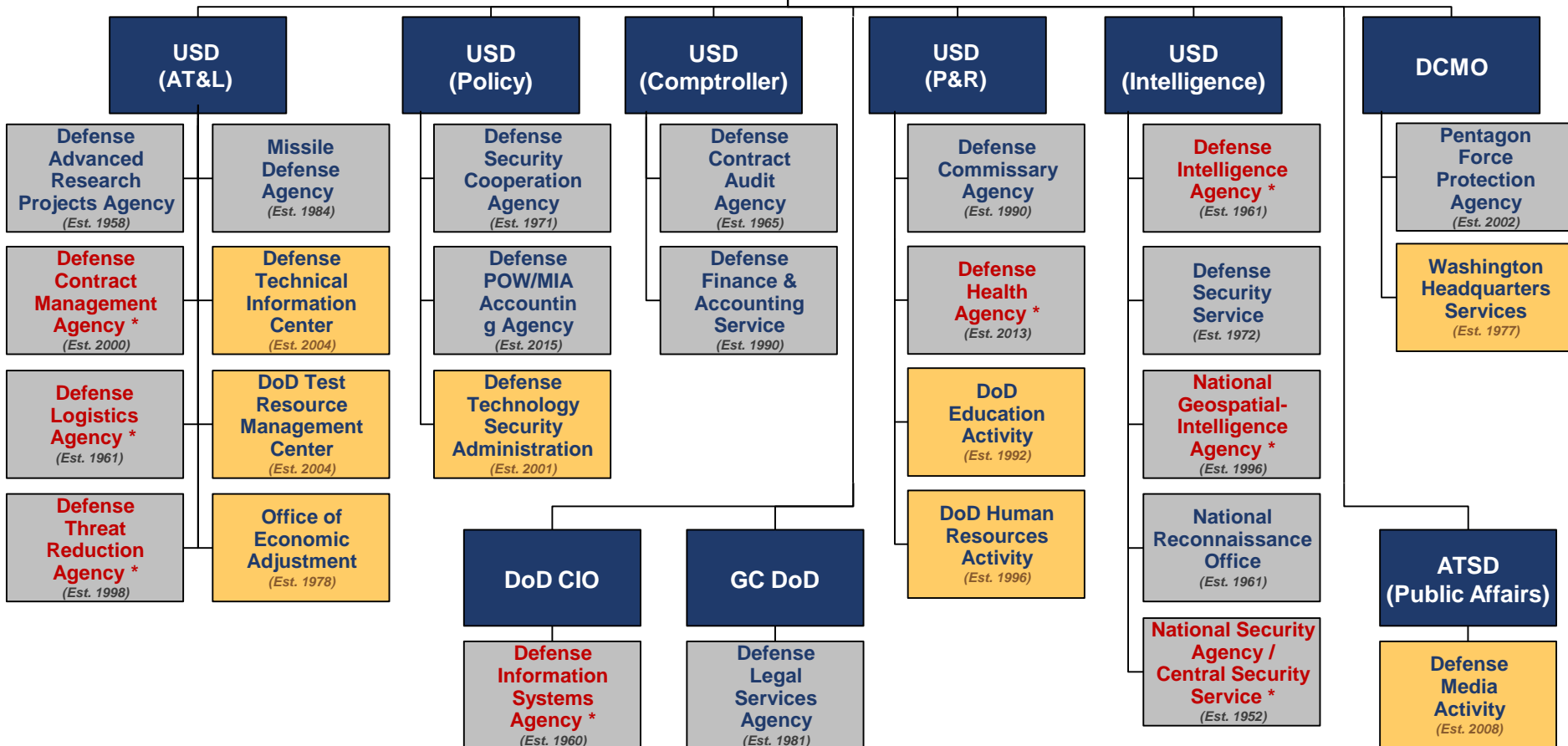
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Defense Agencies/Field Activities

Defense Agencies *
19 DoD Field Activities
Total 28

Secretary of Defense
Deputy Secretary of Defense

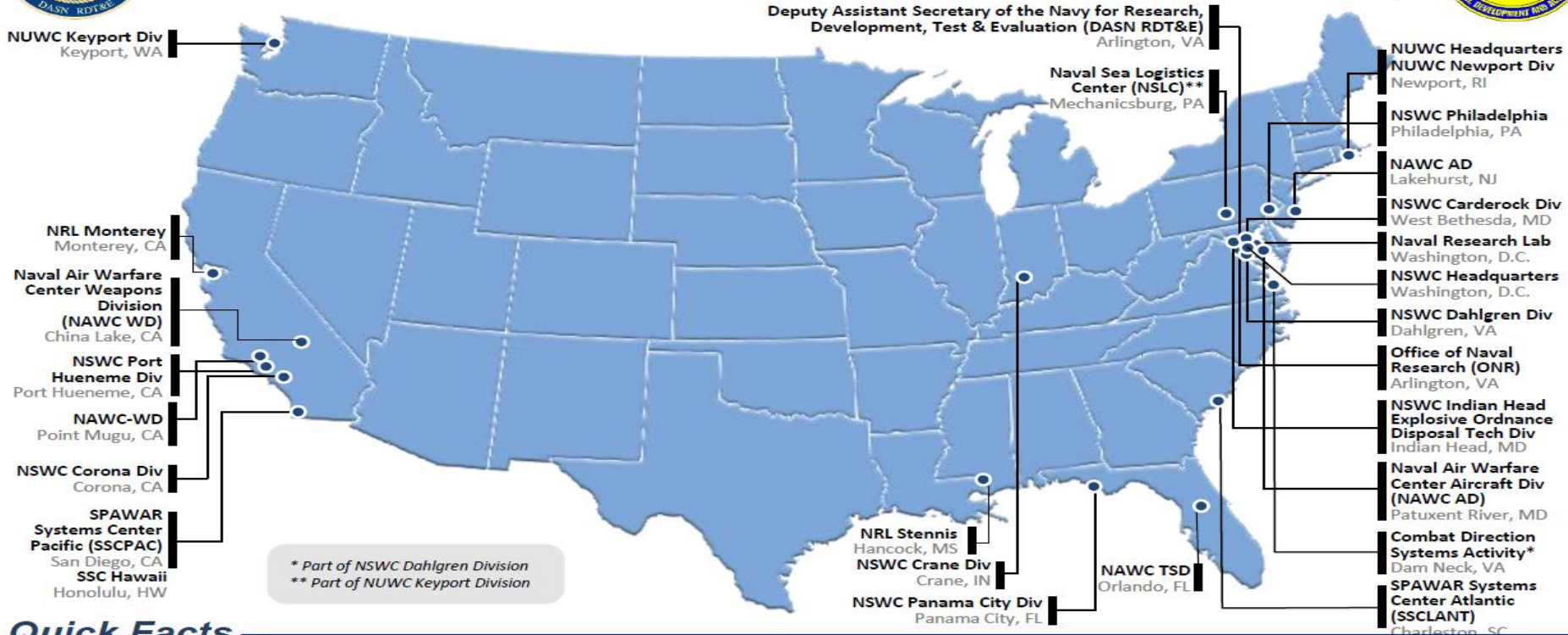


* Eight Defense Agencies are designated as **Combat Support Agencies (CSAs)**

NR&DE

UNCLASSIFIED

Naval Research & Development Establishment (NR&DE)



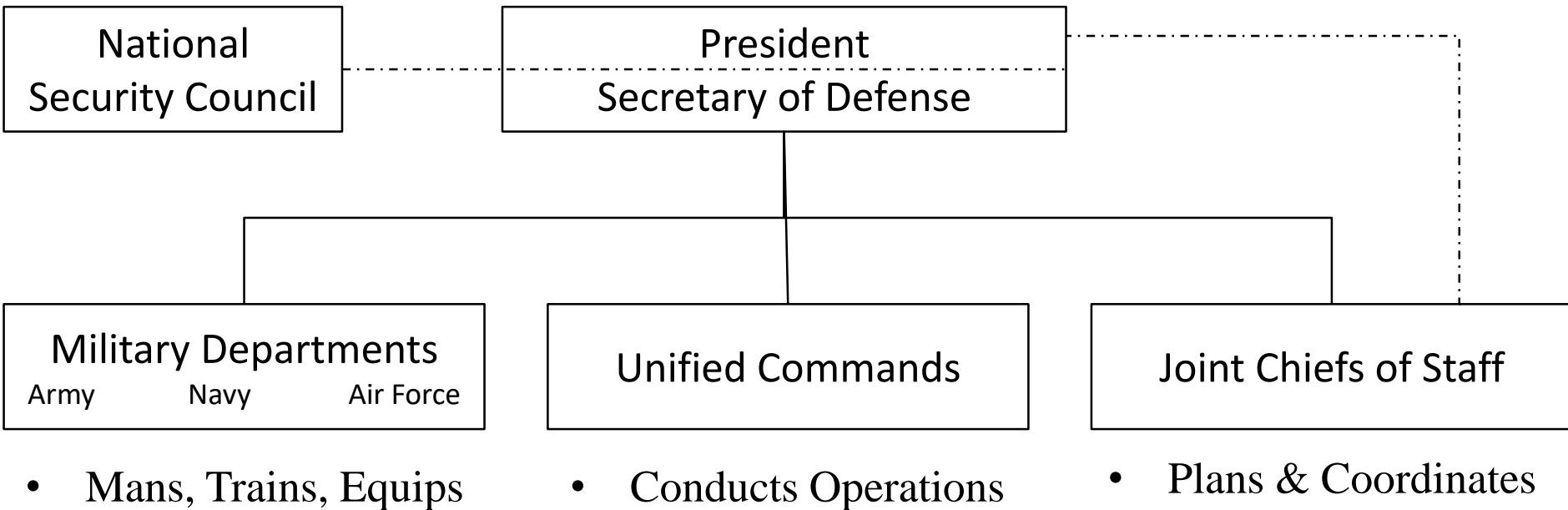
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Aggressive Research, Development, Test & Evaluation for reliable real world solutions

V. 13 July 2016

The Defense Organization



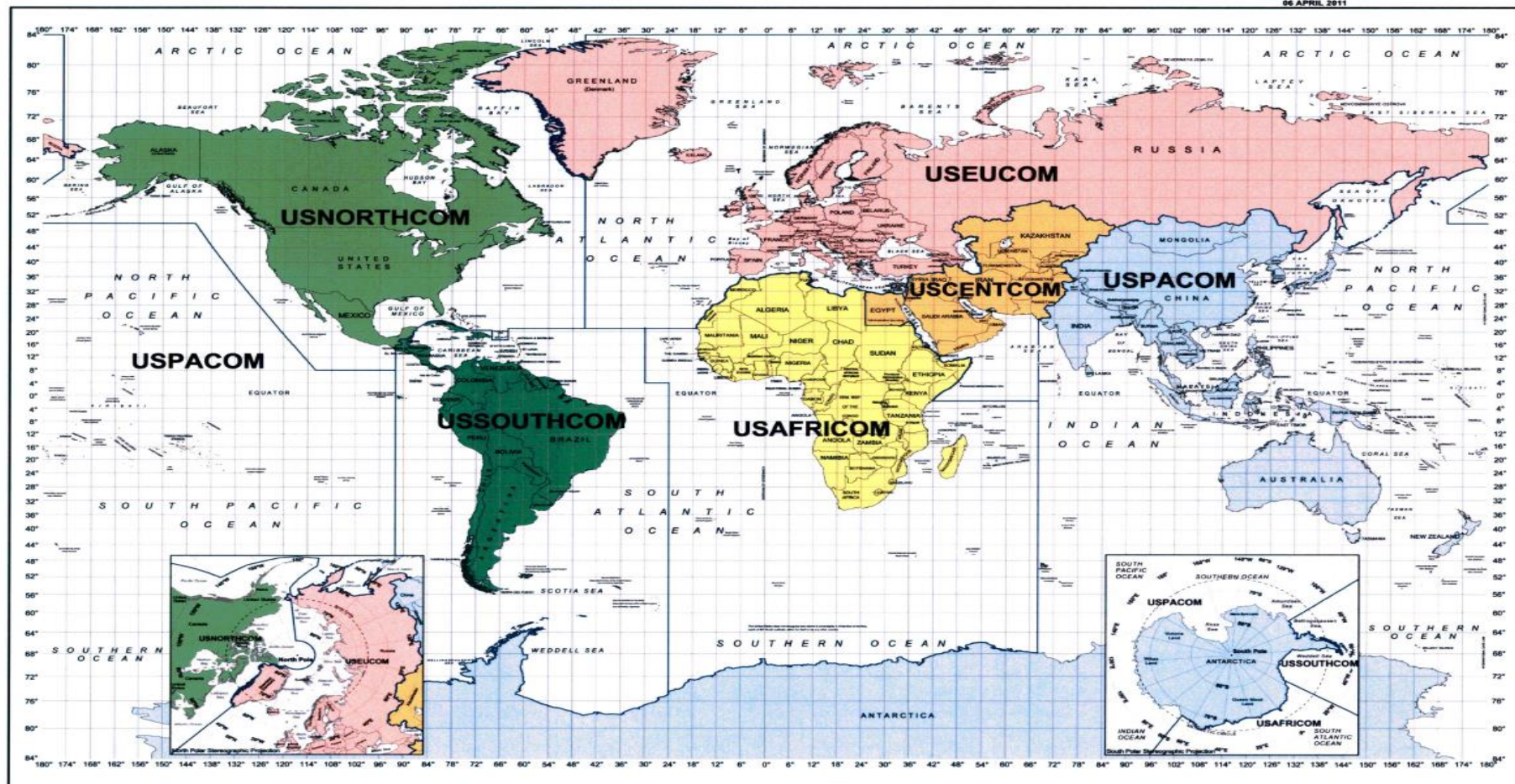
Unified Commander Area of Responsibility

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

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MAP EFFECTIVE 06 APRIL 2011

1:60,000,000
MILLER CYLINDRICAL PROJECTION

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

THE REPRESENTATION OF BOUNDARIES
IS NOT NECESSARILY AUTHORITY.

U.S Department of the Navy

Per Title 10 U.S. Code



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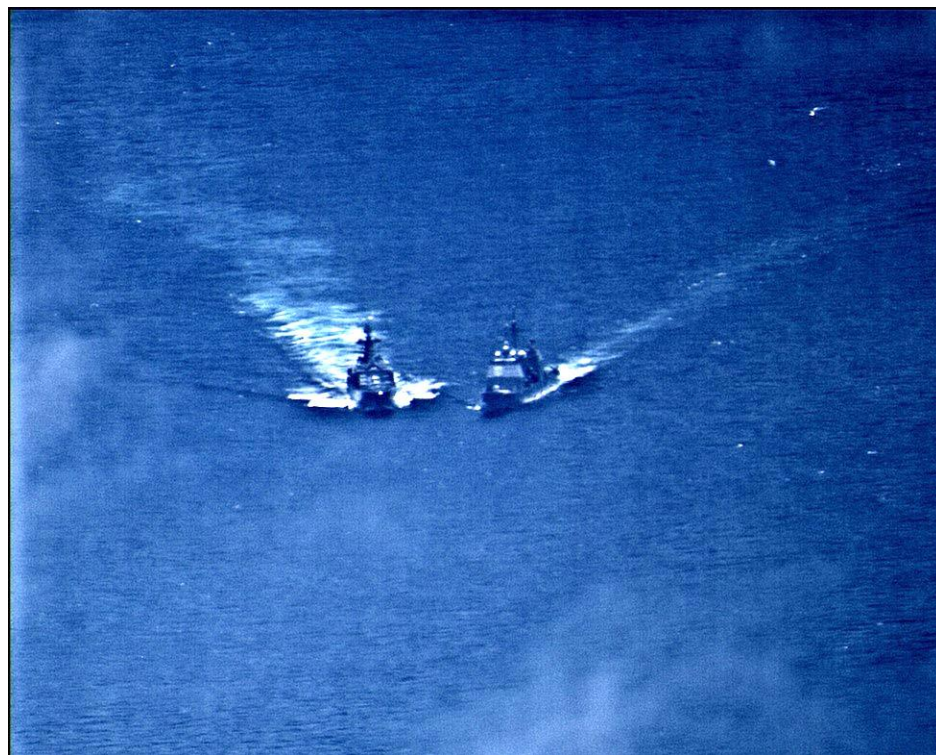


CNO
NAVPLAN
JANUARY 2021

The graphic features the text 'CNO NAVPLAN' in large, bold, white capital letters. To the right of 'CNO' is a blue and white pennant flag with three stars and the Navy seal. Below the main title, 'JANUARY 2021' is written in smaller white capital letters. The background is a dark blue, textured surface resembling water.

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Navy & Marines Today (1 Feb)

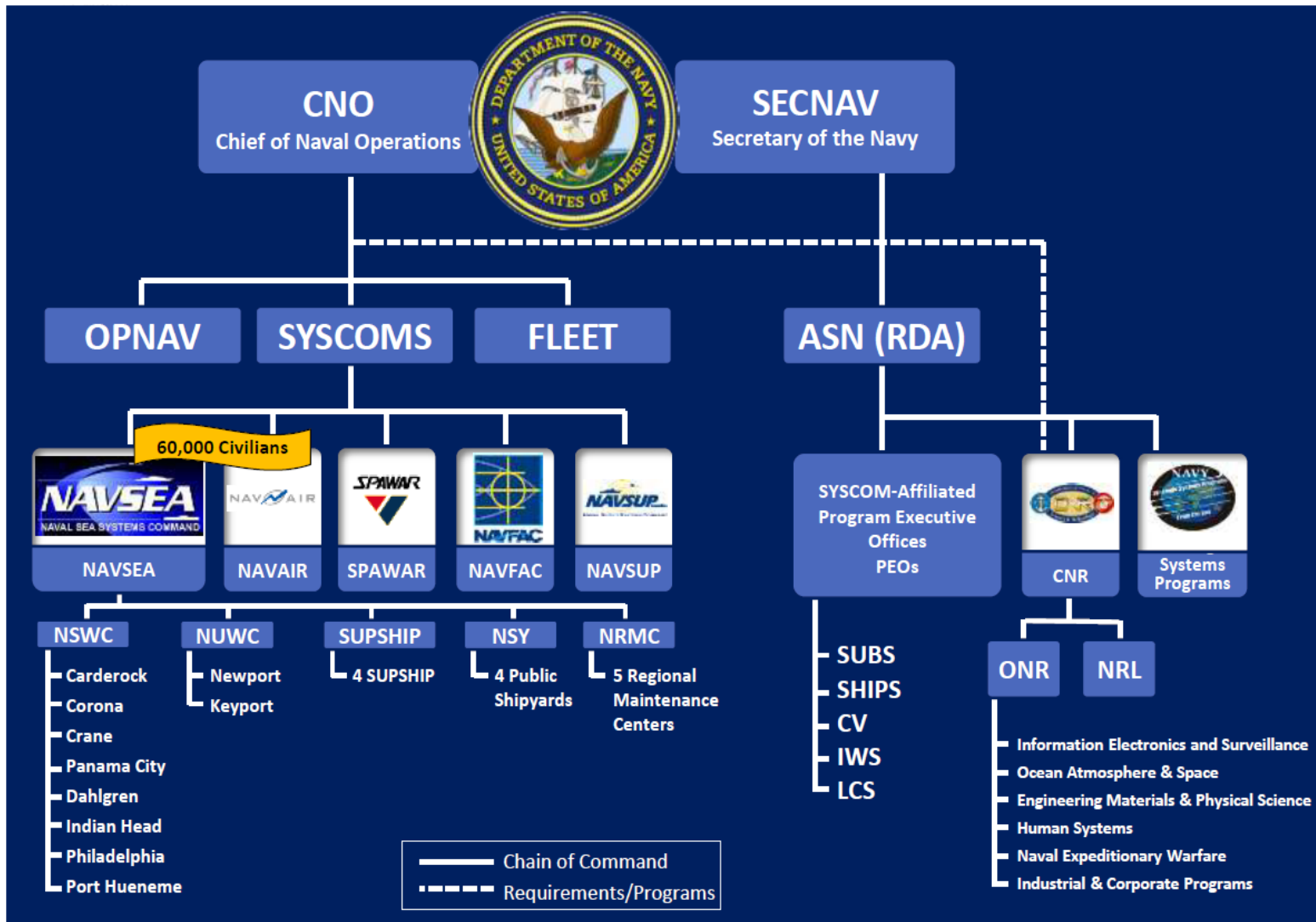


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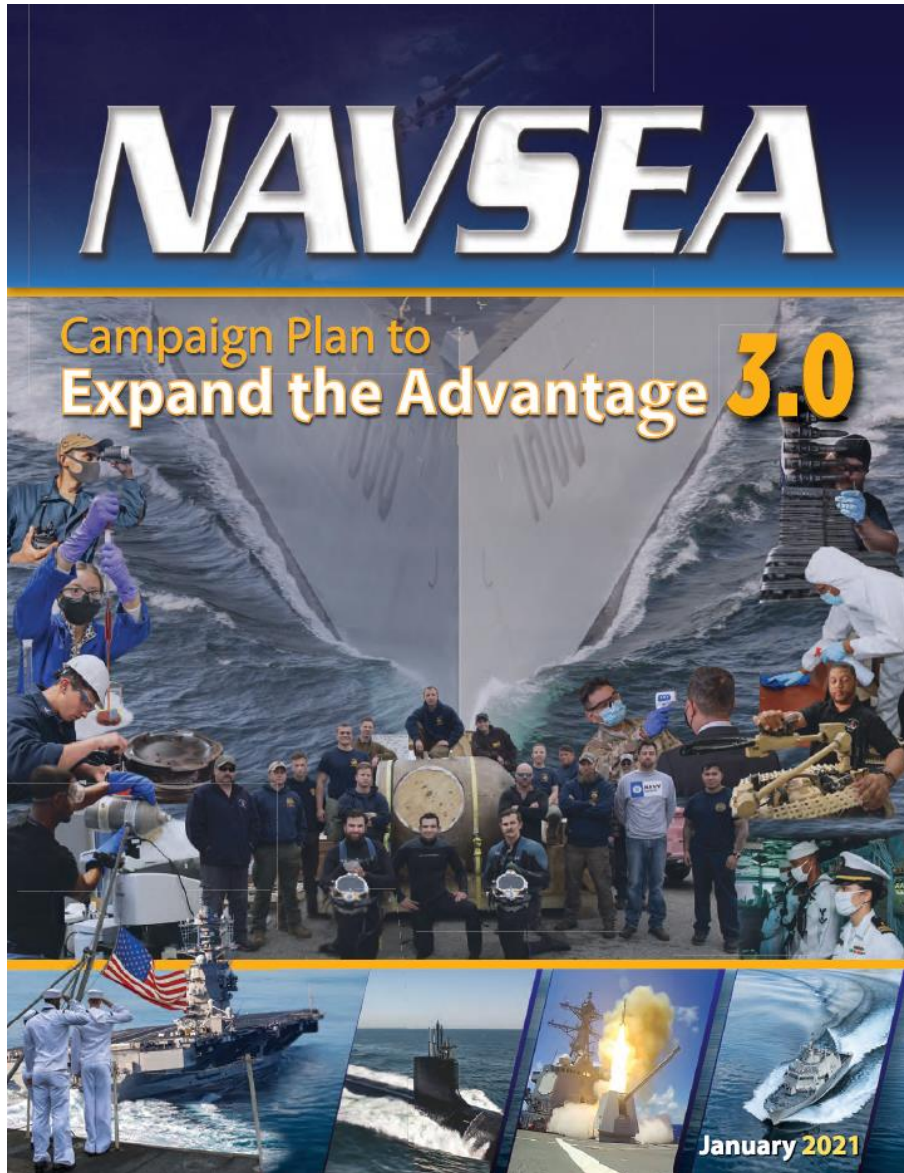


Ships Deployed by Fleet						
Fleet Forces	3 rd Fleet	4 th Fleet	5 th Fleet	6 th Fleet	7 th Fleet	Total
AME	0	2	19	13	61	95

Department of Navy



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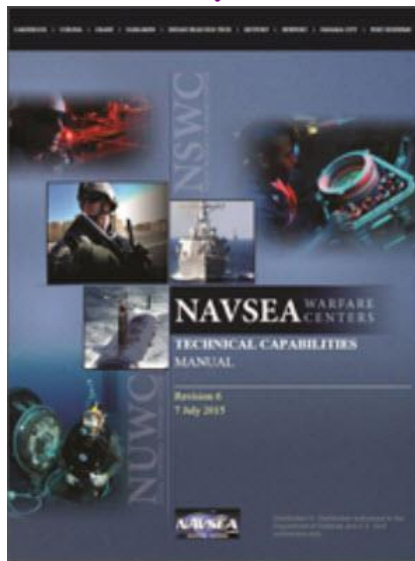
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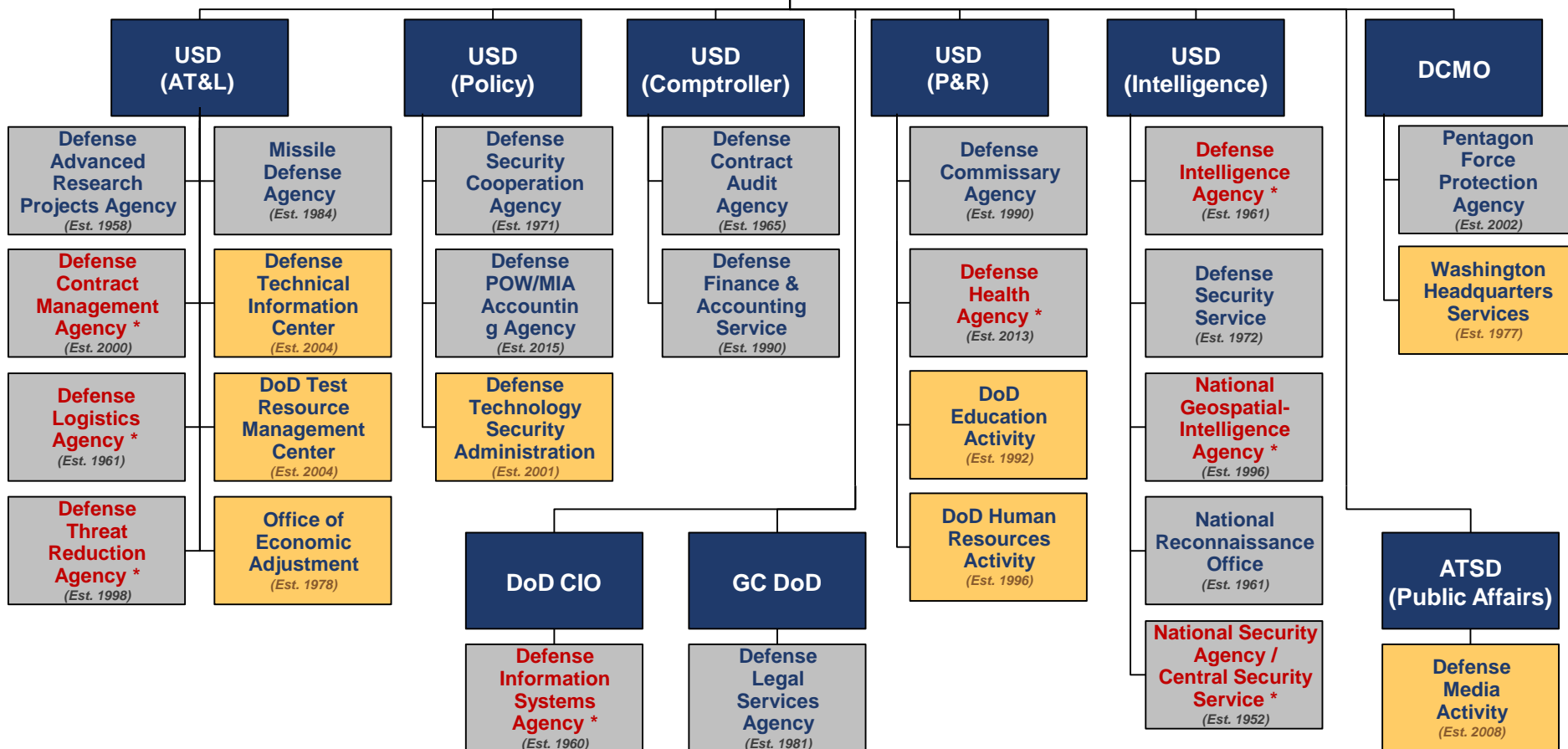
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As of 10/4/2017

Defense Agency

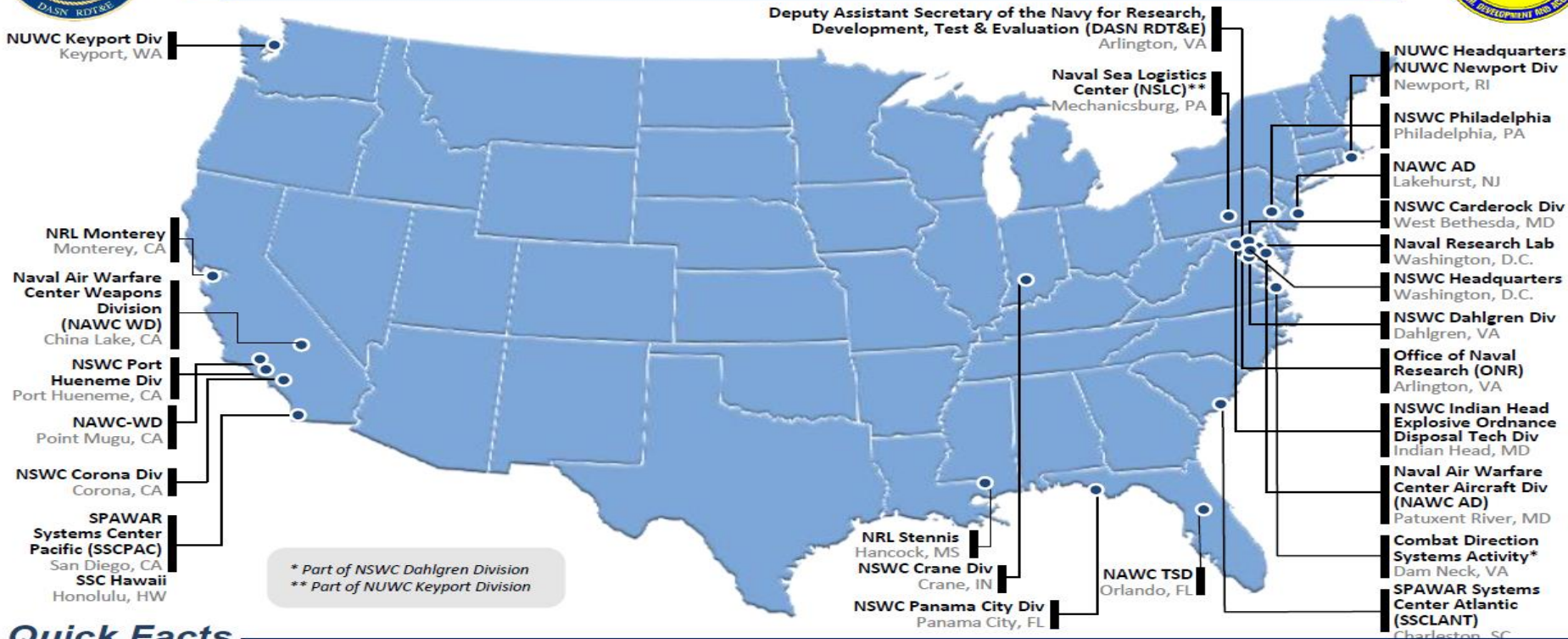
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V. 13 July 2016



QUESTIONS?

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



Personnel Security Briefing

SF312 Signature Processing

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

PERSEC

Lawrence 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
- Completed Electronic Questionnaires for Investigation Processing (e-QIP) system
- Access to classified information will be authorized at the level necessary to perform your duties

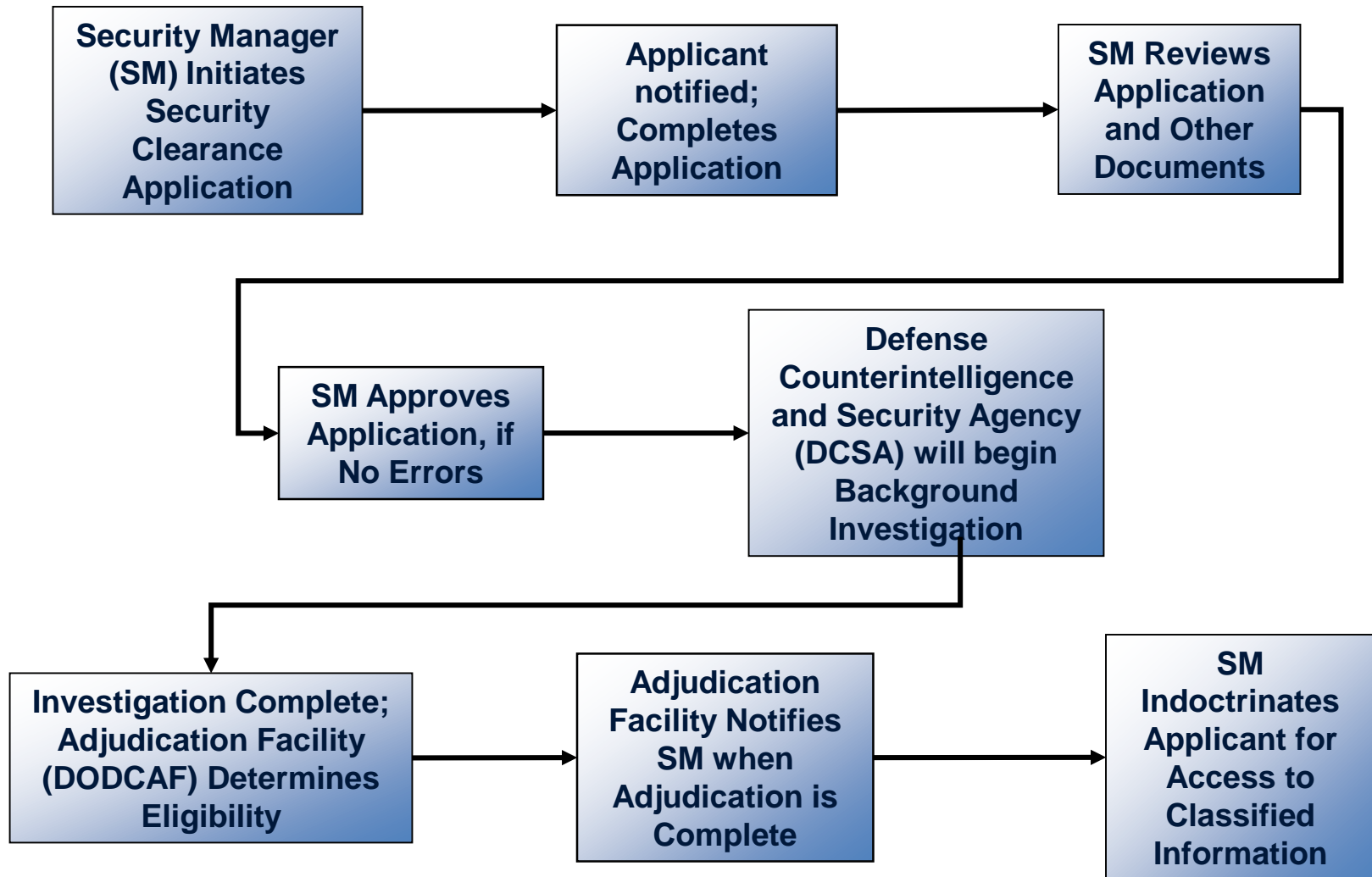
Eligibility for Access to Classified Material is a privilege, not a right.



Your Security Clearance

- Position sensitivity and/or duties will determine level of clearance or access
- There are three levels of Security Access Requirements (SAR):
 - Top Secret (TS)
 - Secret (S)
 - Confidential (C) Not used for Carderock civilians.
- You **MUST** coordinate with your Security Manager for all matters concerning security clearance/access!

Security Clearance Process



- All DoN government and contractor personnel are subject to a personnel security investigation (PSI) and a periodic re-investigation every 5, 10 or 15 years*.
- Investigations are conducted to determine suitability for a position of trust and/or granting of a security clearance.
- Your suitability is continually assessed!

**Depending on the level of eligibility*

PSI Types

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

Interrelated Organizations, Systems and Databases

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

**DEERS Interfacing Client System*

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!*****

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**

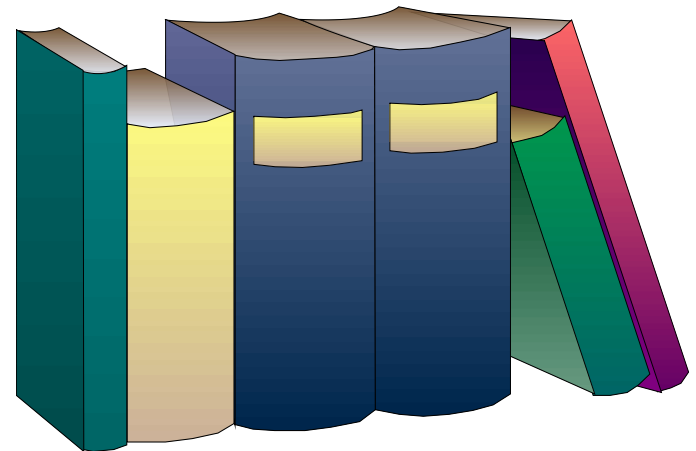
****Foreign Ownership, Control or Influence (FOCI) concerns***

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 also a reporting requirement.

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



Personnel Requiring SF312s

The following personnel will need to stay “late” today to complete the SF312. Please remain after the closing statements. You will need to activate your camera and scan one document (You will scan two if you need an attestation).

- Names/Codes will go here

Personnel Requiring Attestations

A Verbal Attestation Statement is required for all personnel that require Top Secret access. Please provide your phone # to NSWCCD_PERSEC.fct@navy.mil so we can call you after we complete the SF312s. The area code we call from may be from out-of-state.

-

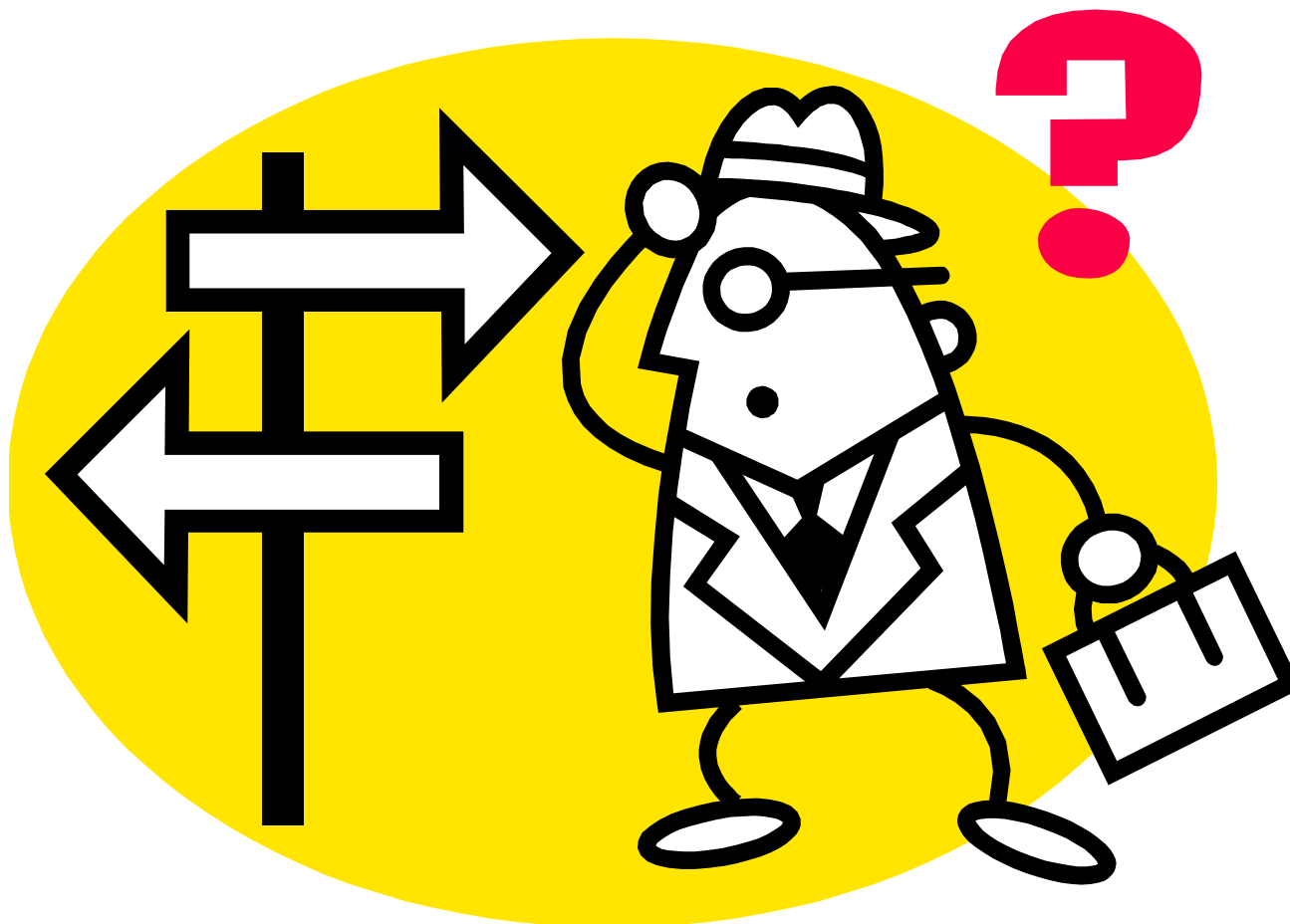
Security Is...

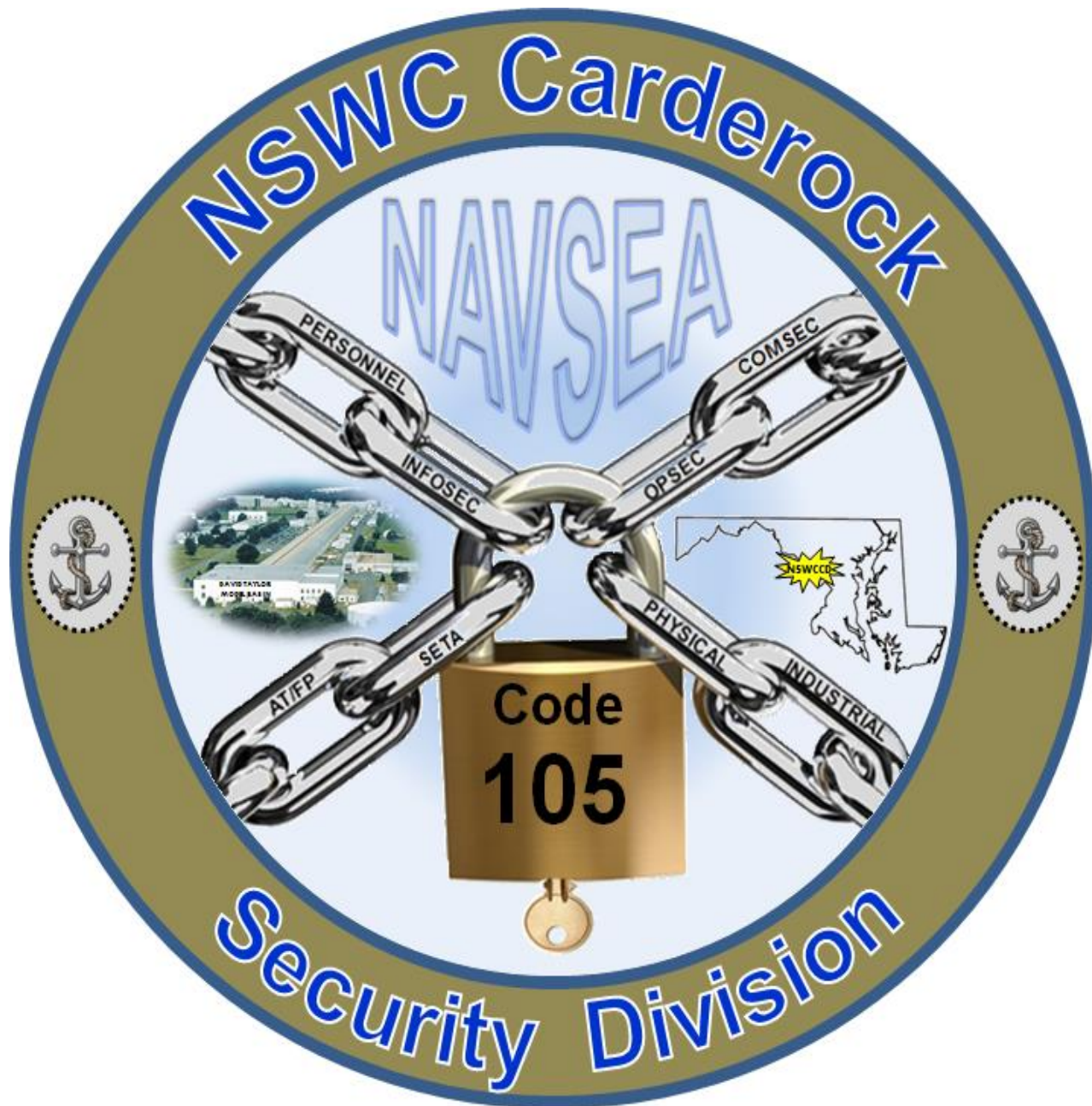
- » You
- » Me
- » Us
- » We

....a Team effort.

.....and Everyone's Responsibility

Questions







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

CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT		AND THE UNITED STATES	
AN AGREEMENT BETWEEN		AND THE UNITED STATES	
(Name of Individual - Printed or Typed)			
<p>1. Intending to be legally bound, I hereby accept the obligations contained 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 of Executive Order 13526, or under any other Executive order or statute that requires 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 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 (hereinafter Department or Agency) responsible for the classification of information or last granting me a security clearance that such disclosure is permitted. I understand that if I am uncertain about the classification status of information, I am required to confirm from an authorized official that the information is unclassified before I may disclose it. I understand that 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 Departments or Agencies that granted my security clearance or clearances. In addition, I have been advised that any unauthorized disclosure of classified information by me may constitute a violation, or violations, of United States criminal laws, including the provisions of sections 641, 793, 794, 795, 962 and 1924 of title 18, United States Code; the provisions of section 783(b), title 50, United States Code; and the provisions of the Intelligence Identifies 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 am responsible because of such access: (a) upon demand by an authorized representative of the United States Government; (b) upon the conclusion of my employment or other relationship with the Department or Agency that 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 relative 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 substantial and specific danger to life and property; 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>			
(Continue on reverse.)			
NSN 7540-01-280-5499 Previous edition not usable		STANDARD FORM 312 (Rev. 7-2013) Prescribed by GSA 32 CFR PART 2001.80 E.O. 13526	

11. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 13526 (75 Fed. Reg. 7071) or any successor thereto section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosures to Congress by members of the military); section 2302(b) (8) of title 5, United States Code, as amended by the Whistleblower Protection Act of 1989 (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identifies Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); sections 7(c) and 8(d) of the Inspector General Act of 1978 (5 U.S.C. App.) (relating to disclosures to an inspector general, the inspectors general of the Intelligence Community, Congress); section 1034(h)(3) of the National Security Act of 1947 (50 U.S.C. 403-3(h)(3)) (relating to disclosures to the inspector general of the Intelligence Community); sections 17(d)(5) and 17(e)(3) of the Central Intelligence Agency Act of 1949 (50 U.S.C. 403(d)(5) and 403(e)(3)) (relating to disclosures to the Inspector General of the Central Intelligence Agency and Congress); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 795, 962 and 1924 of title 18, United States Code, and "section 4 (b) of the Subversive Activities Control Act of 1950 (50 U.S.C. section 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive Order and listed statutes are incorporated into this agreement and are controlling.

12. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me the Executive Order and statutes referenced in this agreement and its implementing regulation (32 CFR Part 2001, section 2001.80(s)(2)) so that I may read them at this time, if I choose.

* NOT APPLICABLE TO NON-GOVERNMENT PERSONNEL SIGNING THIS AGREEMENT.

SIGNATURE	DATE	SOCIAL SECURITY NUMBER (see Notice below)

ORGANIZATION (IF CONTRACTOR, LICENSEE, GRANTEE OR AGENT, PROVIDE: NAME, ADDRESS, AND, IF APPLICABLE, FEDERAL SUPPLY CODE NUMBER) (Type or print)	THE UNDERSIGNED ACCEPTED THIS AGREEMENT ON BEHALF OF THE UNITED STATES GOVERNMENT.

WITNESS		ACCEPTANCE	
THE EXECUTION OF THIS AGREEMENT WAS WITNESSED BY THE UNDERSIGNED.		THE UNDERSIGNED ACCEPTED THIS AGREEMENT ON BEHALF OF THE UNITED STATES GOVERNMENT.	
SIGNATURE	DATE	SIGNATURE	DATE
NAME AND ADDRESS (Type or print)		NAME AND ADDRESS (Type or print)	

BACK

AMERICA'S FLEET STARTS HERE



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 witness and acceptance will be signed by PERSEC personnel.
- SF312 will be uploaded into DISS and sent to OCHR-Silverdale.
- When requested by PERSEC briefer, print full name on top front of SF312 (above yellow highlighted area). Middle initial is fine for middle name if you have one.
- Sign/date back of form where highlighted when instructed to do so by the briefer.
- Turn camera off and enter your full SSN.

SF312 Instructions

- Do not sign anywhere else! Save to your electronic device.
- Click on link in DoD Safe email sent by PERSEC office.
- Click on green + add icon in “to” box.
- Enter NSWCCD PERSEC in Name box and nswccd_persec.fct@navy.mil in email box. Click Add & Close. Check box next to Encrypt every file (REQUIRED FOR FOUO, PII and PHI).
- Add Carderock2021 in the passphrase box.
- Click on Add files. Select your SF312 file(s).
- Click on Drop-off files. Click ok.
- You are done when DOD Safe states “Drop-off completed”.
- Thank you for your time and welcome to NSWCCD.

Wrap up

(Questions)

complete evaluations

Surveys

Surveys to Complete:

New Employee 2-Day Onboarding Survey:

<https://www.surveymonkey.com/r/2DayOnboarding>

We Value Your Input! Kindly complete this short survey to let us know how we are doing (Takes less than 5 minutes)

Carderock STEM Survey:

<https://www.surveymonkey.com/r/G656YD6>

Please use the link below to take a brief survey about your involvement in Science, Technology, Engineering and Math (STEM) activities prior to your employment at Carderock. STEM events, activities, and educational programs help prepare students for a successful career in STEM. Carderock participates in a wide variety of STEM programs to inspire, engage, educate, and attract the next generation of STEM professionals. The survey should only take 3 minutes of your time and your feedback will help develop return on investment metrics for command-sponsored STEM educational outreach efforts. If you are interested in learning more about Carderock STEM and Outreach, please contact Charlotte George at charlotte.george@navy.mil