

# **EMPLOYEE HANDBOOK**



**PUGET SOUND NAVAL SHIPYARD AND  
INTERMEDIATE MAINTENANCE FACILITY**

**AN EQUAL OPPORTUNITY EMPLOYER**

**CAMERA PHONES ARE NOT  
ALLOWED IN THE CIA...  
THEY WILL BE CONFISCATED!**

# TABLE OF CONTENTS

## **THE COMMAND**

Command History .....	3
Working in a Military Environment .....	4
Work Force .....	7
Command Organization .....	8
Shops and Codes .....	10

## **YOUR JOB**

Appointments .....	13
You and Your New Job .....	13
Chain of Command and Supervision .....	14
Labor Organizations .....	15
Employee Relations .....	16
Management Associations .....	16
Hours of Work .....	16
Holidays .....	18
Pay and Benefits .....	18
Leave .....	21
Awards .....	23
Guiding Coalition .....	24
Annual Performance Appraisal .....	24
Promotions .....	24
Professional Growth, Mentoring, and Training .....	24

## **YOUR RESPONSIBILITIES**

Safety .....	26
Voluntary Protection Program (VPP) .....	27
Security .....	27
Traffic Regulations and Transportation Information .....	31
Standards of Conduct .....	32

## **YOUR PRIVILEGES, BENEFITS, OPPORTUNITIES**

Benefits Information .....	34
Equal Employment Opportunity (EEO) .....	34
Reasonable Accommodation .....	35
Public Affairs .....	35
Civilian Assistance Program (CEAP) .....	36
Child Care .....	37
Other Employee Benefits and Services .....	38

## **NAVY UNITS IN THE PUGET SOUND AREA**

# ***THE COMMAND***

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## **COMMAND HISTORY**

Puget Sound Naval Shipyard was originally established in 1891 as a Naval Station and was designated Navy Yard Puget Sound in 1901. During World War I, the Navy Yard constructed ships, including 25 sub-chasers, seven submarines, two minesweepers, seven sea-going tugs, and two ammunition ships, as well as 1,700 small boats. During World War II, the Shipyard's primary effort was to repair the battle-damaged battleships and aircraft carriers, as well as smaller warships, of the U.S. Pacific Fleet and those of its Allies. Five of the eight battleships bombed at Pearl Harbor on December 7, 1941, were repaired at the Shipyard and returned to duty. During the War, the Shipyard repaired 26 battleships (some more than once), 18 aircraft carriers, 13 cruisers, and 79 destroyers; in addition, 50 ships were built or fitted out at the yard. More than 30,000 workers built, fitted out, repaired, overhauled or modernized nearly 400 fighting ships here between 1941 and 1945. On August 27, 1992, the Shipyard's Controlled Industrial Area (CIA) was recognized for its contribution and designated as a National Historic Landmark under the theme "World War II in the Pacific". This designation put the Shipyard in the same category with landmarks such as Pearl Harbor, Monticello, and Mount Vernon.

Following World War II, Navy Yard Puget Sound was designated Puget Sound Naval Shipyard. The Shipyard engaged in an extensive program of modernizing carriers, including converting conventional flight decks to angle decks. During the Korean conflict, the Shipyard was engaged in the activation of ships. In the late 1950s the Shipyard entered an era of new construction with the building of a new class of guided missile frigates. USS SCULPIN (SSN 590) was the first nuclear powered submarine worked on at Puget Sound Naval Shipyard in 1965.

In 1990 the U.S. Navy authorized a program to recycle nuclear powered ships at Puget Sound Naval Shipyard. The Shipyard has pioneered an environmentally safe method of deactivating, and recycling nuclear-powered ships and disposing of reactor compartments. This process places the U.S. Navy in the role of being the world's only organization to design, build, operate, and recycle nuclear powered ships.

Naval Intermediate Maintenance Facility, Pacific Northwest, first known as Trident Refit Facility (TRF), Bangor, was established on July 31, 1981 as the primary maintenance facility for the West Coast Trident submarine fleet. In 1998 TRF consolidated with Shore Intermediate Maintenance Activity (SIMA), at Everett and Bremerton, and became Naval Intermediate Maintenance Facility (NAVIMFAC) Pacific Northwest.

On May 15, 2003, Puget Sound Naval Shipyard and the Naval Intermediate Maintenance Facility, Pacific Northwest (located at Bangor, Bremerton and Everett, WA) consolidated into one maintenance activity - creating PSNS & IMF. The consolidation improves fleet readiness by allowing the Navy to accomplish the highest priority, real-

time ship maintenance requirements while achieving the most maintenance effort possible for the tax dollar. PSNS & IMF is the only Command authorized to conduct reactor compartment disposal work for our nuclear powered warships.

Today, the Bangor site operates refit piers, repair shops, and a dry dock located in the homeports of submarines, ships, and aircraft carriers in the Pacific Northwest. Bangor has expertise in hull, mechanical, electrical, electronics, and weapons systems repair and continually responds to meet the fleet's maintenance and repair needs with on-time, cost-effective quality service.

The Delta Pier at Bangor, so named because of its triangular configuration, has two refit piers and a dry dock on the shore side. It has one of the largest dry docks built by the Navy and is the only dry dock in the world constructed parallel to the shoreline. Everett piers accommodate numerous surface ships and an aircraft carrier.

In addition to the Shipyard and IMF consolidation, another opportunity to further improve service to the fleet arose in 2003. Surface ship maintenance organizations including the Supervisor of Shipbuilding, Puget Sound (SSPS), portions of the Commander, Naval Surface Group, Pacific Northwest Maintenance Staff (CNSGPNW), and Fleet Technical Support Center, Pacific Detachment Everett (FTSCPAC Det Everett) joined PSNS & IMF in standing up the Northwest Regional Maintenance Center (NWRMC). The NWRMC is now one of the few regions that provide maintenance for every class of Navy Vessel.

The sharing of expertise and resources between the Bremerton and Bangor sites provides the Navy with a streamlined approach to maintenance and allows for the savings to be reinvested in the fleet. The Command is proud of its history as a naval presence on the West Coast since 1891 and of its current status as a world-class maintenance facility for the U.S. Navy. The combined organization is better equipped to continue to provide superb leadership and continuous process improvement in the areas of productivity, environmental stewardship, and technical innovation. Puget Sound Naval Shipyard and Intermediate Maintenance Facility is the Pacific Northwest's largest Naval shore facility and one of Washington State's largest industrial installations.

## **WORKING IN A MILITARY ENVIRONMENT**

Working in a military environment is different from working in a civilian establishment. In the event of an emergency or critical process it is required that you comply with military direction and orders. It will help you in your daily job assignments if you familiarize yourself with military command and structure. In addition, you will benefit from learning military time as well as rank and insignia.

**Military Time:** In Navy time, the 24 hours of the day are numbered, starting with one hour after midnight, and ending with 2400 at midnight. For example:

<u>Before Noon</u>	<u>After Noon</u>
12:01 a.m. = 0001	12:00 p.m. = 1200
1:00 a.m. = 0100	1:00 p.m. = 1300
2:00 a.m. = 0200	2:00 p.m. = 1400
10:00 a.m. = 1000	12:00 a.m. = 2400

In order to readily tell Navy time from noon on, a simplified way is to add the hour to 12, ie. 5:00 p.m. is 12 plus 5, or 1700. For minutes within the hour, they are read as 1710, 1745, etc.






















**Colors:** The formal raising and lowering of the American Flag that takes place every morning at 0800 and every evening at sunset. If you are outside and you hear the “attention” signal, you are to stop and turn towards the flag area, remove your hat and stand either at attention (if military or civilian veteran) or with your hand over your heart. If you are in a vehicle you should stop your vehicle and turn down the radio. Wait until the National Anthem or Retreat is completed and the “carry on” signal is heard. This is a courtesy, not a requirement.

**Command Whistle:** At PSNS & IMF Bremerton site, all motor vehicles and cycle movement (except Command buses and emergency vehicles) shall cease in the interest of pedestrian safety between the 1602 and 1609 whistles. Cyclist shall dismount and walk (push) bicycles.

**Addressing Military Personnel:** When addressing military personnel, it is common to address them by their rank first and then their last name. For example, when you greet an E-7 enlisted person whose name is John Smith; you would address him as Chief Smith. The military has two rank structures - officer and enlisted.

## Rank Insignias for Enlisted and Officers:

Pay Grade	Rate	Abbreviation	Upper Sleeve	Collar and Cap
E-1	Seaman Recruit	SR	none	none
E-2	Seaman Apprentice	SA		none
E-3	Seaman	SN		none
E-4	Petty Officer Third Class	PO3		
E-5	Petty Officer Second Class	PO2		
E-6	Petty Officer First Class	PO1		
E-7	Chief Petty Officer	CPO		
E-8	Senior Chief Petty Officer	SCPO		
E-9	Master Chief Petty Officer	MCPO		

Pay Grade	Rank	Abbreviation	Collar	Shoulder	Sleeve
O-1	Ensign	ENS			
O-2	Lieutenant Junior Grade	LTJG			
O-3	Lieutenant	LT			
O-4	Lieutenant Commander	LCDR			
O-5	Commander	CDR			
O-6	Captain	CAPT			
O-7	Rear Admiral (lower half)	RDML			

## **WORK FORCE**

The PSNS & IMF, in common with all other Navy shipyards, has a mix of civilian and military personnel dedicated to executing the Command's mission to serve the Fleet of the U.S.Navy. All of these people, military and civilian, work for the Commander, a Naval officer who administers and directs all of the work of the Command. This entire large work force is organized into two major classification groupings - Wage Grade (WG) and General Schedule (GS) employees.

**Wage Grade (WG):** Employees that are engaged in skilled trades or crafts, or in unskilled or semi-skilled manual labor occupations. Those with the WG classification are commonly referred to as "blue collar" employees. There are two major categories of WG employees:

Non-Supervisory: Laborers, Helpers and Apprentices, Mechanics (Journeymen), Progressmen, Planners, Estimators, Schedulers, etc.

Supervisory: General Foremen and Foremen. In most instances, supervisors of WG employees carry a separate pay classification designated WS.

**General Schedule (GS):** This work involves scientific, professional, administrative or clerical duties. Top shop supervision, including superintendents and group superintendents, also belong to the GS classification. Employees are generally termed “white collar”.

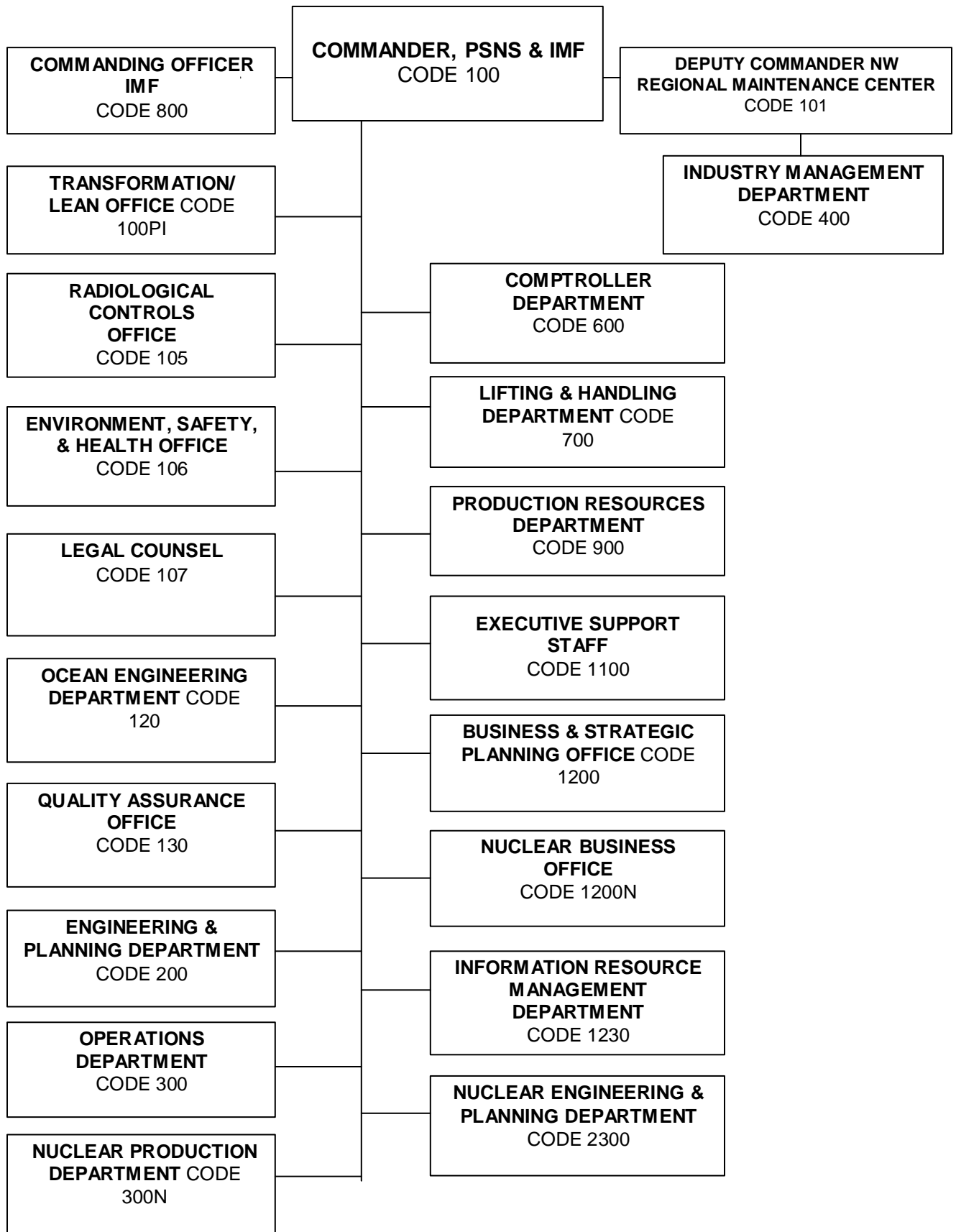
Besides differing types of work, the two classifications have differing wage schedules. The WG employee is paid on a per hour basis and the rate of pay is determined by surveying area industries and businesses to determine prevailing hourly rates for each specific skill or trade. The GS employee’s pay is quoted on a yearly or “per annum” rate plus locality pay depending on the region. This is determined by Congress and based on nation-wide pay scales of industries and businesses for each occupational grouping. GS pay rates are reviewed annually by Presidential advisors and the President submits recommendations for GS pay for approval by the Congress. You can ask your Administrative Office for copies of these schedules or view them on the Office of Personnel Management (OPM) website at <http://opm.gov/oca/12tables/index.asp>

## **COMMAND ORGANIZATION**

PSNS & IMF is a large industrial complex whose mission is to provide logistical support for assigned ships and surface craft by performing overhauls, repairs, alterations, dry-docking, and outfitting; and providing services and materials to other activities and units as directed. PSNS & IMF is organized into departments designated by a number, referred to as codes and are outlined in the organizational chart on the next page.

Shops are another designation by a number organized by trades and subordinate to the Code 900 Production Resources Department. See outline under “Shops and Codes”.





## **SHOPS AND CODES**

**Code 100 (Commander, PSNS & IMF):** Responsible for the overall accomplishment of the Command's missions. All other PSNS & IMF codes are subordinate to the Commander and are responsible to him or her for accomplishing the mission of the activity.

**Code 101 (Deputy Commander, Northwest Regional Maintenance Center):** Responsible for all business functions across the Regional Maintenance Center including strategic planning, business planning (overall budgeting and resource balancing), work brokering, and workload forecasting.

**Code 100PI (Transformation/LEAN Office):** Responsible for the elimination or minimization of waste in the maintenance, operational and administrative processes within the organization.

**Code 105 (Radiological Controls Office):** Responsible for executing an effective radiological control program that ensures protection of workers, the public, and the environment during conduct of Command operations.

**Code 106 (Environment, Safety, and Health Office):** Responsible for executing an effective Environmental and Occupational Safety and Health Program for the Command.

**Code 107 (Legal Counsel):** Responsible for advising and aiding the Commander and Department/Office Heads on all official legal matters within the Command, including those which require dealing with civilian and military authorities.

**Code 120 (Ocean Engineering Department):** Responsible for developing, maintaining, and modernizing specialized systems in support of the Navy's assets and National priorities.

**Code 130 (Quality Assurance Office):** Responsible for ensuring that the Command's work meets the highest possible standards by evaluating end products, providing guidance on how to improve quality, and developing new methods to upgrade the quality of work.

**Code 200 (Engineering and Planning Department):** Responsible for all non-nuclear technical matters including construction, overhaul, maintenance, and modification. They are also responsible for testing and providing advice relating to non-nuclear quality control issues.

**Code 300/300N (Operations Department and Nuclear Production Department):** Responsible for affordable, on-schedule ship maintenance by using highly motivated and thoroughly trained Project Management Teams that are capable of meeting or exceeding the expectations of today's Naval Ship Maintenance community.

**Code 400 (Industry Management Department):** Plans, procures, and administers contracts for repair and overhauls of Naval ships, submarines, and regional craft/barges by private sector contractors.

**Code 600 (Comptroller Department):** Administers the financial operations of the Command and prepares the Command's budget.

**Code 700 (Lifting and Handling Department):** Provides a variety of services ranging from rigging and crane operations to maintenance, inspection, test, and certification of lifting and handling equipment. This department also provides diving and underwater services, lifting and handling, engineering services, and management of the Northwest Region crane maintenance.

**Code 800 (IMF):** Responsible for intermediate maintenance and repair of trident class submarines.

**Code 900 (Production Resources Department):** Responsible for managing the largest number of employees and accomplishing most of the productive work of the Command:

**Code 900A** – Administrative Division

**Code 900P** – Production Planning Division

**Code 900R** – Production Work Force Division

**Code 900S** – Waterfront Safety/VPP Division

**Code 900T** – Production Training Division

**Code 980** – Production Engineering and Facilities Division

**Code 920 (Structural):**

Shop 11/17 – Shipfitting, Metal Forging, and Sheetmetal

Shop 26 – Welding

**Code 930 (Mechanical):**

Shop 31 – Toolmaking, Inside Machinist, and Machinery Maintenance

Shop 38 – Outside Machinist

**Code 950 (Electrical):**

Shop 51 – Marine Electrician

Shop 52 – Calibration

Shop 67 – Electronics

**Code 960 (Piping):**

Shop 06 – Tool Issue and Repair

Shop 56 – Pipe Fitting and Air Conditioning Equipment

Shop 57 – Insulating

**Code 970 (Coating & Services):**

Shop 64 – Shipwright, Fabric Work, Plastic Fabrication, Woodwork

Shop 71 – Painting and Blasting

Shop 99 – Temporary Service Piping, Electrical, General Maintenance, Utility Systems (dry docks)

**Code 1100 (Executive Support Office):** Responsible for coordinating, improving and resolving significant management and administrative functions that overlap multiple departments, i.e., personnel, security, public affairs, awards, internal reviews, training, Command information, etc. It operates as a single point-of-contact for many out-of-Command organizations; including community, Congress, regulatory, audit, media, and the general public.

**Code 1200/1200N (Business and Strategic Planning Office and Nuclear Business Office):** Balances workload, work force and funding while continuously improving business methods to deliver Fleet Readiness. It is the primary interface with the customer.

**Code 1230 (Information Resources Management Department):** Supports design, development, and the application of information technology.

**Code 2300 (Nuclear Engineering & Planning Department):** Responsible for all nuclear reactor plant technical matters including construction, overhaul, maintenance, modification, and refueling. It is also responsible for testing nuclear reactor plants and providing advice relating to quality control issues.

# ***YOUR JOB***

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## **APPOINTMENTS**

Command civilian personnel receive their appointments under existing Office of Personnel Management (OPM) regulations. Employees holding career or career-conditional appointments (permanent appointments), are eligible for transfer within and between agencies, provided they meet OPM qualification requirements and applicable time limitations. They may take advantage of the Command's Merit Promotion Program and they may be reinstated or reemployed after a break in service without entering open competition. New employees serve a one-year probation period, followed by a two-year conditional period, before receiving career appointments.

Temporary appointments are made for definite periods of employment not to exceed one year. Benefits vary based on the terms of the temporary appointment.

## **YOU AND YOUR NEW JOB**

Now that you have been briefly introduced to the Command, let us consider you and your job. In whatever category you have been employed, **you and the work you do are important**. As a person, you are entitled to be treated with respect and dignity and we shall endeavor to do so. As an employee you will have certain obligations which we expect you to meet.

Promptness and regularity in your attendance and an honest day's work are imperative. Alertness and carefulness will mean safety for you and your co-workers. By attending to duty at all times, by your willingness to follow instructions carefully, and by your cooperation with your fellow workers, you will show your interest in your job.

You will work under an assigned supervisor. It is the supervisor's responsibility to keep you informed concerning your responsibilities to your job and to your employer. You, in turn, are expected to be courteous and cooperative toward your supervisors.

As in most other jobs, you will find that your new job here at PSNS & IMF includes some rights and some privileges. Intelligent and reasonable use of privileges and the exercise of care to avoid their abuse, will contribute to your personal satisfaction with your job and to the well-being of Command employees in general. Certain specific obligations and benefits are connected with your employment and these are described briefly in the following sections.

## **CHAIN OF COMMAND AND SUPERVISION**

Every supervisor in this Command has been very specifically charged with his/her responsibility for accomplishing the mission. Not only does their responsibility relate to the quality and timeliness of production, it encompasses responsibility for your safety, equal employment opportunity, environmental protection, cost awareness, and fair play. The “chain of command” is the line of authority and responsibility along which information and duties are passed within a shop or code.

It is important to attempt to solve problems or seek answers at the lowest possible level. You have a responsibility to your immediate supervisor to discuss all problems or matters about your job before going higher up the chain of command. This gives those individuals charged with specific supervisory or managerial responsibilities at lower levels an opportunity to investigate and propose solutions before involving others. Be sure to secure the permission of your immediate supervisor before leaving the job if you find it necessary to seek information or discuss problems with higher supervision, the Equal Employment Office Code 1111 (EEO), or the Human Resources Office Code 1110 (HRO).

The Command is a combination of military and civilian management and supervision. Among the military and civilians in the graded occupations, the typical “chain of command” is as follows:

### **White Collar (GS) Departments** (in descending order):

- Department Head
- Deputy Department Head
- Division Head
- Branch Head
- Immediate Supervisors (where applicable)

### **Blue Collar (WG) Departments** (in descending order):

- Department Head
- Deputy Department Head
- Group Superintendent (Manages a group of closely related shops.)
- Shop Superintendent (Head of a shop within a shop group.)
- Supervisor II (General Foreman or Supervisor of Supervisors)
- Supervisor I (Foreman or Supervisor of workers)
- Workers, in descending order:

Journeyman Mechanic: A skilled worker who has completed an apprenticeship or the equivalent.

Worker or Limited Mechanic: A worker who performs duties, usually in a limited phase of a trade, but more complex than those of a Helper.

Apprentice: A trainee appointed under a four-year training agreement after passing a competitive examination.

Helper: A semi-skilled worker who assists a Journeyman Mechanic.

**Specific Work Project** (in descending order):

- Department Head
- Project Superintendent
- Deputy Project Superintendent
- Assistant Project Superintendent
- Zone Managers
- Supervisor I (Foreman from Blue Collar shops).
- Mechanic

**Supervision Identification:** In the industrial areas, supervisors are generally recognizable by hardhats with black or white stripes. Identifying data appears on the front of the hardhat, and shop number on the sides.

**Administrative Office:** Beyond your immediate supervisor, your shop or group Administrative Office is your quickest source of information on matters relating to your employment, pay, leave, working hours, etc.

## **LABOR ORGANIZATIONS**

As a new employee you should have received a copy of the Labor-Management Agreement applicable to your position. If not, ask your supervisor. The Command recognizes the following labor organizations:

**Bremerton Metal Trades Council (BMTC):** BMTC is a blanket organization that is comprised of affiliated local unions of national or international organizations. It represents thousands of blue collar and some white collar employees throughout the Command; including all non-professional employees and excluding non-professional employees in the technical bargaining unit, professional employees, management officials, and supervisors. If you would like to join, or need to contact the BMTC office, call 476-2125 or 476-8066.

**International Federation of Professional and Technical Engineers (IFPTE):** IFPTE LOCAL 12 represents all graded professional and non-professional technical employees in the field of engineering and related physical sciences in the Command, but excluding supervisors and managerial officials. The negotiated agreement covers all employees in both the Professional and the Technical Units.

## **EMPLOYEE RELATIONS**

PLEASE NOTE THAT INFORMATION IN THIS SECTION IS PROVIDED AS A GENERAL GUIDE ONLY. REFER TO THE NEGOTIATED LABOR AGREEMENTS IF YOU HAVE SPECIFIC QUESTIONS.

Any employee has the right to present a grievance; however, the procedure for doing so depends upon whether the employee is a member of a Labor Organization which is represented by a Union for which PSNS & IMF has a negotiated agreement. Advice and additional information may be obtained from your Administrative Office or from a Union Representative when the employee's position is covered by a Labor Organization.

## **MANAGEMENT ASSOCIATIONS**

- Federal Managers Association (FMA)
- Naval Civilian Managers Association (NCMA)
- National Association of Naval Technical Supervisors (NANTS)
- National Association of Superintendents
- Assistant Production Superintendents (APS) Association

## **HOURS OF WORK**

An employee's normal full-time work week is 40 hours, consisting of five (5) consecutive eight (8) hour work days.

The Bremerton and Bangor sites work three shifts each day; day, swing, and graveyard shifts. Employees may be assigned to different shifts and are rotated or shifted as the workload demands. The schedule of hours of work on the next page applies to all employees, except for those individuals specifically authorized to work alternate schedules or odd or staggered shifts.



## SCHEDULE OF HOURS WORKED

SHIFT	NEGOTIATED AGREEMENT	DAYS	ACTIVITY	HOURS	
				BREMERTON SITE	BANGOR SITE
First Shift (Day)	BMTC (And Most Others)	Mon - Fri	Work	0720 (7:20 am) to 1120 (11:20 am)	0630 (6:30 am) to 1030 (10:30 am)
			Lunch	1120 (11:20 am) to 1202 (12:02 pm)	1030 (10:30 am) to 1100 (11:00 am) *
			Work	1202 (12:02 pm) to 1602 (4:02 pm)	1100 (11:00 am) to 1500 (3:00 pm)
	IFPTE	Mon - Fri	Work	0720 (7:20 am) to 1138 (11:38 am)	0630 (6:30 am) to 1500 (3:00 pm)
			Lunch	1138 (11:30 am) to 1220 (12:20 pm)	30 minutes between 1030 & 1320
			Work	1220 (12:20 pm) to 1602 (4:02 pm)	
Second Shift (Swing)	BMTC (And Most Others)	Mon - Fri	Work	1530 (3:30 pm) to 1930 (7:30 pm)	1430 (2:30 pm) to 1830 (6:30 pm)
			Lunch	1930 (7:30 pm) to 2000 (8:00 pm)	1830 (6:30 pm) to 1900 (7:00 pm)
			Work	2000 (8:00 pm) to 0000 (12:00 am)	1900 (7:00 pm) to 2300 (11:00 pm)
	IFPTE	Mon - Fri	Work	1550 (3:50 pm) to 1950 (7:50 pm)	1430 (2:30 pm) to 2300 (11:00 pm)
			Lunch	1950 (7:50 pm) to 2020 (8:20 pm)	30 minutes between 1830 - 2030
			Work	2020 (8:20 pm) to 0020 (12:20 am)	
Third Shift (Graveyard)	BMTC (And Most Others)	Mon - Sat	Work	2330 (11:30 pm) to 0330 (3:30 am)	2230 (10:30 pm) to 0230 (2:30 am)
			Lunch	0330 (3:30 am) to 0400 (4:00 am)	0230 (2:30 am) to 0300 (3:00 am)
			Work	0400 (4:00 am) to 0800 (8:00 am)	0300 (3:00 am) to 0700 (7:00 am)
	IFPTE	Sun-Fri [Update]	Work	2400 (12:00 m) to 0800 (8:00 am)	2245 (10:45 pm) to 0645 (6:45 am)
			Lunch	NONE	NONE

\* Note: Supervisors may authorize an alternate lunch schedule based on cafeteria availability

## **HOLIDAYS**

The Command observes 10 legally designated paid holidays:

- New Year's Day January 1
- Martin Luther King Day 3rd Monday in January
- Washington's Birthday 3rd Monday in February [Update]
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day 1st Monday in September
- Columbus Day 2nd Monday in October
- Veterans Day November 11
- Thanksgiving Day 4th Thursday in November
- Christmas Day December 25

## **PAY AND BENEFITS**

You will be paid by direct deposit every two weeks. If you have any questions about your pay, consult your supervisor or Administrative Office.

**General Schedule (GS):** Employees in this schedule are paid according to a basic nationwide general schedule and locality pay covering levels GS-1 through GS-15. Each grade from 1 through 15 is divided into 10 steps; new employees normally begin at the first step. Progression to the next higher step (step increases) occurs at regular intervals if your performance merits advancement.

### Step increases: Waiting periods for full-time and part-time GS employees

Steps 2, 3, 4	52 Calendar weeks
Steps 5,6,7	104 Calendar weeks
Steps 8, 9, 10	156 Calendar weeks

**Wage Grade (WG):** Pay rates are fixed by the Federal Wage System to generally conform to what private employers are paying for similar work in the local labor market area. Each grade from WG-1 to WG-18 is divided into 5 steps. Step increases in pay for ungraded employees occur at 4 intervals.

### Step increases: Waiting periods for full-time and part-time FWS employees

26 Calendar weeks of creditable service to move to step 2
78 Calendar weeks of creditable service to move to step 3
104 Calendar weeks of creditable service to move to steps 4 and 5

**Leave and Earning Statement (LES):** Your LES can be viewed at anytime online at the Defense Finance and Accounting Service's (DFAS) "My Pay" website at <https://mypay.dfas.mil/mypay.aspx> . Check your LES carefully. YOU are responsible for verifying deductions from your pay, particularly if you have elected deductions such as health or life insurance or bonds. In addition to your pay and leave information, your LES contains the following information:

Federal Income Tax: The Command must deduct part of your regular pay to apply towards your Federal Income tax obligation. The amount of pay coupled with the total number of exemptions you claim determines your tax deduction.

Union Dues: If you belong to an employee organization which has been granted exclusive recognition, your regular dues may be deducted from your pay if you sign an authorization to do so.

Retirement Fund: All employees, except certain indefinite and temporary employees, are covered by Federal Employees Retirement System (FERS). FERS is a three-tier system composed of social security benefits, FERS pension, and Thrift Savings Plan (TSP). The retirement funds provide for voluntary retirement, disability benefits, and survivor benefits for your surviving spouse and minor children. Social security benefits were established under the Old Age Survivors and Disability Insurance, plus Medicare - both are funded through social security taxes.

Bond Deductions: Effective September 30, 2010, the Department of Defense no longer sells U.S. Savings Bonds through payroll deduction. You no longer can purchase Savings Bonds using the myPay Savings Bond option. If you wish to start or continue purchasing Savings Bonds through payroll deduction, you must establish an account through [www.TreasuryDirect.gov](http://www.TreasuryDirect.gov). Then you may use myPay to start an allotment to TreasuryDirect by clicking on the allotment option at the Main Menu.

Life Insurance: All employees, except those specifically excluded by law or regulations, automatically have the regular life insurance coverage unless it is waived by the employee. In addition, each employee will have 60 days after their entry on duty date to sign up for additional optional insurance. Accidental death and dismemberment benefits are also payable premiums for life insurance offered through the Federal Employee Group Life Insurance (FEGLI) plan are deducted from your pay.

Health Insurance: The Federal Employees Health Benefit (FEHB) Program includes several hospital and medical insurance plans. Each new employee is responsible for choosing an eligible insurance plan within 60 days of their entry on duty date. Also, each year a Health Benefits Open Season is declared and employees may at this time change plans or coverage, this typically happens in November. Premiums will automatically be deducted from your bi-weekly pay.

Charitable Contributions: Payroll deduction is also available to meet your yearly pledge to the Combined Federal Campaign (CFC). CFC is a once-a-year federal government-wide campaign to collect and distribute funds to most charitable institutions.

Voluntary Allotments: You may choose to have the Command make various allotments to financial institutions for your checking, savings, or loan accounts.

If you have any questions about information on your LES call the Employee Benefits Information System (EBIS) phone number at 1-888-320-2917 and press 4 for a Customer Service Representative.

## **LEAVE**

Leave is a benefit provided to employees, and may be granted in tenths of hours. Employees requesting leave (annual, sick, LWOP, military, etc) are to utilize "Request for Leave or Approved Absence" OPM Form, SF-71. Types of leave that may be requested by PSNS & IMF employees of their supervisors are summarized below.

**Annual Leave:** Accrued annual leave may be granted at any time during the year at the discretion of management. Because of the limitation on leave accumulation, granting of leave will not be restricted to the extent that employees forfeit earned leave. Management may require employees to take annual leave.

Annual leave is provided and used for two general purposes. It allows every employee the opportunity for a vacation with pay, and it provides time off for personal and emergency purposes. Requests for annual leave should be submitted in advance utilizing "Request for Leave or Approved Absence" OPM Form 71.

Employees with less than three years of service receive four (4) hours per pay period (13 days per year); employees with three but less than 15 years of creditable service receive six (6) hours per pay period (20 days per year); and employees with 15 or more years of creditable service receive eight (8) hours per pay period (26 days per year). Annual leave may be accumulated up to 30 days for carry-over from year-to-year.

**Sick Leave:** Each employee is credited with four hours (4) of sick leave per pay period and there is no limit on the amount of sick leave that may be accumulated. Sick leave may be authorized to employees when they cannot perform their duties for any of the following reasons:

- The employee is incapacitated for the performance of duties by physical or mental illness, injury, or pregnancy and childbirth.
- Coming to work would jeopardize the health of others by his/her presence at his/her post of duty because of exposure to a communicable disease.
- Examination and Treatment - any employee may be granted sick leave for non-emergency medical, dental, or optical examination or treatment. Such absences must be applied for in advance and may be denied if the employee's services are required on the job.
- Adoption - sick leave may be granted to an employee who must be absent from work for activities relating to the adoption of a child.

Employees are urged to be careful in the use of their sick leave so they may have it available when they become unable to work because of serious illness or injury. Check the sick leave reporting procedures with your supervisor.

**Family and Medical Leave Act (FMLA):** Most Federal employees are entitled to a total of up to 12 work weeks of unpaid leave during any 12-month period for the following purposes:

- The birth of a son or daughter of the employee and the care of such son or daughter.
- The placement of a son or daughter with the employee for adoption or foster care.
- The care of spouse, son, daughter, or parent of the employee who has a serious health condition.
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. (The amount of sick leave that may be used to care for a family member is limited). FMLA leave is in addition to other paid time off available to an employee. An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practical by submitting an OPM Form SF-71.

**Leave Without Pay (LWOP):** LWOP is an approved absence from duty granted at the discretion of management when requested by an employee. Employees requesting LWOP are to utilize "Request for Leave or Approved Absence" OPM Form 71. When time is charged to LWOP, the employee is in a non-pay status.

**Absence Without Leave (AWOL):** AWOL, otherwise referred to as unauthorized absence, results from a period of absence which is not excused by management. When time is charged to AWOL, the employee is in a non-pay status and it can result in appropriate disciplinary action.

**Administrative Leave:** Administrative leave is agency approval of an employee's absence from duty without loss of pay and without charge to other leave categories. Administrative leave authorization will be subject to workload and needs for the specific employees by their department.

**Court Leave:** Court leave will be granted to an employee under proper summons from a court to serve on a jury or to testify on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party. If an employee is on annual leave when called for jury service, court leave may be substituted. In order to be granted court leave you must submit a copy of your court summons and court attendance verification along with your leave application via your Administrative Office, to the Comptroller Department (Code 610.12).

**Military Leave:** Employees who are members of reserve components of the Armed Forces and the National Guard are entitled to leave of absence from duty without loss of pay or leave, for no more than 15 calendar days in any one fiscal year. Non-workdays falling within a period of absence on military training duty are charged against the 15 days of military leave allowed during the year. However, non-workdays occurring at the beginning or end of the training period are not charged. Employees who are reservists and are called to duty for a period beyond the 15-day period chargeable to military leave can use annual leave for the excess period. Employees may carry over a maximum of 15 days military leave each year. Employees must provide a copy of their orders via their Administrative Office, to the Comptroller Department, Code 610 payroll.

**Compensatory Time (Comp time):** Comp time may be granted in lieu of payment for irregular or occasional overtime worked. Comp time can be used after the comp time has been earned. The maximum amount of comp time an employee can accumulate is 160 hours. Hours worked in excess of 160 hours will be changed to overtime. An equal amount of time off is available for use for each whole or tenth of an hour worked.

Supervisors, personnel advisors, or your negotiated agreement should be consulted for additional information.

## **AWARDS**

The goal of PSNS & IMF's Incentive Awards Program is to encourage and recognize military and civilian personnel for significant contributions being made to the mission and priorities established for the Command at all levels.

**Ideas Developed by Employee Actions (I.D.E.A.):** Any employee or group of employees may submit a suggestion.

**Special Achievements/Time-Off Award:** This program recognizes special achievements by individuals and/or groups either monetarily and/or time off.

**Puget Demonstrated Quality Award (PDQ):** An instant means to recognize an individual employee in the form of merchandise.

**Thank You Bucks:** Immediate recognition for contributions in the form of a \$5.00 certificate that can be used at the Bremerton site Employee Services or Bangor site Naval Exchange (NEX) cafeterias.

**Length of Service Awards:** Employees are awarded appropriate service pins for 10, 15, 20, 25, 30, 35, 40, 45, 50, 55 and 60 years of Federal Service. [\[Update\]](#)

**Invention Awards:** Cash rewards for inventions which receive a Letter of Patent or Statutory Invention Registration Award.

**Material Price Challenge:** An award for challenging and reducing the price of material and equipment in the Supply System.

**Employee of the Quarter:** An employee is selected by his/her department/office/ group in recognition of superior performance during that period.

**Employee of the Year:** For civilian and military employees of PSNS & IMF.

**Retirement Ceremony:** The retiree may attend a retirement ceremony either immediately before or right after retirement.

### **GUIDING COALITION**

The Guiding Coalition is a group of your peers and leaders thinking strategically about what the PSNS & IMF of the future looks like and accomplishing actions that get us there. This group consists of individuals of varied experience who volunteer to make PSNS & IMF a continually improving workplace.

### **ANNUAL PERFORMANCE APPRAISAL**

PSNS & IMF employees and supervisors are appraised annually on their performance and informed of their overall job performance by their immediate supervisor. Your supervisor will work with you to develop your performance expectations. This evaluation forms the basis for promotion, within grade step increases, adverse actions, incentive awards, and training requirements. Depending on your position, you will be placed under a specific appraisal system.

### **PROMOTIONS**

Promotional opportunities are announced and widely publicized in an effort to find the best qualified person for a job. Promotions are based on merit, work ability, demonstrated responsibility, experience, education, and cooperation and leadership qualities where appropriate. The Command offers training opportunities and courses which may lead to qualifying training for particular jobs.

### **PROFESSIONAL GROWTH, MENTORING, AND TRAINING**

PSNS & IMF supports the professional development and personal growth of all employees and strives to foster an environment in which people work together and assist one another in their drive to become better skilled individuals. To support mentoring, PSNS & IMF has several programs in place which include: Individual Development Plans (IDPs), Executive Development Program (EDP), Lunch and Learn mentoring sessions, mentoring classes, and various others.



Furthermore, informal manager-to-employee and employee-to-employee mentoring is also strongly encouraged and supported.

**Apprentice and Basic Skills Program:** The Apprentice Program, which is designed to develop a nucleus of highly skilled journey-level mechanics, consists of an integrated shop training and related classroom instruction program unique to the trade objective. Each trade normally requires four years to complete the training, which is conducted during normal working hours. In addition, other basic skills programs are conducted in such work areas as cooperative engineering training for engineering trainees and work study programs for engineering aids or technicians.

**Technical Skills Programs:** Employees receive specialized training necessary to update their skills or learn new skills required by technological changes. They may participate in this training at various PSNS & IMF activities, other government installations, or non-government facilities.

**After-Work Academic Programs:** Local evening programs are operated in conjunction with colleges and universities to provide opportunities for self-development in job-related courses at all levels. Some courses are conducted at the Command after working hours and others may be attended during evening hours at nearby schools.

Upon successful course completion, employees enrolling in approved academic courses that support the mission of the Command may receive reimbursement for cost of tuition and related attendance fees. However, employees must purchase the textbooks. For information on after-work programs visit the Command University website or call Code 1180, Command University, at 476-9184.

# ***YOUR RESPONSIBILITIES***

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## SAFETY

**Safety Policy:** It is PSNS & IMF's policy to take care of its people and material through comprehensive, effective, and continuous safety and health programs.

**Personal Protective Equipment (PPE):** You will be issued a hard hat which identifies you and your shop or code, safety glasses, safety shoes, and other safety equipment specific to your job. PPE is required in all posted areas; where you are close enough to be exposed to a hazard; in operating crane envelopes; while using noise hazardous equipment; and within 50 feet of any noise hazards.

To get new or replacement PPE, employees go to the tool room, shop store/kitting, shoe store where it is carried. Your supervisor will assist you.

### **Safety Responsibilities:**

Management Responsibility: Provide a safe and healthful working environment; to encourage, support, and lead employees in safe work practices.

Employee Responsibility: Comply with all safety and health rules and regulations; work in a safe and healthful manner to protect themselves and those around them.

**Safety Accountability:** Everyone is accountable for their actions concerning safety and health. PSNS & IMF employees use Operational Risk Management (ORM) principles and ask themselves three simple questions:

- What is going to hurt me?
- What can I do about it?
- If I can't do anything about it, who should I tell?

Everyone is responsible for "speaking up" when an unsafe condition or process is noticed or observed. It's OK to stop work for safety! Watch out for the safety of others as well as yourself. Things to remember:

- Wear your PPE as required
- Keep worksites orderly, as good housekeeping can prevent injuries
- Follow safety procedures, as unsafe work practices cause injuries

## VOLUNTARY PROTECTION PROGRAM (VPP)

VPP promotes effective worksite-based safety and health. In VPP, management, labor, and the Occupational Safety and Health Association (OSHA) establish cooperative relationships and workplaces that have implemented a comprehensive safety and health management system. Approval into VPP is OSHA's official recognition of the outstanding efforts of employers and employees who have achieved exemplary occupational safety and health. In short, VPP is an approach for managing safety and health programs in order to prevent worker fatalities, injuries and illnesses through ongoing planning, implementation, integration, and control of four inter-dependent elements:

- Management leadership and employee involvement
- Worksite analysis
- Hazard prevention and control
- Safety and health training

The driving idea behind OSHA's VPP is that it manages the occupational safety and health protection of all workers rather than just complying with government standards. There are two VPP Passports with lists of safety related tasks and activities that we encourage all PSNS & IMF employees to become involved with. Both passports are designed to educate employees and create positive, pro-active safety communications between all levels of employees. Incentives are provided upon completion of passport tasks.

## SECURITY

PSNS & IMF Security is made up of several distinctive branches: Personnel, Physical, Information, Nuclear, and Operations Security. We have security personnel located in Bremerton, Bangor, San Diego and Yokosuka Japan.

As a new Naval Sea Systems (NAVSEA) Command employee, coming aboard at PSNS & IMF, you will be exposed daily to operations and information that supports our national security. You will be entrusted to safeguard this information and protect it from exploitation. Never forget our saying – "What goes on in the Command stays in the Command".

**Clearance:** One of the first stops you will make in the in-hire process will be the Personnel Security Manager's Office. There you will provide proof of U.S. Citizenship and begin the security clearance questionnaire. That questionnaire will become the basis for your background investigation and eventual security clearance. Once the questionnaire is initially reviewed, signed, and submitted, you will turn in your New Employee Processing Badge and get a yellow NAVSEA PSNS & IMF badge with an "I" on it. This means you have been granted an interim confidential clearance. Your security investigation may take several months to complete. Once the investigation is completed you will turn in your yellow "I" badge and receive the appropriate final badge.

You are obligated to report to the Personnel Security Manager any incidents that may affect your eligibility for a clearance. Failure to disclose an issue will be found on the next periodic investigation and is often more of a problem than the initial incident. Some examples of reportable incidents include; significant indebtedness or bankruptcy, criminal conduct or arrests, illegal drug use, and alcohol abuse including Driving Under the Influence (DUI). If you're not certain it's reportable, call the Personnel Security Program at 360-476-4856 and ask.

As an employee of the Navy you are reminded that you signed a Non-Disclosure Agreement SF-312 which legally binds you to the following:

- To protect classified information from unauthorized disclosure
- To protect classified information from negligent handling
- To never retain classified information unlawfully for uses not associated with your official government duties
- To report any actions by others that compromise classified information
- That classified information is the property of the United States government and cannot be claimed as personal property of any individual or corporate interest
- These provisions remain in effect even after you no longer are employed by the U.S. Government

You are reminded that violation of this agreement makes you subject to criminal and/or civil penalties and suspension or revocation of your security clearance.

**Badge:** The primary method of access control at the four Commands is the NAVSEA PSNS & IMF badge. Everyone employed by PSNS & IMF is issued a security badge with a unique six digit employee number. Your badge will have one of three background colors that dictate the specific areas you may access for your work. The magnetic strip on the badge is encoded to work in the Automated Access Control System (AACS). The turnstiles at the Controlled Industrial Area (CIA) perimeter are an example of an AACS controlled access point.

***SHOW YOUR BADGE AT ALL TIMES IN THE CIA  
PUT BADGE AWAY WHEN YOU'RE OUTSIDE OF THE GATE***

**If you lose or misplace your badge you must report it immediately** so it can be disabled to prevent someone else from using it. Call the Regional Dispatch Center on base at 6-3393. If off base, use 360-476-3393. When you next report to work, go to a gate manned by Commander Navy Region Northwest Naval Security Forces (NSF) and get a shift badge to get you to the Pass and ID Office at Building 445 for a replacement. Remember, it is a serious security violation to use another person's badge or to lend your badge to another person.

**Common Access Card (CAC):** Access to the NMCI network requires log on with a CAC and PIN. This process is known as Cryptographic Log-on (CLO). If an employee requires computer access, account requests are submitted by the department IT

Coordinator. Once the user receives their account information, including their NMCI email address, please schedule an appointment with a DEERS/RAPIDS, Personal Support Detachment (PSD), or Pass and ID Office to receive your CAC. When you go to your appointment, you will need two forms of picture identification for the initial CAC, at least one must be a valid state or federal government issued picture identification.

Keep your CAC in the card reader while at your workstation. When leaving your workstation, remove the CAC from the card reader and maintain control of the CAC. When the CAC has been removed from the card reader the computer will be locked. If you forget your CAC, you cannot login to your computer workstation. **If you lose your CAC you must report it to the Naval Base Kitsap (NBK) Police Office** in Building 433 and fill out a police report. A copy of the police report is required when applying for and receiving a replacement CAC. A valid PSNS & IMF badge may be used for identification.

**Prohibited Items:** There are various items that are prohibited at PSNS & IMF, a partial list of these prohibited items include:

- Personal cameras/photographic/image capturing devices
- Weapons of any kind, including items commonly used for hunting, sport, and self defense. Knives (other than pocket knives) that are not specifically designed and used for PSNS & IMF work are prohibited.
- Alcoholic beverages
- Personally owned computers and computer accessories including storage media and Personal Electronic Devices (PED) that have the capability to record voice or data. MP3 players such as iPods are authorized but leave the USB or similar connecting cables at home.

Obviously it is illegal to bring “contraband” into PSNS & IMF spaces, such as items illegal to own or use by state or Federal law or DOD regulations. You are also advised to avoid bringing personal property that could easily be mistaken for U.S. Government Property such as tools and hardware.

**Security Forces:** PSNS & IMF receives security support from the NSF. As an employee, you must follow the instructions issued by the NSF. Security is everyone’s business. Incidents of unauthorized persons in the Controlled Industrial Area (CIA), or persons suspected of attempting to solicit classified material, gain access to classified work areas, or breach security regulations in some other manner should be promptly reported to the NSF, the Department Security Coordinator (DSC), or your immediate supervisor.

**Information Security:** You are responsible for safeguarding classified information. Classified information can be:

- Written documents
- Recordings
- Computer software

- Photographs
- Printed materials

There are three levels of classification: Confidential, Secret, and Top Secret. To handle classified material you must have the proper level security clearance and a “need to know”.

If you come across or find classified documents adrift, take charge to control unauthorized access to these documents and call your supervisor. If your supervisor is not available, contact the NSF at 360-476-5795 and request assistance. If you are required to transport classified material off of NBK-Bremerton, you must request a Courier Authorization Card and receive specific training. Safeguarding classified information is important because many foreign countries continue their attempts to acquire classified information and critical technologies.

Every year you will be required to participate in annual security-related training. If you plan to vacation outside the country you are also required to attend a travel brief each time before you travel. Remember, PSNS & IMF is a prime target for industrial espionage. You can help prevent threats to our national security by knowing and following all security rules for safeguarding classified information.

Watch what you say and do not discuss either classified or sensitive unclassified information at home, in public, or on the telephone. If you are approached for information and you believe that you have been involved in a collection attempt, report this immediately to your supervisor or contact 360-476-9640.

**Nuclear Information Security:** The Navy Nuclear Propulsion Information (NNPI) Control Officer is assigned to ensure that appropriate measures are established and enforced to control and prevent unauthorized access to NNPI. NNPI is all information, classified and unclassified, concerning the design, arrangement, testing, operation, training, maintenance, and repair of propulsion plants of naval nuclear-powered ships. Unclassified NNPI is labeled Not Releasable to Foreign Nationals (NOFORN). The term NOFORN is a handling instruction to properly safeguard this information. This information must be controlled to prevent detailed visual or physical access by individuals who do not have the required “need to know”. If you are required to transport NOFORN off of NBK-Bremerton you must request a property pass from your DSC and receive required training, prior to departing the CIA. Any questions you may have about NNPI can be answered by calling 360-476-9790.

The Reactor Fuel Security Officer coordinates the refueling security operations performed by Marine Corps Security Force (MCSF) personnel. As a new employee you must be aware of your surroundings. If you enter an unauthorized area and are challenged by MCSF, **you must do what the MCSF watch stander directs**. If you have any questions call 360-476-5100 after the fact.

## **TRAFFIC REGULATIONS AND TRANSPORTATION INFORMATION**

There are several paid parking areas outside of the Command. Your supervisor or Administrative Office may also be able to provide more information about off-base parking areas.

Washington State traffic laws prevail on base. Other considerations include:

**Parking on Base:** DoD Civilian personnel working at NBK-Bremerton may apply for a permit to park on base by filling out a parking application. Permits are assigned as space becomes available, based upon Service Comp Date. Retired military WORKING at NBK-Bremerton are considered civilians for parking purposes and shall not park in the Montgomery Lot. Contact the Program Coordinator at 627-4022 or 627-4023.

**Parking at the IMF:** There are some assigned spaces for military and other officials. Individuals with handicap status are assigned their personal parking space as well. Unmarked parking spaces are first-come first-served.

**Private Vehicles:** May be operated on base outside the Controlled Industrial Area (CIA) only if a proper pass has been issued. Remember, in order to enter the base, your vehicle needs to have the vehicle permit displayed. Driver and passengers must have valid base identification badges displayed so they can be easily seen by the guard or sentry.

**Transportation Incentive Program (TIP)/ORCA Pass:** This program will provide financial incentives to employees to encourage the use of mass transit. Mass transit is defined as the use of buses, vanpools with a capacity of at least six adults excluding the driver, and walk-on ferry passengers. For more information on this program contact Code 610.12 at 476-2986 or 476-7568. The ORCA application form can be obtained from the Comptroller Department (Payroll) on the second floor of building 850A, or on the Command intranet.

**Carpools and Within-Yard Transportation:** Carpools to and from the Command are established and run informally through ads for drivers or passengers in the Command's newspaper, the SALUTE. Within the Command there is an established free system of transportation consisting of buses and taxis for work-related travel.

**Bicycles:** There is a special access turnstile at the Bremerton and State Street gates that can accommodate wheelchairs and bicycles. To utilize the special access turnstiles employees will need to contact Security at 476-0455 and request that you be added to the access list. Once approved and placed on the access list, all you need to do is run your badge through the reader both upon entry and exit at the special access turnstiles. Bicycle parking facilities vary from building to building and must be parked in designated racks and areas. Complete bicycle rules can be found in the PSNS & IMF OSH Manual VOL II Chapter 3 Section 6: Bicycle Safety.

## STANDARDS OF CONDUCT

Employees of the federal government are expected to conduct themselves in a manner which reflects favorably upon themselves and their government. The need for federal employees to live up to certain moral and ethical standards, both on and off the job, is important both to the efficiency of the conduct of government business and to the maintenance of public confidence in the United States Government. The Navy expects employees to be honest, reliable, trustworthy, and of good character and reputation.

### **These 14 General Principles Apply to Every Employee (5 C.F.R. 2635.101(b)):**

- 1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- 2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- 3) Employees shall not engage in financial transactions using non-public Government information or allow the improper use of such information to further any private interest.
- 4) An employee shall not, except as permitted by subpart B of this part, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interest may be substantially affected by the performance or non-performance of the employee's duties.
- 5) Employees shall put forth honest effort in the performance of their duties.
- 6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- 7) Employees shall not use public office for private gain.
- 8) Employees shall act impartially and not give preferential treatment to any private organization or individual.
- 9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- 10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflicts with official Government duties and responsibilities.
- 11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.



12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those – such as Federal, State, or local taxes – that are imposed by law.

13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap.

14) Employees shall endeavor to avoid any action creating the appearance that they are violating the law or the ethical standards set forth in this part. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

## **YOUR PRIVILEGES, BENEFITS, AND OPPORTUNITIES**

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Policies are usually designated with written instructions. You will be briefed on most of this information when you arrive. When you have questions, contact your supervisor or Administrative Office.

### **BENEFITS INFORMATION**

The Department of Navy offers an automated self-service called Employee Benefits Information System (EBIS). It is a secure website available 24 hours a day/7 days a week. All current civilian Department of Navy employees can access EBIS to view and make changes to your health benefits (FEHB), life insurance (FEGLI), Thrift Savings Plan (TSP), Personal State of Benefits, retirement information, and retirement estimates. Your personal information is protected and available only to you.

You may access EBIS at 1-888-320-2917, press 4 to talk with a Customer Service Representative. When you call, EBIS will need to validate your personal credentials (SSN, Date of Birth, Service Computation Date, Pay Plan or Pay Schedule, Pay Grade or Pay Band and Step) Ex: WG-05-01 or GS-07-01. You may also access the website at [www.civilianbenefits.hroc.navy.mil](http://www.civilianbenefits.hroc.navy.mil), or through the HR intra-website.

All permanent employees with regularly scheduled tours of duty are eligible to enroll in both the Federal Employees Health Benefits Program (FEHB) and the Federal Employees Group Life Insurance Program (FEGLI). Employees who have intermittent or short-term appointments of less than one year are not eligible to enroll. However, temporary employees who have worked at the Command one year or longer are eligible for health benefits under certain conditions. Under both programs, eligible employees must select their plans within the first 60 days of their employment.

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

PSNS & IMF have a positive EEO program which is consistent with the Department of the Navy policy, ensuring equal consideration and treatment of all applicants and employees regardless of race, color, religion, sex, national origin, age, or physical/mental handicap. If the need should arise for EEO counseling, contact the EEO Complaints Office at (360) 476-2077 and arrange to speak with an EEO Counselor. You are responsible for notifying your supervisor before leaving the work area. The office is located outside the CIA at the Bremerton Site in the Fleet and Industrial Supply Center (FISC), Building 467 on the mezzanine.

Harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age. It may also be caused by retaliation against an individual for filing or participating in an EEO complaint or for opposing employment practices they reasonably believe to be discriminatory. Harassment becomes unlawful where 1)

enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Offensive conduct may include, but is not limited to; offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. There is zero tolerance for any behavior, verbal or physical, that unreasonably interferes with work performance and/or creates an intimidating, hostile, or offensive work environment, whether or not the harassment is directed at someone because of their race, color, ethnicity, national origin, sex, religion, age, or disability. Any instance of harassment will be dealt with swiftly, fairly, and effectively. Disciplinary action will be taken against those who engage in inappropriate behavior in the workplace or any act of retaliation or reprisal or other actions aimed to hinder any employee's free exercise of these rights.

### **REASONABLE ACCOMMODATIONS**

An employee with a physical or mental impairment that is in need of a reasonable accommodation should contact their supervisor or resource manager to make an appointment with the PSNS&IMF Reasonable Accommodation Coordinator. Employees may contact the C/900A.3 Reasonable Accommodation Office directly at 476-4891. Employees may be asked to provide supporting medical documentation. All requests for accommodation are protected under the Rehabilitation Act.

### **PUBLIC AFFAIRS**

The Congressional and Public Affairs Officer (PAO) acts as the spokesperson for the Command in coordination with Naval Sea Systems Command (NAVSEA) and the U.S. Navy Office of Information (CHINFO). The PAO advises Command leadership on matters relating to the public's understanding of the role PSNS & IMF plays in the U.S. Navy, fleet maintenance, and the communities where we have facilities. The PAO ensures the timely and accurate release of public information both internally and externally. All media queries and requests for interviews must be directed to the PAO for coordinated response and release.

Command Newspaper: The "Salute" newspaper is published bi-weekly on Thursdays. Information passed along in the Salute may be considered official and the latest word on topics of general employee interest. It is an ongoing chronicle of all changes, additions, conditions, and new laws and policy concerning your employment at PSNS & IMF. You can read past and current issues, submit an ad for the Trading Post or Ride Share, and view the Salute schedule and deadlines along with contact information on the Command intranet page.

**Facebook:** Our vision is to increase communication amongst work force, management, labor, and active duty members on topics such as PSNS & IMF activities, events, opportunities, safety issues, Guiding Coalition initiatives, and relevant breaking news.

Information provided here represents the personal opinions of the original authors. This site is available to the public. No information you consider confidential should be posted to this site. By posting to this site, you agree to be solely responsible for the content of all information you contribute, link to, or otherwise upload to the website. We need to be cautious when posting things about the military community.

Limit what you say about:

- Military movements or location of units
- Any issues with the command or vessel/equipment
- Anything concerning security

Don't discuss:

- Detailed information about missions of assigned units
- Details concerning locations and times of unit deployments
- Personal transactions that occur in large numbers
- References to trend in unit morale
- Personnel problems
- Details concerning security procedures

Operation Security (OPSEC) not only protects Sailors and commands, but it protects family members and friends on the home front by denying phishers, scammers, id thieves and others the personal or operational information they need to work their schemes.

Signing up for or checking PSNS & IMF's Facebook web site for updated info or to provide info is ok, just as it is with News You Can Use. Again, we can see who is on it, when and for how long. Any abuse will be seen and appropriate action taken.

The PSNS & IMF Facebook page is:

<https://www.facebook.com/PSNSandIMFontheWaterfront>

**Personal Facebook use must be done on personal time.** Abuse of this is the same as going to check your stock reports on company time and the command's computer-- unauthorized use of government computers.

### **CIVILIAN ASSISTANCE PROGRAM (CEAP)**

CEAP is a voluntary program that offers professional help assessing problems, providing short-term counseling, and referring civilian employees to other specialized

professionals. This service is an investment in the health, happiness, and long-term success of the civilian work force.

There is no cost to employees who meet with the CEAP Administrator. The Administrator may recommend outside treatment and professional services which can result in personal expense. The CEAP Administrator will work with the employee to identify the best available outside treatment programs and services in line with the employee's individual finances.

CEAP helps with any type of personal problems which may interfere with job performance, such as:

- Alcohol and/or drug use
- Emotional and mental stress
- Relationship and family matters
- Financial concerns

The employee's Official Personnel Folder (OPF) will not contain anything related to participation in the CEAP. In addition, in accordance with 42 CFR, information regarding discussions with employees under the CEAP cannot be disclosed without the employee's permission, except as mandated by federal and/or state law.

The CEAP phone number is 476-4455.

## **CHILD CARE**

Employees of PSNS & IMF are eligible for child care provided by Navy Child and Youth Programs. Child care fees are based on total family income and are reviewed annually. This program operates on priority for access and wait lists to eligible facilities.

A child care subsidy program through the National Association of Child Care Resource and Referral Agencies (NACCRRA), titled Military Child Care in Your Neighborhood (MCCYN), is available to all Naval Base Kitsap civilian employees to help pay for non-Navy child care while waiting for a Navy child care opening.

For detailed information and to request child care, visit [www.navylifepnw.com](http://www.navylifepnw.com) (click on Child and Youth). For emergencies, specialty hours, or other possible situations, contact the Naval Base Kitsap Bremerton Child Development Center at (360) 476-8666 for assistance. It is highly advised you register as soon as you know you have child care needs, i.e. pregnancy or moving to the area as wait times for child care vary.

Additional child care resources can be found through Washington State Child Care Resources and Referral at [www.childcarenet.org](http://www.childcarenet.org). It links local child care resources and referral programs serving every county in the state. This is an excellent resource for parenting tips and aide in searching for child care.

## **OTHER EMPLOYEE BENEFITS AND SERVICES**

**Expressing Stations:** There are over a dozen expressing stations located in various women's restrooms around the Command. These spots provide accommodations for breastfeeding mothers to express milk. Each private site has a chair, table for equipment, accessible electrical outlet, and a sink nearby with a clean, safe water source. Limited time on the clock is allowed for expressing milk. More information can be found in the PSNS & IMF Work Place Breastfeeding Expressing Policy (PSNS & IMFINST 5300.3).

**Food Services:** Employee Food Services (EFS) provides food and revenue for shop and office Recreation Committees. EFS administrative offices for the food, food vending, and recreation programs are located adjacent to the food preparation area in the main cafeteria located on the 2<sup>nd</sup> floor of Building 435.

Five smaller waterfront canteens are located in buildings:

- 467 - 3rd Floor
- 560
- 850A - 1st Floor
- 879 - 2nd Floor
- 1124 - 2nd Floor
- 460

Two espresso and light food stands are located east and west at Buildings 896 and 448 respectively. Eating areas and vending machines are located in all principal areas of the Command to provide food service outlets in close proximity to all work areas. A wide variety of food is offered at moderate prices.

**Government and Employees' Benefit Association (GEBA):** Any employee of PSNS & IMF, or any other federal government agency, whose health is such that he or she is actually performing the duties of his or her occupation at the time of application, may become a member. Membership is subject to the approval of the Board of Directors of the Association and becomes effective on the date the application is approved. You may contact your Administrative Office for applications and copy of the by-laws.

Employees may join the GEBA insurance plan by paying a membership fee of \$5 which covers the first assessment, followed by a bi-annual fee of \$15 for continued coverage. The plan pays to the beneficiary the following within 48 hours (subject to change):

- \$1,000 if you have been a member for less than 2 years
- \$2,000 if you have been a member 2 to 4 years
- \$3,000 if you have been a member 4 or more years

**Morale, Welfare & Recreation (MWR):** The Commander, Navy Region Northwest offers MWR programs through their Fleet and Family Support department. They invite all DoD civilian employees to participate in advertised classes, programs, and facility usage, including; fitness, recreation, and dining.

Facilities that are currently open for utilization are (subject to change):

- Fitness & Aquatic Centers
- Auto Hobby Shop
- Outdoor Gear Rental
- Woodworking Shop
- Library
- Tickets & Tours Office
- Bowling Centers
- Ceramics Shop
- Frame Shop
- Camp McKean
- Sam Adams Brewhouse (Bremerton)
- Inside Out Café & Lounge (Bangor)

For more information please contact the MWR Advertising Manager at 476-8696, or visit their website at <http://www.navylifepnw.com/default.aspx>.

## ***NAVY UNITS IN THE PUGET SOUND AREA***

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Commander Navy Installations Command (CNIC)/Commander Navy Region Northwest (CNRNW )  
Commander Submarine Development Squadron Five  
Construction Battalion Maintenance Unit 303  
Human Resources Service Center Northwest (HRSC)  
CREDO Pacific Northwest  
Defense Logistics Agency Maritime, Puget Sound Naval Shipyard and Intermediate Naval Facilities Engineering Command Northwest (NAVFAC-NW )  
Fleet Logistics Center (FLC)  
Naval Air Station Whidbey Island (NAVAIRSTA Whidbey)  
Naval Base Kitsap (NBK)  
Naval Undersea Warfare Center Keyport (NUWC Keyport)  
Naval Hospital Bremerton (NAVHOSP Bremerton)  
Naval Magazine Indian Island  
Naval Reserve Center  
Naval Station Everett (NAVSTA Everett)  
Navy Band Northwest  
Submarine Group Nine (COMSUBGRU Nine)  
Submarine Squadron Seventeen  
Submarine Squadron Nineteen  
Transient Personnel Unit, Puget Sound  
Trident Training Facility Bangor (TTF Bangor)

CODE/SHOP: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

EMERGENCY NUMBER: \_\_\_\_\_

COMMAND EMERGENCY NUMBER: 911, or on cell phone 476-3333 \_\_\_\_\_