

WELL-BEING TOOLKIT



CODE 700/900
WELL-BEING PROGRAM

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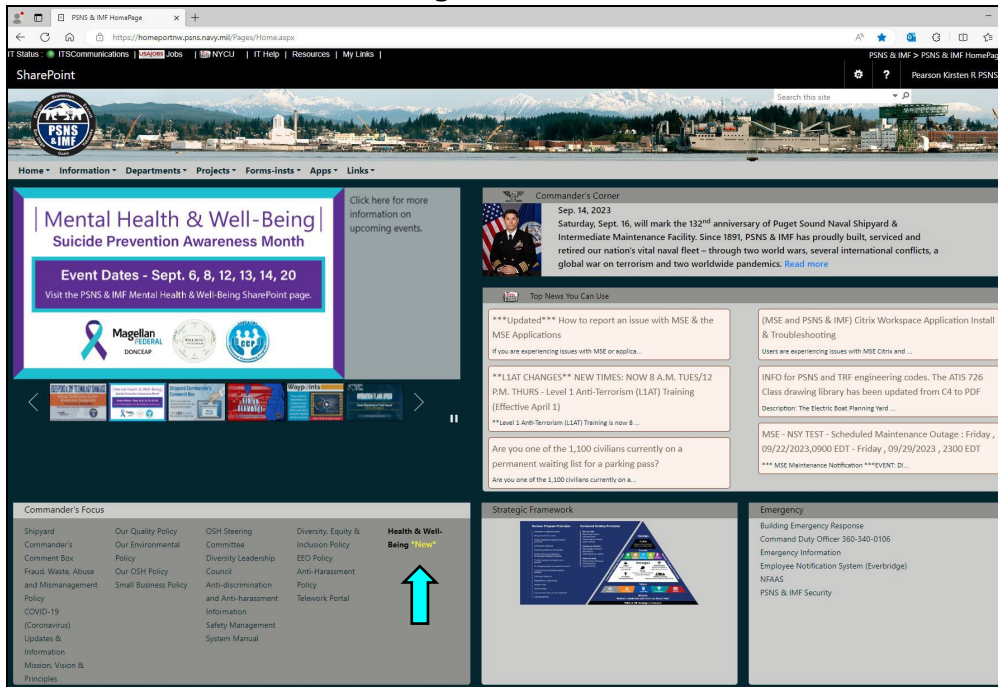
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To find these resources on your own follow the steps below.

A blue arrow will be in the pictures for you to know where to look on the page. ➡
From the PSNS Homeport Page <https://homeportnw.psns.navy.mil/Pages/Home.aspx>

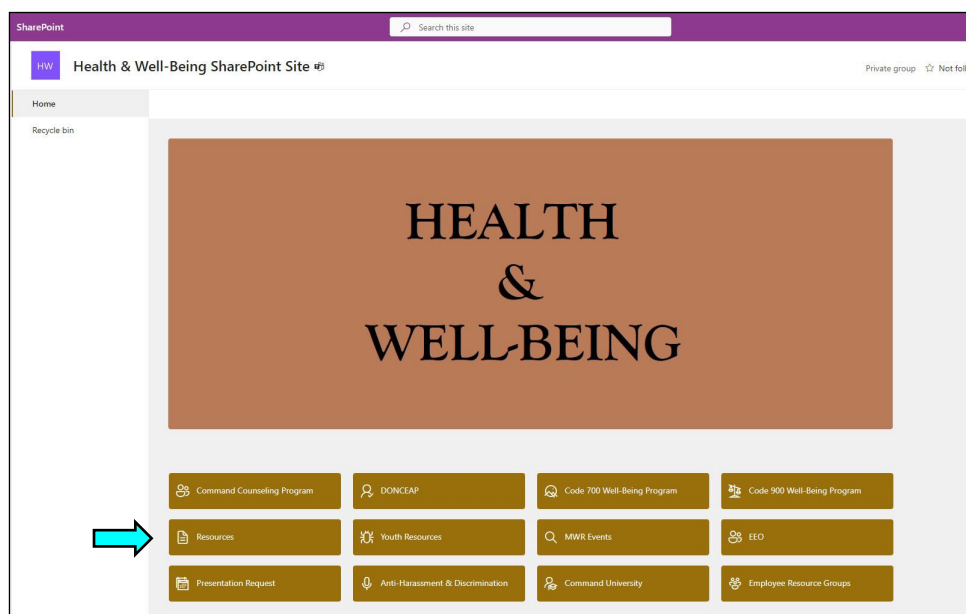
1. Select "Health & Well-Being" in the Commanders Focus block.

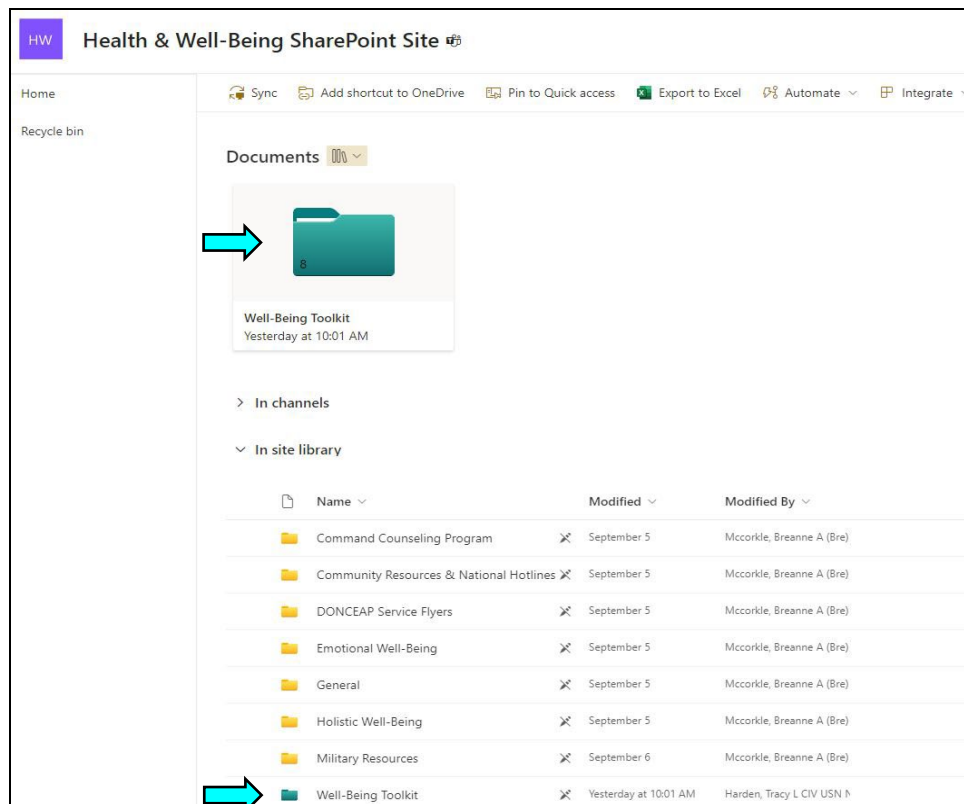


2. This will take you to the Health & Wellbeing Flankspeed SharePoint. Select the "Resources" button.

<https://flankspeed.sharepoint-mil.us/sites/HealthWell-BeingSharePointSite>












3. This will take you to a documents Site. Select the "Well-Being Toolkit".



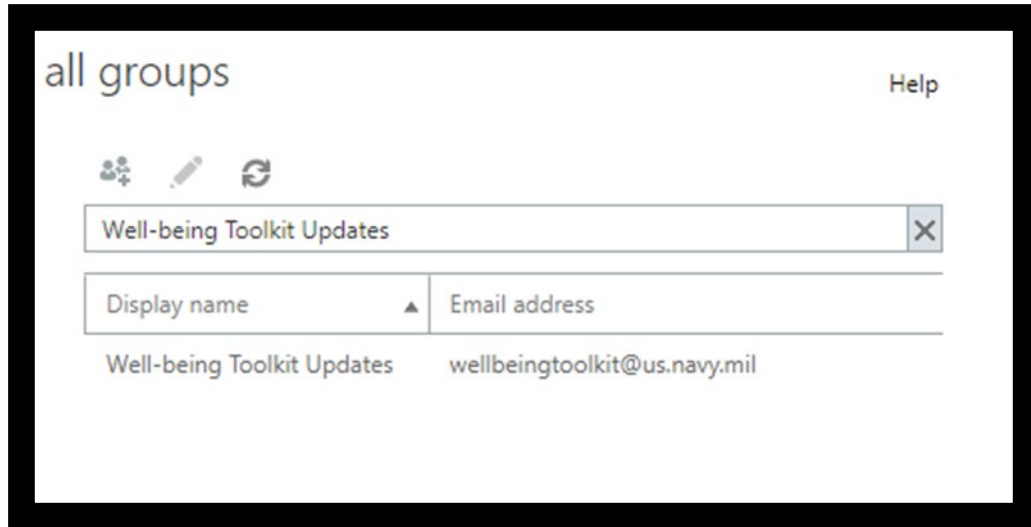


4. From here you will see the following documents. Select the section you need and print.




Documents > Well-Being Toolkit

 Name ▾	Modified ▾	Modified By ▾	
 Essentials	Yesterday at 6:18 AM	Harden, Tracy L CIV USN N	
 Section 1 - MHCR_DCSA.pdf	Wednesday at 8:18 AM	Mccorkle, Breanne A (Bre)	
 Section 2 - DONCEAP Flyers.pdf	Wednesday at 8:18 AM	Mccorkle, Breanne A (Bre)	
 Section 3 - CCP Brochure.pdf	Wednesday at 8:18 AM	Mccorkle, Breanne A (Bre)	
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 Section 8 - Benefits Flyer.pdf	Wednesday at 8:18 AM	Mccorkle, Breanne A (Bre)	
 Section 9 - Community Resources.pdf	Wednesday at 8:18 AM	Mccorkle, Breanne A (Bre)	

TO ADD YOURSELF TO A DISTRO TO BE CONTACTED WHEN SECTIONS ARE UPDATED.



all groups Help

Well-being Toolkit Updates X

Display name ▲	Email address
Well-being Toolkit Updates	wellbeingtoolkit@us.navy.mil

- Log into Flankspeed home: [Microsoft Office Home \(apps.mil\)](https://apps.mil)
- Navigate to your OUTLOOK (left hand side)
- Click on the SETTINGS button on the top right of your screen
- Select GENERAL, then DISTRIBUTION GROUPS
- Under distibution groups I belong to, selection the join button
- Type in WELL-BEING TOOLKIT UPDATES and hit enter.
- Select the displayed distro list and hit the join button again.

You should then see a message stating that you have been added to the group.

Mental Health Response Plan



Notice — When a person is showing signs of emotional distress.

Ask — Start a conversation, "Are you OK? Do you want to talk about it?"

Take Action — "How can I support you?" "Can I help you get help?"

If requested, safe and available, walk with them to on site counselor.

Anyone who is threatening imminent harm to self, others or property



Call 911

Keep the employee safe until help can be attained

Suicide Awareness

Risk Factors

Relationship conflicts, financial problems, grief/loss, depression, anxiety, survivor of suicide, no meaning and purpose, abuse, rejection, serious illness

Warning Signs

Substance use/abuse, recklessness, isolation, negative social media posts, calling out of work more than usual, giving away belongings, hopelessness, regret, shame, anger and rage

Common Phrases

- "I don't see a way out of this."
- "My family would be better off without me."
- "I am a burden to others."
- "I have nothing left."
- "I am hopeless that anything will change."

Asking directly could be one of the most important things you can do

- "Are you having thoughts of suicide?"
- "Can I help you get help?"

Sometimes there are no signs

If nobody is available to assist an employee who is suicidal

PSNS & IMF licensed counselor is available during day shift upon request.



PSNS & IMF Command Counseling Program

360-340-2745

PSNS & IMF DONCEAP licensed counselor is available during day shift upon request.



DONCEAP

1-844-366-2327

Employee continues to present a serious and imminent threat to self/others/property

Use the resources below to connect them with a professional crisis responder available 24/7/365

988 Suicide & Crisis Lifeline

Call or text 988, online chat at 988lifeline.org

Department of Navy Civilian Employee Assistance Program (CEAP) 1-844-366-2327

911 Emergency Services

Assess for Suicidal Ideation & Risk of Death by Suicide



Seeking mental health services does not affect one's ability to gain or hold clearance eligibility. Adjudicators regard seeking necessary mental health treatment as a positive step in the security clearance process.

MENTAL HEALTH AND SECURITY CLEARANCES

FIGHTING MENTAL HEALTH STIGMA

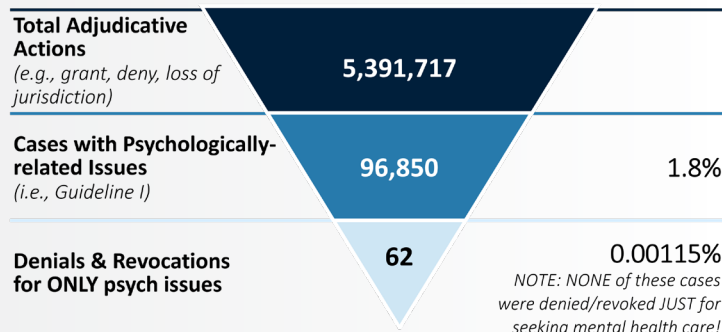
Research shows that stigmas related to mental health treatment have decreased in recent years. However, mental health stigma still remains a notable challenge, particularly among military members. A RAND study showed many service members do not regularly seek care for mental health symptoms due to reasons such as personal beliefs about self-reliance, concerns about how their supervisors and co-workers may react, and availability of mental health care. **But most importantly, cleared individuals fear seeking mental health care could adversely impact their security clearance eligibility. This is not the case.**

FACTS REGARDING CLEARANCES AND SEEKING CARE

A detailed analysis of denial and revocation statistics involving psychological conditions clearly demonstrates that **a cleared individual is not likely to lose or fail to gain clearance eligibility after seeking mental health care or experiencing mental health symptoms.**

Even for individuals with concerns in other adjudicative areas, the loss or failure to gain clearance eligibility was rare. During that same period, only 713 individuals with psychological concerns in addition to one or more other concerns had their eligibility revoked or denied. Of particular note, none of the cases resulting in a denial or revocation were based solely on an individual seeking mental health care. Rather, other factors, such as non-adherence to medical recommendations or simply not seeking care in the face of a clear need for mental health support, were generally the disqualifying issues.

DoD CAF Metrics: 2012–2020



BOTTOM LINE: It is extremely rare for someone to lose a clearance for a psych issue standing alone

It is important for the cleared workforce and prospective employees to understand that there are no automatically disqualifying conditions or treatments. For individuals suffering from psychological conditions, seeking and participating in a treatment plan helps demonstrate integrity and trustworthiness and may contribute favorably to decisions about eligibility. Avoiding care when needed, in contrast, can raise security concerns.

RISKS FROM AVOIDING MENTAL HEALTH CARE

- **Decreased force readiness:** Untreated psychological conditions can increase other physical health issues, negatively impacting a cleared individual's ability to deploy or perform their job.
- **Increased suicide risks:** Mental health care is one of the primary protective factors against suicide.
- **Increased security concerns:** Performing sensitive national security duties while overly burdened by emotional issues could lead to impaired decision making and therefore pose a security risk.

For more information go to www.dcsa.mil/mc/pv/dod_caf/.

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

Last updated: October 27, 2021





DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

MENTAL HEALTH AND SECURITY CLEARANCES FREQUENTLY ASKED QUESTIONS

Will I lose or fail to gain a clearance just because I sought mental health care?

No. Seeking mental health care is a positive course of action and a sign of sound judgment. It is the most common way to mitigate mental health issues and is recognized as a positive step during the personnel vetting process.

What mental health issues do I need to report?

Initial clearance requests: Clearance candidates should follow current Standard Form 86 (SF-86) Section 21 guidance regarding reporting instructions. The issues of potential concern are:

- Legal findings of mental incompetence
- Court-ordered mental health care
- In-patient mental health care
- Certain diagnoses which, by their very nature, may impair judgment or reliability
- Self-appraised mental health concerns that could impact judgment or reliability

Cleared individuals: As with many reportable categories, significant changes to questionnaire responses mandate self-reporting to an individual's security manager or facility security officer. Actively cleared individuals who experience one of the examples cited above after completing their SF-86 are required to report the new information to their security office by filling out an SF-86C.

What mental health-related issues may raise security concerns?

An intentional lack of transparency in answering the questions in Section 21 or failing to report new information to your security office will raise significant security concerns; other potential security concerns generally include:

- Behaviors which may result in a threat to oneself or others
- Not seeking treatment when needed
- Non-compliance with recommended mental health treatment
- Involuntary psychiatric hospitalizations
- Co-occurring mental health issues and substance abuse issues
- Recurrent or chronic mental health concerns, which have not responded sufficiently to treatment

What happens if I answer "Yes" to Section 21 on my SF-86?

Investigators may request the opinion of your current or most recent health care professional to determine whether your condition possibly impacts your reliability, judgment, trustworthiness, and capacity to perform sensitive national security duties. Depending upon the nature of the concern, the investigator may request a summary of your medical records or hard copies of your medical records. In some cases, individuals may be asked to participate in an independent psychological evaluation with a government approved evaluator.

Are there some psychological conditions or treatments that would automatically disqualify an applicant from obtaining or maintaining clearance eligibility?

No. There are no automatically disqualifying conditions or treatments. National security professionals have demonstrated the ability to manage work effectively with appropriate treatment, even for conditions specified in Section 21. When necessary, seeking mental health care helps demonstrate integrity and trustworthiness and may contribute favorably to decisions about eligibility.

MagellanAscend.com

Making your life's journey easier

No matter where you are on your journey, there are times when a little help can go a long way toward achieving your goals. From checking off daily tasks to working on more complex issues, your new program website, MagellanAscend.com can help make your life, and your household members lives, a little easier.

Magellan Ascend is designed for easy browsing on any device. You will receive timely, curated content each time you visit the site. Use the Live Chat feature to get assistance in real-time.

Key features

- ✓ **Explore Services**—Learn more about all the services available to you by clicking on each tile, including coaching, counseling, self-care mobile apps and more.
- ✓ **What's Trending**—Get the latest news on trending topics ranging from building resiliency to handling traumatic events.
- ✓ **Featured Topic**—Each month features a timely and relevant topic presented via the Momentum newsletter and a live webinar.
- ✓ **Your Apps**—Browse helpful apps for your mobile device.
- ✓ **Find Care**—Research providers in your area that specialize in services you need.
- ✓ **Knowledge Center**—Find articles, videos, self-assessments and webinars on a wide range of topics including: anxiety, child care, depression, elder care, parenting, relationships, stress management, substance misuse, work-life balance and so much more. Save these resources to your favorites.
- ✓ **Cost Savings**—Access discounts on millions of products and services including child and elder care, entertainment, vacation planning, fitness centers and more.

Get started today!

Make sure to create a user log-in and profile for secure and confidential access to every area of the website. With fresh content on so many topics and helpful free resources, there's always a reason to visit MagellanAscend.com.

The DON CEAP
1-844-366-2327
(1 844 DON CEAP)

For TTY Users: 1-800-635-2883

Work-Life Services

From treasured moments to major milestones to tricky transitions, Work-Life Services helps you live life smarter and gives you insight and inspiration for the journey.



Adult Care & Aging

We simplify caregiving by helping you make informed decisions on housing, healthcare, finances, safety and more.

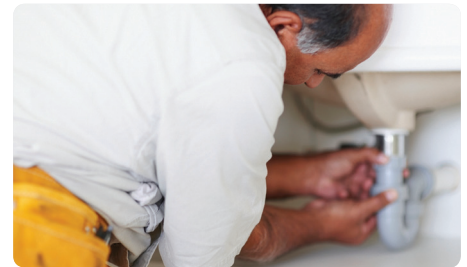
- Care options and living arrangements
- Senior services
- Respite care
- Grief and bereavement
- Community programs



Child Care & Parenting

From the toddler years to the turbulent teens, we will help you find child care and navigate through the pleasures and pitfalls of parenthood.

- Parenting infants
- Managing work and family
- School options
- Summer care
- Child health and safety



Daily Living

Access expert guidance on home improvement, automotive services, travel, cleaning services, consumer information and more.

- Home improvement
- Consumer information
- Emergency preparedness
- Cleaning services
- Travel

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For TTY Users: 1-800-635-2883



Education

Whether you have a school-age child or are thinking about returning to school yourself, resources are available for financial aid, college, scholarships and tutoring.

- Financial aid and scholarships
- Continuing education
- Tutoring
- Extracurricular activities
- Gifted and talented children



Moving

Say goodbye to moving stress. Whether you move across town or across the country, we will help you get organized and save time.

- Referrals to movers and real estate services
- School information
- Neighborhood profiles
- Houses of worship
- Recent home sales



Pet Ownership

They're more than pets; they're family! Bone up on choosing, feeding, insuring, grooming and caring for a pet.

- Local veterinarians
- Pet sitters
- Dog walkers
- Pet supplies and insurance
- Pet-friendly locations and activities



Pregnancy & Adoption

Your bundle of joy comes with a bunch of challenges. Here you'll find to-dos for nearly every "What should I do?"

- Prenatal care
- Birthing options
- Labor and delivery
- Formula feeding
- Parenting adopted children



Relationships

Get the information and assistance you need to have healthy, positive and respectful relationships.

- Wedding planning
- Marriage laws and licenses
- Healthy marriage tips
- Separation and divorce support
- Communication tips



Special Needs

Turn to us for support and understanding as you go through the trials and triumphs of raising a child with special needs.

- Doctor visit preparation
- School services
- Respite care
- Treatment
- Stress management and emotional support



Legal services

Balancing the needs of your private life with your professional responsibilities is not always easy, and it can be particularly difficult when legal issues arise. Your program provides legal services that help you deal with a wide range of legal concerns.

Legal consultation

Receive one free 60-minute consultation per issue, per year on the phone or in-person with an attorney.*

Mediation services

Receive one free initial 60-minute consultation with a mediation expert who will listen to you and help you determine whether mediation is a suitable method to resolve the legal issue.

Members receive a preferential discount for services beyond 60 minutes.

Estate planning: 25% discount on the hourly fee

- Wills
- Trusts
- Power of attorney

Family law: 35% discount on the hourly fee

- Divorce
- Juvenile court proceedings
- Elder care

Standard legal services: 25% discount on the hourly fee

- Civil and consumer rights
- Personal property
- Taxes and audits

Document preparation discounts

- Single Will Package: \$99.00
- Couples Will Package: \$179.00
- Minor's or Special Needs Trust: \$249.00
- Individual Estate Protection: \$649.00
- Protection of Couples' Estate: \$999.00

Online tools and resources

- Self-serve access to instantly create state-specific forms
- Legal library with educational content, definitions and articles on a wide range of legal topics

How to get started

Call your The DON CEAP at 1-844-366-2327 (TTY 711) or visit MagellanAscend.com to get started.

**Legal advice on employment matters is excluded.*





Financial wellness

Nearly 8 in 10 Americans live from paycheck to paycheck.¹ Your financial wellness program can help you take control of your monthly finances, avoid pitfalls and achieve your financial goals. You can be confident about your finances at every stage of life—whether it is managing student loans, buying a home, growing a family, paying off debt or planning your retirement.

☑ **Meet with a Money Coach**

- Three 30-minute telephone consultations per topic, per year
- Money Coaches have an average of 22 years of relevant professional experience and several certifications. They provide confidential, unbiased guidance to help you get into good financial shape; they don't sell products
- Get support for concerns such as debt and credit, spending and saving, maternity leave, large purchases, caring for parents and more

☑ **Build a plan**

- Take a financial assessment
- Learn how money is affecting your health, wealth and financial status
- Get a personalized action plan

☑ **Take action**

- Check out the website with premium financial content such as events, videos, knowledge center and calculators
- Schedule a meeting from Monday to Friday from 9:00 am – 11:00 pm ET
- Invite your spouse or partner to join you

If you exhaust your benefits and want to continue using the service, you have the option to purchase Financial Wellness for \$39.95 per month to receive unlimited coaching and an even more robust website experience.

Get started right away with your Money Coach. Call your The DON CEAP at 1-844-366-2327 (TTY 711) or visit MagellanAscend.com to get started.

1. <https://www.forbes.com/sites/zackfriedman/2019/01/11/live-paycheck-to-paycheck-government-shutdown/?sh=153bf934f10b>





BetterHelp virtual therapy

Get help when and where you need it

Mental health affects every aspect of our lives. In the workplace, where stress and deadlines can take a toll, it's especially important to pay attention to your well-being.

What is BetterHelp?

Through your program, you have access to confidential virtual therapy, provided by BetterHelp, at no cost to you. Counseling is available for the entire family—individuals, couples and teens (with parental consent and in accordance with applicable law and clinical appropriateness).

You can choose from one of four modalities:

- Text messaging exchange over a week
- Live phone session
- Live video session
- Live chat session

You can also toggle between modalities while in therapy. For example, you can choose to chat with a therapist online one week and schedule a video session the next week.

How does it work?

Call your program phone number to get started. A clinician will ask questions to understand your unique situation and, if appropriate, refer you to BetterHelp. The referral form will generate an email to you with a unique link to complete a questionnaire.

You will complete the questionnaire and be matched with a provider. Typically, you can begin communicating with a provider within 24 hours of completing the questionnaire.

Ready to get started? Call your program to begin improving your mental well-being.

The DON CEAP
1-844-366-2327
(1 844 DON CEAP)

For TTY Users: 1-800-635-2883

Change the way you think, and feel better

Digital Cognitive Behavioral Therapy

Digital Cognitive Behavioral Therapy (DCBT) programs have proven to work just as well as face-to-face therapy and prescription medicines. They're easy to use, educational, interactive and self-paced. You can use them anywhere at any time—all you need is a computer or mobile device that can play videos. Modules are available to help with a variety of conditions*:

C **ComfortAble™—for chronic pain**

This seven-session program helps:

- Improve functioning
- Prevent pain flare-ups
- Change unproductive thoughts and behaviors

F **FearFighter®—for anxiety, panic & phobia**

In this nine-session program, you'll:

- Learn how the body reacts to anxiety
- Take part in core belief exercises and keep a diary
- Create and maintain a fear ladder with goals

M **MoodCalmer—for depression**

This four-session program helps you:

- Understand signs and symptoms
- Challenge negative thoughts
- Schedule pleasant activities to help manage relapse

O **OCFighter—for obsessive compulsive disorder**

This nine-session module provides interactive videos and user success stories to help you:

- Understand ritual impacts
- Identify triggers
- Develop self-management skills to reach your goals

R **RESTORE®—for insomnia & other sleep difficulties**

This six-session program teaches skills, to help improve your sleep. Between modules, you'll be asked to:

- Track your sleep daily
- Complete homework
- Work on exercises

S **SHADE—for substance use disorder**

This ten-session program helps reduce alcohol and substance use. It can also help with depression related to use, and it:

- Teaches skills and techniques to understand addiction
- Helps improve mood, relaxation and mindfulness
- Promotes long-lasting, skill-based changes in behavior

Visit your member website to get started!

1. Create a new account or log in to your existing account.
2. Under the "Explore" section, click on the "Self-Care Programs" tile.
3. Click on the link to "Begin a self assessment."

Once you complete the assessment, you can begin the DCBT programs. Programs can be completed online through your web browser and are mobile optimized.

**You may not have access to all of the modules.*

The DON CEAP
1-844-366-2327 (TTY 711)
(1 844 DON CEAP)



Lifestyle coaching

Lifestyle coaches are certified to provide confidential and unbiased support, resources and accountability to help you achieve your goals.

How does lifestyle coaching work?

You define the changes you want to make, whether personal or professional. Your coach helps you clarify your goals, identify obstacles that hold you back, and develop action-based solutions to achieve your goals.

Lifestyle coaching is short-term and the duration varies by individual. You can benefit from up to six sessions per year. Coaching is separate from counseling and your counseling session limits do not apply. You meet with the same coach by phone or video for up to 45 minutes each session. Your coach serves as a guide, supporter and even cheerleader as you set goals during the first session and make further progress in subsequent sessions.

Is lifestyle coaching the right fit for me?

Ask yourself these questions Do you want to make a positive Are you willing to put in the work
change in your life? to make that change?

If the answer is yes to both, you are likely a great fit for lifestyle coaching.

Coaching can assist with a variety of topics



Career or work performance



Not getting enough sleep



Personal improvement



Relationship concerns



Maintaining a healthy weight



Navigating life changes

Get started today

Coaching is confidential and available to you and your household members at no cost. Call your The DON CEAP at 1-844-366-2327 (TTY 711) or visit MagellanAscend.com to get started.



Need trustworthy and affordable child care?

Many children will spend part of their day in some form of child care setting, and finding high-quality care is important.

Child care solutions

No two family situations are the same. Your program can help you determine which options will best meet your family's needs, and can provide you with a customized list of resources and referrals. All you have to do is arrange and pay for the care.

How do we help?

Our specialists do all this and more:

- Research and prescreen a wide variety of child care options, from nannies to daycare centers to before and after-school programs and even summer care.
- Provide referrals for special needs resources, services and support.
- Consult and guide you through day-to-day caregiving challenges and long-term care plans for in-home and out-of-home care.
- Refer providers, services and resources who are available—even at the last minute.

Go online to access more parenting resources, including guides, monthly live talks, webinars and articles. Ensure that your child gets the best care—and you rest easy.



The DON CEAP
1-844-366-2327
(1 844 DON CEAP)

For TTY Users: 1-800-635-2883



Identity theft resolution

Whether it is the unauthorized or attempted use of your credit cards or bank accounts or the misuse of your personal information, identity theft can lead to serious financial and legal problems.

The Identity Theft Resolution service provides education on how to prevent identity theft and guidance to help to restore your credit if you have an issue.

You and your household members receive one free 60-minute telephone consultation with a Fraud Resolution Specialist™ (FRS) per issue, per year. The FRS will answer your questions and give you the direction and tools you need to start resolving the fraud issues. You also have the option to purchase resolution services on a self-pay basis and have the company work under power of attorney until all issues are resolved.

Your program is here to help

The FRS will provide you with an ID Theft Emergency Response Kit and assist with:

- ☑ Completing and submitting a Uniform ID Theft Affidavit to the proper authorities, Credit Reporting Agencies and creditors
- ☑ Providing fraudulent account forms or letters to itemize each fraudulent occurrence
- ☑ Obtaining a free copy of your credit report
- ☑ Reporting fraudulent activity and notifying local and Federal authorities and creditor fraud departments
- ☑ Placing a fraud alert and/or credit freeze (if allowed by State law) on your credit file

Think you've been a victim of ID theft?

If you or any of your household members suspect that you have experienced identity theft, call your The DON CEAP at 1-844-366-2327 (TTY 711) or visit MagellanAscend.com to get started.





Bank big savings on major brands and everyday needs with LifeMart®!

Life is expensive. Fortunately, you have access to LifeMart, an online discount center and mobile app. LifeMart makes everyday life a little more affordable—and a lot more fun—with both national and local discounts from brands you know and love. Whether you're planning a major purchase like a car, home or vacation, or just want to save on day-to-day essentials, LifeMart is your lifeline.

Access real savings on real life needs

- Car buying and services
- Child and elder care
- Clothing, flowers and gifts
- Financial and legal products
- Fitness centers and nutrition plans
- Furniture, appliances and electronics
- Theme park and movie tickets
- Travel, hotels and car rentals

Why spend more when you don't have to?

Make shopping LifeMart a regular part of your money-saving routine and save on the items you want most! With the LifeMart app, you can access discounts anywhere, anytime.

Contact your DON CEAP at 1-844-DON-CEAP (TTY 711) or visit MagellanAscend.com to get started.



FREE KITS AVAILABLE THROUGH DON CEAP (Magellan Ascend)

- **EMERGENCY KIT:**

Includes: Food rations, drinking water pouches, survival blanket, waterproof poncho, electronic guide on emergency preparedness

Eligibility: All DON Civilian employees

- **BE WELL KIT:**

Includes: Mayo Clinic Guide to Self Care (Book), Waist measuring tape, Healthy eating reference tool, pedometer, stretching poster, Electronic guides on stress management, nutrition basics, fitness fundamentals, fitness and nutrition log, how to improve your balance

Eligibility: All DON Civilian employees

- **PET FIRST AID KIT:**

Includes: Pet first aid handbook and reference guide, sterile gauze pads, emergency leash, wet ones antibacterial wipes, tweezers, latex exam gloves, electronic guide on preparing your pets for emergencies for pets

Eligibility: All DON Civilian employees who own a pet

- **PRENATAL KIT:**

Includes: One-piece infant undergarment, medicine dropper, bib, diaper/bottle bag, "The Happiest Baby on the Block" book, Two-pack diapers.

Eligibility: All DON Civilian employees who are expecting.

- **CHILD SAFETY KIT:**

Includes: Caregiver's wipe-off board, travel first aid kit, outlet plug covers, child identification kit, night light, small object tester, smoke detector calendar stickers, a pocket guide to emergency first aid, car seat safety glove box tips

Eligibility: All DON Civilian employees who have children two and under.

- **ADULT CAREGIVER'S KIT:**

Includes: Emergency call number magnet, smoke detector safety labels, medifacts vial, wallet meds identification list, pill organizer

Eligibility: All DON Civilian employees who are caregivers for an adult.

- **COLLEGE KIT:**

Includes: Three-color ballpoint pen with six interchangeable highlighters, combination sewing and manicure kit, emergency whistle key chain with light, "Students' Self-Care Guide", Screwdriver set

Eligibility: All DON Civilian employees who care for a child who is preparing for college

❖ **DON Civilian Employee Assistance Program's website has a ton of great information, services, and resources!**

❖ Visit www.MagellanAscend.com

(On the right hand side click "Find My Company/Log In", Type in "Department of Navy", check the box to agree and proceed!)

**CALL TO ORDER! THE DON CEAP: 1.844.366.2327
(1.844.DON.CEAP) FOR TTY USERS: 1.800.635.2883**

WE ARE HERE FOR YOU!

*PSNS & IMF
Civilians Only*

Voluntary

Confidential

Free

*Available during
work hours!*

**You don't have to
go it alone.**

Contact Us

**Make an appointment
with the CCP counselor**

Monday-Friday
0600 - 1500
(other hours by appointment)

Call:

Main Number
360-340-2745

Location:

B850A First Floor
Room 120



Command Counseling Program

*You Matter.
We Care.
Reach out.*



Who We Are

The Command Counseling Program offers voluntary, confidential, short-term therapy sessions for personal or work-related issues, coaching and support locating community resources.

The counselor is a PSNS & IMF employee with advanced clinical licensure and background with a sole focus to provide support to the workforce.

Our Mission

To provide voluntary and confidential counseling for all PSNS & IMF civilians for challenges that are faced both on and off the job.

To foster the strengths of each employee to help create a culture that values safety, diversity and respect for one another as we complete the mission together.

Fosters Personal Growth and Wellness

We are here to support you with:

- ♦ Thoughts of Suicide
- ♦ Work-Life balance
- ♦ Stress Reduction/Self-Care
- ♦ Assault
- ♦ Harassment
- ♦ Separation/ Divorce
- ♦ Gender Identity
- ♦ Sexual Orientation
- ♦ Work/Personal Conflicts
- ♦ Locating Community Resources
- ♦ Depression
- ♦ Anxiety
- ♦ Trauma/PTSD
- ♦ Professional Development
- ♦ Parenting
- ♦ Grief and Loss

Learn about our Command Counselor

Tracey Middleton, LICSW

Licensed Independent Clinical Social Worker

tracey.middleton@navy.mil

360-340-2745

Tracey has 13 years of clinical experience offering counseling to nonprofit organizations and in private practice as a counselor. Tracey's clinical experience ranges from treating complex trauma (PTSD), including Veterans, to addressing work and personal stressors. She also supports clients in their personal and professional development and overall wellness. Tracey specializes in teaching self-help stress reduction techniques based on Chinese Medicine and traditional psychological approaches. Tracey emphasizes the benefits of learning these techniques as a form of emotional wellness that fosters coping with life stressors in healthy ways.



Products and Services Available for All Employees at All Levels



Mentoring Program

Participating in the Mentoring Program offers an opportunity to share and learn from the experiences of others and to grow personally and professionally. Use our Mentor Match Tool to find a mentor with your like interests. Create your profile on the Command University SharePoint site or have anyone with computer access (e.g. co-workers, your supervisor, or resource personnel) assist you! You can also visit the Command Career Center for help and guidance.

The Mentoring Program is open to all employees, at all levels. NAVSEAINST 12400.3.

For more information contact: cecily.c.norgaard.civ@us.navy.mil



After-Hours @ Olympic College

Take advantage of our partnership with Olympic College by taking college level courses that support the Command's mission. Command University will pay for up to 30 credits per year while attending Olympic College classes after-hours!



Tuition Assistance Program

Receive tuition assistance for ongoing college courses that support the Command's mission. Command University reimburses up to \$5,000 per year for any accredited college or university (some restrictions apply).

For more information about After-Hours or Tuition Assistance contact the Academics Program Manager
David Tift Email: david.p.tift.civ@us.navy.mil Phone: 360-689-8838 Fax: 360-476-3477



Products and Services Available for All Employees at All Levels



The Command Career Center is open to all Puget Sound Naval Shipyard & Intermediate Maintenance Facility employees, providing support by coaching and mentoring individuals for “whole person development.” The career center is a centralized resource to help employees identify career paths within the command and throughout the Naval Sea Systems enterprise. The goal is to connect employees with resources and help develop plans to achieve career goals.

Command Career Center services

- Connecting employees with resources
- Development opportunities, such as apprentice programs, internships, mentoring, job shadowing and rotational assignments
- Information on formal degree programs, bridge, and cross-functional networking opportunities
- Resumes
- Mock interviews
- IDP creation and development
- Identifying career path opportunities and more

Make an appointment today!

Phone: 360-627-6262

Email: PSNSCareerCenter@us.navy.mil

Location: Trailer M14415. Follow the signs from Farragut Avenue to the trailers next to Building 427. We are in the first trailer on the first floor.

Serving all three shifts. Call or email to make an appointment.

Explore the possibilities!



Products and Services Available for All Employees at All Levels



Are you looking for retirement or TSP information?

If you can't attend our classes, here are a few options.

It's never too early or too late to learn how to plan for and manage your retirement finances.

Visit <https://go.usa.gov/xt2Az> to register for and watch live or prerecorded Pre-Retirement training videos directly from the Office of Civilian Human Resources.

Click on the Quick Links Pre-Retirement Training icon to see the full schedule and connect to their MS Teams training videos.

Visit <https://www.tsp.gov/online-learning/> to register for and watch TSP training videos directly from the Thrift Savings Plan team.

Click on the link to the class you are interested in and follow the links/prompts to register for their live MS Teams training sessions.





Employee Resource Group (ERG) Meetings & Contacts



Diversity Leadership Council PSNS-IMF-DLC@us.navy.mil



psnsimffamilymattersgroup@us.navy.mil



PSNS_BIPOC_Inbox@us.navy.mil



psnsimfsound@us.navy.mil



3rd Wednesday, 11-12
Shipyard Auditorium
Veterans_ERG_PSNS_and_IMF
@us.navy.mil



3rd Tuesdays, 12-1
B. 850, Horseshoe Conf. Room
PSNS.AAPI.FCT@NAVY.MIL



3rd Tuesdays, 11-12
B.435, 3rd FL, Rm 326
CrossAbilitiesEmployeeResourceGroup@us.navy.mil



2nd Tuesdays, 11:15-12
B.850, Conference Room 301
Psns_pride_inbox@us.navy.mil



3rd Thursday, 12-1
(location not set)
PWENG@us.navy.mil




2nd Thursdays, 1-2
B.850A, 5th FL, 2370 CR
psnsimfhero@us.navy.mil

ANYONE CAN JOIN ANY ERG! MILITARY PERSONNEL, ALLIES AND ADVOCATES ARE WELCOME.

Use JON 9XXXXX OTRC 000 tailored to your shop or code

https://flankspeed.sharepoint-mil.us/sites/psnsimf.ergs/SitePages/PSNS-IMF-Employee-Resource-Groups.aspx






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Waypoints

Your primary destination to enhance your professional skills and chart a course toward career success.



Click here for more information including helpful videos, FAQs, IDPs, and helpful links and documents.

Click PLAY to learn more!

Commander's Corner

Jun. 22, 2023

I want to start off by thanking everyone so much for their enthusiasm, support and attendance at Family Day 2023. I think we should all feel a renewed sense of pride in our work, our mission and each other. Being able to see our work through the eyes of our friends and families is a special thing, and I'm so proud of our whole team for making it happen. Joining together to learn and celebrate this community is something I hope we'll make more opportunities to do in the future. [Read more](#)

Top News You Can Use

****L1AT CHANGES** NEW TIMES: NOW 8 A.M. TUES/12 P.M. THURS - Level 1 Anti-Terrorism (L1AT) Training (Effective April 1)**

****Level 1 Anti-Terrorism (L1AT) Training is now 8...**

Are you one of the 1,100 civilians currently on a permanent waiting list for a parking pass?

Are you one of the 1,100 civilians currently on a...

ALL HANDS; THANK YOU FOR THE WARM WELCOME AND REFLECTIONS ON MEMORIAL DAY

Team PSNS & IMF, in my first all-hands email ...

Citrix Workspace Application Install & Troubleshooting

Users are experiencing issues with MSE Citrix and ...

*****RESOLVED MSE - RMC PROD - SWRMC AIM VSB is Down and Inaccessible**

***** MSE Outage Notification ***EVENT: SWRMC A...**

Traffic Advisory: Farragut Gate and Pedestrian Turnstiles Closure

Vehicle Gate Closure: July 9-October 5 Begin...

Commander's Focus

Shipyards Commander's Comment Box

COVID-19 (Coronavirus) Updates & Information

Mission, Vision & Principles

Our Quality Policy

Our Environmental Policy

Our OSH Policy

Small Business Policy

OSH Steering Committee


Diversity Leadership Council

Anti-discrimination and Anti-Harassment Information

Safety Management System

Diversity, Equity & Inclusion

Strategic Framework



Emergency

Building Emergency Response

Command Duty Officer 360-340-0106

Emergency Information

GroupCast Sign Up

NFAAS

PSNS & IMF Security

Hotlines

988 Suicide & Crisis Lifeline - Help is available. Call or text 988. ^{New}

Civilian Employee Assistance Program (CEAP)(1-844-366-2327), International: 1-866-829-0270), CEAP Licensed Mental Health Counselor: 360-476-5673 or 360-280-6193

Command Counseling Program (voluntary and confidential): 360-340-2745

COVID-19 Protective Triad Hotline: 360-476-2199

DoD Safe Helpline (Sexual Assault Support for the DoD Community)

Equal Employment Opportunity, Alternative Dispute Resolution and Reasonable Accommodations

ESH Hazard Hotline: 360-476-8100

Fraud, Waste and Abuse

National Suicide Prevention

Naval Base Kitsap Energy Wastewater

NCIS 360-476-3650

No FEAR Act (Notification and Federal Employee Appointments)

PSNS & IMF Harassment Hotline (reports can be anonymous or confidential)

PSNS-IMF.Harassment.Hotline@us.navy.mil

Veterans Crisis Line - 1-800-273-8255

Other Links

Accessibility/Section 508

Command REM Reduction/REM3K

Computer Registration Utility

COVID-19 Reporting Documents

Electronic Comms Guide

Electronic Spill Guide

Emergency Telework Info Q&A

Employee Resource Groups ^{New}

Env, Safety & Health

Japan Travel Info

Knowledge Sharing Wiki

NAVSEA Fusion Suite (Open with Edge)

NSS-SY

Product Book

Supervisor Hub

Waypoints ^{New}

ERG Landing Page link on Homepage

PSNS & IMF Employee Resources and Support



*Pamphlet created
for employees
by the*

**Employee
Anti-Harassment &
Discrimination Team**



WHO CAN HELP?

Code 100i Administrative Investigations

PSNS & IMF Harassment Hotline
Building 850, 5th Floor, Room 506
PSNSIMF.Code100i_Investigations.fct@navy.mil
7 a.m. - 4 p.m., Monday - Friday
360-979-3886

Equal Employment Opportunity Office

Reporting Resource
Building 467 Mezzanine Floor
7:20 a.m. - 4:02 p.m., Monday - Friday
Intake Line: 360-476-2077

Alternative Dispute Resolution

Conflict and Dispute Resolution Resource
Building 467 Mezzanine Floor
7:20 a.m. - 4:02 p.m., Monday - Friday
360-476-2077

Human Resource Office

Building 435, Room 339
7:20 a.m. - 4:02 p.m., Monday - Friday
360-476-3141

PSNS & IMF Supervisor or Manager

Employees should report harassment, assault, discrimination or reprisal to a PSNS & IMF supervisor or manager (either inside or outside their chain of command). Reports of this nature made to a supervisor or manager require them to notify the appropriate organization for proper investigation.

Command Counseling Program

Voluntary, confidential, solution-focused therapy.
7 a.m. - 4 p.m., Monday - Friday
(Other hours by appointment)
360-340-2745

Department of the Navy Civilian Employee Assistance Program

Confidential services to support work-life balance — www.magellanascend.com
1-844-366-2327 — National (24/7 hotline)
360-476-5673 (local)

National Suicide Hotline

24/7 free and confidential support for those in distress and their loved ones.
1-800-273-TALK (8255)
Text "HOME" (4663) to 741741

DOD Safe Helpline

24/7 Sexual assault support for the DOD community. Anonymous and confidential. Includes reporting ability for sexual assault and retaliation.
1-877-995-5247

RAINN – National Sexual Assault Hotline

Rape Abuse Incest National Network.
24/7 free and confidential support for rape and sexual assault. Includes assistance finding local providers and counseling.
1-800-656-HOPE (4673)

Bargaining Units

Bremerton Metal Trades Council
Building 452, north end
bremertonmtcpres@gmail.com
360-476-8032/2125

International Federation of Professional and Technical Engineers
Building 850, 3rd Floor, Room 304
ifptelocal12@gmail.com
360-476-4334

PSNS & IMF Anti-Harassment Policy:

PSNS & IMF's Anti-Harassment Policy* defines "harassment" as any unwelcome words or behavior that are objectively offensive and have the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Preventing harassment and discrimination takes every member of the command. See something, say something, do something. Do this by engaging and stopping inappropriate behaviors and comments. Individuals who report harassment (either experienced or observed) and witnesses who provide information regarding such reports, will be protected from retaliation. Anyone who engages in retaliatory behavior will be subject to corrective action.



* PSNS & IMF's Anti-Harassment Policy is located on official bulletin boards and under Commander's Focus on the Command's SharePoint homepage.

January 2022

PSNS & IMF Employee Resources and Support

Code 100i Administrative Investigations

What is Code 100i?

Code 100i is the Command Administrative Investigations Office, a resource for all PSNS & IMF employees to report harassment, discrimination, retaliation, hostile work environments and severe misconduct.

How can they help?

Code 100i conducts investigations into reports of harassment, discrimination, retaliation, hostile work environments and severe misconduct. If a Code 100i investigation is substantiated, management uses it to support corrective actions.

Can I remain anonymous?

You may make an anonymous report by calling the Command Harassment Hotline at 360-979-3886. Please note that the options to address your anonymous report may be limited if not enough information is provided to allow for an investigation.

What can I expect if I want to report?

To assist the reporting process, be prepared with the WHO, WHAT, WHEN, WHERE, WHY, and HOW of the event and provide details and documentation, if available. Be as specific as possible in your report of the inappropriate behavior.

What can I expect if I am called for an interview?

During an interview, the investigator will go over the acknowledgement form so you understand your role and rights during an investigation. You should answer questions truthfully and to the best of your ability. Employees are not to discuss the case with anyone.

What if an employee interfered with the investigation, retaliates or creates a hostile work environment?

Any retaliatory behavior, discussion of an ongoing investigation, hostile work environment, or misconduct should be reported. You can do so through the normal reporting avenues or by contacting the investigator assigned to the case.

Equal Employment Opportunity Office

What is EEO?

Equal Employment Opportunity is fair treatment in employment, promotion, training and other personnel actions without regard to race, color, religion, sex (including pregnancy, gender identity, sexual orientation), age, national origin, physical or mental disability, genetic information, and reprisal/retaliation for opposing discrimination or participating in the complaint process. Employees can report harassment and discrimination to the EEO Office, and be provided an opportunity to engage in the EEO complaint process.

The EEO discrimination complaint process is designed to make individuals whole for **unlawful** discrimination (including harassment) that violates federal anti-discrimination laws. These laws protect individuals from discrimination (including harassment) based on **race, color, religion, national origin, sex (including sexual orientation, gender identity, and pregnancy), age (40 or older), disability, or genetic information and retaliation for engaging in protected EEO activity.** Contact the EEO Office for more information.

Is reporting harassment to my management, Code 100i or the Command Harassment Hotline the same as filing an EEO complaint?

No. The Code 100i procedures do not affect rights under the EEO complaint process, and is entirely separate and apart from the EEO complaints process. This means that an employee who reports allegations of inappropriate behavior to Code 100i, including through the Command Harassment Hotline, has not filed an EEO complaint. An employee who wishes to file a discrimination/harassment complaint must contact their servicing EEO Office within 45 calendar days of the alleged harassing conduct or when they became aware of the discriminatory action. An employee may use both the Code 100i and EEO complaint procedures simultaneously. Reporting harassment to the command does not pause, extend, or delay the 45-day timeframe for initiating contact with the EEO Office.

Alternative Dispute Resolution

What is ADR?

ADR is a voluntary facilitated mediation between two parties by a trained and experienced third party, neutral mediator. There are two types of mediation: **1. Workplace** mediation is an informal session to resolve any type of workplace issue between any two people such as employee and supervisor or peer-to-peer. When utilizing this method the process is separate from EEO. **2. EEO** mediation is a step in the EEO process and results in a written resolution.

What can I expect when I call?

The contact information for ADR is the same as the EEO office. An EEO technician that answers the phone will coordinate availability and set up the ADR process whether it is ADR associated with the EEO program or not.

Human Resources Office

The Human Resources Office provides advice to management while ensuring employees' rights are protected. HRO ensures employees understand their reporting options. Reports of harassment, discrimination, retaliation, hostile work environment, and misconduct made to an HR professional are not confidential and will be reported to Code 100i.

Command Counseling Program

What is the CCP?

CCP offers voluntary, brief, solution-focused therapy sessions that are available during working hours to all civilian employees with supervisor approval. Counselors assess, counsel and provide clinical interventions that foster steps to address identified issues. CCP offers mental health and wellness workshops on stress reduction, suicide prevention and other requested topics.

Who are the counselors?

PSNS & IMF counselors are professionally licensed, clinical social workers at the independent level of practice. CCP counselors provide a full range of licensed social worker duties. CCP counselors do not diagnose mental health issues. If more extensive assistance is needed, the counselor will help the employee find those resources in the community as appropriate.

Who can access CCP?

CCP services are most appropriate for those employees who have identified a specific concern and are prepared to work actively with the support of the counselor, to implement an action plan to resolve it. Employees are briefed on their privacy and confidentiality rights prior to the start of each session.

How do I access CCP services?

To access CCP services, an employee can call the main number or email a specific CCP counselor directly. The phones are answered and appointments are scheduled only by a CCP counselor.

Department of the Navy Civilian Employee Assistance

What is DONCEAP?

DONCEAP is the Department of Navy Civilian Employee Assistance Program offering free and confidential services for federal employees and their household members to support work-life balance.

How can they help?

DONCEAP counseling allows for six pre-paid counseling sessions (per issue, per 12-month period). Counseling can be set up by calling the national or local phone numbers, or by self-scheduling on the website. Through DONCEAP an employee and their family/household members can get assistance with resources related to various issues including personal counseling, coaching, legal and financial support.

Bargaining Units

How can they help?

You can file a grievance through the union. Both unions can help determine the proper resources to provide the assistance an employee needs.

Depending on the situation, the union can assist the employee in gathering information. Their union rep can also provide representation throughout an EEO or 100i investigation to ensure the rights of the employee are understood and upheld.

Can I remain anonymous?

All union reports are confidential and an employee may remain anonymous when they call, however, it significantly limits what they can do without a name. If an employee decides to enter a formal grievance, a name will be required along with other information pertinent to the grievance. Exceptions can be made depending on the situation, talk to your rep for more info.

What should I bring with me to a meeting with my union rep?

Bring any documentation that is relevant, including any written notes. Prepare to discuss the event in detail.



More information on Anti-Harassment & Discrimination is located on the Command's SharePoint page under Commander's Focus.





Harassment Reporting FAQs

What is harassment?

PSNS & IMF's Anti-Harassment Policy defines "harassment" as any unwelcome words or behavior that is objectively offensive and has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment should be distinguished from management's legitimate efforts to supervise employee time, attendance, telework, conduct, and work performance. Negative feedback or action from management on these topics, while sometimes unpleasant, is not necessarily harassment. Supervisory actions and interactions will always be considered within the full context of a given situation, which includes recognition of the supervisor's responsibility to perform supervisory duties, even those that employees might view as unwelcomed.

What are some examples of harassment that would violate the Command's anti-harassment policy?

Examples of prohibited conduct include, but are not limited to: epithets, slurs, or name calling; demeaning comments based on a person's disability or accent; offensive comments, jokes, games, negative stereotyping, gestures, sounds; physical assaults, threats, or intimidation; and ostracizing or retaliating against an employee who reports or objects to harassment.

Where should I go to report harassment that violates the Command's anti-harassment policy?

PSNS & IMF employees should report harassment (experienced or observed) to their immediate supervisor or any PSNS & IMF supervisor or manager, the Human Resources Office at (360) 476-7300, EEO Office (360) 476-2077, or PSNS & IMF's Harassment Hotline at (360) 979-3886 or PSNSIMF.Code100i_investigations.fct@navy.mil.

What if I am experiencing workplace conflict but it does not meet the definition of "harassment"?

- PSNS & IMF personnel are encouraged to utilize Alternative Dispute Resolution (ADR) to help resolve conflict between individuals or groups in the workplace. ADR techniques like mediation, conciliation, and group facilitation involve a neutral third-party who will guide participants toward open communication and mutually acceptable resolution. To request ADR, call (360) 476-2077.
- DON also offers conflict coaching to employees (supervisory, non-supervisory, civilian, or military) who want to be more confident and competent in preventing, resolving, and managing conflict. To find a conflict coach, contact Ms. Detria Liles-Hutchins at (202) 685-6974 or detria.lileshutchins@navy.mil.
- Employees may also utilize the negotiated grievance procedure, if applicable, or the Navy's Administrative Grievance System (SECNAVINST 12771.2) for disputes involving working conditions.

What is the intent of the Command's Harassment Hotline?

The Command's Harassment Hotline allows employees to report inappropriate behavior to the Command if they did not feel comfortable reporting it to their supervisor or chain of command. This allows management to address employee allegations of inappropriate behavior and take immediate and appropriate corrective action, including the use of disciplinary actions, to eliminate misconduct regardless of whether the conduct violated the law. The goal of the anti-harassment policy and procedures is to address harassing conduct and inappropriate behavior at the earliest possible stage, before it can become "severe or pervasive" harassment within the meaning of anti-discrimination laws.

Is reporting harassment to the Command's Harassment Hotline (Code 100i) the same as filing an EEO complaint?

No. Code 100i procedures do not affect rights under the EEO complaint process and is entirely separate and apart from the EEO complaints process. This means that an employee who reports allegations of inappropriate behavior or Code 100i, including through the Command's Harassment Hotline, has not filed an EEO complaint. An employee who wishes to file a discrimination or harassment complaint must contact their servicing EEO Office within 45 calendar days of the alleged harassing conduct or when they became aware of the discriminatory action. An employee may use both the Code 100i and EEO complaint procedures simultaneously. Reporting harassment to the Command does not pause, extend, or delay the 45-day timeframe for initiating contact with the EEO Office.



Harassment Reporting FAQs

POC for initiating an EEO complaint of unlawful discrimination / harassment:

USPACFLT EEO Office Northwest

EEO Intake line (360) 476-2077

Building 467 - Mezzanine

The EEO discrimination complaint process is designed to make individuals whole for unlawful discrimination (including harassment) that violates federal anti-discrimination laws. These laws protect individuals from discrimination (including harassment) **based on race, color, religion, national origin, sex (including sexual orientation, gender identity, and pregnancy), age (40 or older), disability, or genetic information and retaliation for engaging in protected EEO activity** (e.g., participating in the complaint process or opposing employment discrimination). Contact the EEO Office for more information.

If I report harassment to the Command's Harassment Hotline, what will happen?

All allegations of inappropriate behavior are reviewed to determine the appropriate course of action, including evaluating if an investigation is necessary. Investigations are conducted by management or other appropriate officials designated by the Command, including Code 100i investigators. Depending on the circumstances, management may implement appropriate intermediate measures before completing the investigation to prevent further inappropriate behavior. If substantiated, management will evaluate for appropriate corrective and/or disciplinary action.

If I report harassment to the Command's Harassment Hotline, will the information be kept confidential?

All information gathered, including the identity of the individual who submitted the report, any witness who provides information regarding the report, and the subject of the complaint, will be protected to the largest extent possible, consistent with a thorough and impartial investigation. PSNS & IMF cannot guarantee complete confidentiality, since an effective investigation often cannot be conducted without revealing certain information to the alleged offender and potential witnesses. However, information about the allegations and investigation will only be shared when it is necessary for the investigation process or to support resulting disciplinary action..

I am concerned that if I report harassment it might negatively affect my employment. Am I protected from retaliation?

The Command's anti-harassment policy protects individuals who report harassment and witnesses who provide information regarding such reports from retaliation. Anyone who engages in retaliatory behavior will be subject to corrective action. PSNS & IMF employees can report retaliation to their immediate supervisor or any PSNS & IMF supervisor or manager, the Human Resources Office at (360) 476-7300, or PSNS & IMF's Anti-Harassment Hotline at (360) 979-3886 or PSNSIMF.Code100i_investigations.fct@navy.mil.

If I report harassment to the Command and then change my mind about going forward with the allegations what happens? Once management becomes aware of potential inappropriate behavior, they are obligated to look into the allegations raised.

Other Resources. If you wish to discuss your situation in a confidential setting, DON's Civilian Employee Assistance Program (CEAP) and DON's Sexual Harassment Advice Line are available:

- DON CEAP provides confidential counseling on a variety of personal issues. Call 1-844-366-2327 or TTY 1-800-635-2883 or go online <https://magellanascend.com/Home/Login>.
- The DON Sexual Harassment Advice Line provides an avenue to confidentially ask questions and obtain advice about sexual harassment issues. **DON Sexual Harassment Advice Line:** 1-800-253-0931.

Equal Employment Opportunity (EEO) Discrimination Complaints

Legally Protected EEO Bases:

If you are a federal employee or job applicant, the law protects you from discrimination because of your:

- Race
- Color
- Religion
- Sex (including gender identity, sexual orientation, and pregnancy)
- National origin
- Age (40 or older)
- Disability (mental or physical)
- Genetic information (genetic tests, family medical history)

Federal Anti-Discrimination Laws:

- Title VII of the Civil Rights Act of 1964
- Pregnancy Discrimination Act
- Equal Pay Act of 1963
- Age Discrimination in Employment Act
- Rehabilitation Act of 1973
- Genetic Information Nondiscrimination Act of 2008

Retaliation is also prohibited. The law also protects you from retaliation if you oppose employment discrimination, file a complaint of discrimination, or participate in the EEO complaint process (even if the complaint is not yours).

If you are a federal employee or job applicant and you believe that a federal agency has discriminated against you, you have the right to file a complaint.

How to File a Complaint:

The first step is to **contact an EEO Counselor** at the agency where you work or where you applied for a job.

To reach an EEO Counselor contact:

USPACFLT EEO NW Office

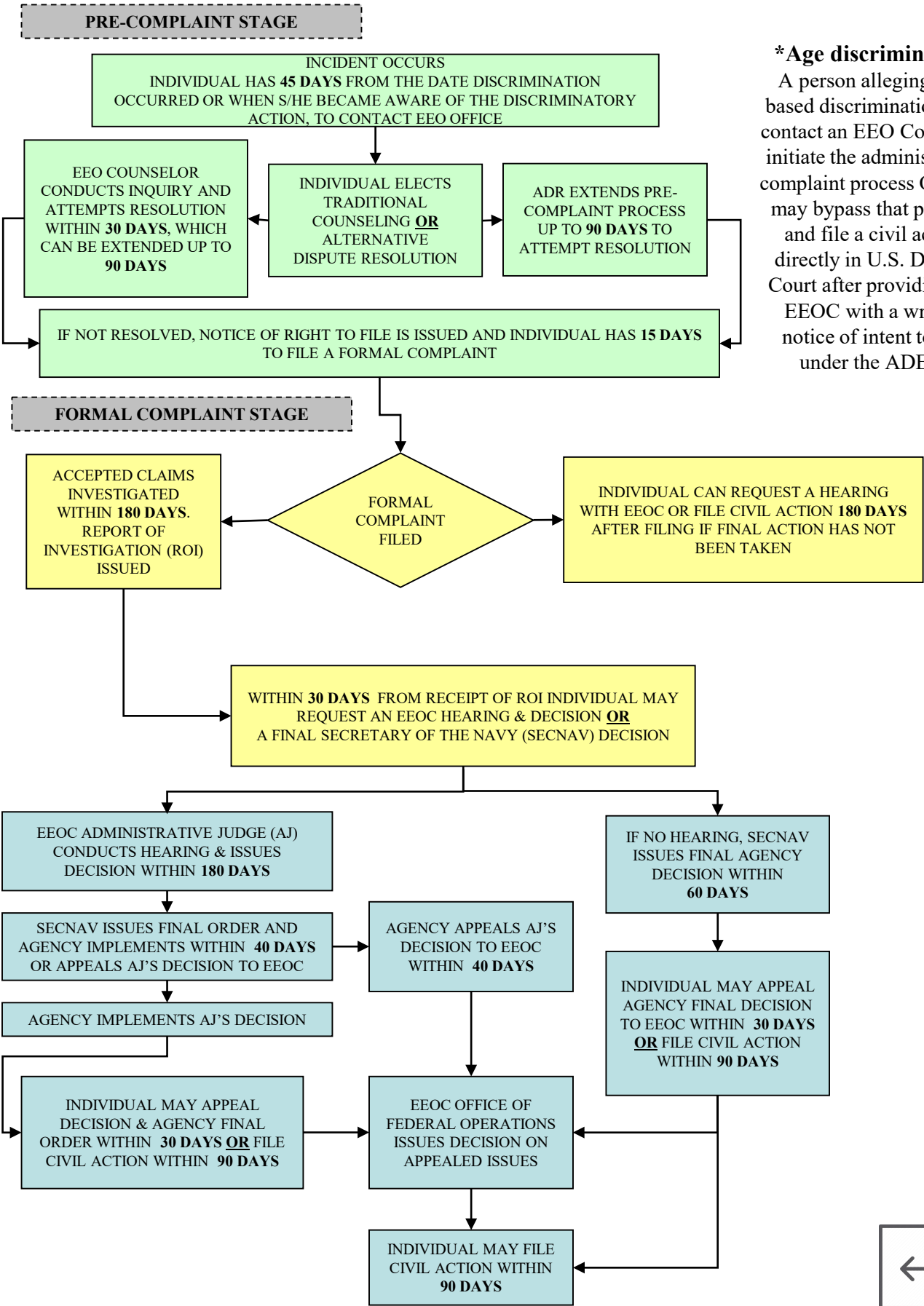
EEO Intake Line 360.476.2077

You must contact an EEO Counselor within **45 calendar days** from the date the discrimination occurred or from the date you became aware of the discriminatory action.

***Age-based complaints:** A person alleging age-based discrimination may contact an EEO Counselor to initiate the administrative complaint process OR s/he may bypass that process and file a civil action directly in U.S. District Court after providing the EEOC with a written notice of intent to sue under the ADEA.

INDIVIDUAL EEO DISCRIMINATION COMPLAINT PROCESS

ALTERNATIVE DISPUTE RESOLUTION (ADR) CAN BE USED AT ANY STAGE OF THIS PROCESS.
ALL DAYS ARE CALENDAR DAYS,



Rev Apr 2021



Understanding Reasonable Accommodation



A reasonable accommodation (RA) is any change in the work environment or the way things are customarily done that enables an individual with a disability to apply for a job, perform the essential functions of a job, or enjoy equal access to the benefits and privileges of employment

How to request RA?

Employees can submit their RA request to management or the RA POC. Applicants can inform the Human Resources (HR) Office or the interviewing manager.

RA PROCESS AT-A-GLANCE

Requestor, or someone on requestor's behalf, makes RA request known.

Request is documented, and interactive process begins. Supporting medical documentation may be requested.

Supervisor meets with RA and HR POC to review the request.

Supervisor decides to approve or deny RA request, and issues written decision within 30 calendar days.*

APPROVED

Provide requestor written decision of approved accommodation or provide option for reassignment.

DENIED

Provide requestor written decision of denial, to include the reason for denial and appeal rights.

<u>Supervisors</u>	<u>Requestor</u>
Ensure employees are aware of the RA process.	Ask for RA as soon as you have a need.
Requests do not require any key words or the term "reasonable accommodation." Acknowledge the request and notify RA POC immediately.	Make RA needs known to management or RA POC. You will be asked to fill out a form to confirm you are requesting RA.
Respond to RA requests within specified timeframes.	Provide requested information within specified timeframes.
Participate in the interactive process to determine the need for accommodation and what will meet the need.	Participate in the interactive process to describe the RA requested and how it relates to your employment.
Only ask for relevant medical documentation and keep information confidential.	Provide relevant requested medical documentation in specified timeframes.

Additional interactions/steps may cause completion times to exceed **30 calendar days.**
Timeframes are tolled while awaiting medical documentation.

What happens after a RA request is initiated?

The interactive process or discussions between management and the requestor help determine the RA needs and management's obligation and ability to meet those needs. The requestor may be asked about the nature of the condition, any limitations, and possible accommodation options.

These discussions help determine whether additional medical documentation is necessary; establish information about the essential functions of the position and how they can be performed; and determine the appropriate accommodation.



What is considered Reasonable?

A reasonable accommodation is one that seems reasonable and would not impose an undue hardship on the Department of the Navy (DON).



Is medical documentation required?

What is considered a disability within the RA Process?

A disability is a physical or mental impairment (physical, mental, or psychological disorder / condition) that substantially limits one or more of a major life activity.

The RA process is also available for temporary medical conditions.

Medical documentation may be required to explain the nature of the condition (if not obvious), the need for RA, and how the accommodation will assist the requestor in applying for the job, performing the essential functions of the job, or enjoying benefits and privileges of the workplace. Management may need to request additional or clarifying medical information.

***All medical documentation will be kept confidential. The information is available only to those with a “need to know.”**

Workplace Accessibility

If you wish to report an accessibility issue related to electronic and information technology, or related to the physical accessibility of facilities, please send a detailed email to donoeeo.fct@navy.mil with your contact information, the organization with which you are employed, and a description of the specific accessibility concern. You may also file a Section 508 complaint regarding IT and electronic information accessibility through the DOD at this website:

<http://dodcio.defense.gov/DoDSection508/Section-508-Form>.

You can find information on how to file an ABA complaint about facilities accessibility through the United States Access Board at this website:

<https://www.access-board.gov/enforcement/>



**Request this brochure in an
alternative
accessible format:
(808) 471-5099 or
CPFRA@navy.mil**

***Department of Navy (DON) IT Facilities Accessibility Policy can be found here:**

<https://www.secnav.navy.mil/mra/eo/Pages/Accessibility-of-IT-and-Facilities.aspx>

Workplace Personal Assistance Services (PAS)

Federal agencies are required to provide PAS to employees who have severe/targeted disabilities so that they can perform Activities of Daily Living (ADLs) in the workplace or work related activities. ADLs are tasks such as putting on clothes, eating, using the restroom, etc.

Individuals can make a request either verbally or in writing to their supervisor or RA POC.

PAS can be provided to a single individual or to a group of individuals as long as it is provided in a timely manner.

To request RA, contact your supervisor or your servicing RA POC:

**Email: CPFRA@navy.mil;
RA intake line: 808-471-5099**

Hawaii: 808-471-5096; 808-471-5095

NW/PSNS: 360-627-5567 / TRF: 360-315-3752

Southwest: 619-705-4142; 4145; 4143; 4144

**Disability Program Director, Patty Corrales
808-471-5102, Patricia.corrales@navy.mil**



<https://www.secnav.navy.mil/mra/eo/Pages/Discrimination-Policy-and-Reasonable-Accommodation.aspx>

Alternative Dispute Resolution

What is ADR?

Alternative Dispute Resolution (ADR) is any procedure that is used in lieu of a formal administrative process or litigation to resolve issues in controversy. The Department of the Navy (DON)'s ADR Program is an option for those wishing to resolve workplace disputes and issues outside traditional methods.

What types of workplace issues can be addressed through ADR?

- Work-related disagreements or other issues impacting mission or morale
- Grievances
- Equal Employment Opportunity complaints

Two forms of ADR most commonly used at PACFLT:

- **Mediation:** an informal and voluntary process in which a neutral person (mediator) facilitates discussions between two or more individuals to help them arrive at a mutually agreed upon solution. Mediation can help resolve the issue in a private, **confidential** and timely way.
- **Group facilitation:** a process that incorporates aspects of mediation, such as using a neutral third party to help groups work through differences. This form of ADR is often used when personnel are not working as a team.

How does mediation work?







The mediator explains the process to the parties. After each party presents his or her concerns by giving some brief opening remarks, the mediator may ask questions to clarify or elaborate on a particular topic. The mediator will meet with each party separately (caucus) to discuss issues in greater detail and to gain a better sense of how the parties would like to resolve the issues. The mediator will also help the parties explore options for resolutions.

Benefits of ADR:

- Communications are confidential in accordance with the ADR Act of 1996.
- Future-focused on results and collaboration, not fault and blame.
- Improve morale, working relationships and communication; streamline processes.
- Gets everyone focused back on the mission.
- Keeps decision making control with the parties (mutually agreeable resolution).
- Save time and money for all parties.

**To learn more or request ADR, call
(619) 705-6156**



CIVILIAN BENEFITS	MYPAY	TSP	MYBIZ	BENEFEDS
 <p>www.civilianbenefits.hroc.navy.mil/</p> <p>1-888-320-2917 (Option 4)</p> <p>Open weekdays from 4:30am to 4:30 pm (PST)</p>	 <p>https://mypay.dfas.mil</p> <p>1-888-332-7411 (Option 5)</p> <p>Or for a real person: 1-877-363-3677 (Option 6)</p>	 <p>https://www.tsp.gov</p> <p>1-877-968-3778</p>	 <p>https://compo.dcpds.cpmc.osd.mil/</p> <p>Log on requires CAC: You will need to use a computer with a .mil, .gov, or approved non-.mil/.gov DON address</p>	 <p>www.benefeds.com</p> <p>1-877-888-FEDS</p>
VIEW AND MAKE CHANGES TO YOUR:	VIEW, PRINT, OR MAKE CHANGES TO YOUR:	VIEW AND MAKE CHANGES TO YOUR:	VIEW AND MAKE CHANGES TO YOUR:	OPEN SEASON ENROLLMENT VIEW / MAKE CHANGES:
<ul style="list-style-type: none"> • FEHB – Health Benefits • FEGLI – Life Insurance • TSP – Elect to enroll, change or terminate biweekly payroll contributions (percentage or dollar amount) • Personal State of Benefits <i>(Input TSP account balance into the TSP module, which will provide TSP estimated balances on future Personal Statement of Benefits)</i> • Retirement Calculator 	<ul style="list-style-type: none"> • Federal & State Tax (W-4) • Direct Deposit & Allotment • Address Change • Leave and Earning Statement (LES) delivery • Savings Bonds • Travel Vouchers • W-2 Forms 	<ul style="list-style-type: none"> • TSP Loan Information • TSP Account Balance • Allocation of Funds: How your future money is distributed among the five available funds. • Inter-Fund Transfer: Transfers money already in your account among the five available funds. 	<ul style="list-style-type: none"> • Appointment • Position • Salary • Benefits • Performance • Awards and Benefits • Personnel Actions • SF-50's • Personal Data • Emergency Contact Information 	<ul style="list-style-type: none"> • Add coverage to your regular plan during open season • Enroll in any plans, no matter what medical plan you are on. • Automatic Payroll Deduction <i>Required Information:</i> Department of the Navy Payroll #97380700 

COMMUNITY RESOURCES (KITSAP) AND NATIONAL HOTLINES

PSNS & IMF

COMMAND COUNSELING PROGRAM (CCP):

Phone: 360-340-2745

CCP Email: BREM.PSNS.CCP.FCT@navy.mil

Available to PSNS&IMF employees.

DON Civilian Employee Assistance Program (CEAP):

(Various programs and resources offered)

Local Licensed Counselor: 360-476-5673

24/7 Line: 1-844-366-2327 (Emotional Crisis? Press 1)

www.MagellanAscend.com

Available to DON Civilians, their families, and their household members.

MENTAL HEALTH & WELL-BEING SHAREPOINT:

<https://homeportnw.psns.navy.mil/Projects/MHWC/SitePages/Home.aspx>

NAVY CHAPLAIN:

Phone: 360-396-6005

After hours: 360-434-4576

Available to USN Members and DON Civilians.

LOCAL RESOURCES (KITSAP)

SALISH REGIONAL CRISIS LINE:

(Various programs and resources offered)

24/7 LINE: 1-888-910-0416

www.kitsapgov.com/hs/pages/sbh-aso-landing-home.aspx

KITSAP MENTAL HEALTH SERVICES/SUBSTANCE USE TREATMENT:

(Various programs and resources offered)

Phone: 360-373-5031

TDD*: 360-478-2715

Toll-free Line: 1-888-816-0488

24/7 Crisis Line: 1-888-910-0416

www.kitsapmentalhealth.org

Available to Kitsap County Residents who qualify.

YWCA KITSAP:

(Various programs and resources offered)

Phone: 360-479-0522

24/7 Hotline: 1-800-500-5513

ywcakitsap.org

Available to victims of domestic violence.

NATIONAL HOTLINES

988 Suicide & Crisis Lifeline:

Phone: 988

TDD*: 711, then 988

Call, text or chat options available.

988lifeline.org

CRISIS TEXT LINE:

24/7 TEXT Option: Text 741741

CHAT option available on website.

www.crisistextline.org

TEEN (YOUTH) LINE:

(A non-profit, community based, organization that provides emotional support to youth.)

Phone: 1-800-582-8336

TEXT option: Text TEEN to 839863

Email: Teen2Teen@LinesforLife.org

THE TREVOR PROJECT:

(A national organization providing crisis intervention and suicide prevention services to LGBTQ+ Youth.)

24/7 Line: 1-866-488-7386

TEXT option: Text START to 678-678

CHAT option available on website.

www.thetrevorproject.org

ASIAN LIFENET HOTLINE:

Phone: 1-877-990-8585

(Languages offered: Cantonese, Mandarin, Japanese, Korean, Fujianese)

Aaspe.net

VETERANS CRISIS LINE:

Phone: 988 (Press 1)

TEXT option: Text 838255

CHAT available on website.

VeteransCrisisLine.net

NATIONAL SEXUAL ASSAULT HOTLINE (RAINN):

24/7 Phone: 1-800-656-4673

Chat option available on website.

www.rainn.org

*TDD (Telecommunication Device for the Deaf)

Updated: 10SEP21



ADD ADDITIONAL RESOURCES HERE:

Educational Resources

- ♦ Olympic College Veteran & Military Support Center;
<https://www.olympic.edu/services/military-and-veteran-programs>; 360-473-2821

Legal Assistance

- ♦ Kitsap Legal Services; PO Box 1446 - Bremerton, WA 98337; 360-479-6125
- ♦ NW Justice Project; 1-888-201-1014, 216 Sixth St. Bremerton, WA; 360-377-6385

Free Meals ~ please call for schedule

- ♦ Salvation Army; 832 6th Street, Bremerton WA; 360-373-5550
- ♦ Kitsap Rescue Mission; 810 6th Str., Bremerton WA; 360-373-3428
- ♦ The Lord's Neighborhood Diner; St. Paul's Episcopal Church, 700 Callahan Dr., Bremerton WA; (360) 377-0106
- ♦ God's Kitchen; Family of God Lutheran Church, 7625 Central Valley Rd., Bremerton WA; 360-692-7729
- ♦ Family Church of God Pentecostal, 1003 5th St., Bremerton WA; 360-782-1199
- ♦ Our Savior's Lutheran Church, 1015 Veneta Ave., Bremerton WA; 360-479-6374
- ♦ TLC Dinner; New Life Assembly, 1003 5th Ave., Bremerton WA; 360-377-7292
- ♦ South Kitsap Family Kitchen; 1st Lutheran Community Church, 2483 Mitchell Rd., Port Orchard WA; 360-876-3901
- ♦ Care Kitchen; Christian Life Center, 1780 SE Lincoln Ave., Port Orchard WA; 360-876-5595
- ♦ Hearty Meals; Silverdale Lutheran Church, 11701 Ridgpoint Dr., Silverdale WA; 360-692-9263

Veterans may come from different walks of life, but they share several fundamental qualities: courage, pride, determination, selflessness, and dedication to service.

Additional Information & Resources

- ♦ U.S. Department of Veterans Affairs; <http://www.va.gov/>; <https://www.ebenefits.va.gov/ebenefits/homepage>
 - Benefits: 1-800-827-1000
 - Health Care Benefits: 1-877-222-8387
 - Women Veterans Hotline: 1-855-829-6636
- ♦ Washington State Department of Veterans Affairs; <http://www.dva.wa.gov/>; 1102 Quince St SE, Olympia WA; 360-725-2200; Benefits 1-800-562-2308
- ♦ Department of Labor, Veterans Employment and Training Service; <http://www.dol.gov/vets/#>; WA State: 1-866-487-2365
- ♦ Kitsap County Dept. of Human Services; Kitsap County Veterans Assistance Program Coordinator; rbecker@co.kitsap.wa.us; 360.337.4811; <http://www.kitsapgov.com/hs/veterans/VA.htm>
- ♦ Kitsap Rescue Mission, Veterans Advocate, 810 6th Str., Bremerton WA; va@kitsaprescue.org; 360-373-3428

Kitsap County Veterans Advisory Board Mission Statement

The Veterans Advisory Board recommends to the board of county commissioners policies, programs, and resources to help address the needs of local indigent veterans and their families which, will allow them to attain healthy, productive, and self-sustaining lives.

Board meetings are open to the public. For more information, please call 360-337-4811 or visit:

<http://www.kitsapgov.com/hs/veterans/meetinginfo.htm>

May we renew our resolve to always seek the wisdom, courage, and strength to preserve and protect the freedom veterans were called to protect and defend.



Rev February 16, 2022



KITSAP COUNTY

Veteran Community Resources



Honor to the soldier and sailor everywhere, who bravely bears his country's cause. Honor, also, to the citizen who cares for his brother in the field and serves, as he best can, the same cause. ~ Abraham Lincoln

Kitsap County Veterans Assistance Fund

For eligible veterans, temporary emergency assistance is available for, but not limited to rent, utilities, transition (clean & sober) housing, food, transportation, medical & prescriptions, auto repair, and clothing. 360-337-4811

Women Veteran Issues; Staffed by female veterans; 360-865-0967

Your local Veterans Service Officer can assist you in determining eligibility and completing the application ~ plus help with V.A. claims.

Bainbridge Island; *Helpline House*; 282 Knechtel Way NE; Hours: Mon. thru Fri. 9 am-5 pm; 206-842-7621 for appointment

Bremerton; *DAV, Chapter 5*; 4980 Auto Center Way; 360-373-2397; Mon. thru Wed., 9 am- 2 pm; Ask for service officer

Port Orchard; *VFW Post 2669*; 736 Bay Street; 360-876-2669; Tues. 12-4 pm; Ask for service officer.

Poulsbo; *American Legion Post 245*; 19068 Jensen Way; 360-779-5456; Thursday, 10 am- 3 pm

Silverdale/Central Kitsap County; *VFW 4992*

9981 Central Valley Road; 360-698-9177 for appointment.

Suquamish; *Suquamish Tribe Veterans Office*; 18490 Suquamish Way NE; Tues., Wed. 10 am-2pm; 360-394-8515 for appointment.

Suquamish Warriors Vets Center; 6353 NE Middle Street; 360-626-1080; Thursday, 9 am-1pm.

For more information and an application, please visit:

<https://www.kitsapgov.com/hs/Pages/VAB-LANDING.aspx>

Employment Assistance

- ♦ WorkSource; 3120 Randall Way, Silverdale WA; ask for veteran employment specialist: 360-516-1001.
- ♦ Kitsap Community Resources; 845 8th St., Bremerton WA; 360-473-2118
- ♦ Goodwill Job Training and Education Center; 10001 Mickelberry Rd. NW, Silverdale WA; 360-698-6776

Thank you veterans!

The highest appreciation is not to utter words but to live by them. ~ John F. Kennedy

Dental Assistance

- ♦ Kitsap County Veterans Assistance Fund; 360-337-4811.
- ♦ Peninsula Community Health Services; Sixth Street Bremerton Dental Clinic; sliding scale fee & Medicaid enrolled adults; 616 6th Street, Bremerton WA; 360-478-2368.
- ♦ Kitsap Veterans' Stand Down (spring and fall) limited free services; 360-337-4811.

Medical Assistance

Veterans Crisis Line: 800-273-TALK (8255)

- ♦ VA Puget Sound Health Care System; Seattle Division, 1660 South Columbian Way, Seattle WA; 206-762-1010, 800-329-8387; American Lake Division, 9600 Veterans Drive, Tacoma WA; 253-582-8440, 800-329-8387.
- ♦ V.A. Community Based Outpatient Clinic; 9177 Ridgetop Blvd NW, Silverdale, WA 98383; 360-307-6920.
- ♦ VA Puget Sound Women's Health; American Lake Division, 253-583-1444; Seattle Division, 206-768-5314.
- ♦ Peninsula Community Health Services; locations in Bremerton, Port Orchard, and Poulsbo; 360-377-3776, appointment line; 360-475-3729 extended hours line; 866-418-1002 24/7 nurse advice hotline
- ♦ Kitsap Sexual Assault Center; 600 Kitsap St., Port Orchard WA; 360-479-1788

Utilities Assistance

- ♦ Kitsap County Veterans Assistance Fund; 360-337-4811.
- ♦ Kitsap Community Resources; 1201 Park Avenue, Bremerton WA; 360-377-0053
- ♦ Salvation Army; 832 6th Street, Bremerton WA; 360-373-5550.
- ♦ St. Vincent De Paul; Port Orchard residents; 360-876-6933, appointments.
- ♦ St. Vincent De Paul; Bremerton School District residents; 1137 N. Callow, Bremerton WA; 360-479-7017 ext. 2

Clothing Assistance

- ♦ Abraham's House; 1st, 3rd, 4th Saturdays each month; N. Callow Ave, Bremerton WA; 360-405-0488
- ♦ Salvation Army; M-W-F, 1:30-3:30; 832 6th Street, Bremerton WA; 360-373-5550
- ♦ Kitsap Rescue Mission; Quality Inn, 4303 Kitsap Way Bremerton, WA 98312; 360-373-3428

Housing/Rental Assistance

- ♦ Eviction Prevention. [HH-KEPA \(kitsapgov.com\)](https://www.kitsapgov.com) 360-473-2035
- ♦ VHOG/Veterans Housing Option Group; Monday, 1 pm (except holidays); Kitsap Community Resources; 1201 Park Ave., Bremerton WA; 253-583-2825
- ♦ Kitsap County Veterans Assistance Fund; 360-337-4811.
- ♦ Supportive Services for Veteran Families (SSVF); Catholic Community Services, 645 4th Str., Suite 202A, Bremerton WA; 253-471- 5340.
- ♦ Housing Solutions Center; 1201 Park Ave., Bremerton WA; (360) 473-2035.

Emergency Shelter

- ♦ Housing Solutions Center; 1201 Park Ave., Bremerton WA; (360) 473-2035.
- ♦ Kitsap Rescue Mission; Quality Inn, 4303 Kitsap Way Bremerton, WA 98312; 360-373-3428
- ♦ Kitsap Community Resources; 3200 SE Rainshadow Ct., Port Orchard WA; 360-473-2102.
- ♦ North Kitsap Fishline; 787 Liberty Lane NW, Poulsbo WA; 360-930-0075.

Food Assistance

Kitsap County Food Bank Coalition:

- ♦ Bremerton Foodline; 1600 12th Street, Bremerton WA; 360-479-6188
- ♦ Salvation Army Food Bank; 832 6th Street, Bremerton WA; 360-373-5550
- ♦ St. Vincent De Paul; Bremerton School District residents; 1137 N. Callow, Bremerton WA; 360-479-7017 ext. 2
- ♦ South Kitsap Helpline; 1012 Mitchell Avenue, Port Orchard WA; 360-876-4089
- ♦ Helpline House; 282 Knechtel Way NE, Bainbridge Island WA; 206-842-7621
- ♦ North Kitsap Fishline; 737 NW Liberty Rd., Poulsbo WA; 360-779-5190
- ♦ ShareNet Food Bank; 26061 United Rd. NE, Kingston WA; 360-297-2266
- ♦ Central Kitsap Food Bank; 3537 NW Anderson Hill Rd., Silverdale WA; 360-692-9818

How important it is for us to recognize and celebrate our heroes and heroines!

~ Maya Angelou



Kitsap County Resources Guide

HOUSING

Kitsap Community Resources / 1201 Park st. / Bremerton / (360) 377-0053 or 1-800-338-3363

Bremerton Housing Authority/ 110 Russell Rd. / Bremerton / (360) 479-3694

Max Hale Center / 285 5th st / Bremerton / (360) 792-2117

Kitsap County Consolidated Housing Authority / 9307 Bayshore Dr. / Silverdale / (360) 535- 6100 and 345 6th St. , Ste. 100 / Bremerton / 337-5600

FINANCIAL & EMPLOYMENT

DSHS / 4710 Auto Center Blvd] Bremerton / (360) 473-2200 or 1-800-3384710

Worksource Kitsap County / 1300 Sylvan Way / Bremerton / (360) 337-4810

Kitsap Community Resources / 845 8th st. / Bremerton / (360)478-2118 & / 1211 Bay st. / Port Orchard / (360) 473-2144

Goodwill Career Resource Center / 4209 Wheaton Way / Bremerton / (360) 373-3692

HEALTH RESOURCES

Harrison Medical Center / 2520 Cherry Ave. / Bremerton / (360) 377-3911 and 1800 Myhre Rd. / Silverdale / (360) 337-8800 and 450 South Kitsap Blvd. / Port Orchard / (360) 895-6250

Peninsula Community Health Services / 616 Sixth st. / Bremerton / (360) 377-3776and (360) 3773776 - **Dental Clinic** / (360) 478-2368 and PCBS 320 South Kitsap Blvd. / Port Orchard / (360)

876-7215 PCHS - 19045 Hwy. 305, #180 / Poulsbo / (360) 779-1963

Kitsap co. Health Dist. / 345 6th st. ste. 300 / Bremerton 1 (360) 337-5235

Kitsap Mental Health svcs / 5455 Almira Dr. NE / Bremerton / (360) 373-5031 crisis Clinic - 24 hour phone lines: (360) 479-3033 and (360) 843-4793

SHELTER

YWCA ALIVE Shelter / (360) 479-1980 or (800) 500-5513 / This is a confidential location for women and children who are victims of domestic violence. St. Vincent de Paul / (360) 479-7017 / women and children

Benedict House / (360) 405-9486 / men and one unit for a man and children.

Kitsap Community Resources / 1201 Park st. / Bremenon / (360) 377-0053 orl-800-338-3363 / families with children.

VETERAN'S ASSISTANCE

VFW Post 239 / 190 S. Dora Ave. / Bremerton / (360) 377-6739

VFW Post 2669 / 19133 Jensen way / Poulsbo / (360) 779-5456 (the armory)

VFW Post 2669 / 736 Bay st. / Port Orchard / (360) 876-2669

American Legion Post 68 / 1240 Sheridan Rd. / Bremerton / (360) 373-0233

American Legion Post 245 / National Guard Armory / 19133 Jensen Way / Poulsbo / (360) 7795456
Retsil Veteran's Home / Transitional Housing for Homeless Vets & Service Center / 1141 Beach Dr.,
Bldg. 9 / Retsil (Port Orchard) / (360) 8954394
Kitsap Community Resources / 1201 Park / Bremerton / (360) 377-0053 or 1-800-338-3363 and 1211
Bay St. / Port Orchard / (360) 473-2144

PROTECTIVE SERVICES

YWCA ALIVE 24/hr crisis line / (360) 479-1980
Kitsap Sexual Assault Center 24/hr crisis line / (360) 479-8500
Child Protective Services / (360) 475-3688 / Intake-Referral (800) 762-4902 After hours 1-800-
562-5624.
Adult Protective Services / (360) 473-2192 / 1-888-8334925
Crisis Clinic of Kitsap County / (360) 479-3033 and (360) 843-4793

FOOD BANKS

Food Banks require photo ID and/or something with current mailing address
Bremerton Food Line / 1600 12th st. / Bremerton / M-F 10 am to 1:45 pm (360) 479-6188
St. Vincent de Paul / 1137 Callow Ave. N / Bremerton M-F 10:30 am to 4 pm (360) 479-7017 (must live
in Bremerton School District)
Salvation Army / 832 6th st. / Bremerton / T, Th, F 9:30 - 11:15 am 1 W, 4-6 pm (360) 479-2695
Central Kitsap Food Bank 1 3790 NW Anderson Hill Rd. / Silverdale / M-F 10 am to 1:30 pm / (360)
692-9818
South Kitsap Helpline / 1012 Mitchell Rd / Port Orchard / M-F noon to 5 pm (360) 876-4089
North Kitsap Fishline 1 18916 3rd Ave. NE / Poulsbo / M,T 10 am to 3 pm, W 10 am to 7 pm, Th, F
10 am to 3 pm / (360) 779-5190 (must live in NK School District)
Helpline House / 282 Knechtel Way NE / Bainbridge Island / M-F 9:30 am to 4:30 pm / (206) 8427621
(must live on Bainbridge Island)
Sharenet Food Bank / 26021 United Rd. "A" / Kingston / T & F 10 am to 2 pm (360) 297-2266

YOUTH SERVICES

Washington Youth Academy / William Cruz / <http://nqvc.org/site/state/wa/> 360-447-2073 The
Coffee Oasis Teen Center / 822 Burwell / Bremerton (360) 373-0461 Provides shower access for youth.
Teen Support / www.standupforkids.org

ADDITIONAL RESOURCES

Peninsula 2-1-1 "provides comprehensive information and referral services for Kitsap, Clallam,
Jefferson, Mason, Grays Harbor and Pacific counties"
Kitsap Transit Bus tokens / Customer Service office at Bremerton and Port Orchard ferry terminals
/ Full fare as of August 1, 2008 is \$1.50 / 1-800-501-7433



FREE MEALS

The Lord's Neighborhood Diner - St. Paul's Episcopal Church 700 Callahan Dr. / Bremerton (360) 377-2915 Sat. & Sun. 3 p.m. to 5 p.m.

South Kitsap Family Kitchen - 1st Lutheran Community Church 2483 Mitchell Rd. / Port Orchard (360) 876-3901 Last 2 Mon, Tues, Th, Fri, 5-6:30 p.m

Bread for Bremerton - Brem. United Methodist Church 1150 Marine Dr. (360) 373-3510 Last Fri. of month 4:30 to 6:30 p.m.

The Coffee Oasis/Teen Night 822 Burwell / Bremerton (360) 373-0461

God's Kitchen - Family of God Lutheran Church 7625 Central Valley Rd./ Bremerton (360) 6927729 Every Monday Noon to 2:00 p.m

Care Kitchen - Christian Life Center 1780 SE Lincoln Ave - Port Orchard (360) 876-5595 Wed., 5:00 pm to 6:00 pm

Joy of Freedom - Westgate Fire Hall 1550 Rocky Pt. Rd. / Bremerton (253) 851-0339 Sundays 10:30 a.m. to 11:30 a.m.

Family Church of God Pentecostal 1003 5th St. - Bremerton (360) 782-1199 MonM/ed/Fri, 6 pm to 7:30 pm

Our Savior's Lutheran Church 1015 Veneta Ave. / Bremerton (360) 479-6374 1st 3rd Wed of month 6:00 p.m.

TLC Dinner - New Life Assembly 1003 5th Ave. / Bremerton (360) 377-7292 Every Fri, 6:00 to 7:00 p.m.

Hearty Meals - Silverdale Lutheran Church 11701 Ridgepoint Dr. W/Silverdale (360) 692-9263 wed, 12:00 to 1:00 p.m.

Thursday's Child at Sylvan Way Baptist Church 900 Sylvan Way / Bremerton (360) 698-3219 Sun 1:30 Tue & Th, 6:30 p.m

Salvation Army 832 Sixth St. / Bremerton (360) 479-2695 Mon-Fri 8:00 am to 8:45 am and Noon to 12:45 p.m.

The Salvation Army, 832 Sixth St., Bremerton, (360) 373-5550, provides the following free services: Haircuts: M-T-Th, / simple cuts only / 9 am to 2 pm. Make appt. with receptionist FIRST. Food Boxes: Once a month: T-Th-F: 9:30 am to 11:15 & W 4 pm to 6 pm. Must show photo I.D., zip code, and proof of all family members. Bread & Produce: weekdays, as available. Breakfast and Lunch: Weekdays, 8:00 am to 8:45 am, and 12:00 to 12:45 pm. Diapers and Toiletries: Same days as food boxes. Utility Assistance: January to June. Must show proof of low-income and have a disconnect notice. Restricted to once per 12 months. Call for appt. Community Voice Mail: provides free voice mail for those who need to receive messages but have no phone.



Child Care Community Resources

These resources have been compiled by PSNS & IMF Employee Resource Groups to support personnel who need child care services. This list is not an endorsement of any organization it simply contains resources to assist families in finding child care services. Before enrolling your child in any child care services ensure you thoroughly vet the services. See article from childcare.gov on selecting child care programs:

<https://childcare.gov/consumer-education/selecting-a-child-care-program-visiting-and-asking-questions>

DONCEAP

The Department of the Navy's Civilian Employee Assistance Program (DONCEAP) has a program called Work-Life. This group has the ability to search for community resources, such as child care, elder care, realtors, tutoring, pet care, etc. Just let the counselor know what services are being requested and there will be a short assessment. You will then be set up with a case number and someone from Work-Life will gather information and look into resources for you.

Phone: 1-844-366-2327 (1-844-DONCEAP)

<https://magellanascent.com/>

Navy Child Development Center (CDC) – Bremerton, Bangor & Jackson Park

As Navy civilian employees, your children are eligible to use Navy Region Northwest Child and Youth Programs. Visit militarychildcare.com to place children on waitlists for enrollment.

<https://public.militarychildcare.csd.disa.mil/mccu/ui/#/>

DoD Child care is available for 6 weeks to 5 years at the Child Development Centers, 4 weeks to 12 years at the Child Development Homes, and School age care for ages 5 to 12 years. Current wait times to enroll can be long.

The purpose of military child care is to support the mission of the DoD by serving DoD affiliated families so they may fulfill their military or DoD-related duties. In February 2020, the Office of the Secretary of Defense issued a memo to update the priority system and clarify when military families will receive priority access to child care, including supplanting lower priority families with children in care. For new priority system, see link below.

<https://www.mcccentral.com/training-center/components/dod-priority-changes>

MYCCN Fee Assistance Program:

Military Child Care in Your Neighborhood is a fee assistance program for U.S. military and U.S. Coast Guard families (including civilians) who cannot access installation-based child care due to distance or waitlists. With fee assistance, MCCYN closes the gap between what families would pay for on-installation child care and what they would pay for care in their communities. This makes it easier for families to afford quality child care from local community providers. You must already be on the waitlist to receive child care on militarychildcare.com. There are only a select number of openings available. This has created lengthy wait times on waitlists, averaging 8 months or more. For more information or to join the waitlist see link below.

<https://public.militarychildcare.csd.disa.mil/mccu/ui/#/navy>



Flexible Spending Account (FSA) for Dependent Care

A Dependent Care FSA is a pre-tax benefit account used to pay for eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child or adult daycare. It's a smart, simple way to save money while taking care of your loved ones so that you can continue to work. You can save an average of 30 percent.

With a Dependent Care FSA, you use pre-tax dollars to pay qualified out-of-pocket dependent care expenses. The money you contribute to a Dependent Care FSA is not subject to payroll taxes, so you end up paying less in taxes and taking home more of your paycheck.

Enroll or reenroll in FSAFEDS during Open Season each year (mid-November to mid-December).

www.fsafeds.com

Use link below to calculate savings.

<https://www.fsafeds.com/support/savingscalculators/dcfsa>

Before and After School Care

Contact	Locations
Y-Kids (YMCA) Kitsap Child Care Office Phone: 360-813-1813 Email: kitsapchildcare@ymcapkc.org Updates on Facebook: https://www.facebook.com/ymcapkc.childcare/ https://www.ymcapkc.org/child-care/before-and-after-school	<u>Kitsap Locations:</u> Bremerton School District 6 a.m. – 6 p.m. Crownhill Elementary, Westhills Elementary, Kitsap Lake Elementary Central Kitsap School District 6 a.m. – 6 p.m. Green Mountain and Silverdale Elementary Schools Peninsula School District 6:30 a.m. – 6:30 p.m. Artondale, Discovery, Harbor Heights, Swift Water, and Vaughn Elementary Schools South Kitsap School District 6 a.m. – 6 p.m. Burley Glenwood, East Port Orchard, Orchard Heights and Sunnyslope Elementary <u>Pierce County Locations:</u>



Contact		Locations
Pierce County Child Care Office Phone: 253-534-7840 Email: childcare@ymcapkc.org		Clover Park School District 6:30 a.m. – 6:30 p.m. Custer and Idlewild Elementary Schools Puyallup School District 6:30 a.m. – 6:30 p.m. Early Learning Center at the Mel Korum YMCA Tacoma School District 7 a.m. – 6:30 p.m. Bryant, Grant, Franklin, Delong, Sherman, Washington, Skyline, and Point Defiance Elementaries University Place School District 6 a.m. – 6 p.m. YMCA Early Learning Center Campus, University Place Primary, Sunset Primary, Evergreen Primary
Champions (Before and After School Care)	Phone: 1-800-246-2154 Email: ChampionsHelp@KC-Education.com https://www.discoverchampions.com/	CK School District 6 a.m. – 6 p.m. Hawk Elementary at Jackson Park, Pinecrest Elementary, Esquire Hills Elementary, Woodlands Elementary, Brownsville Elementary, Cottonwood Elementary, Silver Ridge, Emerald Heights, Clear Creek Elementary South Kitsap School District 6:30 a.m. – 6 p.m. Sidney Glen Elementary Other: 6:30 a.m. – 6 p.m. Catalyst Public School
Right at School (Before and After School Care)	Phone: 1-855-287-2466 https://www.rightatschool.com/districts/bremerton-wa/ https://www.psd401.net/learning/on-site-child-care/right-at-school	Bremerton School District 6:30 a.m. – 6 p.m. Armin Jahr, Westhills STEM Academy Peninsula School District 6:30 a.m. – 6 p.m. Minter Creek, Pioneer, Purdy, Voyager
Martha &	Phone: 360-394-4089	North Kitsap Elementary Schools or



	Contact	Locations
Mary Kids (Before and After School Care)	Email: mmkids@mmhc.org https://www.marthaandmary.org/kids	Cougar Valley in Central Kitsap 6 a.m. – 6 p.m.

*This is not an exhaustive list.

Child Care

	Contact	Locations
Martha & Mary Kids	Phone: 360-779-7500 https://www.marthaandmary.org/services/child-care/early-learning-center	Child Care Center, Poulsbo 5:30 a.m. – 6 p.m. Infant (4 weeks), Toddler, Preschool Children's learning Center, Poulsbo 5:30 a.m. – 6 p.m. Pre-K Early Learning Center, Silverdale Preschoolers (Toilet trained) 5:30 a.m. – 6 p.m. Infant, Toddler, Preschool, Pre-K *8/1/22 - Waitlists currently for programs.
Sophia Bremer Learning Academy (SEBLA) at Olympic College	Phone: 360-475-7190 Email: SBELA@olympic.edu https://www.olympic.edu/services/child-care	Bremerton 7:30 a.m. – 4 p.m. Infant (6 weeks to 12 months), Toddler (12 to 36 months), Preschool (3 to 5 years) *8/1/22 - Only 1 toddler and one preschool room open. In-process of rebuilding program. Extensive waitlist. OC Students have priority.
Green Gables Montessori	Phone: 360-286-2217 https://www.greengablesmontessori.com/ Facebook: https://www.facebook.com/greengablesmontessori/	Silverdale 7:30 a.m. – 4:30 p.m. Toddlers (18 months to 3 years), Preschool, Kindergarten through Grade 3.



Contact	Locations
Chico Christian Childcare Phone: 360-377-0939 https://www.chicocma.com/childcare/ Facebook: https://www.facebook.com/Chico-Christian-Childcare-131834744200872/	Bremerton 6 a.m. – 5:30 p.m. Infant (4 weeks to 12 years old) Year round Preschool/Pre-K Classes (3-5 years old) Summer Program (6 years and older)
KinderCare Phone: 360-692-3083 Bremerton https://www.kindercare.com/our-centers/bremerton/wa/300921 Phone: 360-698-3516 Silverdale https://www.kindercare.com/our-centers/silverdale/wa/301305 Phone: 253-851-1777 Gig Harbor https://www.kindercare.com/our-centers/gig-harbor/wa/301336	Bremerton 6 a.m. – 6 p.m. 6 weeks to 5 years Silverdale 6 a.m. – 6 p.m. 6 weeks to 6 years Gig Harbor 6 a.m. – 6 p.m. 6 weeks to 5 years



	Contact	Locations
Kitsap Child Care & Pre-School	Phone: 360-373-4862 Email: kitsapchildcare@gmail.com https://www.kitsapchildcare.org/	Bremerton 12 months to 5 years *8/2/22 – Enrollment temporarily on hold. Contact facility for waitlist.
Tree Top Village	Phone: 360-782-2996	Bremerton 5:30 a.m. – 6:30 p.m. Infants (4 weeks to 12 months) Waddler (12 to 24 months) Toddler (24 to 36 months) Preschool/Pre-K (3 to 6 years)
Loving Hands Learning Center	Phone: 360-377-4785 https://www.lovinghandslearningenterllc.com/	Bremerton 6:30 a.m. – 5:30 p.m.
Noah's Ark Daycare	Phone: 360-895-4195 Email: nadaycare.flcc@gmail.com https://www.nadaycare.com	Port Orchard 6 a.m. – 6 p.m. 4 months through Kindergarten
Carousel Corner Preschool	Phone: 360-871-7572 Email: Carouselcorner.portorchard@gmail.com https://www.carouselcornerpreschool.com/	Port Orchard 6 a.m. – 6 p.m. Toddlers: 12 months to 2.5 years Preschool/Child Care: 2.5 to 6 years Before and After School



	Contact	Locations
Sherwood Creek Children's Center	Phone: 360-277-4270 https://childcarecenter.us/provider_detail/kids_cottage_belfair_wa	Belfair 5:30 a.m. – 6 p.m. 12 months to 13 years
Our Club For Kids	Phone: 360-990-6654 https://www.care.com/b/l/our-club-for-kids-llc/belfair-wa	Belfair 6 a.m. – 6:30 p.m. 12 months to 13 years

*This is not an exhaustive list.

Child Care Aware of Washington Family Center

Free services offered include: child care referrals by phone, online or in-person, child care subsidy information, consumer/parent education, special needs child care referrals and more.

Phone: 1-800-446-1114

Email: familycenter@childcare.org

<https://childcareawarewa.org/>

PSNS & IMF BUS SCHEDULES

September 2023



FOR BUS SERVICE QUESTIONS CONTACT:

(360) 476-1188

LOST AND FOUND LOCATED AT BUILDING 455

FOR ACCESS BUS SERVICE QUESTIONS CONTACT:

(360) 476-1188 or (360) 476-0362

Terry Drake, NAVFAC Transportation
William Asman, C/105.3, Radiological Monitoring
Para Kan, C/1101.2, Executive Support Staff

https://flankspeed.sharepoint-mil.us/sites/psns_commuting

AM ROUTE

AM WEST END ROUTE		
Departure Times Are Approximate		
WEST END to MAIN GATE		MAIN GATE to WEST END
4:50		5:05
5:00		5:15
5:10		5:25
5:20		5:35
5:30		5:45
5:40		5:55
5:50		6:05
6:00		6:15
6:10		6:25
6:20		6:35
6:30		6:45
6:40		6:55
6:50		7:05
7:00		7:15
7:10		7:25
7:20		

Actual routes may vary due to construction, traffic, and events beyond our control.

CIA Dispensary Stop only served between 0740 to 1430.

We welcome your comments and suggestions.

Special Thanks to our PSNS & IMF Transportation Champion, Ms. Christina Klinkert, C/700 Lifting and Handling Director.

AM ROUTES

AM PARKING GARAGE ROUTE		
Departure Times Are Approximate		
PARKING GARAGE to MAIN GATE		MAIN GATE TO PARKING GARAGE
		4:55
4:55		5:10
5:05		5:20
5:15		5:30
5:25		5:40
5:35		5:50
5:45		6:00
5:55		6:10
6:05		6:20
6:15		6:30
6:25		6:40
6:35		6:50
6:45		7:00
6:55		7:10
7:05		7:20
7:15		

AM BEQ ROUTE		
Departure Times Are Approximate		
DEPART BARRACKS BUILDING #885		
	5:20	
	5:40	
	6:00	
	6:20	
	6:40	
	7:00	



CIA LOOP ROUTE		
Departure Times Are Approximate		
MAIN GATE to PARKING GARAGE	PARKING GARAGE to WEST END	WEST END to MAIN GATE
7:30	7:40	7:50
7:40	7:50	8:00
7:50	8:00	8:10
8:00	8:10	8:20
8:10	8:20	8:30
8:20	8:30	8:40
8:30	8:40	8:50
8:40	8:50	9:00
8:50	9:00	9:10
9:00	9:10	9:20
9:10	9:20	9:30
9:20	9:30	9:40
9:30	9:40	9:50
9:40	9:50	10:00
9:50	10:00	10:10
10:00	10:10	10:20
10:10	10:20	10:30
10:20	10:30	10:40
10:30	10:40	10:50
10:40	10:50	11:00
10:50	11:00	11:10
11:00	11:10	11:20
11:10	11:20	11:30
11:20	11:30	11:40
11:30	11:40	11:50
11:40	11:50	12:00
11:50	12:00	12:10
12:00	12:10	12:20
12:10	12:20	12:30
12:20	12:30	12:40
12:30	12:40	12:50
12:40	12:50	13:00
12:50	13:00	13:10
13:00	13:10	13:20
13:10	13:20	13:30
13:20	13:30	13:40
13:30	13:40	13:50
13:40	13:50	14:00
13:50	14:00	14:10
14:00	14:10	14:20
14:10	14:20	14:30
16:15	16:25	16:35
16:45	16:55	17:05

PM ROUTES

PM PARKING GARAGE ROUTE		
Departure Times Are Approximate		
PARKING GARAGE to MAIN GATE		MAIN GATE TO PARKING GARAGE
		14:30
		14:40
14:45		14:50
14:55		15:00
15:05		15:10
15:15		15:20
15:25		15:30
15:35		15:40
15:45		15:50
15:55		16:00

PM BEQ ROUTE		
Departure Times Are Approximate		
DEPART BUILDING 449 NORTH		
	14:30	
	14:40	
	14:50	
	15:00	
	15:10	
	15:20	
	15:30	
	15:40	
	15:50	
	16:00	
	16:15	
	16:30	
	16:45	
	17:00	

PM ROUTE

PM WEST END ROUTE		
Departure Times Are Approximate		
WEST END to MAIN GATE		MAIN GATE to WEST END
		14:25
		14:35
14:40		14:45
14:50		14:55
15:00		15:05
15:10		15:15
15:20		15:25
15:30		15:35
15:40		15:45
15:50		15:55
		16:05

