



# NAF (NON-APPROPRIATED FUND) EMPLOYEE ORIENTATION HANDBOOK

NAME: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

POSITION: \_\_\_\_\_





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## DAY 1

- ☐ **WHERE DO I WORK?**
  - Why are we here?
  - Mid-Atlantic Region Breakdown
- ☐ **CUSTOMER SERVICE**
  - Who Are Our Patrons?
  - USN Rank Structure
- ☐ **FEDERAL EMPLOYEES**
  - N Codes
  - Funding Sources
  - Annual Training
  - Customs, Courtesies & Traditions At The Workplace
  - Correspondence, Go-To Resources
- ☐ **ANNUAL TRAINING**
  - Anti-Terrorism Level 1
  - Active Shooter
  - Annual Security Brief CNIC
  - Combating Trafficking in Persons
  - Constitution Day
  - OPSEC (Uncle Sam)
  - Privacy and Personally Identifiable Information (PII) Awareness Training
  - POSH/No Fear
  - Ready Navy Emergency Preparedness

## DAY 2

- ☐ **REQUIRED FORMS & POLICIES**
  - Probationary Period
  - Background Check
  - Position Description
  - POSH/No-Fear Act Training
- ☐ **PAY/ENTITLEMENT PROCEDURES & POLICIES**
  - NAF Pay Overview
  - Work Schedules
  - Kronos and Time Keeping Procedures
  - Leave Usage & Accrual (Call-Out Procedures)
  - Pay Increases and Evaluations
- ☐ **ADMINISTRATIVE ACTIONS**
  - Personnel Actions
  - Grievance Procedures
  - Transfer/Growth Opportunities – Merit Promotion Program
  - Labor-Management Relations
- ☐ **RPT/RFT BENEFITS**
  - Medical/Dental/Life Insurance/Disability
  - 401k/Retirement Overview
  - Flex Spending Account
- ☐ **FLEX BENEFITS**
  - Medical if 30 +/hours/week average 12 months



# Welcome to the NAVY FAMILY

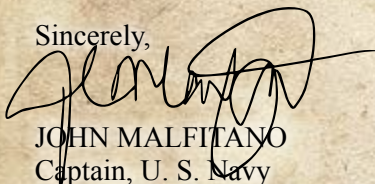
**Congratulations!** As a new civilian member of the United States Navy, it is important that you know how essential you are to our military community and our mission. This handbook and New Employee Orientation will help you as you transition into your new career. It acquaints you with the organization, expectations, traditions and culture of the Federal Civil Service and the U.S. Navy and is an important reference tool to have at your fingertips.

Civilians have proven to be indispensable members of the U.S. Navy. You will provide expertise, continuity, stability, and leadership within our Fleet and Family Readiness Programs. Civilians are committed to the Navy mission: to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

Within our Naval Region Mid-Atlantic we have a civilian workforce of about 4,000 employees. Your essential mission is to help us care for our Sailors and their families so they can continue to defend and protect. We do this by providing a large variety of programs and services that promote mental and physical well being for the service members, veterans, and their families. You are now an ambassador of our organization. Serve with caring, quality customer service to ensure the success of our programs and services, maintaining the high quality of life our community deserves.

We are proud to have you as part of the Mid-Atlantic, Fleet and Family Readiness Program team. As a civilian, you are urged to demonstrate technical competence, character, and commitment in everything you say and do. Thank you for your service as you begin this new, exciting chapter of your career.

Sincerely,



JOHN MALFITANO  
Captain, U. S. Navy  
Fleet & Family Readiness Program Director





WHO WE ARE?
N CODES
FUNDING
<b>N9 INSTITUTE</b>
AT THE WORKPLACE
KEY REFERENCES



## N9 FEDERAL EMPLOYEE ORIENTATION

### WELCOME!!!

Over the next two days, you will learn important and useful information about being a civilian member of the Navy family within the Mid-Atlantic Region. Today we will learn what our organization is and what we do, how we are structured, military customs, courtesies and traditions, best business practices and close out the day with required training.

If at any time you have questions about what you are learning, please ask! It is important that you understand the information we are going over so that you are informed and ready when you enter your new work environment. Keep this handbook and use it for reference when you run across something you aren't sure about. If the information is not in the handbook, use the references section for additional guidance.

*Let's get started!*



# WHY ARE WE HERE?

Our customers are active duty and retired military members, their families and civilian DoD personnel. We serve our own community and the men and women that defend our freedoms. It is very important that we ensure our customer service, programs and services are the absolute best that they can be because our customers deserve it. Many of our programs or services are offered through civilian equivalents off base, but would be much more costly and may not be best suited for the lifestyle of an active duty family. Child care is a great example. Many installations offer 24/7 care centers at their installations for those situations where a family may need care after other facilities may have closed. Our services cater to the needs of our customers, and these needs are unique and demanding. Our mission is to make sure that these service members can continue to do their job and maintain a high quality of life for themselves and their family.

## MISSION

To support operating forces promoting readiness through the efficient operation of shore installations and effective, quality support to operational forces.

## VISION STATEMENT

Deliver effective and efficient shore capability to sustain the fleet, enable the fighter, and support the family.

### CNIC Guiding Principles

**Take Customer Service  
to the Next Level**

**“Can-Do” Attitudes that Result in  
Positive Experiences**

**Be Brilliant on the Basics**  
**Know and Execute Policy / Doctrine;  
Perfect Our Guidance**

**Make Smart Business Decisions**  
**Advance Enterprise Alignment;  
Seek Efficiency and ROI**

**Live a Culture of Continuous  
Improvement**  
**Base Appearance, Sharing of Lessons,  
Critical Introspection**

**Represent Navy to the  
Surrounding Community**  
**Installations are the Face of the Navy;  
it’s about Relationships**

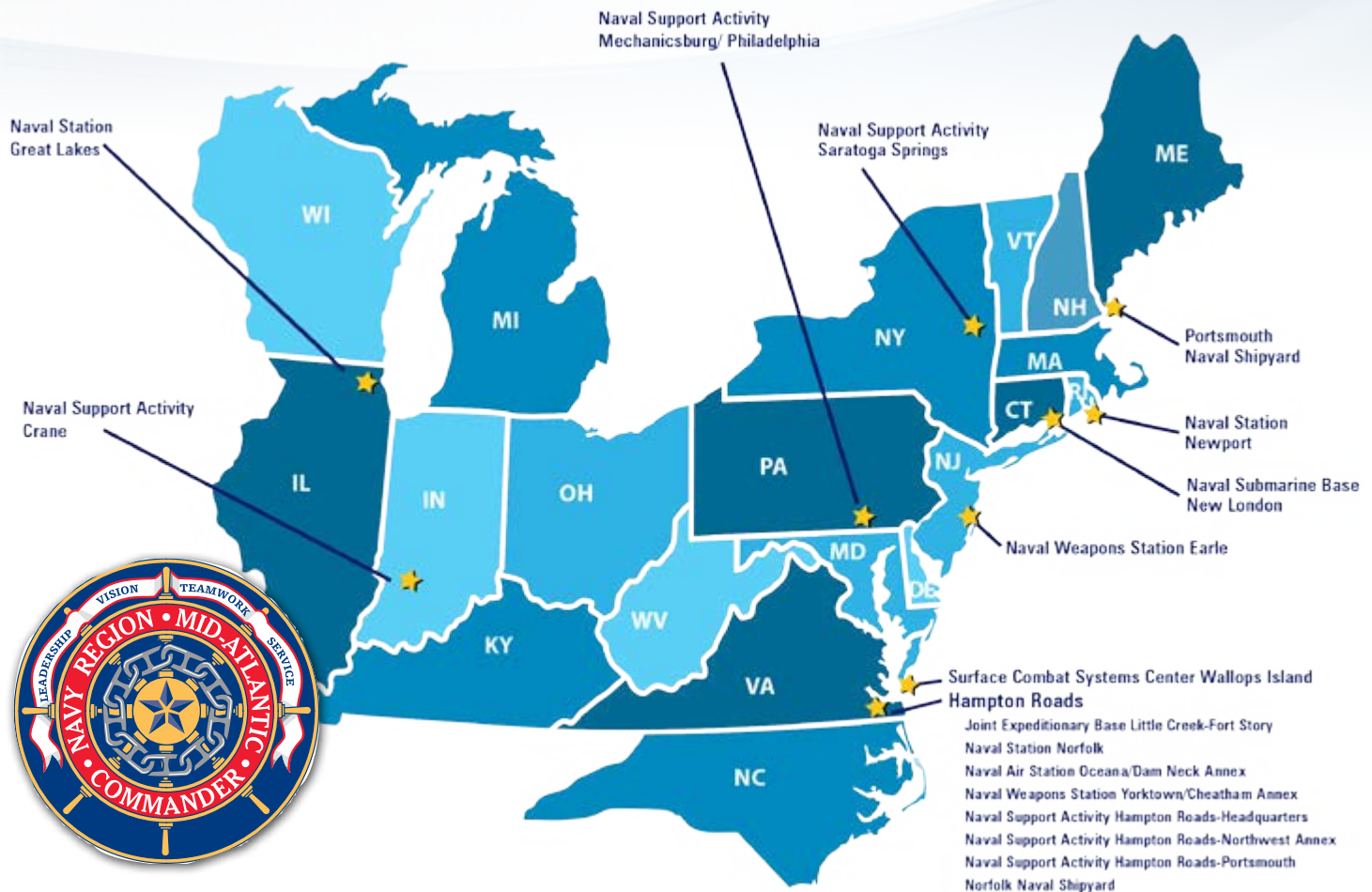
***Service Through Action:  
Customer-Focused, Efficient,  
Effective and Responsive***





# COMMANDER, NAVY REGION MID-ATLANTIC (CNRMA)

Commander, Navy Region Mid-Atlantic (CNRMA) is the regional coordinator for all shore-based naval personnel and shore activities in the Mid-Atlantic region, which encompasses 20 states, 14 installations, and 50 Naval Operational Support Centers (NOSCs). As the naval shore installation management headquarters for the Mid-Atlantic region, CNRMA provides coordination of base operating support functions for operating forces throughout the region in support of the Fleet, Fighter and Family.



## CNRMA MILITARY INSTALLATIONS

### JOINT EXPEDITIONARY BASE LITTLE CREEK - FORT STORY (JEBLCFS)

Joint Expeditionary Base Little Creek-Fort Story (JEBLCFS) is the major East Coast operating base supporting Overseas Contingency Operations. JEBLCFS provides support and services to 144 shore-based resident commands and 18 homeported ships. Resident commands provide frontline support personnel and the training venues that hone the skills of those frontline operators. JEBLCFS consists of nearly 4,000 acres of land, and more than seven-and-a-half miles of beachfront training area with 61 piers.



### NAVAL AIR STATION OCEANA (NASO) / DAM NECK ANNEX (DN)

Naval Air Station Oceana (NASO) is the Navy's East Coast Master Jet Base, home to F/A-18 Hornets and Super Hornets. NASO provides the facilities, equipment and personnel to support shored-based readiness, total force readiness and maintain operational access of Oceana-based forces. The installation, including Dam Neck Annex, has approximately 10,500 active duty Navy personnel, 10,000 family members, and 4,500 civilian personnel, making NASO the second largest employer in Virginia Beach after Joint Expeditionary Base Little Creek-Fort Story. NASO also hosts the largest Fleet Replacement Squadron, VFA-106, with about 1,500 personnel assigned.



NAVAL STATION GREAT LAKES (NAVSTA GREAT LAKES)

Naval Station (NAVSTA) Great Lakes provides base operating support for the Navy’s largest training facility. Every young man or woman who enlists in the Navy today arrives at NAVSTA Great Lakes for their initial training. More than 19,000 military and civilian personnel work, train and live onboard at any given time. The installation is home to 60 military and civilian tenant commands. The installation’s training commands and schools proudly graduate thousands of recruits and Sailors every year.



NAVAL STATION NEWPORT (NAVSTA NEWPORT)

Naval Station (NAVSTA) Newport is located in the city of Newport and the town of Middletown, R.I., and home to the Naval War College and the Naval Justice School. The installation is located on 1,399 acres along the western shore of Rhode Island’s Aquidneck Island. Approximately 10,000 employees work at the 50 Navy, Marine Corps, Army Reserve and Coast Guard commands onboard. NAVSTA Newport completed all of the 2005 BRAC-directed transitions, which resulted in more than 17,000 students passing through annually for training and education programs at commands onboard.



NAVAL STATION NORFOLK (NAVSTA NORFOLK)

Naval Station (NAVSTA) Norfolk is the largest naval complex in the world. It supports the operational readiness of the U.S. Atlantic Fleet, providing facilities and services to enable mission accomplishment. The installation is committed to safety, security, and continuous improvement in quality of life and quality of service for our sailors and families. The installation occupies approximately four miles of waterfront space and seven miles of pier and wharf space of the Hampton Roads peninsula, known as Sewell's Point. The installation supports 75 ships and 134 aircraft, alongside 14 piers and 11 aircraft hangars.



NAVAL SUPPORT ACTIVITY CRANE (NSA CRANE)

Naval Support Activity (NSA) Crane is the third largest naval installation in the world. The installation includes more than 3,000 buildings and more than 98 square miles (64,000 acres). NSA Crane has the most roadways in the Department of Defense (DOD), at 109 miles and more than 190 miles of utility piping. More than 5,000 DOD civilian and contractor personnel work at NSA Crane. With a military population of less than 50 personnel, NSA Crane is predominately a civilian installation. Grown from its ordnance roots, NSA Crane is recognized worldwide as a modern and sophisticated leader in diverse and highly technical product lines.



NAVAL SUPPORT ACTIVITY HAMPTON ROADS (NSAHR)

Naval Support Activity (NSA) Hampton Roads has the largest concentration of fleet headquarters administrative and communication facilities outside of Washington, D.C. The installation is home to more than 6,000 personnel that includes major tenant commands: U.S. Fleet Forces Command; Joint Staff Hampton Roads; U.S. Marine Corps Forces Command; Naval Submarine Forces, Atlantic; and Naval Reserve Forces Command.



NAVAL SUPPORT ACTIVITY HAMPTON ROADS NORTHWEST ANNEX (NSAHR-NW)

Naval Support Activity (NSA)-Northwest Annex provides a wide array of support services for 11 tenant commands, comprising U.S. Coast Guard and Department of Homeland Security operational units, U.S. Navy and U.S. Marine Corps Anti-Terrorism/Force Protection training commands, and Navy, Coast Guard and NATO strategic communication activities. The installation maintains and operates the largest small-arms range facilities in Commander, Navy Region Mid-Atlantic.

NAVAL SUPPORT ACTIVITY HAMPTON ROADS PORTSMOUTH (NSAHR-P)

Formerly known as Naval Medical Center Portsmouth (NMCP), NSAHR-P has proudly served the military and their families since 1830, making it the Navy’s oldest continuously operating hospital. Nationally acclaimed,

this state of the art medical center with 10 branch clinics offers premier research and teaching programs designed to prepare new doctors, nurses and hospital corpsmen for the future. This patient-driven TRICARE facility is entrusted with the health readiness of the U.S. armed forces. Located on historic Hospital Point, the main campus is home to 5,000 men and women who live and work by the Navy's core values of honor, courage and commitment.

### NAVAL SUPPORT ACTIVITY MECHANICSBURG (NSA MECH)

Naval Support Activity (NSA) Mechanicsburg is located in central Pennsylvania at the eastern boundary of Mechanicsburg. It has more than 150 buildings with 8.8 million square feet of space. The various land uses at NSA fall into four functional areas: administrative, housing and community facilities, warehousing, and open storage. Some 40 tenant commands are located on the 806-acre complex.



### NAVAL SUPPORT ACTIVITY PHILADELPHIA (NSA PHILLY)

Naval Support Activity (NSA) Philadelphia and Philadelphia Navy Yard Annex are home to multiple tenant commands in support of the Fleet, Fighter and Family. The installation is located on a streamlined shore and provides an operation-ready, secure shore infrastructure. Among the installation's top priorities are a high quality of life to military members and civilian staffs, and quality of community developed through extensive interaction and involvement with the community.

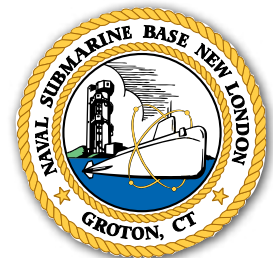
### NAVAL SUPPORT ACTIVITY SARATOGA SPRINGS (NSA SARATOGA SPRINGS)

Naval Support Activity (NSA) Saratoga Springs is a shore activity in an active, fully operational status under a commanding officer, and under the command and regional area coordination of Commander, Navy Region Mid Atlantic (CNRMA). NSA Saratoga Springs provides the best value, most efficient and effective operational support to their customers through sound shore installation management practices, while remaining aligned and synchronized with higher headquarters. Services provided include: personal property, housing, Fleet and Family Support, administrative, and Morale, Welfare, and Recreation services to all Department of Defense personnel in the New York state capital area, Massachusetts, and Vermont.



### NAVAL SUBMARINE BASE NEW LONDON (SUBASE)

Naval Submarine Base (SUBASE) New London is the Navy's first submarine base and the "Home of the Submarine Force." SUBASE New London provides support over assigned shore organizations to provide a Base Operations Support (BOS) infrastructure to the operating forces of the Navy and other naval organizations and tenants, and to program and budget for resources to support BOS requirements. It currently occupies approximately 687 acres along the Thames River. The installation has 11 submarine piers (9 SSN-rated, 2 adequate). It is also home to more than 70 tenant commands and employs more than 9,500 active duty, reserve and civilian personnel.



### NAVAL WEAPONS STATION EARLE (WPNSTA EARLE)

Naval Weapons Station Earle provides all ordnance for all Atlantic Fleet Carrier and Expeditionary Strike Groups, and supports strategic Department of Defense ordnance requirements. The installation's main side is located in Colts Neck and the waterfront is in the Leonardo section of Middletown. The two areas are connected by a private, federally-owned roadway. Colts Neck sits in the heart of New Jersey's horse farming region and is only 20 minutes away from the famed Jersey Shore. Leonardo is located on Sandy Hook Bay overlooking the Atlantic Ocean and the New York skyline.





**NAVAL WEAPONS STATION YORKTOWN (WPNSTA YORKTOWN) / CHEATHAM ANNEX (CAX) / HUNTINGTON HALL (HH)**

Naval Weapons Station (WPNSTA) Yorktown provides critical fleet ordnance support for the Navy. WPNSTA Yorktown hosts 37 tenant commands which include the Navy Munitions Command, Navy Munitions Command CONUS East Division, the Naval Ophthalmic Support and Training Activity, the Marine Corps Security Force Regiment, Fleet Industrial Supply Center, Navy Expeditionary Logistics Support Group, Naval Expeditionary Medical Support Command, Navy Cargo Handling Battalion One, and 19 departments.



**NORFOLK NAVAL SHIPYARD (NNSY)**

Norfolk Naval Shipyard (NNSY) specializes in repairing, overhauling and modernizing ships and submarines. It is the oldest and largest industrial facility that belongs to the U.S. Navy, and the most multifaceted. NNSY follows the OSHA Voluntary Protection Program and has been a Star site since 2006.



**PORTSMOUTH NAVAL SHIPYARD (PNSY)**

Portsmouth Naval Shipyard (PNSY) specializes in the overhaul, repair and modernization of Los Angeles-class submarines. PNSY provides the U.S. Navy's nuclear powered submarine fleet with quality overhaul work in a safe, timely and affordable manner. This includes a full spectrum of in-house support -- from engineering services and production shops, to unique capabilities and facilities, to off-site support -- all of which serves the multifaceted assortment of fleet requirements.



**SURFACE COMBAT SYSTEMS CENTER WALLOPS ISLAND (SCSC)**

Surface Combat Systems Center (SCSC) is co-located with NASA at the Wallops Flight Facility. SCSC is a highly sophisticated facility uniquely located in a rural setting on the beautiful Eastern Shore of Virginia, which is famous for its wildlife refuge and unspoiled shorelines. SCSC is comprised of a hard charging team of more than 300 military, civilian and contractor personnel all working together to provide highly technical engineering and training support to the fleet.



# OUR COMMUNITY AND OUR CUSTOMERS

There are three main categories of rank: enlisted personnel, warrant officers and commissioned officers. All commissioned officers outrank all warrant officers, and all warrant officers outrank all enlisted personnel. Within each category, there is also a hierarchy, with each rank assigned a letter/number designation and a title (lieutenant, sergeant, etc.). Officer ranks all start with an "O," warrant officers with a "W," and enlisted personnel with an "E." The lowest officer rank is an O-1 and the highest is O-10. The titles for ranks differ from service to service. An O-1 in the Army is called a second lieutenant, while an O-1 in the Navy is called an ensign, but both are equal in rank since they're both O-1s.

Each rank comes with its own insignia.

For military personnel, terms of address are formal. Unless told otherwise, and always in public, military personnel should be addressed by their rank and last name. The following table shows proper terms of address for military ranks/rates. Generally, when speaking directly to an officer, it is customary to refer to him or her simply as "Sir" or "Ma'am", rather than by rank and last name. You should avoid addressing the officer or any enlisted member just by rank or rate (e.g. "Captain, Chief Warrant Officer, Seaman), as this is often considered rude. When in doubt, use the terms of address shown in the table for the specific military organization.














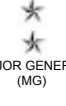
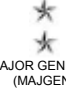

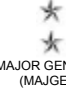

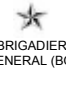
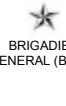

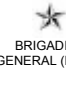





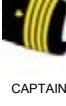










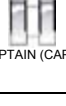














## MILITARY RANK












































Service members work hard to earn their ranks and it takes time and work for them to promote. It is ok to address them by rank, however, make sure you know the correct rank to address. Rank is different for every branch and the insignia is different as well. But they all follow the same enlisted/officer structure. Enlisted ranks are between E-1 and E-9; officer ranks are between O-1 and O-11. Following are pictures displaying both enlisted and officer ranks for the Navy; these will be the most commonly seen on MIDLANT installations.

One look at a cap, sleeve or chest can tell you a great deal about the role an officer or enlisted Sailor serves in the Navy. Each symbol on these various badges and insignias has its rightful place in Navy lore. The Navy's colors themselves have special meaning: blue represents the ocean and seas; gold is the color of integrity and valor. Uniforms serve many purposes. They can help enlisted Sailors and officers easily identify one another at a glance. In formal dress, Navy uniforms are some of the most striking and recognizable symbols of honor and tradition in the world. Whether in the blues, khakis or service dress whites, those who wear a Navy uniform wear it with pride.

WHO WE ARE? N CODES FINDING N9 INSTITUTE AT THE WORKPLACE KEY REFERENCES

ARMED FORCES RATE AND RANK INSIGNIA

COMMISSIONED				
ARMY	AIR FORCE	NAVY	MARINE CORPS	COAST GUARD
 GENERAL OF THE ARMY (GA)	 GENERAL OF THE AIR FORCE (AF)	 FLEET ADMIRAL (FA)	NOT USED IN USMC	NOT USED IN USCG
 GENERAL (GEN)	 GENERAL (GEN)	 ADMIRAL (ADM)	 GENERAL	 ADMIRAL (ADM)
 LIEUTENANT GENERAL (LTG)	 LIEUTENANT GENERAL (LTGEN)	 VICE ADMIRAL (VADM)	 LIEUTENANT GENERAL (LTGEN)	 VICE ADMIRAL (VADM)
 MAJOR GENERAL (MG)	 MAJOR GENERAL (MAJGEN)	 REAR ADMIRAL (RADM)	 MAJOR GENERAL (MAJGEN)	 REAR ADMIRAL (RADM)
 BRIGADIER GENERAL (BG)	 BRIGADIER GENERAL (BGEN)	 REAR ADMIRAL LOWER (RADML)	 BRIGADIER GENERAL (BGEN)	 REAR ADMIRAL LOWER (RADML)
 COLONEL (COL)	 COLONEL (COL)	 CAPTAIN (CAPT)	 COLONEL (COL)	 CAPTAIN (CAPT)
 LIEUTENANT COLONEL (LTCOL)	 LIEUTENANT COLONEL (LTCOL)	 COMMANDER (CDR)	 LIEUTENANT COLONEL (LTCOL)	 COMMANDER (CDR)
 MAJOR (MAJ) (GOLD)	 MAJOR (MAJ) (GOLD)	 LIEUTENANT COMMANDER (LCDR) (GOLD)	 MAJOR (MAJ) (GOLD)	 LIEUTENANT COMMANDER (LCDR) (GOLD)
 CAPTAIN (CAPT)	 CAPTAIN (CAPT)	 LIEUTENANT (LT)	 CAPTAIN (CAPT)	 LIEUTENANT (LT)
 1ST LIEUTENANT (1ST LT)	 1ST LIEUTENANT (1ST LT)	 LIEUTENANT JUNIOR GRADE (LTJG)	 1ST LIEUTENANT (1ST LT)	 LIEUTENANT JUNIOR GRADE (LTJG)
 2ND LIEUTENANT (2ND LT) (GOLD)	 2ND LIEUTENANT (2ND LT) (GOLD)	 ENSIGN (ENS) (GOLD)	 2ND LIEUTENANT (2ND LT) (GOLD)	 ENSIGN (ENS) (GOLD)

WARRANT				
ARMY	NAVY	MARINE CORPS	COAST GUARD	
 CHIEF WARRANT OFFICER 5 (CWO5)	NOT USED IN USN	 CHIEF WARRANT OFFICER 5 (CWO-5)	NOT USED IN USCG	
 CHIEF WARRANT OFFICER 4 (CWO4)	 CHIEF WARRANT OFFICER 4 (CWO4)	 CHIEF WARRANT OFFICER 4 (CWO4)	 CHIEF WARRANT OFFICER 4 (CWO4)	
 CHIEF WARRANT OFFICER 3 (CWO3)	 CHIEF WARRANT OFFICER 3 (CWO3)	 CHIEF WARRANT OFFICER 3 (CWO3)	 CHIEF WARRANT OFFICER 3 (CWO3)	
 CHIEF WARRANT OFFICER 2 (CWO2)	 CHIEF WARRANT OFFICER 2 (CWO2)	 CHIEF WARRANT OFFICER 2 (CWO2)	 CHIEF WARRANT OFFICER 2 (CWO2)	
 WARRANT OFFICER 1 (WO1)	NO LONGER USED IN USN	 WARRANT OFFICER 1 (WO1)	NOT USED IN USCG	
ENLISTED				
ARMY	AIR FORCE	NAVY	MARINE CORPS	COAST GUARD
 SERGEANT MAJOR OF THE ARMY (SMA)	 CHIEF MASTER SERGEANT OF THE AIR FORCE (CMSAF)	 MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON)	 SERGEANT MAJOR OF THE MARINE CORPS (SGTMAJMC)	 MASTER CHIEF PETTY OFFICER OF THE COAST GUARD (MCPCCG)
 COMMAND SERGEANT MAJOR (CSM)	 CHIEF MASTER SGT (CMSGT)	 FLEET COMMAND MASTER CHIEF PETTY OFFICER	 SERGEANT MAJOR (SGTMAJ)	 MASTER CHIEF PETTY OFFICER (MCPPO)
 1ST SERGEANT (1ST SGT)	 SR MASTER SERGEANT (SMSGT)	 SENIOR CHIEF PETTY OFFICER (SCPO)	 1ST SERGEANT (1ST SGT)	 SENIOR CHIEF PETTY OFFICER (SCPO)
 SERGEANT FIRST CLASS (SFC)	 MASTER SERGEANT (MSGT)	 CHIEF PETTY OFFICER (CPO)	 GUNNERY SERGEANT (GYSGT)	 CHIEF PETTY OFFICER
 STAFF SERGEANT (SSGT)	 TECH SERGEANT (TSGT)	 PETTY OFFICER 1ST CLASS (PO1)	 STAFF SERGEANT (SSGT)	 PETTY OFFICER 1ST CLASS (PO1)
 SERGEANT (SGT)	 STAFF SERGEANT (SSGT)	 PETTY OFFICER 2ND CLASS (PO2)	 SERGEANT (SGT)	 PETTY OFFICER 2ND CLASS (PO2)
 CORPORAL (CPL)	 SENIOR AIRMAN (SRA)	 PETTY OFFICER 3RD CLASS (PO3)	 CORPORAL (CPL)	 PETTY OFFICER 3RD CLASS (PO3)
 PRIVATE FIRST CLASS (PFC)	 AIRMAN 1ST CLASS (A1C)	 SEAMAN (SN)	 LANCE CORPORAL (LCPL)	 SEAMAN (SN)
 PRIVATE (PV2)	 AIRMAN (AMN)	 SEAMAN APPRENTICE (SA)	 PRIVATE 1ST CLASS (PFC)	 SEAMAN APPRENTICE (SA)
NO INSIGNIA	NO INSIGNIA	 SEAMAN RECRUIT (SR)	NO INSIGNIA	 SEAMAN RECRUIT (SR)

Within the Mid-Atlantic region, we are broken up into smaller departments known as N Codes, which range from N00 to N9. The codes have their own programs and a separate chain of command that ultimately reaches to the Commander.

**Chain of Command** – The reporting chain is the supervisor (senior)/subordinate (junior) relationship within the organizational structure. You will see more and more of the N codes later and as you meet other people within the organization. They may say ‘I’m with N91’ and with this information, you would know what that means!

## N00 THE EXECUTIVE DEPARTMENT

The N00 is the Commander of CNRMA. There are several special assistants that fall under N00 such as the Office of General Counsel (OGC), Regional Chaplain, Public Affairs (PAO), Inspector General (IG), etc.

## N1 MANPOWER/HUMAN RESOURCE

Consists of Human Resources Office (HRO) for APF employees

## N3 OPERATIONS/PUBLIC SAFETY

Consists of Regional Security, Fire, Safety and Emergency Management

## N4 ENGINEERING/FACILITY/ENVIRONMENTAL

Consists of NAVFAC (Public Works)

## N5 REGION BUSINESS

Consists of Performance Management, Lean Six Sigma, BRAC/Joint Basing

## N6 INFORMATION TECHNOLOGY

## N8 COMPTROLLER

Oversight of APF Purchases/Payments

## N9 FLEET & FAMILY READINESS

Consists of Fleet & Family Support Programs (N91), Fleet Readiness Programs (N92), Housing (N93), Navy Wounded Warrior (N95) and NAF Human Resources

*We are part of the N9 code which you can see broken down below:*

# N9

N9 as an organization within the Mid-Atlantic region is commanded by an active duty Captain/O-6 in the U.S. Navy. Under the Captain, you have three civilian leaders who are the N91, N92 & N93 program managers and one military officer in N95 in charge of the organizations within each.



# N91 FLEET & FAMILY SUPPORT PROGRAM

The **Fleet and Family Support Program (FFSP)** and Emergency Response Program is one component of Fleet Readiness. Recognizing that being in the military presents unique challenges and opportunities, Fleet and Family Support Centers provide unique programs and various services to active duty, activated reservists, retirees, and family members that promote self-reliance and family resilience.

## PERSONAL FINANCIAL MANAGEMENT

Learning how to make sound financial decisions can help Sailors throughout their career and beyond to achieve financial freedom. Personal Financial Management classes are offered to help those thinking about investing in TSP, buying insurance, a car or a home or even budgeting for a new baby. Financial educators are on-site to help those overwhelmed with debt.



[WWW.CNIC.NAVY.MIL/NAVYLIFEMA](http://WWW.CNIC.NAVY.MIL/NAVYLIFEMA)

## MILITARY LIFE SKILLS EDUCATION

Life doesn't come with an instruction book, so Fleet & Family Support Centers offer Military Life Skills Education classes that equip military and their family members with life skills that foster healthy relationships, healthy families, and strong marriages. Classes are available that help single and married service members and their families manage stress and anger, resolve conflict, handle difficult situations and build resiliency. Parenting classes for all ages and stages—from how to handle a toddler's tantrums to how to talk to your teenager are presented regularly, and New Parent Support staff is available to help expectant and new parents in the privacy of their home.

## FAMILY EMPLOYMENT READINESS PROGRAM

Service members getting out of the military, and retirees and spouses who are looking for a job can take advantage of Fleet & Family Support Centers' employment classes and one-on-one employment assistance. Classes range from determining a career path to doing a mock interview and everything in between. The job search process can be daunting, but assistance is available with FFSCs many job search resources.

## TRANSITION GPS

Transition GPS (Goals, Plans, Success) provides information to facilitate a smooth transition from the military to the civilian community for separating or retiring military members. Financial planning, job search strategies, career validation, federal hiring, resume writing and VA benefits help prepare military transitioning to the civilian workforce.



## RELOCATION ASSISTANCE

Frequent relocations play a major role in the military lifestyle. Fleet & Family Support Centers help prepare Sailors and their families for a successful transfer to a new duty station. Relocation classes for stateside and overseas transfers, free lending locker items with inbound or outbound PCS orders, welcome aboard information and foreign language resources are also available during the relocation process.

## DEPLOYMENT SUPPORT

Scheduled and unscheduled deployments are inevitable in the military, and can be effectively managed with the right preparation. Fleet and Family Support Centers assist command leadership in preparing single and married military members and their families for each phase of deployment - before, during and reunion/homecoming.

## COUNSELING

New challenges happen all the time... things like new jobs, new babies, relationship problems, stress at work, deployments or relocations. Counseling can help with developing problem-solving skills and reducing stress. Fleet & Family Support Center's licensed and privileged counselors provide short-term, solution-focused counseling and crisis intervention for active duty individuals and family members. Child counseling is also available to help children adjust to military lifestyle issues that can happen during deployments and relocation.



## FAMILY ADVOCACY PROGRAM (FAP)

The Family Advocacy Program is a DoD mandated program that responds to domestic abuse allegations regarding military families. Domestic abuse is a pattern of behavior used to establish power and control over a spouse, intimate partner, or child through fear and intimidation. It may include psychological, economic, or sexual abuse and intimidation. Fleet & Family Support Centers are committed to preventing domestic violence in our military community through workshops, programs and counseling.

## SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)

The Navy's Sexual Assault Prevention and Response (SAPR) Program is designed to meet the needs of victims. Services are available to victims regardless of whether the victim knows the offender and regardless of where and when the assault took place. Any sexual assault victim can call a Fleet & Family Support Center to speak to a Sexual Assault Response Coordinator (SARC) ... preventing sexual assault is everyone's duty.



## NAVY GOLD STAR PROGRAM

The Navy Gold Star is another Fleet & Family Support Center program provided to surviving family members of deceased active duty Sailors. Navy Gold Star liaisons work with and coordinate services with other agencies to address comprehensive needs and/or resolve complex individual Survivor issues. Fallen military members have made the ultimate sacrifice and FFSP is committed to providing surviving family members enduring support through the Navy Gold Star Program.



## INFORMATION & REFERRAL

Fleet & Family Support Center's Information & Referral specialists are available to assist commands and individuals with appropriate military and civilian resources for any need or concern. Information about adoptions, divorce, respite care, emergency food assistance, grief support, homeless prevention, immigration issues, juvenile services, non-support, and so much more is available.

All of Fleet & Family Support Center's FREE programs and services are part of a benefits package designed to help service members and their families make the most of their military experience.

Share Fleet & Family Support Centers' program information with military members and their families you come in contact with at your new job. Fleet & Family Support Centers are just a visit or phone call away!

### IMPORTANT NUMBERS

**SCHEDULE A COUNSELING APPOINTMENT**

**(800) 372-5463**

**SUICIDE PREVENTION HOTLINE**

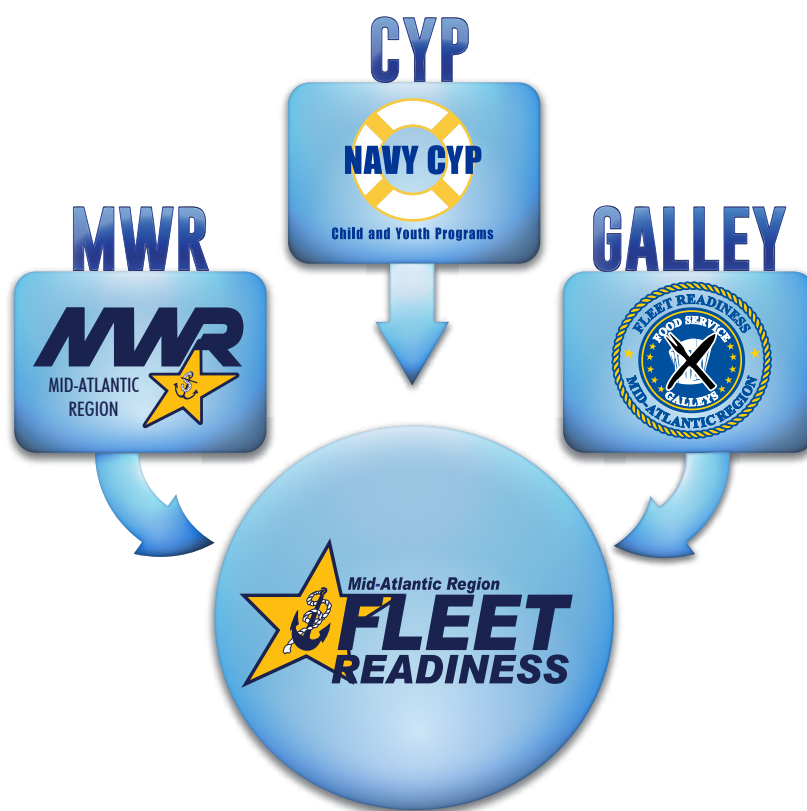
**(800) 273-TALK (8255)**

**SAFE HELP LINE (FOR SEXUAL ASSAULT, 24-7)**

**(877) 995-5247**

# N92 FLEET READINESS PROGRAMS

Fleet Readiness Programs deliver high quality, customer-focused programs and services that contribute to military retention. Fleet Readiness is an integral part of installation management, directly affecting military readiness and supporting the quality of life needs of Sailors and their family members. It is comprised of three major programs: Morale, Welfare & Recreation, Food Service Galleys & Child and Youth Programs.



## MORALE, WELFARE & RECREATION (MWR)

**Morale, Welfare and Recreation (MWR)** covers a wide scope of operations that provide Sailors and their families with the finest facilities, programs and activities to meet their recreational and social needs. MWR programs encourage positive individual values, aid in recruitment and retention, and provide for the physical, cultural and social needs of a mobile Navy. MWR programs encompass Fitness & Sports, Deployed Forces Support, Recreation, Entertainment and Food & Beverage Operation.



[WWW.DISCOVERMWR.COM](http://WWW.DISCOVERMWR.COM)

### AUTO SKILLS CENTERS

Amateur mechanics can find everything they need to keep their automobiles running smoothly at MWR Auto Skills Centers in the Mid-Atlantic Region. Facilities provide sophisticated equipment needed for car repairs, preventive maintenance and major projects, such as engine overhauls, tune-ups and auto body work.

### BEACHES, POOLS & WATER PARKS

MWR operates numerous beaches, pools and water parks throughout the Mid-Atlantic Region. Aquatics programs include lap swimming, lessons and specialty programs, such as water aerobics and physical readiness training. Water parks provide the ideal location for summertime birthday parties and casual command events.

## BOWLING CENTERS

The Navy MWR Bowling program offers open and league bowling, special youth programs, instructional classes, pro shops, game rooms and food and beverage areas. Many centers also offer “cosmic bowling” with glow in the dark balls, pins and lights. Birthday parties and an assortment of family-oriented activities are also available.

## CLUBS & CATERING

MWR’s Food and Beverage program includes a variety of concepts ranging from full-service clubs to quick-service restaurants, which serve the Navy community in on-base clubs, catering and conference centers, pubs, delis, coffee shops and nightclubs. Whether it’s a command function, retirement, wedding reception or any other special occasion, MWR Clubs & Catering offers top quality service and selection. Delicious menus, which range from casual to formal and include breakfast, meeting breaks, appetizers, buffets, picnics or waited dinners, will exceed your highest expectations.

## DEPLOYED FORCES SUPPORT

Deployed Forces Support enhances the quality of life of Sailors and Marines at sea and forward deployed Navy ground forces. Sports, recreational programs, physical fitness equipment and social activities are just a few of the morale-enhancing opportunities offered.

## EQUESTRIAN STABLES

Oceana Stables are designed to offer a safe, relaxing, and fun riding experience for active duty, retired military and their guests. Our goal is to make your riding experience a safe, fun, and memorable adventure. We offer pony rides, guided horse trail rides, ring riding, birthday parties, lessons and much more. It is tailored to the beginner, novice, and experienced rider. We invite you to ride with us and enjoy the great outdoors the way we enjoy it most . . . from the back of a horse.

## FITNESS & SPORTS

The goal of the Navy Fitness Program is mission readiness and to create fitness for life for the entire Navy population. Individual and group instruction is available from certified fitness professionals in cardiovascular conditioning, strength training, flexibility and nutrition. Intramural sports programs provide another outlet to promote fitness and establish esprit de corps. Active-duty Sailors and family members can participate in intramural sports such as flag football, softball, basketball, volleyball, soccer, golf and more.



## GOLF COURSES

Navy MWR golf courses offer open course play, tournament play, driving ranges, cart rentals and snack bars, as well as personalized lessons from Professional Golfers Association (PGA) certified instructors. Golf instruction is offered at all levels and clubs can be rented at any of the local golf courses. Additionally, golf equipment, sports clothing and other items for the golf enthusiast can be purchased at MWR golf pro shops.

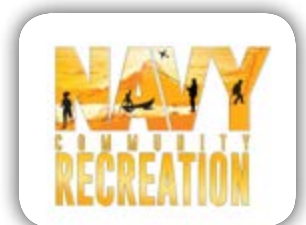
## LIBERTY & SINGLE SAILOR

There is an array of recreational opportunities available throughout Navy Region Mid-Atlantic. The Single Sailor program bridges the gap between the MWR department and the barracks or ship by actively involving Sailors in the planning of recreational activities to meet their specific needs. Liberty programs offer single and unaccompanied Sailors (E 1-6) a place to use computers, play video games and billiards and watch movies, as well as the chance to participate in themed events, outdoor adventure trips, and social activities, all in a fun and responsible way



## COMMUNITY RECREATION

Navy Community Recreation provides rental equipment via its Outdoor Recreation facilities for party and picnic rental gear for personal use and also for fleet and command support. In addition, Navy Community Recreation provides tickets and leisure travel services through its ITT locations, worldwide. Navy Community Recreation encompasses leisure skills classes, Recreation Programming, information and resources, tickets, command and fleet support, and special events for the entire Navy Community.



### LIBRARIES

Navy libraries offer a wide variety of books and periodicals, computer resources and programs that enhance recreational reading. Navy Libraries boast the latest bestsellers, maintain newspaper and magazine subscriptions, have computers with internet access and WiFi, offer children and teen activities, provide study areas, coordinate children’s story times and more.

### MARINAS & SAILING CENTERS

Navy MWR Marinas offer a variety of boating opportunities including kayaks, canoes, sail boats and power boat rentals. Private berthing and retail sales, including bait, tackle and licenses, are also available at some locations. Navy Marinas service military members and their families, offering safety certifications and watercraft rentals at affordable prices as well as sailing lessons for adults and children.

### MOVIE THEATERS

Watching movies is one of the most popular leisure activities provided by MWR. Navy Movie Theaters offer the latest Hollywood blockbusters, plus exclusive free sneak previews, 3D capabilities and full snack bars featuring popcorn, drinks & candy. Theaters are also available for rent for command activities or off-duty parties.

### NAVY GETAWAYS

MWR’s recreational lodging program, Navy Getaways, features accommodations at 14 installations that include more than 700 recreational vehicle spots, tent sites, cottages, cabins, townhomes and resort-style vacation rentals at Navy bases throughout the Mid-Atlantic Region. Lodging is convenient to a host of recreational, educational, entertaining, historical and athletic activities and sites, including Chicago, Bloomington, Bangor, Newport, New York City, Atlantic City, Virginia Beach and the Outer Banks, where you can enjoy world-class entertainment, professional sporting events, theme parks, spectacular beaches, an abundance of wildlife and recreational opportunities galore. You, as a DoD employee, are now eligible to take advantage of Navy Getaways affordable rates and great places to stay, play and relax!



[WWW.DODLODGING.NET](http://WWW.DODLODGING.NET)

### SKEET AND TRAP RANGES

We offer shooting lessons for skeet, trap and sporting clays. Lesson price is \$60 for a 90-minute lesson which must be scheduled in advance. Staffed by experts, the employees are willing to assist you with safety instructions, ammunition and gun rental. Shooting lessons are available for the novice (nine years old minimum) through advanced. Special arrangements are possible for large groups and command-level events and in addition to normal operations, the 2,000-square foot clubhouse can be rented for conferences and official functions.

### SPECIAL EVENTS

Navy Region Mid-Atlantic MWR hosts several special events throughout the year for active duty/retired service members and their families, DoD personnel and occasionally the general public. These events include 5K runs, concerts, barracks bashes, family festivals and more. The NAS Oceana Air Show and NSN Fleet Fest, Chili Cook-off & Car Show are the major hitters bringing in over 100,000 patrons each year.



# CHILD & YOUTH PROGRAMS (CYP)

Child & Youth Programs support the military family by providing a safe and healthy environment, enriching experiences and care that strengthens your child's self-confidence and feelings of security. The Mid-Atlantic CYP offers a planned program of activities in each age group to promote intellectual, social, emotional and physical development of your child.



Child and Youth Programs

[WWW.DISCOVERMWR.COM](http://WWW.DISCOVERMWR.COM)

The Navy Child and Youth Program provides quality programs and services to nurture and support children as they navigate life in a military family. The Navy is dedicated to supporting the inclusion of children of all races, ethnicities, and abilities in child and youth programs, and Navy CYP policies, practices, and procedures reflect a commitment to inclusion and support of all children with and without disabilities or other special needs. Navy CYP encompasses five core areas of responsibility and support including Child Development Centers, Child Development Homes, School-Age Care, Youth and Teen Programs and the School Liaison Program. Working together, these programs provide a stable foundation for early learning and school readiness and can help build a secure and successful future for the military child.

## CHILD DEVELOPMENT CENTERS (CDC) (SIX WEEKS TO FIVE YEARS)

Child Development Centers provide quality child development programs for children ages six weeks to five years. All CDCs are DoD certified and accredited by the National Association for the Education of Young Children (NAEYC). NAEYC is a membership organization that advocates on behalf of young children, sets and monitors standards for high-quality early childhood education programs, and accredits programs that meet these standards.



## CHILD DEVELOPMENT HOMES

The Child Development Homes program manages a setting in which CDH providers care for children in their own homes, on or off base. This type of arrangement offers a home-like, natural environment and more flexibility in the hours of operation to accommodate your work schedule. Some CDH providers even provide care for watch standers, weekend duty, overnight care, shift-work hours, etc. One of the best childcare benefits available to military families is a successful CDH program. CDH providers are certified by DoD, applicable state licensing agencies, and are currently accrediting with the National Association for Family Child Care (NAFCC). Training, inspections and criminal background checks are conducted by the Navy. The Navy subsidizes childcare fees for eligible parents of children six weeks through five years.



## SCHOOL-AGE CARE (SAC) (KINDERGARTEN THROUGH 12)

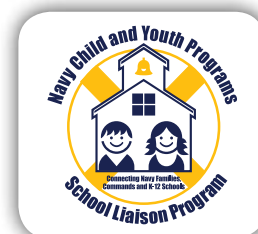
School-Age Care (SAC) programs provide quality "out of school" activities for children who have started kindergarten through 12 years of age. The programs are designed to enhance rather than duplicate the school day, are affiliated with Boys & Girls Clubs of America and offer 4-H programs. Scheduled, developmentally appropriate activities in core program areas and technology are planned, based on knowledge of youth development and needs and interests of the children enrolled. Navy SAC programs are DoD certified and nationally accredited by the Council on Accreditation (COA).

## YOUTH AND TEEN PROGRAMS

Youth and Teen Programs offer developmental and recreational programs for youth through the age of 18. These programs are DoD certified and also affiliated with Boys & Girls Clubs of America and 4-H. Both organizations have long been recognized as offering programs and services to youth that can instill a sense of leadership and offer opportunities for educational and career exploration and development.

## SCHOOL LIAISON PROGRAM (SLO)

The School Liaison Program helps level the playing field for transitioning students, prepares schools and installations to respond confidently to the complexities of transition and deployment while providing families the assurance that their children's academic well being is a Navy priority. Additionally, the School Liaison Officer (SLO) offers assistance to parents with school issues stemming from military lifestyle in an effort to support parents in becoming informed educational advocates for their children.



# FOOD SERVICE GALLEYS

Navy Ashore Galleys provide wholesome, nutritious, and delicious meals to authorized active duty and reserve DoD personnel. The Galleys cater to those who are Ration-in-kind (RIK) and entitled to free meals and those drawing Basic Allowance for Subsistence (BAS) who pay cash. Navy Region Mid-Atlantic Galleys located in the Hampton Roads area are open continuously from 6 a.m. to 5:30 p.m. providing greater flexibility to our customers as they navigate through their busy day. The Naval Station Norfolk Galley boasts the Navy’s only Galley “C” school training kitchen which provides professional culinary training for our cooks returning back to the Fleet. Additionally, the NAS Oceana Galley enjoys the Navy’s only drive through window service, and the Galley at SUBASE New London maintains the Navy’s only mock Virginia Class Sub training kitchen.



The Navy Region Mid-Atlantic Galleys utilize a standard ashore menu designed to elevate the quality of meals across the board, have consolidated mess attendant contracts ensuring standardized dining room service, and do not utilize deep fat fryers for cooking to assist patrons in selecting healthier meal choices. The Galleys also provide the Navy’s only method for feeding first responders and families in the event of a declared disaster or other emergency requiring sheltering on base for extended periods of time. The Galley work force consists of over 250 active duty military Culinary Specialists, 36 government civilian cooks, and over 1500 contractors employed by the Source America program supporting those with severe disabilities in obtaining and keeping life-long jobs.

**The Navy Housing (N93) Program** ensures military members, their families and eligible civilians have access to suitable, affordable and safe housing, and quality services generally reflecting contemporary community living standards. Navy Housing (N93) is composed of three branches: Family Housing, Unaccompanied Housing and Navy Gateway Inns and Suites.

## FAMILY HOUSING

Family and unaccompanied housing assist active duty families and unaccompanied personnel in locating housing in their duty station areas. The associates at the Navy Housing Service Centers work with the Public/Private Venture Partners and the local communities to find appropriate and affordable housing for our military families. Installation Housing Service Centers provide a full suite of referral services to support their relocation to a new duty station or a move within the same duty station, and help with any housing issues during their tour of duty. Core referral services offered by Navy Housing include: command briefs, home buying/selling/property management workshops, landlord/tenant mediations, lease and purchase agreement counseling, referrals, realty assistance, rental and sales listings and showing service, and cost-savings programs such as utility deposit waivers and the Rental Partnership Program. Under the Rental Partnership Program, the military housing offices negotiate with local landlords or property managers to obtain special reductions and benefits for service members leasing a rental unit. The service members, in turn, pay rent through payroll allotment.



[WWW.HOUSING.NAVY.MIL](http://WWW.HOUSING.NAVY.MIL)

## UNACCOMPANIED HOUSING

Unaccompanied Housing is responsible for placing unaccompanied service members from afloat and ashore commands in safe, suitable quarters while assigned to Navy installations. Navy Housing is responsible for barracks and dormitory Housing operations. Navy barracks are programmed to house all single, permanent party Sailors in pay grades E1-E3, and E4s with less than four years of service. Navy Housing will also house as many E4s with more than four years of service as possible. Permanent party E1-E3s are normally assigned to share sleeping rooms, with no more than two Sailors sharing a bath. E4s are normally assigned to private sleeping rooms, with no more than two sharing a bath. Students are housed in appropriate dormitories with shared sleeping rooms.

## NAVY GATEWAY INNS AND SUITES (NGIS)

Navy Gateway Inns and Suites (NGIS) is the Navy's official lodging operation for the service member on temporary duty. NGIS provides a professionally managed, business-based lodging program that contributes to mission readiness by offering quality lodging and services for a mobile military community, while keeping official travel costs to a minimum. Top-quality, reasonably-priced lodging for business or leisure for members of all branches of the military in active duty and retired status and their spouses is offered. Operated like commercial hotels, NGIS offers a variety of accommodations, including standard rooms, suites and even houses on some bases. NGIS's in-room amenities include internet access, cable TV with premium channels, microwave, refrigerator, coffee, newspapers, vending machines, housekeeping services and guest laundry. It also includes handicapped accessible and non-smoking rooms. Because all NGIS properties are on-base, installation amenities such as the Navy Exchange and MWR facilities are convenient to eligible guests.



[WWW.DODLODGING.NET](http://WWW.DODLODGING.NET)

## N95 – NAVY WOUNDED WARRIOR

**Navy Wounded Warrior – Safe Harbor (N95)** provides individually tailored, non-medical support to Sailors and Coast Guardsmen, as well as their families. Serious illness or injury can occur at any time; when it does occur, it is often unexpected! Enrollment in the program is available to service members wounded in combat, as well as to those diagnosed with a serious illness or injured in shipboard, training and liberty accidents. From the moment a service member enters a medical treatment facility, the Navy Wounded Warrior – Safe Harbor program is ready to address any needs he or she may have. Non-medical support consists of pay and personnel issues, transition assistance, child and youth care, education and training benefits, adaptive athletics, legal assistance and mentor support. N95 handles any daily challenges so the service member can focus on healing.



The program is headquartered in Washington, D.C., but non-medical care managers are located at Naval Support Activity Hampton Roads - Portsmouth, formerly known as Naval Medical Center Portsmouth. The program's goal is to return Sailors and Coast Guardsmen to duty, however, when that's not possible, the program works to successfully reintegrate them back into their communities. Enrollment lasts a lifetime.



## FUNDING SOURCES

### APF – APPROPRIATED FUNDING

Monies appropriated by Congress for a specific use, as distinguished from non-appropriated funds which are NOT subject to Congressional appropriation.

### NAF – NON-APPROPRIATED FUNDING

Funds earned by a FFR activity from the sale of goods and/or services.

### UFM – UNIFORM FUNDING MANAGEMENT

Allows authorized APF to be provided to MWR and converted to NAF.

Our organization has many departments, many with financial responsibilities. It is a big task to plan a budget, manage the budget and accounts payable/receivable, procure merchandise and services, oversee supply and property management, and pay personnel. You might have responsibilities such as managing a change fund, petty cash or be assigned to manage certain property. It is important to know and understand your responsibilities when it comes to the financial duties within our organization, keep your records precise and according to regulation and policy.

You may assume that all of the accounting responsibilities are purely monetary, but this is far from true. Along with keeping on budget, all of our property has a value and is an asset – tagged and valued. We have APF and NAF assets within our organization and keeping up with them is a big task. There are policies and instructions regarding property and monetary assets.

In 1953, DoD issued the first funding policy for MWR activities stating that APF was intended to provide, operate and maintain adequate facilities while NAF supplemented the cost of MWR programs using the facilities. NAF had to be used to pay MWR activity expenses for civilian employees, operating equipment, stock, supplies, utilities, and maintenance of interior spaces and equipment. Since then many changes, penalties and reporting procedures have been implemented to review and track APF/NAF usage.

From 1993 to present, Congress has pressured DoD to provide the maximum amount of APF support to Category A and B MWR activities as practicable. Supplemental APF support is authorized under various operations and in contingency locations. MWR activities are an essential activity.

Within our region, programs and facilities are also broken up into categories determined by Congress that coordinate with the NAF Funding Policy. The categories are broken down as follows:

### CATEGORY A

These programs are considered essential in meeting the organizational objectives of the military services. They promote physical and mental well-being of the military member, a requirement that supports accomplishment of the basic military mission. They shall be supported almost entirely with UFM, with the use of NAF (limited to specific instances where Uniform Funding Management (UFM) support is prohibited by law or where the use of NAF is essential for the operation of a facility program). Programs in this category have virtually no capacity for the generation of NAF revenues.

Expenses incurred to provide Category A programs are authorized and should be 100% funded with APF/UFM. However, be aware that there are some overhead type expenses (general administration) which are accounted for in the NAF financial statements under Category A that are not eligible for appropriated fund support. The DoD standard of UFM funding for Category A programs is a minimum of 85% of total expenditures.

CATEGORY B

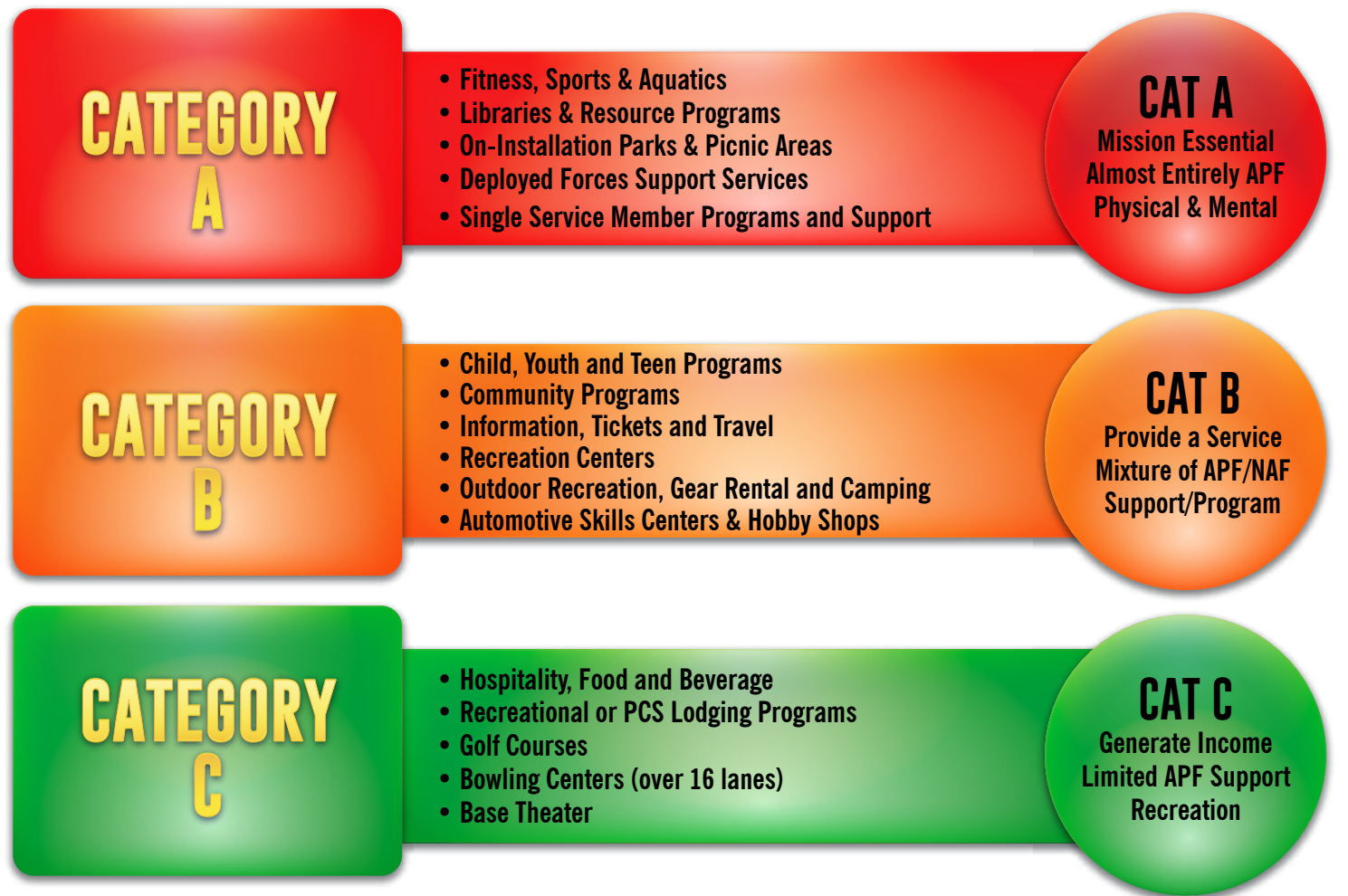
These programs are closely related to those in Category A in supporting the military mission. They satisfy the basic physiological and psychological needs of military members and their families, providing to the extent possible the community support systems that make DoD installations temporary hometowns for a mobile military population. These support programs should receive substantial amounts of UFM support, but differ from those in Category A in part because of their ability to generate NAF revenues. That ability is limited, however, and in no case could they be sustained without substantial APF support.

The standard of APF funding for Category B programs is a minimum of 65% of the total expenditures.

CATEGORY C

These highly-desirable programs provide recreational activities and contribute to building a sense of community and enjoyment. Snack bars or resale operations may be included with some of these programs. Activities in this group have a business capability of generating enough income to cover most of their operating expenses, but they lack the ability to sustain themselves based purely on their business activity. Consequently, these activities receive limited APF support. Revenue generating programs that are designated isolated and remote locations may receive the same type or level of APF support as Category B programs. APF support is authorized for Category C program utility expenses (other than those of golf courses inside the United States, except when designated as isolated and remote) and for installations to continue their Category C MWR activities during force protection conditions CHARLIE and above.

The Categories below reference our program funding and the methods which dictate how funding is spent in order to keep the programs running. All MWR funding information can be found in the Policies section of this reference and additional program definitions can be found in DoDI 1015.10.



# CONTINUOUS PROCESS IMPROVEMENT

As an organization we strive to always be the best we can be and provide the highest quality of services and products we can. As instructions and policies change, procedures must also reflect these changes. We need participation from our organization as a team to make change as seamless as possible. You are encouraged to be a part of this Continuous Process Improvement or CPI. So any ideas that you may have to improve our procedures, efficiency or quality of customer service... let someone know! Talk to your supervisor, team leader or collaborate with your colleagues.

## ICE

We continuously look at ways to improve our customer service and the programs or services we offer to stay relevant with the needs of our customers. One of the ways we do this is with the Interactive Customer Evaluation (ICE) System. ICE is a trend tracking resource that allows customers to rate and review a facility they visited or program they participated in. The rating methods and questions are chosen by the program or facility managers who receive the comments after submission. It is then up to us to make the necessary and appropriate changes to correct actions as needed. However, ICE comments are not always negative. The same system allows customers to praise good customer service and any positive experiences they have. Our customers are important so our customer service expectations reflect that.



## ANNUAL TRAINING AND REQUIREMENTS

Training is a great opportunity to grow both personally and professionally. We are lucky enough to work within an organization that takes every opportunity to train and offer opportunities for personnel to learn something new or better develop skills. Learning new skills can open up additional opportunities within the organization, help you build a network with your peers and teach specific and relevant skills.

Annually the DoD and CNIC have established training requirements that we must adhere to or risk losing privileges. These trainings are generally related to our work environments and are meant to keep us safe and informed of what is going on around us. As a federal employee, you have an increased risk of potential security threats, and awareness of these possible threats and situations is part of our annual training. These trainings can be spread out over the course of the year, keeping you off of the 'hit list' while not interrupting your duties. Annual training can easily be kept up with using your Total Workforce Management System (TWMS) account at <https://twms.navy.mil/selfservice/login.asp>. TWMS allows you to link directly with Navy Knowledge Online (NKO) and complete required training while automatically updating your records.

It is always best practice to print or save any certificates that you receive. You never know when technology may fail and records fail to update automatically, therefore, you want to be able to provide proof of the training when required without having to take it again. Certificates for annual training are good for one year. Be sure to speak with your supervisor about your annual training requirements.

Navy MWR provides many additional non-mandatory training courses and online learning events that are available to you. Some, like Star Service, may be required by your position or your supervisor, but most are offered as opportunities to learn additional skills and may fit well into your Individual Development Plan (IDP). Meet with your supervisor to discuss your desire to attend available sessions and get the process started. Even after the training you should meet with your supervisor to share learning experiences and information that will help improve your day to day routine.

The courses and training opportunities that are offered are also a great opportunity for you to network with your peers. Personnel from other departments or other installations can offer best practices and lessons learned. It is a good idea to stay in touch with these individuals and encourage open dialogue so that if you ever want to reach out, you can!

Some of the training opportunities that are offered are:

- APF Financial Management
- APF & NAF Financial Analysis
- Establishing Fees & Prices
- Genuine Leadership
- Star Service
- Conflict Resolution
- Communication
- Sales Effectiveness
- Mentoring Process
- Budget Planning and Management
- Supervisory Success
- Priority Management and many, many others.

# CUSTOMS, COURTESIES & TRADITIONS

## COLORS

At commands ashore and aboard ships of the Navy not under way, the ceremonial hoisting and lowering of the national flag at 8 a.m. and sunset are known as morning and evening colors. Every Navy shore command, and every ship not under way, performs the ceremony of colors twice a day. If walking on the installation during this time, a person is required to stop and face the flag, or if the flag is not in view, face in the direction of the music and stand at attention until the ceremony is complete. If in a vehicle, stop the vehicle and sit at attention until the ceremony is over.

## NATIONAL ANTHEM

During the National Anthem, always remove your hat, turn to face the flag and place your right hand over your heart. Military personnel will stop any conversation or movement to stand at attention until the anthem is over.

## CROSSWALKS

Stop for personnel waiting at crosswalks and be observant to all pedestrians, runners and cyclists.

## ATTENTION OR ALL RISE

If you are in a facility or meeting with military personnel you may hear ‘Attention’ or ‘All Rise’. This is to show respect for a senior official entering the room. Stand until asked to be seated.

## GREETINGS

Sir/Ma’am are standard greetings and end responses within the military.

## EMAIL JARGON & ETIQUETTE

Some commonly used terms within email.

- |                                      |   |
|--------------------------------------|---|
| ■ <b>V/r:</b> Very Respectfully      | ■ <b>BLUF:</b> Bottom Line Up Front           |
| ■ <b>/r:</b> Respectfully            | ■ <b>ALCON:</b> All Concerned                 |
| ■ <b>R/s:</b> Respectfully Submitted | ■ <b>FYSA:</b> For Your Situational Awareness |
|                                      | ■ <b>FOUO:</b> For Official Use Only          |
| ■ <b>FYI:</b> For Your Information   |   |

Be considerate

- When responding to a group message, be mindful of “reply all”. Not everyone needs to know your reply;



- Limit file attachment sizes to a maximum of 3MB; and
- Email signatures should include your name, position, installation, contact information and a salutation.

**EXAMPLE:** Very Respectfully,

Jane Doe  
*Super Stellar Employee Department*  
 Mid-Atlantic Region  
 (757) 123-4567  
 jane.doe@mwrma.com

## OUT-OF-OFFICE

When you are away, and you have email access or an in/out board in your facility, communicate that you are away and when you will return. Leave alternate contact information for others if you will be away for an extended amount of time or if someone else may be able to help.

## MILITARY TIME

Midnight (12:00 a.m.) → 0000 hrs	6:00 a.m. → 0600 hrs	Noon (12:00 p.m.) → 1200 hrs	6:00 p.m. → 1800 hrs
1:00 a.m. → 0100 hrs	7:00 a.m. → 0700 hrs	1:00 p.m. → 1300 hrs	7:00 p.m. → 1900 hrs
2:00 a.m. → 0200 hrs	8:00 a.m. → 0800 hrs	2:00 p.m. → 1400 hrs	8:00 p.m. → 2000 hrs
3:00 a.m. → 0300 hrs	9:00 a.m. → 0900 hrs	3:00 p.m. → 1500 hrs	9:00 p.m. → 2100 hrs
4:00 a.m. → 0400 hrs	10:00 a.m. → 1000 hrs	4:00 p.m. → 1600 hrs	10:00 p.m. → 2200 hrs
5:00 a.m. → 0500 hrs	11:00 a.m. → 1100 hrs	5:00 p.m. → 1700 hrs	11:00 p.m. → 2300 hrs

The military operates on a 24-hour clock, beginning at midnight (which is 0000 hours).

<b>A</b> - ALPHA	<b>E</b> - ECHO	<b>I</b> - INDIA	<b>M</b> - MIKE	<b>Q</b> - QUEBEC	<b>U</b> - UNIFORM	<b>Y</b> - YANKEE
<b>B</b> - BRAVO	<b>F</b> - FOXTROT	<b>J</b> - JULIET	<b>N</b> - NOVEMBER	<b>R</b> - ROMEO	<b>V</b> - VICTOR	<b>Z</b> - ZULU
<b>C</b> - CHARLIE	<b>G</b> - GOLF	<b>K</b> - KILO	<b>O</b> - OSCAR	<b>S</b> - SIERRA	<b>W</b> - WHISKEY	
<b>D</b> - DELTA	<b>H</b> - HOTEL	<b>L</b> - LIMA	<b>P</b> - PAPA	<b>T</b> - TANGO	<b>X</b> - X-RAY	

## PHONETIC ALPHABET

# SECURITY & FORCE PROTECTION

Of course you have already learned that even access to military installations is difficult and the background checks and gates are thorough in their investigations. There are a few things you should know regarding the practices of our security forces and protection to keep yourself aware and safe. First, DoD uses the FPCON system of five (5) progressive levels of Anti-Terrorism (AT) protective measures per DoDI 2000.16, October 2, 2006. The circumstances that apply and the purposes of each protective posture are as follows:



### FPCON NORMAL

Applies when a general global threat of possible terrorist activity exists and warrants a routine security posture. At a minimum, access control will be conducted at all DoD installations and facilities.

### FPCON ALPHA

Applies when there is an increased general threat of possible terrorist activity against personnel or facilities, and the nature and extent of the threat are unpredictable.

### FPCON BRAVO

Applies when an increased or more predictable threat of terrorist activity exists.

FPCON CHARLIE

Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely.

FPCON DELTA

Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent.

Also in conjunction with the FPCON system, you may randomly be selected for a comprehensive vehicle inspection at your arrival to the gate. The vehicles are selected at random to keep us all safe and secure, so you must participate and cooperate with military police and officials during this time.

Installations are frequently conducting exercises that often include base-wide security training. Be aware of messages coming from the Emergency Alert system on base or messages that can be displayed on your computer screen. The messages on the Emergency Alert system can be heard from anywhere on the base and are typically repeated more than once. The exercises are preluded with “EXERCISE, EXERCISE, EXERCISE” and this means that the announcement being made is only a drill. You should still speak with your supervisor about what actions you should take.

Security, emergency planning and preparedness is an important part of the Navy. Be sure to go over your facility or programs specific emergency procedures so that in the event of a drill or actual emergency you can be prepared. Making sure you know what to do in case of a fire, earthquake or other natural disasters, and if there are specific muster locations outside your normal workspace, is vital to workplace safety.

AT THE WORKPLACE

Keep in mind the traditional and systematic protocols of the military community when you go about your daily tasks. When greeting or addressing personnel, interacting with military personnel or working with unfamiliar departments or coworkers, always maintain your professional composure.

RULE OF EIGHT

No phone call, email or inquiry should go without response for more than eight business hours.

CAC – COMMON ACCESS CARD

As a civilian, you will be issued a DoD Common Access Card or more commonly known as a CAC. Your CAC is a controlled item that must be safeguarded at all times. Your CAC will offer a variety of functions depending on your component or command. While each component or command can tailor the functions of the card to meet its specific needs, the CAC is used for identification and authentication. While specific information related to food service, training, dental, medical, physical/logical access is not stored on the card, the credential can be used to authenticate such systems.



You must schedule an appointment with any installation PSD or Pass & ID office to get your CAC issued. Walk-ins are accepted at most locations. You must bring acceptable forms of identification with you to your appointment. For more information and to schedule a CAC appointment, visit [https://rapids-appointments.dmdc.osd.mil/\(X\(1\)S\(n4ghqz2zitak3vmyya1o1bzj\)\)/default.aspx?AspxAutoDetectCookieSupport=1](https://rapids-appointments.dmdc.osd.mil/(X(1)S(n4ghqz2zitak3vmyya1o1bzj))/default.aspx?AspxAutoDetectCookieSupport=1)

To protect the information on your CAC, you should never tell anyone your PIN or write it down where it can be easily found. Your PIN should be kept secure at all times, just like your SSN. If you enter the incorrect PIN three times consecutively, the card is designed to lock you out so you cannot access your information. You can safely keep your CAC in a wallet or purse. You cannot, however, amend, modify or overprint your CAC. No stickers or other adhesive materials are to be placed on either side of an ID card as well. You can photocopy a CAC without damaging it, but any person willfully altering, damaging, lending, counterfeiting or using these cards in any unauthorized manner is subject to fine or imprisonment or both. You are responsible for renewing your CAC before it expires. Should your CAC be lost, damaged or stolen, you MUST notify your supervisor immediately.

All IDs and equipment issued to you at the time of employment must be returned upon resignation or termination. You will use your CAC to access the base and certain areas within the base, so it is important that you keep it with you at all times.

## COMMUNICATION

Communicate with your supervisor and know your chain of command.

## SHARED SPACES

Be mindful of work areas and shared spaces. Work areas should be kept clean and available for all to utilize. Actively participate in cleaning routines for things like break rooms and shared refrigerators.

## GOVERNMENT PHONE/COMPUTER USE

Your equipment belongs to the government and should be used for official business only. Personal cell phone usage is prohibited during working hours, but may be utilized on meal breaks.

## DRESS CODE

Staff in child care, food service or a maintenance capacity or staff who works with equipment and equipment repair may have additional dress code requirements and/or uniforms. Please verify with your supervisor as soon as possible if you are to follow any additional requirements.

## JEWELRY/BODY ART

- No more than one ring set may be worn per finger, and no more than two fingers per hand may have rings while in a duty status;
- No more than two earrings may be worn in either ear. Other pierced parts of the body may not be visible through clothing or uniforms during employee's shift;
- Fingernails for staff are subject to restrictions, should not exceed one inch to one and one quarter inches in length, at management's discretion. Staff working with food or children should not exceed one half inch;
- Employees may not have visible tattoos, body art or branding on the face or head, or any tattoo, body art or branding that is obscene, profane or that depicts racist, sexist or other discriminatory or inappropriate language, gang affiliation; and
- Intentional body mutilations to include intentional scarring, objects inserted under the skin to create designs, enlarged or stretched holes in the ears (other than normal piercing) or a split tongue are prohibited.

Management has the right to make individual assessments regarding jewelry within the approved guidelines for legitimate business reasons.

# WHAT'S IN IT FOR ME?

On top of the many things you've already learned, there are many other benefits and services that you will be able to enjoy with your new career. As an employee you are able to utilize facilities and services:

- |                             |                              |
|-----------------------------|------------------------------|
| ■ Bowling Centers           | ■ Movie Theaters             |
| ■ Child & Youth Programs    | ■ Marinas & Sailing Centers  |
| ■ Golf Courses              | ■ Navy Gateway Inns & Suites |
| ■ Fitness & Aquatic Centers | ■ Navy Getaways              |
| ■ Libraries                 | ■ ITT Office                 |
| ■ Outdoor Equipment Rental  | ■ Armed Forces Vacation Club |

You can benefit from many other programs within our organization as well as similar services within other military branches. This is a great perk for you and it is important that you know this privilege is available.

Visit [www.discovermwr.com](http://www.discovermwr.com) to find specific information regarding our region's installations. This website is great for navigating MWR programs and services as well as contacting local Child and Youth Programs or Fleet and Family Support Centers.

# KEY REFERENCES

Most frequently utilized documents, instructions and policies are kept within office spaces for easy access. Any information that you cannot find within your spaces you can find on the [www.navymwr.org](http://www.navymwr.org) website under the resources tab.

## GATEWAY WEBSITE (G2)

NAF employees with an active CAC and CAC readers on their computers may access additional HR information on the Gateway (G2) internal website at <https://g2.cnic.navy.mil/tscnichq/N9/N94/N941/default.aspx>

Below are some of the most commonly utilized references and instructions:

- DoD Instruction 6060.2 – Child Development Programs
- DoD Instruction 6060.3 – School Age Care Program
- DoD Instruction 6060.4 – Youth Programs
- DoD Instruction 1400.25 – Civilian Personnel Manual
- DoDI 1015.10 – Programs for Military Morale, Welfare and Recreation (MWR)
- CNIC Instruction 5300.2 – NAF Human Resources Instruction
- CNIC-Master – Acronym Glossary
- CNICINST 1710.3 – Operation of MWR
- CNICINST 1742.1 – Establishment of Voter Assistance Offices
- CNICINST 1754.2 – Family Readiness Group
- CNICINST 3440.17 – Navy Installations Emergency Management Program Manual
- CNICINST 7043.1 – NAF Procurement
- OPNAVINST 1700.9E – Child and Youth Programs
- OPNAVINST 6110.1J – Physical Readiness Program
- SECNAV M-5216.5 – Naval Correspondence Manual

## USEFUL WEBSITES

- [www.navymwr.org](http://www.navymwr.org) – For MWR Program Information and Resources
- [www.cnic.navy.mil](http://www.cnic.navy.mil) – For Navy Information and Resources
- [www.discovermwr.com](http://www.discovermwr.com) – For Mid-Atlantic Region Program Information, Resources and Events
- [www.navymwrmidlant.com](http://www.navymwrmidlant.com) – For Mid-Atlantic Region Program Information, Resources and Events
- [www.discovermwr.com/naflr](http://www.discovermwr.com/naflr) – NAF Human Resources Office Information and Current Job Postings
- [www.usajobs.com](http://www.usajobs.com) – Current DoD Job Postings
- <https://ipay.adp.com/iPay/login.jsf> – Pay Statements and Information
- [www.nko.navy.mil](http://www.nko.navy.mil) – Navy Knowledge Online, Training and Distance Learning Education
- <https://twms.navy.mil/selfservice/login.asp> – Employee Information, Training and Resources
- [www.dodlodging.net](http://www.dodlodging.net) – For Navy Getaways & NGIS Location Information and Reservations
- <https://rapids-appointments.dmdc.osd.mil/> – for CAC Appointments
- [www.acispecialtybenefits.com](http://www.acispecialtybenefits.com) – Specialty Benefits Program (Childcare, Counseling, Concierge)
- [www.affinity-online.com](http://www.affinity-online.com) – Work/Life Resource and Referral Services
- <http://www.cnic.navy.mil/navylifema> – FFSC Mid-Atlantic Class Registration





## NON-APPROPRIATED FUND (NAF) EMPLOYEE ORIENTATION HANDBOOK

We are providing you with this handbook to acquaint you with the Department of Navy, Commander, Navy Region Mid-Atlantic Region (CNRMA), Fleet and Family Readiness (FFR) and provide answers to many of your questions concerning your job and conditions of employment. You may obtain additional information from your supervisor.

The information contained in this employee orientation handbook is not meant to be all-inclusive. The NAF Human Resources Office (NAF HRO) is available to answer further questions.

## WHAT ARE NON-APPROPRIATED FUND (NAF) EMPLOYEES?

You are employed as a civilian employee by the Department of the Navy and paid from Non-Appropriated Funds (NAF). Although you are a federal employee of the Department of Defense (DoD), NAF employees are separate and distinct from Appropriated Fund (commonly known as civil service) employees who are paid from funds appropriated by Congress.

NAF employees are not deemed employees for the purpose of laws administered by the Office of Personnel Management (OPM) unless specifically stated or when administratively extended. In general, NAF employees are removed from provisions of laws and regulations administered by OPM for appropriated fund (i.e. GS and Wage Grade) employees except for Equal Employment Opportunity (EEO), wage fixing for craft and trade employees (i.e. NA, NL and NS), and application of the Fair Labor Standards Act (FLSA). Therefore, although you are considered a Federal employee, not all federal rules apply to you.

Since FFR depends mostly on its' revenues to operate, it is vital that we perform to the maximum efficiency and effectiveness with minimum waste in order to "stay in business". Therefore, it is essential that all FFR employees help in this effort by working hard and preventing waste in every aspect of their job.

# ENTERING THE JOB

Your supervisor has an important influence in your daily work and is responsible for ensuring that an entire group of employees, like yourself, gets the job done. During the course of your FFR career, you may have questions about your employment or you may have work related problems. These questions or problems should be discussed with your immediate supervisor. If the problem is not resolved to your satisfaction, you may proceed through the proper channels in the chain of command.

Be the best that you can be, get involved and become part of the team! As an FFR employee, you have an important responsibility to work hard at your job and also promote the department as a whole. Keep informed about the department and become familiar with all FFR facilities and services offered. Get to know the locations and services the various programs and facilities have to offer. This will make you a real part of FFR, not just someone who works here.

# CATEGORIES OF EMPLOYMENT

Within the NAF personnel system, there are two employment categories: Regular and Flexible. Supervisors determine which type of appointment will be used. The following describes each type of appointment.

## REGULAR EMPLOYMENT CATEGORY

The regular employment category is further defined as Regular Full Time (RFT) or Regular Part Time (RPT), depending upon the hours worked during an administrative work week.

If you are hired as an RFT employee, you will be regularly scheduled to work 35 to 40 hours per week. RFT employees earn annual and sick leave and are eligible to enroll in all benefit programs.

If you are hired as an RPT employee, you will be regularly scheduled to work 20 to 34 hours per week. RPT employees earn annual and sick leave and are eligible to enroll in the retirement, 401(k) savings and investment plan and medical, dental, life insurance and flexible spending account.

## FLEXIBLE EMPLOYMENT CATEGORY

As a flexible employee, you can work from 0 to 40 hours per week. Flexible employees do not earn annual or sick leave and are not eligible to enroll in any of the benefit programs. Flexible employees are scheduled in accordance with needs of the mission as determined by management and services may be terminated at any time.

Employees are not guaranteed any set or certain schedule, facility and all employees are subject to working overtime as necessary to meet mission requirements. Managers establish and change schedules within the guidelines of the work week, according to the needs of the activity or the facility.

## PROBATIONARY PERIOD

If you are hired as a regular employee, you are required to serve a one-year probationary period. During your probationary period, your conduct and performance will be closely observed. Only one probationary period is required for a NAF employee. An additional probationary period is required if you move from a non-supervisory/non-managerial position to a supervisory/managerial position.

If you fail to pass this probationary period, and your supervisor decides you will not make a satisfactory employee, you may be subject to separation upon delivery of a written notice at any time during the probationary period. This separation action is neither grievable nor appealable.

We hope you do well in your position and your employment is continued. Please ask your supervisor for advice whenever you need further information about your duties or the performance requirements that apply to your work.

Contact your NAF Human Resources Office for additional information regarding the probationary period.

## POSITION DESCRIPTIONS (PD)

Your position is one of many different kinds of positions. Most positions are either under the NAF Payband System (NF) or Child Youth (CY) or Craft and Trade Federal Wage System (NA, NL, NS). Payband NF and CY positions include clerical, technical, administrative and professional positions. Child and Youth Program Assistant, Supply, Sales, File or Desk Clerk, Lifeguard, Front Desk Associate, Recreation Assistant, Facility Manager or MWR Director are some examples of payband positions. Your job is on the payband schedule if your pay schedule is NF or CY.

Crafts and Trades (CT) positions are those directly engaged in the delivery of specific services to the patrons of NAF facilities. Bartender, Wait Staff, Facility Assistant, Custodial, Cook, Food Service Worker and Maintenance Worker are some examples of Craft and Trade positions. Your job is Crafts and Trades if your pay schedule is NA – non-supervisory, NL – leader or NS – supervisory.

Positions are classified on the basis of their duties, responsibilities and qualification requirements in conformance with classification standards or guides published by the Office of Personnel Management (OPM).

Classification standards and guides are designed primarily for use in determining the proper grade levels of positions.

On the day you report for duty, you will sign your acknowledgment of your newly appointed position description. During your first day, or shortly thereafter, your supervisor will discuss in detail the duties you will be expected to perform in accordance with your PD. It is important that you read this information carefully to fully understand the specific requirements of your position. Your position description is attached to an OF-8 which displays important information such as your location, title, pay plan, grade, your FLSA status and your position status information.

The PD should describe all the major duties and responsibilities of your position, including supervisory relationships that are significant in determining its correct classification. It is not an assignment sheet and it is therefore not intended to state the limits of what you may be required to do. Its existence does not prevent your supervisor from assigning you additional duties or changing your present duties. Additionally, it does not provide a basis for refusing to perform an assigned duty prescribed by your supervisor just because that duty is not specified in your PD.

If you discover that your PD does not accurately reflect the major duties you are performing, you should report this to your supervisor. You may grieve the content of your PD and appeal the title, series and grade of your position if you feel it is incorrect. Please contact your servicing NAF Human Resources Office, if you have any concerns.

# PERFORMANCE APPRAISALS (EVALUATIONS)

As a NAF employee, you must be aware of what is expected of you. You will be evaluated every year to provide clear direction in the performance of your job. Between evaluations, you should work toward the successful accomplishment of job duties, established goals and personal and professional development. Evaluations are a tool for you to recognize both excellent performance and the need for improvement in your position. Each element of your evaluation and the overall assessment will be rated as outstanding, highly satisfactory, satisfactory, minimally satisfactory or unsatisfactory. If you are rated unsatisfactory on any one performance element, your overall performance rating will be unsatisfactory.

Your supervisor should continuously monitor your work performance and provide training and/or assistance where needed. Your annual performance rating is valid for up to 14 months and covers a period of no fewer than 90 days. You will be advised whether you are or are not meeting the performance elements of your position. You are evaluated only for the performance of your job duties. You should sign and date your evaluation, which indicates you received it and it does not indicate you agree or forfeit your opportunity to file a grievance.

Crafts and Trades employees who have a rating of satisfactory or higher may be recommended for performance awards only because they have scheduled pay adjustments based on time in service. Payband employees who have a rating of satisfactory or higher may be recommended for performance awards, time off award and/or pay adjustments. Performance awards, pay adjustments or time off awards are not guaranteed.

If you are a regular non-probationary employee and your performance is rated as “minimally satisfactory or unsatisfactory”, you will receive a Letter of Caution. This Letter of Caution will state your performance shortcomings and set a period for improvement for a minimum period of 30 days. This is a non-disciplinary, non-adverse action and is neither grievable nor appealable. A Letter of Caution will not be filed in your Official Personnel File (OPF) unless it is subsequently used as a basis for disciplinary action. Failure to improve may result in reassignment, change to lower grade/pay band or separation. *Please reference Appendix B.*

A performance appraisal is an employee’s right. Not receiving one in a timely manner or not receiving one at all constitutes grounds for an administrative grievance. Contact your NAF Human Resources Office, if you have questions.



## PAYDAYS AND PAYCHECKS

You will be paid every two weeks for a total of 26 pay periods a year. The pay period begins on a Friday and ends two weeks later on a Thursday. The official payday is on a Friday. You will be paid by direct deposit and will receive an electronic statement of earnings using the I-Pay ADP website. The law requires Federal wage, salary and retirement payments be paid to employees by Direct Deposit (DD)/Electronic Funds Transfer (EFT). This requirement is mandatory. You may have your paycheck sent directly to a financial institution of your choice. Pay statements are provided electronically only. Employees must register with ADP iPayStatements after your first pay day to view your statement and W-2. Visit <https://ipay.adp.com/iPay/login.jsf> to register. See Appendix D.

You need to contact the Human Resource Office immediately if you need to change your bank account information or your mailing address.

## PAY DEDUCTIONS

Each pay period you will receive a Leave and Earnings Statement (LES). This statement shows your gross pay and itemizes the various deductions. Normal deductions include social security benefits and federal and state income tax, Medicare, etc. The amount varies according to your wage bracket and number of dependents. You should report any change in dependents to the NAF Human Resources Office so that the required deductions can be made. In addition, money may be deducted for health and life insurance, disability, flexible spending accounts, retirement, 401(k), Combined Federal Campaign (CFC) contributions, etc. For former appropriated fund (GS) employees, this may also include FERS, TSP and CSRS.

## TIME RECORDS

Various methods are used to record work time and, in most cases, time will be recorded electronically through the use of KRONOS timekeeping system. Your supervisor will instruct you on how and when to use the system. You may request to review your time card in the KRONOS system with your supervisor, but it is the employee's responsibility to swipe in and out according to the posted schedule. Exempt management officials will be placed on a pay from schedule (PFS) status in KRONOS. See Appendix C.

## GARNISHMENTS

Pay may be withheld from an employee's paycheck upon receipt of a court order for child support, alimony, tax liens, etc.

# PAY

## PAYBAND SYSTEM (NF)

There are six pay bands under the NAF system, i.e. NF-1, NF-2, NF-3, NF-4, NF-5 and NF-6. The range for paybands NF-1, NF-2 and the beginning range of NF-3 are set by the Department of Defense (DoD) Wage Fixing Authority. The DoD Wage Fixing Authority issues new wage schedules each year. Maximum pay for NF-3 and NF-4 through NF-6 is adjusted by a percentage equal to the percentage civil service (APF) employees receive.

Recruitments are set with a range within the appropriate payband. However, a supervisor may recommend pay be set at any rate within the minimum and maximum rates of the payband. The rate of pay will usually depend on the amount of responsibility, the qualifications of the incumbent, and budget restrictions, etc.

As stated in the Performance Evaluation section, your supervisor may recommend a pay increase based on your performance. Pay increases are not automatic and as long as the employee's rate of pay does not fall below the minimum, he/she may not receive a pay raise. Pay increases for NAF payband employees may not exceed 15% per year.

## PAYBAND SYSTEM (CY)

CY positions are also payband positions. These positions have been established for Child and Youth Program Assistants. Payband CY-I is equivalent to GS-2/3 and CY-II is equivalent to GS-4/5. The main differences in CY and NF positions are:

- Across the board increases are mandatory for CY employees and the employees pay must always be within the payband for their CY grade level;
- Promotions for CY employees must include a minimum increase of 6% or the minimum rate including locality pay associated with

the applicable GS grade in the locality to which assigned; and

- Non-competitive pay adjustment actions for CY employees based on a combination of experience and completion of DoD required training will be effective within two pay periods of successful completion and implementation of the training.

## CRAFTS AND TRADES (CT)

CT consists of fifteen grades with five steps in each grade. CT positions are eligible for within-grade increases. CT staff members whose performance has been determined satisfactory and who have completed creditable service in accordance with regulations will receive a within grade increase in the first pay period following completion of the requirements to meet the next step as follows:

### Within-Grade Increase – Duration of Waiting Period for Regular Employees

<b>RULE</b>	<b>A</b> <b>IF WITHIN-GRADE INCREASE IS FOR A PERSON WHO IS</b>	<b>B</b> <b>AND CALENDAR WEEKS IN A NONPAY STATUS DO NOT EXCEED</b>	<b>C</b> <b>THEN EMPLOYEE ADVANCE TO STEP RATE</b>	<b>D</b> <b>AT THE END OF</b>
1	NA, NL, NS	1	2	26 calendar weeks
2		2	3	78 calendar weeks
3, 4		3	4, 5	104 calendar weeks

### Within-Grade Increase – Duration of Waiting Period for Flexible Employees

<b>RULE</b>	<b>A</b> <b>IF WITHIN-GRADE INCREASE IS FOR A PERSON WHO IS</b>	<b>B</b> <b>AND CALENDAR WEEKS IN A NONPAY STATUS DO NOT EXCEED</b>	<b>C</b> <b>THEN EMPLOYEE ADVANCE TO STEP RATE</b>
1	NA, NL, NS	130 workdays in no less than 26 weeks	2
2		390 workdays in no less than 78 weeks	3
3, 4		520 workdays in no less than 104 weeks	4, 5

## OVERTIME

When unusual or urgent work situations arise, your supervisor may require you to work overtime. All overtime MUST be approved in advance and in writing prior to its performance except in emergency situations by your supervisor. Repeated unauthorized overtime will result in disciplinary action. Your pay plan determines how you are paid for overtime. The following guidelines will be followed:

<b>PAY PLAN PAID</b>	<b>WORK PERFORMED IN EXCESS OF</b>	<b>RATE</b>
Crafts and Trades (NA, NL, and NS)	8 hours per day or 40 hours per week	1 ½ times hourly rate
Payband (non-management)	40 hours per week of actual work	1 ½ times hourly rate

Periods of paid leave (i.e., annual leave, sick leave, holidays, etc.) are not included as time worked towards the 40 hours overtime requirement for payband employees.

Positions are classified as exempt or non-exempt under the Fair Labor Standards Act (FLSA). Your position description indicates your FLSA exempt or non-exempt status. Eligible exempt employees shall not be paid overtime except under special circumstances, but may be granted compensatory time in place of overtime worked for extreme circumstances.

## MEAL PERIODS

Regular lunch periods will be established at no less than 30 minutes or no more than one hour. This time will not be paid as time worked. Normally employees should not be required to work more than six consecutive hours without allowance for a meal period. Coffee-breaks and other rest periods of short duration may be authorized by management, but must be counted and paid as hours worked for pay purposes.

## COMPENSATORY TIME

Compensatory time is defined as time off on an hour-for-hour basis in lieu of overtime pay. It is granted to an employee at management's discretion. It must be approved in writing, in advance, and is credited hour for hour. Management may also limit the amount of compensatory time an employee may accumulate. Compensatory time may be carried from pay period to pay period, but cannot exceed a total of 80 hours. Compensatory time must be used within 26 pay periods. Compensatory time does not apply to Crafts and Trades employees.

## FEDERAL HOLIDAYS

Regular FT employees are eligible for a day off with pay for recognized Federal holidays. If a holiday falls on your first normal day off (i.e. Saturday), then the holiday is observed on the preceding workday (i.e. Friday). If the holiday falls on your second normal day off (i.e. Sunday), then the holiday is observed on the following workday (i.e. Monday). Regular employees must be in a pay status the day before or the day after a holiday to be entitled to holiday pay.

Regular FT employees will receive a day off with pay if the holiday falls on their regularly scheduled workday and only for the hours scheduled. Regular FT employees, who are required to work on the holiday, will receive holiday premium pay plus pay for the number of hours worked.

Crafts and trades employees are paid if the holiday falls on their regularly scheduled workday (and for the hours normally scheduled).

If you are a flexible employee, you are not entitled to observe the holiday or receive holiday pay if required to work, except where collective bargaining unit indicates otherwise.

There are ten (10) official holidays on the Federal calendar:

- 1st of January (New Year's Day)
- 3rd Monday of January (Martin Luther King Jr.'s Birthday)
- 3rd Monday of February (Presidents' Day)
- Last Monday of May (Memorial Day)
- 4th of July (Independence Day)
- 1st Monday of September (Labor Day)
- 2nd Monday of October (Columbus Day)
- 11th of November (Veteran's Day)
- 4th Thursday of November (Thanksgiving Day)
- 25th of December (Christmas Day)

And any other calendar day designated as a holiday by Federal statute or executive order.

Other holidays of importance to you for religious reasons may be observed, but will be charged to annual leave, leave without pay or compensatory time, and are subject to approval by your supervisor.

# LEAVE/PROCEDURES

Having accepted your position, you are expected to be present during your established hours of duty unless granted permission to be absent. Permission to be absent from duty is called “leave”. You may obtain leave for personal business or vacation (annual leave), for officially ordered military training (military leave), for medical reasons (sick leave) and for certain other reasons.

Your supervisor is the approving official for leave requests, which should be submitted by use of the Leave Request form. All leave requests must be submitted in advance, where permissible.

Paid leave is earned by RPT and RFT employees, however, it is important for all employees to be aware of leave procedures and policies.

## ANNUAL LEAVE (AL)

**Annual Leave (AL)** is paid time off from work for vacations or to transact personal business which cannot be taken care of during off-duty hours. AL is earned every pay period, excluding overtime, and your AL balance appears on your pay statement bi-weekly. AL is accrued based on time in service:

- 1-3 years of service, you earn at the rate of 5% of the total hours paid in the pay period (maximum 80 hours) (i.e. an employee who works 80 hours during a pay period will earn four hours of annual leave);
- 3-15 years of service, you earn at a rate of 7.5 % of the total hours paid in the pay period (i.e. an employee who works 80 hours during a pay period will earn six hours of annual leave), except for the final bi-weekly pay period of the leave year when leave will be accrued at the rate of 12.5% of the total hours in the basic work week; and
- 15+ years of service, you earn at a rate of 10% of the total hours paid in the pay period (i.e. an employee who works 80 hours during the bi-weekly pay period will earn eight hours of annual leave).

You will start to earn annual leave immediately upon appointment or change to a regular position; however, it will not be available for use until you have completed a 90-day wait period.

You may accumulate and carry over up to 240 hours of annual leave each year. Leave in excess of 240 hours, known as “use or lose”, must be used prior to the end of the leave year or it is forfeited.

If you resign or are separated beyond the initial 90-day waiting period, you will receive a lump-sum payment for any unused annual leave balance to your credit. After your resignation or separation has been processed, you will receive a lump sum payment of your annual leave.

If you transfer to another NAF activity, you may elect to transfer your annual leave balance or be paid off in lump sum.

If you are transferring to an APF position (GS), all of your annual leave will be transferred. There is no pay off for lump sum annual leave under this scenario.

AL should be requested in writing as far in advance as possible and must be approved by your immediate supervisor before it is used. You are encouraged to use AL throughout the year so you do not exceed 240 hours of accrued leave.

## SICK LEAVE (SL)

**Sick Leave (SL)** is earned by all regular employees. All regular employees who have sick leave to their credit may be granted such leave for legitimate medical reasons and must be approved in advance, when feasible. Acceptable reasons for using sick leave include:

- Receiving medical, dental or optical examination or treatment;
- Being incapacitated for the performance of duties by physical or mental illness, injury, pregnancy or childbirth;
- As determined by the health authorities having jurisdiction or by a health care provider, employees who would jeopardize the health of others by their presence on the job because of exposure to a communicable disease; or
- Purposes related to the adoption of a child.

SL is earned every pay period and your sick leave balance appears on your pay statement bi-weekly.



SL may be taken at any time with approval of your supervisor; no waiting period is necessary. You may only use up to your current balance. SL is earned at 5% of the hours worked per pay period (maximum 80 hours) or four hours per pay period, and there is no limit to the amount you can accumulate and carry over.

**You should request sick leave as soon as possible before the start time of your shift, but no later than the first hour of the scheduled workday.**

- Request planned SL as far in advance as possible;
- SL must be approved by your immediate supervisor; if you call out due to illness, you must speak directly with your supervisor or manager;
- If you use SL for more than three consecutive work days, you must give your supervisor or manager documentation from your doctor referencing your inability to work;
- SL is not paid at separation; however, accrued SL may be used to increase your retirement benefits; and
- SL is transferrable to all Federal employment, without a break in service to an APF position or at anytime to another Regular FT or PT NAF position.

## LEAVE WITHOUT PAY (LWOP)

**Leave Without Pay (LWOP)** is an approved unpaid absence, but not generally approved in lieu of using AL or SL except:

- During your first 90 days of employment for necessary, unavoidable absences;
- For planned vacations if you are a new employee or have been promoted from Flex (you must request LWOP at the time of your hire or promotion);
- If you transfer to a new duty station with a military or government employee spouse (the request must be accompanied by a resignation and may be extended, providing you request the extension before the first 90 days expires);
- For Family Medical Leave Act (FMLA) when your AL is exhausted; and
- If you have exhausted all paid and unpaid leave while awaiting a determination under the NAF Disability Program.

Your supervisor can approve up to 30 days of LWOP; however, any LWOP of more than 30 days must be approved by the Installation Program Director (IPD) with Executive Officer (XO)/Commanding Officer (CO) concurrence or non-concurrence. Your supervisor will send a SF-52 for LWOP requests of 30 days or more to NAF Human Resources Office for processing.

## FAMILY MEDICAL LEAVE ACT (FMLA)

**Family Medical Leave (FMLA)** is offered to RPT/RFT and Flex Status employees that have no time limitation (not temporary or seasonal) and who have completed at least 12 months of service and worked 1,250 hours within the most recent calendar year. Employees who do not qualify for FMLA may be eligible for other LWOP options.

If there is a possibility you may need FMLA or equivalent, see your NAF Human Resources Office immediately. You may request FMLA for the following circumstances:

- Childbirth and care of the newborn;
- Placement of a child with you for adoption or foster care;
- Care of a spouse, son, daughter or parent with a serious health condition;
- Your own serious health condition that prevents you from performing essential functions of your position; and
- You must request FMLA 30 days in advance, unless the situation is an emergency.

## FAMILY FRIENDLY LEAVE ACT (FFLA)

**Family Friendly Leave Act (FFLA)** is similar to FMLA but allows employees to use their paid sick leave to care for family members with qualifying medical issues.

- You may use this leave to care for a family member with physical or mental illness, injury, pregnancy with medical complications, childbirth, medical examination or treatment, or to attend the funeral of a family member;
- Family members are individuals related by blood or affinity whose close association with the employee is equivalent of a family relationship;
- You must supply the proper request form and the appropriate documents when applying;
- RFT employees may use up to 40 hours of sick leave in a leave year (this may be extended up to 64 additional hours as long as an 80 hour SL balance is maintained); and
- RPT employees may use up to the average number of hours in their scheduled work week.

## FUNERAL LEAVE

Funeral Leave is administrative leave granted to a regular status employee for death in the immediate family including spouse, parent, child, brother, sister, parent of spouse, grandparents (if loco parentis) or close relative who is part of the employee's household.

- Funeral Leave is not charged to your AL or SL balances; and
- Extends to three consecutive workdays.

## COURT LEAVE

Court Leave is granted to regular employees who produce an official judicial request (i.e. summons, subpoena, court order, etc.) to appear in court for one of the following:

- Jury Duty and Return from Jury Duty requires a chit from the clerk of the courts which notes time and date of excused jury duty. If you are excused prior to the end of your regularly scheduled shift, you are to return to work or contact your supervisor to request AL.
- Witness on behalf of the U.S. or District of Columbia government; and
- Witness on behalf of private parties where the U.S., the District of Columbia, or state or local government is the party to the proceedings.

Court Leave does not apply to proceedings involving only private parties, including those directly involving the employee.

## INCLEMENT WEATHER

Inclement weather can sometimes close all or part of the installation on which your NAF is located. Closing or a delay at the beginning of the workday is a decision that will be made by military authority. On inclement weather delays:

- Employees scheduled for the first shift are given additional time with which to report safely to work, not a delayed start time. Even though the early shift is delayed, employees working later shifts are expected to report at their normal time;
- May approve liberal leave (annual leave) or LWOP if the base is not closed or the closure extends beyond approved administrative leave; and
- It is your responsibility to keep up with the status of the base closures, reopening or work delays.

## LEAVE DONATION PROGRAM

Leave Donation Program permits employees to donate annual leave to other employees who have been in part or full time status for 90 days or more. Donated leave can be used for medical or family emergencies.

- You must be a RPT or RFT NAF employee to participate;
- You may donate leave only to another Mid-Atlantic Region NAF employee;
- Approval to receive leave donations is discretionary;
- You must provide proof of qualifying emergency prior to receiving donated leave;
- Pregnancy without medical complications is not a qualifying medical emergency;
- Sick leave abusers may not use this program;
- Donated leave is taken from the donor's annual leave account and unused leave will be credited back to the donor; and
- Employees may not solicit leave donations on their own behalf.

### ADDITIONAL IMPORTANT LEAVE INFORMATION

- Retroactive substitution of one category of approved leave for another category is not appropriate;
- The leave year begins on the first full pay period in January and ends on the last day of the last pay period that starts in December each year; and
- You must use your "use or lose" annual leave by the end of the leave year (26th pay period) or you will forfeit it.

Disciplinary Actions are those actions taken by management in response to an employee's unacceptable conduct or behavior and may be basic or severe.

## BASIC DISCIPLINARY ACTIONS

### ORAL ADMONISHMENT

Oral admonishments are conducted by management, in private, as promptly as possible. The employee is advised of what he or she did wrong, when and where it occurred, what expectations management has and that repeated occurrences of misconduct could lead to formal disciplinary actions. The supervisor makes a memo for the record of the incident and keeps it for a period of two years from the date of the admonishment. It may be used as a basis for a stronger disciplinary action in the event of another misconduct or behavior incident. Oral admonishments are not subject to administrative grievances, nor can they be appealed by any category of NAF employees.

### LETTERS OF REPRIMAND

A reprimand is a written communication from a manager to an employee that identifies unacceptable misconduct or behavior and will be placed in the employee's Official Personnel Folder (OPF) for a two-year period, and, during that time, may be used for taking a stronger disciplinary action should future misconduct or behaviors warrant such actions. Letters of Reprimand are subject to administrative grievances by all categories of employees.

### SUSPENSIONS OF 30 DAYS OR LESS

These only apply to RFT or RPT employees. If a flexible employee displays misconduct or behavior warranting a suspension, they will be terminated. A suspension places an employee in a non-pay status and no notice period is given. All employees are granted grievance rights.

## SEVERE DISCIPLINARY ACTIONS

Severe disciplinary actions include suspensions of over 30 days, demotions for cause (i.e. from a higher to a lower level or grade, reductions in base pay and terminations). Severe disciplinary actions, with the exception of suspension, are applicable to all employees, but notice and appeal rights are only granted to RFT or RPT non-probationary employees.

## LABOR RELATIONS

If you are a non-supervisory, non-management employee, you may be eligible to participate as a member in the bargaining unit. If eligible, you may sign up to be a dues paying member by contacting the union. Regardless of whether you formally join the union, you are entitled to representation, provided the rights afforded union members, and any grievance will be processed using union guidelines. You may request a copy of the union contract from the HR representative during your new employee orientation, if applicable.

# GRIEVANCE PROCEDURES

All NAF Fleet and Family Readiness employees have the right to present their complaints or grievances to management for matters of concern or dissatisfaction that are subject to the control of management. Allegations of discrimination based on race, age, color, religion, sex, disability, or national origin will be administered through the EEO program. An employee must initiate a grievance action within seven days of the incident that is being grieved.

There are two formal steps in the grievance process. The first step is the first individual in the chain of command above where the grievance is related to (i.e. MWR Director, NGIS Director, etc.) and the second and final step is to the next official supervisor in the chain of command.

However, employees and supervisors are encouraged to discuss issues informally before a formal grievance is initiated. Many issues are usually resolved through open communication. There is not any requirement you must do this — you may go directly to step one. Grievances of employees who are not part of a recognized bargaining unit will be processed using the administrative grievance procedures. Employees who are part of the recognized bargaining unit must use their negotiated grievance procedures.

If at any time you would like to file a formal grievance, be sure to supply sufficient data for investigation (i.e. name, facility, contact number, best time to call, complaint to be investigated, job location, approximate date of incident, installation and any other supporting information).

#### **All grievances should be addressed:**

- In writing, preferably on a form available through the servicing NAF Human Resources Office. Written step one or step two grievances, must contain (a) a detailed and clear description of the grievance; (b) a summary of previous attempts or steps taken to resolve the issue; and (c) the relief sought;
- **If you cannot go through your chain of command** — fax form or written data to **(757) 961-3607**; and
- **If you are covered by a Bargaining Unit** — you may submit your complaint via your union representative or on your own. Whether your grievance is submitted by you or your representative, the Bargaining Agreement procedures will be used.

Contact your servicing NAF Human Resources Office for guidance regarding the grievance procedures.

## **WORKER'S COMPENSATION PROGRAM**

Every employee and supervisor is responsible for complying with safety and health standards. It is also your responsibility to protect fellow employees from unsafe practices or conditions. Safety is a basic objective for all of us. Needless suffering and waste caused by accidents, injuries and illnesses can be reduced to a minimum if we learn to follow safety and health instructions and help others to do the same. You are urged to report an unsafe or unhealthy condition or practice to your supervisor immediately.

All injuries, including diseases caused by employment or sustained during the performance of duty by you, are covered by Worker's Compensation Program, unless you are active duty military working for FFR in your off duty hours.

#### **Employees are covered:**

- From the time you report for duty until the time you leave at the end of working hours. You are not covered while you are going to and from work; and
- While traveling away under orders of temporary duty or while traveling locally at the direction of your supervisor unless you deviate from the scope of employment.

#### **If a work injury occurs:**

- Notify your supervisor immediately. The law requires you to report injuries to your supervisor within 30 days. Your supervisor is required to complete and forward the necessary reports for all injuries within three days to the NAF Human Resources Office;
- If necessary, get medical treatment. If you need medical treatment, your supervisor will provide you all of the necessary documents.
- During your absence, you are required to contact your immediate supervisor directly (no messages) weekly to update them on your condition and expected return;
- You must provide updated medical documentation immediately following each visit to your health care provider;
- Upon your release by your health care provider, you are to return to work immediately; and
- If released with restrictions/light duty, you must notify your supervisor and provide the medical documentation from your health care provider so a decision can be made on how to accommodate your restrictions/light duty.

If you are a regular full or part time employee with benefits, you must pay your share of health/life insurance for every pay period you do not receive pay (i.e. deductions are not taken from worker's compensation checks). Employee cost can be found on your last leave and earning



statement (LES). Payments should be received no later than five days following your regular payday (every two weeks). Contact your servicing NAF Human Resources office for mailing information. Failure to submit insurance payments may result in loss of coverage.

Claims for compensation are handled by a third party administrator and determinations for entitlement are made on a case-by-case basis. Compensation is not provided for the first three days of disability (known as the waiting period) unless the injury disables you for more than 14 days.

Payment for lost time will be made directly to you by the claims administrator. If you elect to use AL or SL, your claims administrator will mail your check to the NAF Human Resources Office. Upon receipt of the check, you will be required to come and endorse the check for it to be processed through payroll at which point they will reimburse some of the AL/SL used during your injury. If you are disabled from work for more than three days due to a compensable on-the-job injury, compensation will be paid at a rate of 66.7 % of your average weekly wage. You are also entitled to all authorized medical care.

## HEALTHCARE & LIFE INSURANCE

NAF offers a comprehensive benefits package. The purpose of the benefits program is to provide financial protection for employees and their family members. All plans are voluntary and require employee contributions, except for worker's and unemployment compensation. It is important for you to understand and exercise good judgment in electing to participate in what is offered. The advantages of these benefits could save you time, money and peace of mind.

Eligibility to enroll in certain benefits programs is determined by your employment category (i.e. RFT, RPT and Flexible) and time in service.

BENEFITS	EMPLOYMENT CATEGORY	ELIGIBILITY PERIOD	OPEN ENROLLMENT PERIODS
MEDICAL	Regular Full/Part Time	31 Days From Date Of Hire To Enroll	Every Year
DENTAL	Regular Full/Part Time	31 Days From Date Of Hire To Enroll	Every Year
DISABILITY	Regular Full Time	31 Days From Date Of Hire To Enroll	Every Year With Approved Statement Of Health
LIFE	Regular Full/Part Time	31 Days From Date Of Hire To Enroll	Every Year With Approved Statement Of Health
RETIREMENT	Regular Full/Part Time	31 Days From Date Of Hire To Enroll	May Enroll At Any Time
401(k)	Regular Full/Part Time	Must Wait One Full Pay Cycle After Hire	Anytime
FLEXIBLE SPENDING ACCOUNT	Regular Full/Part Time	31 Days From Date Of Hire To Enroll	Every Year

### GROUP MEDICAL AND DENTAL PLANS

We offer a medical plan which provides a broad range of coverage for hospital, surgical and medical expenses for you and your eligible family members. Regular full and part time employees are eligible to enroll in the medical plan effective upon the date of hire. If eligible, you must enroll within the first 31 days of employment. If you do not enroll during the first 31 days of employment, you may enroll during an annual open season (held for a period of 30 days usually during the November-December time period). If you lose coverage, through no fault of your own, you can elect coverage within 31 days of the event. If a change of life event occurs, you have 31 days to change your benefits.

Dental benefits are available for you and your eligible family members.

Group medical and dental plans are available for all RFT and RPT employees. Your servicing NAF HRO will give you the proper information to make your choices. You may choose:

- Medical insurance only;
- Dental insurance only;
- Medical and dental insurance; or
- No medical coverage.

Flexible employees who average 30 hours per week over a 12 month period, will be offered medical coverage only.

# FLEXIBLE SPENDING ACCOUNTS (FSA)

A Flexible Spending Account (FSA) allows you to set aside money for eligible expenses on a pre-tax basis. There are two types of FSAs available — a health care account and a dependent care account. A health care account reimburses you for eligible out-of-pocket medical, dental, prescription or vision expenses such as deductibles, co-pays, co-insurance and certain over-the-counter (OTC) drugs and medications with a prescription. A dependent care account generally reimburses you for services such as day care, before and after school programs, nursery school or preschool, summer day camp and even adult care. Money in an FSA is exempt from federal, most state and payroll taxes. That means you contribute to an FSA with money that hasn't been taxed.

Once you establish your plan year contribution, you may only change it if you experience a change in status. This would include a change in one of the following conditions:

- Legal marital status (i.e. marriage, divorce, legal separation, annulment or death of a spouse);
- Number of tax dependents (i.e. birth, adoption or death);
- Employment status that affects eligibility; and
- Dependent satisfying or ceasing to satisfy coverage requirements (i.e. reaching limiting age, gain/loss of student status, marriage).

Estimate your FSA contribution carefully. Unused funds will not be rolled over to the next year, depending on plan design, either:

- After the last day of the plan year; or
- Up to two months and 15 days into the following plan year (if allowed by your employer).

## DISABILITY PLAN

The disability plan is administered in conjunction with your sick leave, social security and workers compensation. Regular full time employees are eligible to enroll in the disability plan within the first 31 days of date of employment or during open enrollment. The disability plan provides benefits when you are unable to work due to non-work related disability, illness or injury (long term). Disabled employees receive 60% of their pre-disability earnings.

### IF YOU ARE RFT, YOU MAY:

- Waive the enrollment;
- Enroll at your hiring; or
- Enroll during open enrollment with statement of health.

## LIFE INSURANCE

NAF life insurance plans can help your family solve financial problems in times of need. Regular full-time and part-time employees are eligible to enroll in the life insurance plan. If eligible, you must enroll within the first 31 days of employment or during open enrollment with statement of health.

Your annual salary determines the amount of basic life coverage. This plan is term insurance and has no cash value. Benefits are payable to your designated beneficiary only in the event of your death (regardless of the cause of death).

### TYPES OF PLANS:

- **Basic Life Insurance**  
This plan pays a death benefit equal to your basic annual pay, rounded up to the next highest \$1,000, plus \$2,000.
- **Optional Life Insurance**  
This plan pays an additional benefit up to six times your basic annual salary.
- **Accidental Death and Dismemberment (AD&D) Insurance**  
This plan is equal to two times the amount of your insurance benefits if the cause of death is due to an accident. AD&D also pays a partial benefit if you lose a limb or sight; and
- **Spouse Life (\$10,000/\$25,000/\$50,000) and Dependent Child Life (\$5,000/\$10,000)**  
Available when employee has applied for optional life coverage.

Life insurance is available for RFT/RPT employees only.

## IF YOU ARE RFT/RPT, YOU MAY:

- Waive the enrollment;
- Enroll at your hiring; or
- Enroll during open enrollment with statement of health.

# RETIREMENT

The retirement plan provides a set benefit, based on your annual salary and years of service. All regular full and part time employees are eligible to enroll in the retirement plan. If you are enrolled in the retirement plan and have five years of NAF service, you are considered to be a vested member in the plan.

To participate, you must contribute one percent of your gross wages each pay period. During the first two years of retirement, you'll probably receive more in retirement benefits than you paid into the plan while you were working as a NAF employee. You will never lose the money you put into the plan. Even if you don't stay long enough to get a NAF pension, your plan contributions, plus interest, will be returned to you when you leave.

## HIGHLIGHTS OF THE PLAN

You can retire and receive a reduced annuity as early as age 52 if you have five years of plan service. However, there is a 4% reduction for every year prior to age 62 or each year prior to your earliest retirement date.

Once you retire, there are several payment options available to you.

The plan also contains a provision for your spouse to receive a lifetime pension should you die before you retire. This is an option that you must elect at time of retirement. If you are not married, your designated beneficiary will receive a lump sum benefit equal to your plan contributions plus interest.

## THE RETIREMENT BENEFIT IS AVAILABLE TO ALL RFT AND RPT EMPLOYEES WHO WORK A MINIMUM OF 20 HOURS PER WEEK.

- Your participation is voluntary;
- You and your employer share the cost; and
- Your cost is deducted from your paycheck after enrollment.

## YOU MAY SIGN UP WHEN YOU ARE HIRED:

- Deductions begin the first pay period after you enroll;
- If you do not join, you must sign the refusal form; and
- You may join at any time after you are hired, but your service time previous to joining will not count toward your retirement.

## YOU ARE ELIGIBLE FOR FULL RETIREMENT AT:

- Age 62 or older with at least five years of NAF service;
- Age 60 or older with 20 years of service; and
- Age 55 or older with 30 years of service.

## YOU ARE ELIGIBLE FOR EARLY RETIREMENT AT:

- Age 52 or older with at least five years of NAF service (subject to reductions in benefits); and
- Age 50 or older with 20 years of NAF service (also subject to reductions in benefits).

There is a special early retirement option if you are involuntarily separated by Business Based Action (BBA). Contact your servicing NAF HRO for specifics.

# POST RETIREMENT BENEFITS

- You are eligible for post-retirement medical coverage if you are at least 55 and have been enrolled in at least 15 cumulative years of NAF medical coverage;
- You will receive the same medical coverage at the same rate as active employees;
- At 65, Medicare becomes your primary carrier; and
- You are eligible for post-retirement life insurance if you have five consecutive years of NAF life insurance coverage, are age 52 or older on the date of your retirement and begin receiving a monthly pension from the NAVPERSCOM Retirement Plan.

## ADDITIONAL INFORMATION ABOUT RETIREMENT

- You lose eligibility for immediate early annuity if you are terminated for cause, resign pending termination or resign pending investigation; and
- If you move between civil service and NAF employment within DoD, you have options concerning retirement. Please consult your servicing NAF HRO.

# SAVINGS & INVESTMENTS

In addition to the retirement plan, you may choose to join the 401(k) plan. To be eligible, you must be a regular full or part time employee.

If you join the 401(k) plan, you can contribute up to the maximum the IRS will allow. You decide how much to save and how to invest. CNIC will match up to three percent of your contributions. If an employee terminates employment for any reason before contributing to the plan for twelve months, the employee will forfeit the agency match. As long as you remain in the plan, you can shape your savings program to fit your budget and achieve your goals for financial security when you retire.

## HIGHLIGHTS OF THE PLAN

The money you contribute to the 401(k) plan is deducted from your paycheck before taxes are calculated. This lowers the amount of taxes you pay, so you can afford to save more.

Your 401(k) plan offers several investment vehicles, each with a different level of risk and potential return.

The sooner you join the 401(k) plan, the less it can cost you to reach your retirement goals.

When you leave NAF employment, your account may be paid out to you or rolled over to a private IRA, whichever you choose. However, an important point to keep in mind is that if you elect to receive a return of your contributions (cash out), you will be subject to a 20% tax penalty in addition to a 10% IRS penalty. If you are age 59 ½ or older, the IRS may exempt you from the 10% penalty charge.

\* If you have a balance of \$5000 or greater, you may leave it in the plan when you leave employment.

**You may participate in the 401(k) savings plan** if you are a RFT or RPT employee age 18 or older. The 401(k) plan is a pre-tax savings program that has the flexibility and growth potential to allow you to shape your own savings objectives and supplement your retirement plan.

If you are older than 50, you may participate in the catch-up contributions program, which allows you to save more than the IRS yearly limit. Catch-up contributions are not matched by your employer.



# APPENDIX

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# APPENDIX A – GLOSSARY

## GLOSSARY OF ACRONYMS

## A

<b>APF</b>	Appropriated Funds
<b>A/P</b>	Accounts Payable
<b>A/R</b>	Accounts Receivable
<b>AWOL</b>	Absent Without Leave. This does NOT refer to Leave Without Pay (LWOP)

## B

<b>BBA</b>	Business Based Action
<b>BUPERS</b>	Bureau of Naval Personnel

## C

<b>CAC</b>	Command Access Card
<b>CAPT</b>	Captain
<b>CDC</b>	Child Development Center
<b>CDH</b>	Child Development Home
<b>CDP</b>	Child Development Program
<b>CMD</b>	Command
<b>CNIC</b>	Commander, Navy Installations Command
<b>CNICINST</b>	Commander, Navy Installations Command Instructions
<b>CNRMA</b>	Commander, Navy Region Mid-Atlantic
<b>CO</b>	Commanding Officer
<b>COB</b>	Close of Business
<b>COLS</b>	Common Output Level Standards
<b>CT</b>	Crafts and Trades
<b>CYP</b>	Child & Youth Programs

## D

<b>DAR</b>	Daily Activity Report
<b>DARS</b>	Daily Activity Report Summary
<b>DOD (DoD)</b>	Department of Defense
<b>DODI</b>	Department of Defense Instruction
<b>DON</b>	Department of the Navy

## E

<b>EEO</b>	Equal Employment Opportunity
<b>EFT</b>	Electronic Funds Transfer
<b>EIN</b>	Employee's Identification Number
<b>ENCL</b>	Enclosure
<b>EVAL</b>	Employee Performance Evaluation

## F

<b>FAQ</b>	Frequently Asked Questions
<b>FFR</b>	Fleet & Family Readiness
<b>FFSC</b>	Fleet & Family Support Center
<b>FFSP</b>	Fleet & Family Support Program
<b>FH</b>	Family Housing
<b>FLEX</b>	Employment Category (scheduled or unscheduled)
<b>FY</b>	Fiscal Year
<b>FYI</b>	For Your Information

## G

<b>GS</b>	General Schedule
-----------	------------------

## H

<b>HHQ</b>	Higher Headquarters
<b>HQ</b>	Headquarters
<b>HRO</b>	Human Resource Office

## I

<b>ICE</b>	Interactive Customer Evaluation
<b>IDP</b>	Individual Development Plan
<b>IG</b>	Inspector General
<b>INST</b>	Instruction (or simply "I" following releasing authority)
<b>IPM</b>	Installation Program Manager

## K

<b>KRONOS®</b>	Navy MWR Automated Payroll Time-Keeping System
<b>KSA</b>	Knowledge, Skill, and Ability/Attitude

## L

<b>LMS</b>	Learning Management System
<b>LWOP</b>	Leave Without Pay

## M

<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MWR</b>	Morale, Welfare and Recreation

## GLOSSARY OF ACRONYMS (CONTINUED)

## N

<b>NAB</b>	Naval Base
<b>NAF</b>	(1) Non-Appropriated Funds (2) Naval Air Facility
<b>NAFCON</b>	Non-Appropriated Funds Construction
<b>NAFI</b>	Non-Appropriated Funds Instrumentality
<b>NAS</b>	Naval Air Station
<b>NAVBASE</b>	Naval Base
<b>NAVINST</b>	Navy Instruction
<b>NAVPERS</b>	Navy Personnel
<b>NAVSTA</b>	Naval Station
<b>NB</b>	Naval Base
<b>NCIS</b>	Naval Criminal Investigative Service (formerly NIS)
<b>NEX</b>	Navy Exchange
<b>NF</b>	A NAF Pay Band Employee (Pay Plan)
<b>NGIS</b>	Navy Gateway Inns & Suites
<b>NKO</b>	Navy Knowledge Online
<b>NL</b>	A NAF Crafts and Trades (CT) position "Leader" (Pay Plan)
<b>NLT</b>	No Later Than
<b>NMCI</b>	Navy Marine Corps Intranet
<b>NOTAL</b>	Notice to All
<b>NS</b>	A NAF Crafts and Trades (CT) position "Supervisor" (Pay Plan)
<b>NSA</b>	Naval Support Activity
<b>NSD</b>	Night Shift Differential
<b>NTE</b>	Not To Exceed
<b>NTIMS</b>	Navy Training Information Management System
<b>NWS</b>	Naval Weapons Station

## O

<b>OJT</b>	On-The-Job-Training
<b>OMB</b>	Office of Management and Budget
<b>OPF</b>	Official Personnel File
<b>OPM</b>	Office of Personnel Management
<b>OPNAV</b>	Office of the Chief of Naval Operations
<b>OPNAVINST</b>	Office of the Chief of Naval Operations Instructions
<b>OPS</b>	Operations
<b>ORM</b>	Operational Risk Management

## Q

<b>QD</b>	Quarterdeck
-----------	-------------

## P

<b>P &amp; L</b>	Profit and Loss
<b>PD</b>	Position Description, (Job Description)
<b>POM</b>	Program Objective Memorandum
<b>POR</b>	Program of Record
<b>PS</b>	A NAF position, Patron Services (Pay Plan)

## R

<b>RECTRAC</b>	Point of Sale System
<b>RFT</b>	Regular Full Time
<b>RPD</b>	Regional Program Director
<b>RPM</b>	Regional Program Manager
<b>RPT</b>	Regular Part Time

## S

<b>SA</b>	Situational Awareness
<b>SCD</b>	Service Computation Date
<b>SF</b>	Standard Form
<b>SL</b>	Sick Leave
<b>SME</b>	Subject Matter Expert
<b>SOP</b>	Standard Operating Procedures
<b>SOW</b>	Statement of Work

## T

<b>TAD</b>	Temporary Additional Duty
<b>TDY</b>	Temporary Duty
<b>TSP</b>	Thrift Savings Plan
<b>TWMS</b>	Total Workforce Management System

## U

<b>UA</b>	Unauthorized Absence
<b>UFM</b>	Uniform Funding Management
<b>UFR</b>	Unfunded Requirements
<b>UH</b>	Unaccompanied Housing
<b>UIC</b>	Unit Identification Code

## W

<b>WIIFM</b>	What's In It For Me?
--------------	----------------------

## X

<b>XO</b>	Executive Officer
-----------	-------------------

## Y

<b>YTD</b>	Year-To-Date
------------	--------------

# APPENDIX B- PERFORMANCE

## NAF PERFORMANCE RATING FORM

### CNIC NON-APPROPRIATED FUND EMPLOYEE PERFORMANCE RATING FORM

1. Name (Last, First, MI)		2. Last 4 SSN			
3. Position Title, Pay Plan, Series, Grade (e.g., Clerk, NF-0000-01)					
4. Name and Location of NAF Activity (e.g., CNIC N-9 NSA Mid South)					
5. Reason for Rating and Rating Period		From:		To:	
<input type="checkbox"/> 90 Day <input type="checkbox"/> Interim <input type="checkbox"/> Annual <input type="checkbox"/> Separation/Close Out					
6. Rating elements	Outstanding	Highly Satisfactory	Satisfactory	Minimally Satisfactory	Unsatisfactory
a. Quality of Work					
b. Productivity					
c. Dependability					
d. Working Relationships (peers & supervisor)					
e. Customer/Patron Relations					
f. Leadership*					
g. Management/Coaching Effectiveness *					
*Supervisory rating only					
7. Overall Performance Rating (A rating of Unsatisfactory in any one element results in an Unsatisfactory Overall Rating)					
Outstanding <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Minimally Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>					
8. a. Pay Increase:		Yes <input type="checkbox"/>	Amount: \$	No <input type="checkbox"/>	
b. Performance Award:		Yes <input type="checkbox"/>	Amount: \$	No <input type="checkbox"/>	
c. Time Off Award:		Yes <input type="checkbox"/>	Hours: =	No <input type="checkbox"/>	
9. Supervisors Remarks: (Separate sheet may be attached.)					
10. Rater's Signature					Date
11. Approving Official's Signature					Date
12a. Employee Signature (Indicates receipt and that rating has been discussed with employee.)					Date
12b. Date Discussed and Copy of Completed Evaluation Package Provided to Employee:					Date

CNIC 5300

(Instructions for completion on reverse)

Page 1 of 4



# APPENDIX B- PERFORMANCE

## NAF PERFORMANCE RATING FORM (IDP)

### CNIC NON-APPROPRIATED FUND EMPLOYEE PERFORMANCE RATING FORM, *continued*

INDIVIDUAL DEVELOPMENT PLAN (IDP)	
CNIC Mission Deliver Effective and Efficient Readiness from the Shore	
FFR N9 Statement	
1a. Name (Last, First, Middle Initial)	2. Current Position Title, Series and Grade:  <input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Part Time <input type="checkbox"/> Flexible Schedule <input type="checkbox"/> Other _____
1b. SSN: xxx-xx-0000 (Last 4 only)	
3. Organization:	4. Date of Appointment to Position:
	5. Performance Period for IDP:
6. Goals that support the mission of	
a. b. c.  (use separate sheet if needed)	
7. Learning opportunities to refresh, or acquire, skills used to accomplish goals(do not include Navy required training):	
a. b. c.	
8. Conferences, seminars, workshops courses or college classes requested for professional development. (Include date and associated costs for registrations):	
a. b. c.	
8. Remarks:	
9. Employee's Signature:  (Concurred by employee) Date:	10. Supervisor's Signature:  (Concurred by supervisor) Date:

# APPENDIX C - TIME KEEPING

## SAMPLE TIME SHEET

<Insert Your Name Here>

Date thru Date

Week 1	IN	OUT	IN	OUT	REG	HOL	SL	AL	ADMIN	OT	CTE	TCTE	FML-LWOP	CTU	TCTU	Note
Date FRI																
Date SAT																
Date SUN																
Date MON																
Date TUE																
Date WED																
Date THU																
Subtotal:					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Week 2	IN	OUT	IN	OUT	REG	HOL	SL	AL	ADMIN	OT	CTE	TCTE	FML-LWOP	CTU	TCTU	Note
Date FRI																
Date SAT																
Date SUN																
Date MON																
Date TUE																
Date WED																
Date THU																
					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Employee signature: \_\_\_\_\_

I VERIFY THE ABOVE HOURS TO BE CORRECT

Supervisor signature: \_\_\_\_\_

### Pay Period Totals:

REG	0.0
HOL	0.0
SL	0.0
AL	0.0
ADMIN	0.0
OT	0.0
CTE	0.0
TCTE	0.0
FML-LWOP	0.0
CTU	0.0
TCTU	0.0
<b>Total Hrs:</b>	<b>0.0</b>

CT EARNED BAL: 0.0  
CT USED: 0.0  
NEW CT BAL: 0.0

TCT EARNED BAL: 0.0  
TCT USED: 0.0  
NEW TCT BAL: 0.0

AL Balance: date

SL Balance: date

Total FFL Taken:

Revised: Sep 2009

# APPENDIX C - TIME KEEPING

## SAMPLE LEAVE CHIT

Request for Leave or Approved Absence					
1. Name (Last, first, middle)			2. Employee or Social Security Number <b>PII - LEAVE BLANK</b>		
3. Organization					
<b>4. Type of Leave/Absence</b>					<b>5. Family and Medical Leave</b>
Check appropriate box(es) and enter date and time below	Date		Time		Total Hours
	From	To	From	To	
<input type="checkbox"/> Accrued annual leave					
<input type="checkbox"/> Accrued sick leave					
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition					If LWOP will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information  <input type="checkbox"/> I hereby invoke my entitlement to to family and medical leave for:  <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self  Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA  Medical certification including projected duration shall be attached.
<input type="checkbox"/> Compensatory time off					
<input type="checkbox"/> Other paid absence (specify in remarks)					
<input type="checkbox"/> Leave without pay					
6. Remarks					
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requestion leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.					
7a. Employee signature				7b. Date signed	
8a. Official action on request <div style="text-align: center;"><input type="checkbox"/> Approved      <input type="checkbox"/> Disapproved</div>					
8b. Signature				8c. Date signed	
<b>Privacy Act Statement</b> Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.  Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.					

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# APPENDIX D -PAY

## ADP IPAY



## ADP-IPAY ENROLLMENT

### A CONDITION OF EMPLOYMENT

Your Leave & Earnings Statements (LES) are now available to you on a secure website for online access. Instructions on how to use this service are enclosed in this pamphlet. The ADP 1-Pay system allows you to have access to all your pay statements and W-2 forms for a three-year period from any computer with internet access. If you don't have computer and/or internet access at work or at home, you are welcome to drop by your installation Recreation Internet/Liberty Centers to briefly use a computer and printer exclusively for this purpose.

**All employees must be enrolled in 1-Pay as a condition of employment as paper pay stubs will longer be available.** This is a Navy-wide condition of employment.

To register, you will need, a valid email address, computer access and these instructions. If you don't have an email address, please arrange to use your supervisor's.

Be sure to register as soon as you receive your first direct deposit, as **pay stubs are not available except through your 1-Pay account!** Contact your supervisor immediately for assistance if you are experiencing difficulties registering or forget your password!!

All employees are responsible for checking their pay statements regularly to ensure their access does not expire and to verify their pay, tax information and mailing address are current and accurate. Notify your supervisor immediately if there is a discrepancy. If no action is taken by your immediate supervisor, contact your next higher level manager or your servicing NAF Human Resources office. Any pay complaints over 60 days old will not be accepted.

### **Password Re-sets**

User names and passwords are case sensitive! If you are unable to access your I-PAY account because you entered your password incorrectly, forgot your password or your password has expired, a new one can only be sent via your email account. Your supervisor will forward an email to the payroll office and must include the following information:

- ADP User Name
- Your Name
- Valid Email address

The payroll office will enter the request into the payroll system which will generate a secure, random password that will be sent directly to the email address you provide.

Rev: 09/01 /09



# APPENDIX D - PAY

## ADP IPAY SAMPLE CHECK STUB

CO. FILE DEPT. L. A. VCHR. NO.  
NC4 011297 1353 0000231429 1  
1353

2156-0001

NAVY PERSONNEL COMMAND MWR  
CENTRAL ACCOUNTING OFFICE NSA  
1682 PIERSEY STREET BLDG KN  
NORFOLK, VA 23511-2815

### Earnings Statement



Period Beginning: 05/18/2012  
Period Ending: 05/31/2012  
Pay Date: 06/08/2012

Taxable Marital Status: Single  
Exemptions/Allowances:  
Federal: 1  
VA: 1

Earnings	rate	hours	this period	year to date
Regular	30.6500	72.00	2,206.80	26,359.02
Holiday Leave	30.6500	8.00	245.20	1,226.00
Annual Leave				490.40
Comp Pay				1,348.62
<b>Gross Pay</b>			<b>\$2,452.00</b>	<b>29,424.04</b>

Other Benefits and Information	this period	total to date
Annual Lve Bal		320.00
Comp Time Bal		15.00
Sick Leave Bal		1287.80

Deductions	Statutory		
	Federal Income Tax	-327.75	3,936.31
	Social Security Tax	-100.62	1,208.03
	Medicare Tax	-34.74	417.06
	VA State Income Tax	-105.07	1,261.60
	<b>Other</b>		
	Basic Life	-6.20	74.40
	Dir Dep Check	-1,524.23	
	Optional Life	-27.46	329.52
	Pretax Dental	-2.53*	30.16
	Pretax Health	-53.68*	631.26
	Retirement	-24.52	294.24
	Sip\$	-245.20*	2,942.40
<b>Net Pay</b>		<b>\$0.00</b>	

\* Excluded from federal taxable wages

Your federal taxable wages this period are  
\$2,150.59

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NAVY PERSONNEL COMMAND MWR  
CENTRAL ACCOUNTING OFFICE NSA  
1682 PIERSEY STREET BLDG KN  
NORFOLK, VA 23511-2815

Advice number: 00000231429  
Pay date: 06/08/2012

Deposited to the account of	account number	transit ABA	amount
	XXXX	XXXX XXXX	\$1,524.23

THIS IS NOT A CHECK

NON-NEGOTIABLE

# APPENDIX D -PAY

## ADP IPAY INSTRUCTIONS



IN THE BUSINESS OF YOUR SUCCESS™

### Employee Self Service Quick Reference Card

#### Contents

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Activate Your Email Address (Updated!)	7
Activate Your Mobile Phone (Updated!)	8
Need Help? Forgot Your Password?	9
Need Help? Forgot Your User ID?	15

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### Self Service Registration (Updated!)

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code (for example acme-abc1 or 9A7B632F) and the URL of your ADP service web site. Be sure to keep them handy.

On your ADP service web site, click the link to register for ADP services. Complete the following steps:

[www.ipay.adp.com](http://www.ipay.adp.com)



Before you register, help us find you in our records.

Registration code\*

Go

What is this?



Enter Registration code.

# APPENDIX D - PAY ADP IPAY INSTRUCTIONS (CONTINUED)

**ADP**

Before you register, help us find you in our records.

Registration code\*  [Start over](#)

What is this?

First name\*

Last name\*

Select either Employee ID or SSN/EIN/ITIN\*

☒ Employee ID

☐ SSN, EIN, or ITIN

Type it again

Birth month and day\*  /

[Confirm](#)

If this is not your organization, click Start over

The options available on this page might vary based on your organization's setup.

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Page 3 of 18

**ADP**

Before you register, help us find you in our records.

Registration code\*  [Start over](#)

What is this?

First name\*

Last name\*

Select either Employee ID or SSN/EIN/ITIN\*

☒ Employee ID

☐ SSN, EIN, or ITIN

Type it again

Birth month and day\*  /

[Confirm](#)

If your name is not being retrieved, contact your organization's administrator for assistance.

We found you!

We have found John Smith in our records. If this is you, click Register how to begin your registration. If this is not you, click Cancel and check your entries.

If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance.

[Cancel](#) [Register now](#)

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# APPENDIX D -PAY

## ADP IPAY INSTRUCTIONS (CONTINUED)

**ADP**

Register for ADP Services John Smith

Enter your contact information How will this be used by ADP?

Email address\*  ☒ Work ☐ Personal

Mobile phone number   ☐ Work ☒ Personal

☒ I authorize ADP to send me text messages regarding my account at the number I have provided, according to ADP's Text Messaging Terms and Conditions.

---

View your user ID and create a password

User ID\*  Password Strength: Good

Password\*  Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password\*

---

In case you forget your user ID or password

Question 1\*

Your answer\*

Question 2\*

Your answer\*

Question 3\*

Your answer\*

Notifications from your organization or ADP will be sent to this email/mobile phone. You may also use this information to retrieve your forgotten user ID or password.

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.

Create a strong password to protect your account. Passwords are case-sensitive.

Your user ID and security answers are not case-sensitive.

Enter answers that you will remember later. If you ever forget your user ID or password, you will be required to respond with the exact answers to confirm that you are the rightful owner of the account.

**ADP**

Your registration for ADP services is complete!

➔ Things to do for your account

**Activate your email and mobile phone**

ADP has sent you a confirmation message to john.smith@testcompany.com and 973-974-5000.

Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message? Contact your organization's administrator for assistance.

✓ Your available ADP services

ADP Security Management

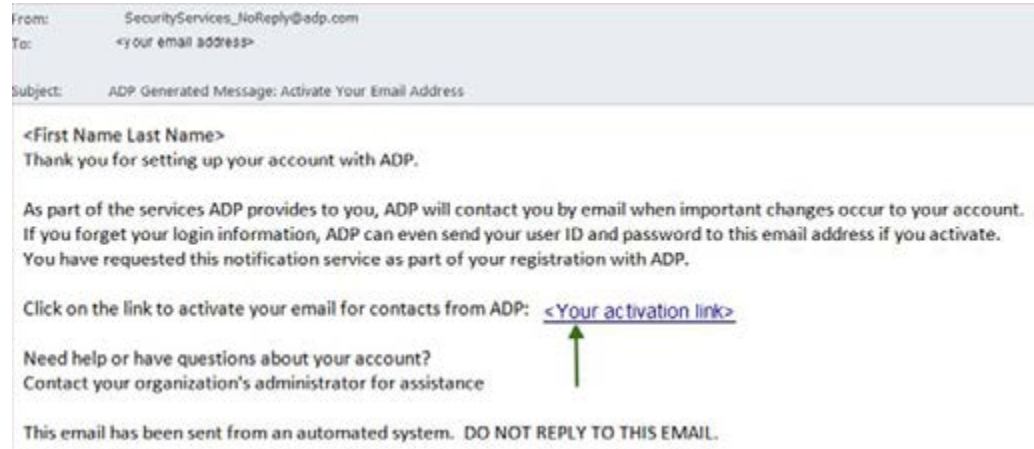
Self Service

Your registration is complete. You can use your user ID and password to access your ADP service.

- You must activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.

## Activate Your Email Address (Updated!)

Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.



## Activate Your Mobile Phone (Updated!)

If you provided a mobile phone number during registration, look out for a text message from ADP. Reply with the code to activate your mobile number.

Note: In the United States, the message will come from sender "90206"; the sender will vary in other countries.





# APPENDIX D –PAY

## ADP IPAY INSTRUCTIONS (CONTINUED)

### Need Help? Forgot Your Password?

Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your password, you can use the “**Forgot your password?**” link on your ADP service web site to reset your password.

During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Complete the following steps.

1. Enter your user ID to identify yourself.

The screenshot shows the 'Reset Your Password' interface. At the top, a progress bar indicates five steps: Step 1 (Identify Yourself), Step 2 (Select Reset Method), Step 3 (Verify Information), Step 4 (Reset Password), and Step 5 (Confirmation). Step 1 is currently active. Below the progress bar, the text reads: 'ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.' There is a label 'User ID:' followed by a text input field.

2. Select the reset method.

- Request temporary password to be sent as a text message to your activated mobile phone number.
- Request temporary password to be sent via email to your activated email address.
- Request to answer security questions and reset the password on the screen.

**Note:** If you have not yet activated your email address and/or your mobile phone numbers, the email and text message options will not be available to you. Use the option to reset your password on the screen.

The screenshot shows the 'Reset Your Password' interface at Step 2 of 5: Select Reset Method. The progress bar at the top shows Step 2 as the active step. Below the progress bar, the text reads: 'To protect your information, the password to your account cannot be retrieved and must be reset. Depending on the option you select, you will be required to complete additional steps to verify your identity. Standard text and data charges might apply from your mobile phone carrier.' It then says: 'Select the contact information to which you have immediate access to continue this process.' There is a label 'Reset Method:' followed by three radio button options:
 

- ☒ Send a temporary password to my mobile phone number ending in: 4103
- ☐ Send a temporary password to my email address: jxxxxx@adp.com
- ☐ Reset my password online (For your security, the password you enter will be masked.)

 At the bottom of the screen, there are buttons for 'Cancel', 'Previous', 'Next', and 'Done'.

Note: Depending on the reset method you select, the next set of steps will differ.

# APPENDIX D – PAY ADP IPAY INSTRUCTIONS (CONTINUED)

## Using your activated mobile phone number or your email address

3. Enter the answer to your security question(s) to continue.

The screenshot shows a web interface titled "Reset Your Password". At the top, there is a progress bar with five steps: Step 1 (Identify Yourself), Step 2 (Select Reset Method), Step 3 (Verify Information), Step 4 (Reset Password), and Step 5 (Confirmation). Step 3 is currently active. Below the progress bar, the heading "Step 3 of 5: Verify Information" is displayed. A sub-header reads "Enter the answer to the security question. Answers are not case sensitive." Below this, there is a "Question:" field with the text "What was your childhood nickname that most people do not know?". To the right of the question is an "Answer:" field with a text input box.

4. Upon successful verification of your security answer(s), a temporary password will be sent to your mobile phone number or email address.  
Use your temporary password to log in to your ADP service and choose your new password when prompted.  
Note: If you are unable to reset your password, try a different option. If the problem persists, contact your organization's administrator for assistance.

## Using the option to reset your password online

3. Select the option to be asked identity questions on screen. (**Recommended option!**)

The screenshot shows a web interface titled "Reset Your Password". At the top, there is a progress bar with five steps: Step 1 (Identify Yourself), Step 2 (Select Reset Method), Step 3 (Verify Information), Step 4 (Reset Password), and Step 5 (Confirmation). Step 2 is currently active. Below the progress bar, the heading "Step 2 of 5: Select Reset Method" is displayed. A sub-header reads "Select an option to continue this process. Standard text and data charges might apply from your mobile phone carrier." Below this, there is a section titled "Online Reset Method:". There are three radio button options: "Send an access code to my mobile phone number ending in: 4133", "Send an access code to my email address: jxxxxx@adp.com", and "Ask me identity questions on screen". The third option is selected and highlighted with a green arrow and the text "Recommended Option!". At the bottom of the screen, there are buttons for "Cancel", "Previous", "Next", and "Done".

# APPENDIX D -PAY

## ADP IPAY INSTRUCTIONS (CONTINUED)

5. Enter answers to your security questions to continue.

6. Upon successful verification of your security answers, you will be prompted to select and confirm your new password.

Congratulations! You have successfully reset your password. Use your new password to log in to your ADP service.

Note: If you are unable to reset your password, try a different option. If the problem persists, contact your organization's administrator for assistance.

## Need Help? Forgot Your User ID?

Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your user ID, you can use the **"Forgot your user ID?"** link on your ADP service web site to retrieve your user ID. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Complete the following steps.

1. Enter your first name and last name exactly as they exist in your organization's records. Enter an email address or mobile phone number associated with your account.

2. Select the delivery method to retrieve your user ID:

# APPENDIX D – PAY ADP IPAY INSTRUCTIONS (CONTINUED)

## Using your mobile phone number or your email address

3. Verify that your mobile phone / email address is correct. Your user ID will be sent to your mobile phone number or email address.

The screenshot shows a web interface titled "Retrieve Your User ID". At the top, there is a progress bar with four steps: Step 1: Identify Yourself, Step 2: Select Delivery Method, Step 3: Verify Information (currently active), and Step 4: Confirmation. Below the progress bar, the heading "Step 3 of 4: Verify Information" is displayed. A blue information box contains the text: "Your user ID is about to be sent to your mobile phone number ending in 4123. If the information displayed is incorrect, click Previous to change the delivery method." At the bottom of the window, there are three buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), and "Next" (with a right arrow icon). A "Done" button with a green checkmark icon is also visible at the bottom right.

Congratulations! You have successfully retrieved your user ID. Use your user ID to log in to your ADP service account.

Note: If you are unable to retrieve your user ID, try a different option. If the problem persists, contact your organization's administrator for assistance.

## Using the option to display your user ID on the screen

3. Enter the answer to your security question to continue.

The screenshot shows the same "Retrieve Your User ID" window, but at Step 3 of 4: Verify Information. The progress bar is the same. Below the heading, the text reads: "Enter the answer to the security question. Answers are not case sensitive." A "Question:" label is followed by the text "In what city was your mother born? (Enter full name of city only)". Below this, an "Answer:" label is followed by a text input field. At the bottom of the window, there are three buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), and "Next" (with a right arrow icon). A "Done" button with a green checkmark icon is also visible at the bottom right.

Upon successful verification of your security answer, your user ID will be displayed on the screen.

Congratulations! You have successfully retrieved your user ID. Use your user ID to log in to your ADP service account.

Note: If you are unable to retrieve your user ID, try a different option. If the problem persists, contact your organization's administrator for assistance.

# APPENDIX E - CNIC INSTRUCTION

## DRUG FREE WORKPLACE



DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
716 SICARD STREET, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5140

12000  
Ser N94/14U95547  
13 May 14

### MEMORANDUM FOR DISTRIBUTION

FROM: Commander, Navy Installations Command (N9)  
To: All CNIC NAF Employees

Subj: GENERAL NOTICE OF DRUG TESTING FOR CNIC NAF EMPLOYEE  
UNDER DEPARTMENT OF THE NAVY DRUG FREE WORKPLACE PROGRAM

1. On September 15, 1986 President Ronald Reagan signed Executive Order 12564, establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs, while on or off duty. The Department of the Navy (DON) Drug Free Workplace (DFWP) was developed to implement the Order. The DFWP is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. Commander, Navy Installation Command (CNIC) is dedicated to upholding its share of the DFWP within its non-appropriated fund (NAF) workforce.

2. It is the goal of the Navy as a whole to ensure that all personnel, both sailors and civilians alike, are able to operate in the safest workplace possible. This is even more important within CNIC, because of the services rendered. From fitness personnel to child care providers, from food and beverage personnel to Navy Gateway Inns and Suites employees, CNIC is responsible for the well-being and safety of the sailor and the sailor's family. Part of this responsibility is to ensure a healthy and drug free workforce. It is with this in mind that CNIC NAF has assumed the responsibility of implementing and maintaining the DON DFWP within its Area of Responsibility.

3. Illegal drug use by any CNIC NAF employee is inconsistent with the high standards of conduct and performance required by CNIC to fulfill its mission. Illegal drug use can affect the



# APPENDIX E – CNIC INSTRUCTION

## DRUG FREE WORKPLACE (CONTINUED)

Subj: GENERAL NOTICE OF DRUG TESTING FOR CNIC NAF EMPLOYEES  
UNDER DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM

safety of personnel and customers of CNIC, can risk damage to government or personal property, and impair daily operations. It is the goal of the CNIC NAF drug program to identify users of illegal drugs in order to maintain a safe, secure, and efficient operation.

4. Employees may be determined to be users of illegal drugs on the basis of direct observation, a criminal conviction, an employee's own admission, other appropriate administrative determination, or a positive drug test by urinalysis, confirmed by a Substance Abuse and Mental Health Services Administration (SAMHSA) licensed Medical Review Officer (MRO). The program subjects all CNIC NAF employees to drug testing under the following conditions:

- a. When there is a reasonable suspicion that the employee uses illegal drugs.
- b. As part of an authorized examination regarding an accident or unsafe practice.
- c. As part of follow-up to counseling or rehabilitation for illegal drug use.

5. In addition, child care positions have been specifically identified as Testing Designated Positions (TDPs) and will be subject to random drug testing. Employees in all TDPs will receive individual written notices that their positions have been included in the CNIC NAF random testing pool at least thirty (30) days prior to actual testing. Employees selected for TDP's will be subject to a pre-employment drug test prior to final selection and subsequently to random testing. Any employee can volunteer for random testing.

6. All employees subject to testing will be allowed to provide the urine sample in private, except when there is reason to believe that the specimen will be altered or substituted. The DON and CNIC NAF have developed strict chain of custody procedures to ensure proper identification of all test specimens.

7. All specimens will be tested in certified laboratories following guidelines published by the Department of Health and

# APPENDIX E - CNIC INSTRUCTION

## DRUG FREE WORKPLACE (CONTINUED)

Subj: GENERAL NOTICE OF DRUG TESTING FOR CNIC NAF EMPLOYEES  
UNDER DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM

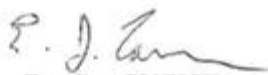
Human Services. A MRO will review all non-negative test results. Employees will be given the opportunity to provide evidence to a MRO for verification of the legitimate medical use of over-the-counter and prescription drugs authorized by a physician or other medical officer.

8. All test results will be handled in a confidential manner. Non-negative test results from the laboratory will be disclosed only to the MRO. Non-negative results, verified by the MRO, may only be disclosed to the CNIC NAF Drug Program Coordinator, the Employee Assistance Program (EAP) Administrator and appropriate supervisory/management personnel. Any medical or rehabilitation records in the EAP will be deemed confidential "patient" records and will not be disclosed without the prior written consent of the patient, or other party as permitted by law.

9. CNIC NAF will not tolerate the use of illegal drugs. Employees of CNIC NAF having a substance abuse problem are encouraged to seek help through the EAP. Employees who voluntarily identify themselves to their supervisor or other appropriate CNIC management official as a user of illegal drugs, prior to being identified as such by other means, will not be subject to disciplinary action, beyond removal from their TDP, for their prior drug use. This is referred to as "Safe Harbor". Please note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor protection.

10. All CNIC NAF employees are expected to refrain from illegal drug use. Employees will be subject to disciplinary action up to and including termination for the failure to remain drug free.

11. If you have any questions regarding the CNIC NAF DFWP please call the CNIC NAF Drug Program Coordinator at (901)874-6707 DSN 882-6707.



E. J. CANNON  
Director,  
Fleet and Family Readiness

# APPENDIX E - CNIC INSTRUCTION

## DRUG FREE WORKPLACE RANDOM TESTING



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
716 SICARD STREET SE SUITE 1000  
WASHINGTON NAVY YARD DC 20374-5140

12000  
Ser N94/14U95548  
13 May 14

From: Commander, Navy Installations Command (N9)  
To: All Employees Who Occupy Testing Designated Positions  
Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE  
NAVY DRUG FREE WORKPLACE PROGRAM  
Ref: (a) Executive Order 12564

1. You were advised by a General Notice from the Director of Commander, Navy Installation Command (CNIC), dated 13 May 2014, that CNIC Non-Appropriated Funds (NAF) has implemented drug testing as part of the Drug Free Workplace Program (DFWP). Your position meets the criteria of a Testing Designated Position (TDP). This means you are subject to random drug testing under the Department of Navy (DON) DFWP. The performance of your duties and responsibilities is critical enough that screening for illegal drugs is warranted as a requirement of your position. It is a stipulation of your continued employment that you refrain from the use of illegal drugs and submit to a drug screen when requested.
2. No sooner than thirty (30) days from the receipt of this notice, you may be subject to random drug testing on an unannounced basis for marijuana, cocaine, opiates (codeine, morphine), amphetamines, phencyclidine (PCP), 6-Acetylmorphine, MDMA (Ecstasy), and specimen validity. You will receive specific instructions concerning when and where the test will be conducted prior to the test. You will be allowed visual privacy while providing the urine specimen unless there is reason to believe the specimen will be altered or substituted, or as part of follow-up testing. To ensure the accuracy of the test result, the collection, handling, and testing of the urine specimen will be conducted under strict chain-of-custody procedures established by the Substance Abuse and Mental Health Services Administration (SAMHSA) Mandatory Guidelines for Federal Workplace Drug Testing Programs. The procedures used to test the specimens are very accurate and tightly monitored to ensure reliable results. The test results will be handled with confidentiality. In the event your specimen tests non-negative,



# APPENDIX E - CNIC INSTRUCTION

## DRUG FREE WORKPLACE RANDOM TESTING (CONTINUED)

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE  
NAVY DRUG-FREE WORKPLACE PROGRAM

you will be given an opportunity to submit medical documentation to a designated Medical Review Officer (MRO) to establish your legitimate use of the specific drug before any administrative action will be taken.

3. In the event the MRO verifies a positive result disciplinary action up to and including termination is possible. If you refuse to furnish a urine specimen, fail to report for testing as directed, substitute your specimen, or adulterate your specimen you will be subject to the same discipline as a verified positive test result. If, by any means, illegal drug use is detected, you will be subject to the following administrative actions:

- a. You will be immediately removed from the TDP.
- b. You will be referred to the Employee Assistance Program (EAP).

4. If you believe that you have a drug problem, you are encouraged to seek counseling and/or referral services by contacting the Employee Assistance Program (EAP) (ACI, 800-932-0034). If you voluntarily identify yourself to your supervisor or other higher level management official as a user of illegal drugs prior to being so identified through other means, and before being notified of a pending drug test, you will not be subject to discipline other than removal from TDP. Immunity from discipline under these circumstances is referred to as "Safe Harbor." You must seek treatment through an accredited or EAP approved rehabilitation or counseling program to remain eligible for Safe Harbor protection. It is important to note that once you are informed of an impending drug test you are no longer eligible for Safe Harbor. Furthermore, if you are convicted of a drug-related offense, you will not be eligible for Safe Harbor.

5. If you believe your position has been wrongly designated as a TDP, you may request a review of the determination. Such a request must be submitted, in writing, to me (Ed Cannon, Director, Fleet and Family Readiness, 716 Sicard Street, SE, Suite 1000, Washington, DC 20374) within 15 days of receipt of this notice. It should state the reasons why you believe your position should not be a TDP and include all other information. My decision is not subject to further review nor is it grievable under the administrative grievance procedure. If you are a member of a bargaining unit, you must seek review of your position designation through your negotiated grievance

# APPENDIX E - CNIC INSTRUCTION

## DRUG FREE WORKPLACE RANDOM TESTING (CONTINUED)

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE  
NAVY DRUG-FREE WORKPLACE PROGRAM

procedure, unless the agreement specifically excludes such decisions from the negotiated procedure.

6. As stated in the General Notice announcing the program, you, as well as all CNIC NAF employees, may also be subject to testing due to reasonable suspicion, Post-accident/unsafe practice, and as part of a follow-up to a rehabilitation and/or counseling program for illegal drug use. When conducting reasonable suspicion or post-accident/unsafe practice testing, CNIC NAF may test for any drug listed in Schedule I or II of the Controlled Substances Act, 21 U.S.C. 812, not just those previously identified in paragraph 2 of this notice.



E. J. CANNON  
Director,  
Fleet and Family Readiness



# APPENDIX E – CNIC INSTRUCTION

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
716 SICARD STREET, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5140

12713  
Ser NM/14U94962  
8 Jan 14

### MEMORANDUM FOR ALL HANDS DISTRIBUTION

From: Commander, Navy Installations Command (N9)

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

In the pursuit of excellence within Commander, Navy Installations Command (CNIC) N9 organization, I endorse and am fully committed to ensuring that the principles of Equal Employment Opportunity (EEO), as expressed in VADM French's EEO Policy Statement of 3 February 2012, are fully followed within our Non-Appropriated Fund (NAF) organization. In this regard, I value diversity within the workplace and the creation of an atmosphere where every employee knows he or she is valued as an individual and will be treated with dignity and respect at all times. CNIC's EEO policy is an important reaffirmation not only of CNIC's values, but also of Federal law. This EEO policy applies to all CNIC employees and applicants for employment throughout CNIC.

### POLICY AGAINST DISCRIMINATION

All CNIC employees and applicants for employment within our organization will not be discriminated against because of race, color, national origin, religion, sex, age, mental or physical disability, genetic information, or reprisal. We must all encourage and sustain a diverse workforce and maintain an environment free of unlawful discrimination and fear of reprisal. I pledge my commitment to identify and address any barriers that may impede the employment opportunities of any cultural or ethnic group.

### POLICY AGAINST HARASSMENT INCLUDING SEXUAL HARASSMENT

CNIC has a "Zero Tolerance" policy for any type of harassment in the workplace. Every employee is entitled to a work environment free from discriminatory harassment due to his/her protected status. Harassment is defined as any unwelcome, hostile or offensive conduct based on race, color, national origin, religion, sex, age, mental or physical disability, genetic information, or reprisal which interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Sexual Harassment is defined as any repeated or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Anyone subjecting another to any type of harassing behavior is violating Federal Civil Rights Law and Department of Navy (DoN) and CNIC's anti-harassment policies. Sexual harassment is particularly onerous, as it undermines the basic integrity of the employment relationship.

### COMPLAINT PROCEDURES – NAF EMPLOYEES

If you feel you have been discriminated against or been a victim of harassment, you are encouraged to resolve the situation through an appropriate avenue of redress. You should report incidents directly to one of the following:

- Your immediate supervisor or manager,
- Your second level supervisor or manager, or
- Your Region NAF Human Resources Office.

The intent is to resolve issues at the lowest level within your chain of command. However, if you desire to speak with someone outside your chain of command, you should contact CNIC's servicing EEO-NAF office at 1-866-295-0320.

**NOTE: Any issue pursued through the EEO complaint process must be initiated within 45 calendar days of the date of the incident or date you became aware of the incident.** I also encourage the use of the Alternative Dispute Resolution (ADR) process as an alternative to the traditional EEO complaint process to seek resolution.

### NO REPRISAL

I will not tolerate threats or acts of reprisal against any employee who makes use of the EEO complaint procedures or who provides information in good faith about such complaints. If anyone believes he or she has been subjected to reprisal based on one of the protected EEO basis (i.e., race, color, national origin, religion, sex, age, mental or physical disability, or genetic information), use the procedures described above to report any such action(s).

### MANAGEMENT RESPONSIBILITIES

It is the responsibility of all leaders, managers and supervisors to promote, support and demonstrate a firm commitment to this EEO policy. We must carry out our responsibility for maintaining high standards of honesty, integrity, and conduct and lead the way in maintaining such an environment. Management must ensure:

- All employees are aware of and understand this policy,
- All personnel actions are administered in accordance with this policy,
- Reported incidents are investigated promptly and in a sensitive manner,
- Reported incidents are resolved at the lowest appropriate level,
- Incidents can be reported without fear of reprisal or intimidation, and
- Confidentiality is maintained to the maximum extent possible.

*E. J. Cannon*

E. J. CANNON  
Director,  
Fleet and Family Readiness

# APPENDIX E - CNIC INSTRUCTION

## ANTI-DISCRIMINATION AND RETALIATION ACT



### Department of Navy

#### Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002

##### Department of Navy (DON) Notice

On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002," which is now known as the No FEAR Act. One purpose of the Act is to "require that Federal agencies be accountable for violations of antidiscrimination and whistleblower protection laws." Pub. L. 107-174, Summary. In support of this purpose, Congress found that "agencies cannot be run effectively if those agencies practice or tolerate discrimination." Pub. L. 107-74, Title I, General Provisions, Section 101(1).

The Act also requires that DON inform current employees, former employees and applicants for employment, of the rights and protections available under Federal antidiscrimination, whistleblower protection and retaliation laws.

##### Antidiscrimination Laws

A Federal agency may not discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, age, disability, marital status or political affiliation. Discrimination on these bases is prohibited by one or more of the following statutes: 5 U.S.C. 2302(b) (1), 29 U.S.C. 206(d), 29 U.S.C. 631, 29 U.S.C. 633a, 29 U.S.C. 791 and 42 U.S.C. 2000e-16.

If you believe that you have been the victim of unlawful discrimination on the basis of race, color, religion, sex, national origin or disability, you must contact an Equal Employment Opportunity (EEO) counselor within 45 calendar days of the alleged discriminatory action, or, in the case of a personnel action, within 45 calendar days of the effective date of the action, before you can file a formal complaint of discrimination with your agency. See, e.g., 29 CFR 1614.

If you believe that you have been the victim of unlawful discrimination on the basis of age, you must either contact an EEO counselor as noted above or give notice of intent to sue to the Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discriminatory action.

If you are alleging discrimination based on marital status or political affiliation, you may file a written complaint with the U.S. Office of Special Counsel (OSC) (see contact information below). In the alternative (or in some cases, in addition), you may pursue a discrimination complaint by filing a grievance through your agency's administrative or negotiated grievance procedures, if such procedures apply and are available.



# APPENDIX E – CNIC INSTRUCTION

## ANTI-DISCRIMINATION AND RETALIATION ACT (CONTINUED)

### Whistleblower Protection Laws

A Federal employee with authority to take, direct others to take, recommend or approve any personnel action must not use that authority to take or fail to take, or threaten to take or fail to take, a personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to evidence violations of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety, unless disclosure of such information is specifically prohibited by law and such information is specifically required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs.

Retaliation against an employee or applicant for making a protected disclosure is prohibited by 5 U.S.C. 2302(b)(8). If you believe that you have been the victim of whistleblower retaliation, you may file a written complaint (Form OSC-11) with the U.S. Office of Special Counsel at 1730 M Street NW., Suite 218, Washington, DC 20036-4505 or online through the OSC Web site--[www.osc.gov](http://www.osc.gov).

### Retaliation for Engaging in Protected Activity

A Federal agency may not retaliate against an employee or applicant because that individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protections laws listed above. If you believe that you are the victim of retaliation for engaging in protected activity, you must follow, as appropriate, the procedures described in the Antidiscrimination Laws and Whistleblower Protection Laws sections or, if applicable, the administrative or negotiated grievance procedures in order to pursue any legal remedy.

### Disciplinary Actions

Under the existing laws, each agency retains the right, where appropriate, to discipline a Federal employee who has engaged in discriminatory or retaliatory conduct, up to and including removal. If OSC has initiated an investigation under 5 U.S.C. 1214, however, according to 5 U.S.C. 1214(f), agencies must seek approval from the Special Counsel to discipline employees for, among other activities, engaging in prohibited retaliation. Nothing in the No FEAR Act alters existing laws or permits an agency to take unfounded disciplinary action against a Federal employee or to violate the procedural rights of a Federal employee who has been accused of discrimination.

### Additional Information

For further information regarding the No FEAR Act regulations, refer to 5 CFR 724, as well as Human Resources Office servicing your location or on the website [www.donhr.navy.mil/NoFearAct.asp](http://www.donhr.navy.mil/NoFearAct.asp).

Additional information regarding Federal antidiscrimination, whistleblower protection and retaliation laws can be found at the EEOC Web site--[www.eeoc.gov](http://www.eeoc.gov) and the OSC Web site--[www.osc.gov](http://www.osc.gov).

### Existing Rights Unchanged

Pursuant to section 205 of the No FEAR Act, neither the Act nor this notice creates, expands or reduces any rights otherwise available to any employee, former employee or applicant under the laws of the United States, including the provisions of law specified in 5 U.S.C. 2302(d).

# APPENDIX E - CNIC INSTRUCTION

## POLICY & POLITICAL ACTIVITY (THE HATCH ACT)



### The Hatch Act And Federal Employees

#### Permitted and Prohibited Activities for Employees Who May Engage in Partisan Activity

- **May** be candidates for public office in nonpartisan elections
  - **May** register and vote as they choose
  - **May** assist in voter registration drives
  - **May** express opinions about candidates and issues
  - **May** contribute money to political organizations
  - **May** attend political fundraising functions
  - **May** attend and be active at political rallies and meetings
  - **May** join and be an active member of a political party or club
  - **May** sign nominating petitions
  - **May** campaign for or against referendum questions, constitutional amendments, municipal ordinances
  - **May** campaign for or against candidates in partisan elections
  - **May** make campaign speeches for candidates in partisan elections
  - **May** distribute campaign literature in partisan elections
  - **May** hold office in political clubs or parties including serving as a delegate to a convention
  - **May not** use their official authority or influence to interfere with an election
  - **May not** solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
  - **May not** knowingly solicit or discourage the political activity of any person who has business before the agency
  - **May not** engage in political activity while on duty
  - **May not** engage in political activity in any government office
  - **May not** engage in political activity while wearing an official uniform
  - **May not** engage in political activity while using a government vehicle
  - **May not** be candidates for public office in partisan elections
  - **May not** wear political buttons on duty
- For additional questions, contact:
- U.S. Office of Special Counsel  
1730 M Street N.W. Suite 218 · Washington DC 20036-4505  
Phone: 1-800-85-HATCH · Web Site: [www.osc.gov](http://www.osc.gov)

This list does not apply to federal employees in the following agencies, divisions or positions: Federal Election Commission; Federal Bureau of Investigations; Secret Service; Central Intelligence Agency; National Security Agency; National Security Council; Defense Intelligence Agency; National Imagery and Mapping Agency; Merit Systems Protection Board; Office of Special Counsel; Office of Criminal Investigations of the IRS; Office of Investigative Programs of the U.S. Customs Service; Office of Law Enforcement of the Bureau of Alcohol, Tobacco, and Firearms; Criminal Division of the Department of Justice; Career members of the Senior Executive Staff; Administrative Law Judges; Administrative Appeals Judges; Contract appeals board members.

Rev. 12/05

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT



# Department of Defense

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## Employees' Guide to the Standards of Conduct

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January 2015



# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

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# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

### *Whom to Call for Advice*

The **DoD General Counsel** is the Designated Agency Ethics Official (DAEO) for DoD employees, both civilian and military, who serve in the Office of the Secretary of Defense, most DoD Field Activities, and the Joint Staff.

Please direct your ethics and standards of conduct questions to your local JAG or General Counsel Office. Points of contact for specific Military Department ethics programs are below:

Army: (703) 695-4296 or [usarmy.pentagon.hqda-ogc.mbx.ef@mail.mil](mailto:usarmy.pentagon.hqda-ogc.mbx.ef@mail.mil)

Air Force: (703) 693-0417 or [usaf.pentagon.saf-gc.mbx.SAF-GCA-Ethics-Workflow@mail.mil](mailto:usaf.pentagon.saf-gc.mbx.SAF-GCA-Ethics-Workflow@mail.mil)

Navy & Marine Corps: (703) 614-7433 or [ethics@navy.mil](mailto:ethics@navy.mil)

### IMPORTANT ADVICE

If you're not positive that what you're about to do is appropriate, ask your ethics counselor. One mission of ethics counselors is to advise personnel on accomplishing their goals without violating the standards of conduct.















In fact, disciplinary action for violating the standards of conduct will **not** be taken against you if you act in good faith reliance upon the advice of your ethics counselor following a full disclosure of all relevant circumstances.

This Handbook provides a general summary of the rules. It does not include every exception, every requirement, or all the factors that must be considered in making certain decisions. If you are unsure of your actions, call your ethics counselor before you act.

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

### GENERAL PRINCIPLES OF PUBLIC SERVICE

<u>Do</u>	<u>Don't</u>
 Place loyalty to the Constitution, the laws, and ethical principles above private gain.	 Use public office for private gain.
 Act impartially to all groups, persons, and organizations.	 Use nonpublic information to benefit yourself or anyone else.
 Give an honest effort in the performance of your duties.	 Solicit or accept gifts from persons or parties that do business with or seek official action from DoD (unless permitted by an exception).
 Protect and conserve Federal property.	 Make unauthorized commitments or promises that bind the Government.
 Disclose waste, fraud, abuse, and corruption to appropriate authorities.	 Use Federal property for other than authorized activities
 Fulfill in good faith your obligations as a citizen, and pay your Federal, State, and local taxes.	 Take jobs or hold financial interests that conflict with your Government responsibilities.
 Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap.	 Take actions that give the appearance that they are illegal or unethical.

**Remember:** Violating ethics principles may result in disciplinary or corrective action, including criminal prosecution. Protect yourself from disciplinary action by seeking the advice of your ethics counselor.

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

### GIFTS

#### Gifts From Outside Sources

**Rule:** You may not accept a gift given:

- Because of your **official position**, or
- By a **prohibited source**

Regardless of any exceptions that allow accepting gifts, it is **always impermissible** to:

- Accept a gift in return for being influenced in the performance of an official act. This is a bribe!
- Solicit or coerce the offering of a gift
- Accept gifts from the same or different sources so frequently that a reasonable person would think you're using your office for private gain
- Accept a gift in violation of a statute

#### What's a Prohibited Source?

A prohibited source is any person who is, or any organization a majority of whose members are:

- Seeking official action by DoD
- Doing or seeking to do business with DoD
- Regulated by DoD, or
- Substantially affected by the performance of your official duties

#### What's a Gift?

Anything of value.

**Patty, a DoD employee, meets informally every week with representatives of defense contractors, who customarily treat her to a small breakfast.**

**Although an exception might permit acceptance of these small breakfasts, Patty's recurring practice of accepting them is improper.**

**Joe, a Computer.Com representative, is seeking to do business with DoD. He invites members of the acquisition department to a golf tournament at his company's expense.**

**DoD personnel cannot accept the gift of free golf unless an exception to the gift rule applies, because Computer.Com, seeks to do business with DoD, making the company a prohibited source.**

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

### What's Not a Gift?

Here are examples of items that are not defined as “gifts”:

- Modest items of food and refreshments (like coffee and donuts) when not served as a meal
- Prizes in contests open to the public
- Greeting cards and items with little intrinsic value, such as plaques, certificates, and trophies, intended only for presentation
- Commercial discounts available to the public or to all Government civilian or military personnel
- Anything the Government acquires by contract or otherwise legally accepts
- Anything for which you pay market value

### Gifts That You May Keep

Remember, you don't have to accept a gift. It may be prudent, depending on the circumstances, to decline a gift, even when it is allowed by the **exceptions permitting acceptance**:

- Gifts valued at \$20 or less, **but**
  - not cash or investment interests
  - not more than \$50 in total from one source in a year
- Gifts motivated by personal relationships
- Certain discounts and similar benefits offered
  - by professional organizations
  - to groups unrelated to Government employment (such as AARP)
  - to groups in which membership is related to Government employment, if the same benefits are available to other, similar organizations. (e.g., discounted loans to Gov't. credit union members)
  - by a *non*-prohibited source to any group not determined on the basis of rank, type of responsibility, or pay.
- Gifts resulting from your or your spouse's outside business activities

**You may accept a cup of coffee offered by a contractor.**

**If you enter your business card in a drawing sponsored by a DoD contractor that is open to the public, you may keep the prize.**

**On each of his quarterly visits, a sales representative of Overpriced, Inc., gave Bonnie, a DoD employee, a company T-shirt, valued at \$10 each. During that period, Bonnie's brother Steve, who also works for Overpriced Inc., purchased her a birthday present valued at \$60.**

**Bonnie may keep all of the gifts given to her. The T-shirts don't exceed the \$50 annual limit from one source, and the gift from her brother Steve is the result of a personal, not business, relationship.**

**Tom was offered two tickets valued at \$30 each to a baseball game from an employee of a defense contractor.**

**Since the price of each ticket exceeds the \$20 limit, Tom may only accept the tickets if he pays the contractor \$60 - the full market value of the tickets. (You may not “buy down” to the \$20 limit by paying \$40.)**



# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

- Free attendance provided by a state, local government, or tax exempt civic organization when there is a community relations interest
- Gifts accepted under specific statutory authority, such as certain gifts from a foreign government, gifts offered to the wounded or injured (consult your ethics counselor)
- Certain educational scholarships and grants (consult your ethics counselor)
- Free attendance, food, and entertainment (not travel) *when provided by a sponsor*:
  - of an event on the day that you are speaking or presenting information, **or**
  - of a widely attended gathering, provided that your supervisor determines that your attendance is in the agency's interest. (If the sponsor has interests that may be affected by you, an additional conflict of interest determination is required.)
- Free attendance, food, and entertainment (not travel) *provided by a person other than the sponsor* of a widely attended gathering, if:
  - the market value of the gift of free attendance is \$375 or less and more than 100 persons are expected to attend, **and**
  - your supervisor determines that your attendance is in the agency's interest. (If the person has interests that may be affected by you, an additional conflict of interest determination is required.)
- Meals, lodging, transportation, and other benefits in connection with employment discussions
- Awards for meritorious public service or achievement and honorary degrees – consult your ethics counselor
- Travel benefits and free attendance from political organizations in connection with certain political activities
- Food and entertainment (not travel and lodging), at social events, if: (1) the invitation is not from a prohibited source, **and** (2) the event is free to all attendees.

Because of his DoD position, an arms trade association invites Jared to an industry-wide, one-day seminar sponsored by the association, a \$200 value. He is also invited to dinner at a restaurant after the seminar with several industry executives, which costs \$100.

Jared may accept the seminar invitation provided that his supervisor determines that his attendance furthers DoD interests.

Jared may not accept the free dinner invitation, which is not part of the seminar and is not widely attended.

An annual dinner held by a veterans' service organization costs \$125 per person. Representatives from veterans' groups, Congress, and the media will attend. Several DoD employees are given free tickets by Big Guns, Inc. At the dinner, a veteran will be honored.

Since it is a widely attended gathering, the DoD employees may be able to accept the free tickets if their supervisors determine that more than 100 persons are expected to attend the event and there is an agency interest in the DoD employee's attendance.

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

- Gifts of food and entertainment (not to exceed the per diem rate) at meetings or events attended in an official capacity in foreign areas, when (1) *not* provided by a foreign government **and** (2) non-U.S. citizens participate in the meeting or event

### Foreign Gifts

**Rule:** Federal employees may accept gifts from foreign governments if the gift is below the “minimal value” which is currently \$375. Check with your ethics counselor about appraising the gift and the current allowed value.

### Disposition of Improper Gifts

**Rule:** If you are offered a gift that you cannot accept, you should:

- Decline the gift
- Return the gift, **or**
- Pay the donor the gift’s market value

**Under certain circumstances, perishable items may be:**

- donated to charity
- destroyed
- shared within the office

**Check with your ethics counselor.**

### Subsequent reciprocity is not a solution

### Gifts Between Employees

**Rule:** You may not accept a gift from an employee who earns less than you (unless you have a personal relationship with the employee **and** you are not in the chain of command)

**Rule:** You may not give, make a donation toward, or solicit a gift for someone superior to you in the chain of command.

### Exceptions to the Rule

1. On an occasional basis, such as holidays or birthdays, you may give to a superior or receive from a subordinate:
  - Non-monetary gifts of up to \$10

**Bill asks his four coworkers to each pitch in \$20 to purchase a \$100 golf putter for Doreen, their boss, for Christmas.**

**Doreen invites the office to a New Year’s party, serving meals valued at \$25. Bill brings a \$20 bottle of wine.**

- **Bill may not solicit, and he and his coworkers may not give, their boss a group gift or individual gifts at Christmas that exceed \$10.**
- **The dinner and the wine are both appropriate.**

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

- Personal hospitality provided at a residence (or an appropriate host/hostess gift)
  - Food or refreshments shared in the office
2. On special, infrequent occasions,
- of personal significance, such as marriage, illness, or birth or adoption of a child
  - that terminate the chain of command, such as retirement, resignation, or transfer
- you may
- solicit voluntary contributions up to \$10/person for a group gift
  - give an appropriate gift to a superior
  - accept appropriate gifts from subordinates and group gifts that do not exceed \$300 (consult your ethics counselor for exceptions.)

**Doreen decides to retire. Bill, who works for Doreen, gives her a \$20 book and again solicits for a going-away gift. He would like to get her a golf-related desk set that costs about \$50.**

- **Bill may give the \$20 book as it is an appropriate gift.**
- **Bill may also solicit for a gift and contribute toward the group gift.**
- **Bill has learned his lesson and does not suggest a contribution amount.**

## CONFLICTS OF INTEREST

### Conflicting Financial Interests

**Criminal Rule:** You may not do government work on a particular matter that will affect the financial interest of:

- You
  - Your spouse
  - Your minor children
  - Your general partner
  - Organizations with which you're negotiating or have an arrangement for future employment,
- or**
- Any organization for which you serve as an employee, officer, director, trustee, or general partner

If you think you may have a conflicting financial interest, consult your ethics counselor immediately to determine the appropriate remedy.

**Bryan, a DoD procurement officer, is about to award a contract for new computers. His wife, Deanna, owns a computer sales business which has bid on the contract.**

**Bryan may not participate in the contract award decision because the particular matter will affect his wife's financial interests.**

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

### IMPARTIALITY IN PERFORMING OFFICIAL DUTIES

**Rule:** Maintain your impartiality. Don't participate in any particular DoD matter if:

- the matter is likely to affect the financial interest of a member of your household, or a person with whom you have a “covered relationship” is involved in the matter, **and**
- a reasonable person with knowledge of the relevant facts could question your impartiality.

#### Who may be in a “covered relationship”?

- A member of your household or a relative with whom you're close,
- Someone with whom you have or seek to have a business relationship other than a routine consumer transaction,
- An organization (other than a political party) in which you actively participate,
- Someone with whom you had, within the last year, a close business relationship, such as partnership or employment, **or**
- Someone with whom your spouse, parent, or dependent child has (or seeks to have) a close business relationship, such as partnership or employment.

**A senior VP from Blatz Corp. recently resigned from Blatz to become a senior official in DoD. Shortly after his arrival, the official's office is tasked to decide whether or not to renew Blatz's contract with DoD.**

**Because the senior official was employed by Blatz within the last year, he may not participate in the decision.**

### MISUSE OF POSITION

**Rule:** You may not use, or permit the use of, your Government position, title, or any authority associated with your office:

- To induce or coerce another person to provide any benefit to you or anyone with whom you are affiliated

**The General Counsel has been asked by his college to serve on the Alumni Association.**

**He may serve in his personal capacity but may not allow the college to use his position as General Counsel on their letterhead or other promotional literature.**

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

- To imply that DoD or the Government endorses personal activities
- To endorse any product, service, or enterprise, except as provided by statute or regulation

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### USE OF GOVERNMENT RESOURCES

**Rule:** Use Federal Government equipment and property, including communications systems, only for official purposes or authorized purposes as approved by your supervisor.

**Rule:** Use official time in an honest effort to perform official duties and don't ask subordinates to perform tasks outside their official duties.

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### FUNDRAISING

**Rule:** You may raise funds for organizations in your personal capacity outside the workplace but you may not use your official title, position, or authority to fundraise, nor may you solicit subordinates or prohibited sources.

**Oscar, who is the Deputy Director of a DoD office, is in charge of raising funds for his son's Little League team.**

**Oscar may not ask his subordinates to contribute to their fundraiser.**

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### TEACHING, SPEAKING, AND WRITING

**Rule:** You may accept payment for teaching, speaking, or writing that is unrelated to your official duties and that was not prepared on official time.

- If the work identifies your employment by DoD you must make a disclaimer.

**Stu, an ethics attorney at DoD, has been offered \$1,500 to teach a one-day course on Federal ethics to employees at Big Contractor, Inc.**

**Because the topic relates to his official duties, he may not accept the compensation.**



# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

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### OUTSIDE ACTIVITIES

**Rule:** If you file a financial disclosure report, you need your supervisor's prior written approval before you engage in business activity or employment with a DoD "prohibited source" (defined above in the section on "Gifts").

Presidential appointees and certain non-career employees have additional restrictions. For specific information consult your ethics counselor.

**Rule:** You may not have outside employment or activities that would materially impair your ability to perform your official duties.

**Jill, who tests new computers for the office, wants to work on weekends for the vendor of those computers.**

**Since her outside employment would cause a conflict of interest with her Government duties, she should not accept the job.**

---

### POLITICAL ACTIVITIES

Most Federal civilian employees may actively participate in political campaigns and other partisan political activities. However, they may not engage in such activities on duty, or in any Federal workplace, vehicle, or while in uniform. Further, they may not use their official title, position or authority when engaging in partisan political activities.

While the Hatch Act loosened restrictions on partisan political activity for most Federal civilian employees, Federal laws still limit the partisan political activities of military personnel, law enforcement, national security, and career SES employees. Moreover, by policy within DoD, employees appointed by the President and employees appointed by the Secretary to non-career SES positions may not engage in any activity that could be interpreted as associating DoD with any partisan political cause or issue.

If you plan to engage in any partisan political activity, you should consult your ethics counselor.

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

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### EMPLOYMENT ISSUES

#### Seeking Employment

**Rule:** If you are seeking non-Federal employment (e.g., sending resumes to select employers), you may not do Government work on a particular matter that will affect the financial interests of any of your prospective employers. You must give a written disqualification statement to your supervisor.

#### Post-Government Employment

**Rule:** Always consult your ethics counselor before separating from the Government. He or she will advise you on the restrictions that will apply to your activities in the private sector in light of your specific duties and level of responsibility as a Government employee.

**Janelle, a procurement specialist, is doing work as a Government employee on a contract worth \$500,000. She is offered an interview for a job by the contractor.**

**Janelle must disqualify or recuse herself and inform her supervisor and ethics counselor.**

---

### OFFICIAL TRAVEL BENEFITS

You may keep promotional items such as frequent flyer miles that are awarded for official travel that is funded by the Government. If Government travel is funded by a non-Federal entity, you may keep promotional items that are awarded for that travel if the non-Federal entity does not object.

You may also keep promotional items given to compensate you for being voluntarily bumped from a flight. You may voluntarily surrender your seat **ONLY** if doing so does not adversely affect the performance of your official duties and does not result in additional cost to the Government.

You may not keep promotional items given to compensate you for being involuntarily bumped from a flight.

# APPENDIX G – DoD STANDARDS

## EMPLOYEE'S GUIDE TO THE STANDARDS OF CONDUCT (CONTINUED)

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### SOURCES OF FURTHER INFORMATION

If you have further questions, consult a service specific ethics counselor by one of the means described on page ii. In OSD, contact the Standards of Conduct Office (SOCO) via [OSD.SOCO@MAIL.MIL](mailto:OSD.SOCO@MAIL.MIL).

Additional information is available in:

1. **Standards of Conduct for Employees of the Executive Branch**

The U.S. Office of Government Ethics has developed a comprehensive set of regulations to assist Federal employees with their ethics questions. This is a primary source of guidance on ethics and standards of conduct. It may be found on the Office of Government Ethics website: [www.oge.gov](http://www.oge.gov).

2. **DoD's Supplemental Standards of Conduct**

OGE approved DoD supplemental regulations found at 5 C.F.R. Part 3601.

3. **DoD 5500.07-R, the Joint Ethics Regulation ("JER")**

The JER contains supplemental rules for DoD personnel.

Rev. 12/2014

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# APPENDIX H - EMPLOYEE ASSISTANCE

## ACI SPECIALTY BENEFITS BROCHURE

### Benefit Basics

#### It's Free

Services have been prepaid by your employer and are free to you. ACI Specialty Benefits or the Human Resources department in your workplace can explain the specific benefit your company has selected.

#### It's Confidential

All information is confidential and privacy is protected by law. ACI ensures the highest standards of confidentiality.

#### It's Easy to Use

A simple phone call, email, or even text message starts the process. No red tape, no claims forms. Briefly describe the challenge, and an Intake Specialist will refer you to the appropriate EAP, work/life, or concierge resources.

#### Multilingual Services

ACI's nationwide provider network includes multilingual and diversity sensitive providers with a variety of specialties to meet specific preferences.

#### It's a Family Program

All benefits are open to all family members - even those out of state and living abroad. Family members can simply call and access benefits directly.

[www.acispecialtybenefits.com](http://www.acispecialtybenefits.com)

“As a busy working mom, I didn't have time to research after-school programs for my kids. ACI's Work/Life specialist did all the legwork for me, and gave me a great list of affordable options.”

-Anna P.  
San Jose, CA



Making Life Work Better



800.932.0034  
[eapinfo@acispecialtybenefits.com](mailto:eapinfo@acispecialtybenefits.com)  
[www.acispecialtybenefits.com](http://www.acispecialtybenefits.com)





## Employee Assistance

The Employee Assistance Program, a confidential, pre-paid service, is designed to help with everyday problems or more serious concerns affecting behavioral health, emotional well-being, or even job performance. The EAP can help with the following concerns and more:

- Depression, anxiety, stress
- Relationships
- Parenting
- Healthy attitudes
- Substance abuse and addiction
- Grief and loss
- Anger management
- Dealing with change
- Workplace challenges

For help, contact the EAP for assessment, brief sessions, services and referrals. For urgent matters, ACI's EAP Helpline is available 24/7.



*Specific benefits may vary depending on the corporate plan selected.*

## Affinity™ Work/Life

Affinity™ Work/Life offers an innovative blend of direct and referral services designed to help today's busy employees and family members manage a variety of work/life issues. Affinity™ includes resources and referrals for:

- Child care and parenting
- Elder care and aging
- Financial and credit concerns
- Legal consultation
- Pet care
- Identity theft
- Education

### Affinity™ Online

Enjoy 24-hour web access to the latest news, countless resources, interactive tools and expert opinions addressing a wide range of work/life topics.

[www.Affinity-Online.com](http://www.Affinity-Online.com)

Watch  
**WEBINARS  
& VIDEOS**  
on ACI's YouTube Channel



[www.YouTube.com/ACISpecialtyBenefits](http://www.YouTube.com/ACISpecialtyBenefits)

For help and information:

**Contact ACI**



**800.932.0034**  
**Text to 858.ACI.2094**  
**intake@acispecialtybenefits.com**

## Concierge Services

ACI's EAP provides information and referrals on an unlimited basis for any type of personal need. ACI acts as a "personal assistant" to employees and family members, saving time, effort and stress. Resources and referrals are provided in a broad category of personal services, including, but not limited to:

- Home repair and services
- Auto repair and services
- Consumer information
- Transportation
- Moving and relocation
- Entertainment and recreation
- Dining and reservations
- Cleaning services
- Event planning
- Gift ideas

### ACI's myACI App

offers instant access to ACI's top ten employee assistance program, work/life benefits and personal services. After entering a company or school code, employees, students and family members can directly connect with an ACI Specialty Benefits representative via phone or email to request services, get questions answered, and receive assistance.



[www.acispecialtybenefits.com](http://www.acispecialtybenefits.com)



# APPENDIX H - EMPLOYEE ASSISTANCE

## CNIC NAF EEO PROGRAM BROCHURE

# CNIC NAF EEO PROGRAM



EEO DISCRIMINATION  
COMPLAINT PROCESS  
FOR NAF EMPLOYEES

### CONTACT INFORMATION

To use the EEO process, contact:  
CNIC NAF EEO Complaint Intake  
1-866-295-0320  
eecoservices@nexweb.org

For CNIC EEO Program information, contact:  
CNIC NAF EEO Program Manager  
mill\_cnic\_naf\_eeo@navy.mil

To address other workplace concerns, contact  
your supervisor, your chain of command, or  
your NAF HR Office.

NAF Human Resources Office, Norfolk,  
Commander, Navy Mid-Atlantic Region

**COMMERCIAL**  
(757) 423-2723 (Ext. 200)  
**FAX**  
(757) 961 3607



### WHAT HAPPENS IF I FILE A FORMAL COMPLAINT?

When the EEO Office receives your formal complaint, you will receive written acknowledgement of receipt. A staff member will review the complaint to ensure it is complete, specific, and limited only to matters previously discussed during the pre-complaint process.

If your complaint meets the criteria for acceptance, an impartial investigation will be conducted. Once the investigation is completed, you will receive the Report of Investigation and then can elect either receipt of an Agency Decision by the Department of Navy (DoN), or request a hearing by an Equal Employment Opportunity Commission (EEOC) Administrative Judge (AJ).

If you request a hearing, the EEOC AJ will make the decision on your complaint and forward it to the DoN to issue the final order to implement or appeal the AJ's decision.

### IS MEDIATION OFFERED DURING THE FORMAL PROCESS?

Yes, since resolution is the ultimate goal, mediation is also offered throughout the formal process. Generally, mediation will be offered prior to the investigation of the complaint and prior to an EEOC hearing.

### WHAT HAPPENS IF MY FORMAL COMPLAINT IS NOT ACCEPTED FOR PROCESSING?

If your formal complaint is dismissed, you may appeal to the EEOC Office of Federal Operations (OFO). You have 30 calendar days from the receipt of your Dismissal Letter to file an appeal.

### WHAT HAPPENS IF I DON'T AGREE WITH THE FINAL DECISION ON MY COMPLAINT?

You have the opportunity to either appeal to EEOC OFO, or you may file a lawsuit in Federal District Court.

APPENDIX H - EMPLOYEE ASSISTANCE

CNIC NAF EEO PROGRAM BROCHURE (CONTINUED)

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal employment opportunity is the right of every employee and applicant. Civil rights laws protect discrimination based on race, color, sex (pregnancy and gender identity), religion, national origin, age (over 40), disability (physical or mental), genetic information, and reprisal (for prior EEO activity). All employment decisions will be made without regard to these factors and will be made fairly and equitably based on merit principles. EEO efforts are aimed to remove any barriers to employment so that a diverse workforce results and all members can participate fully and successfully.

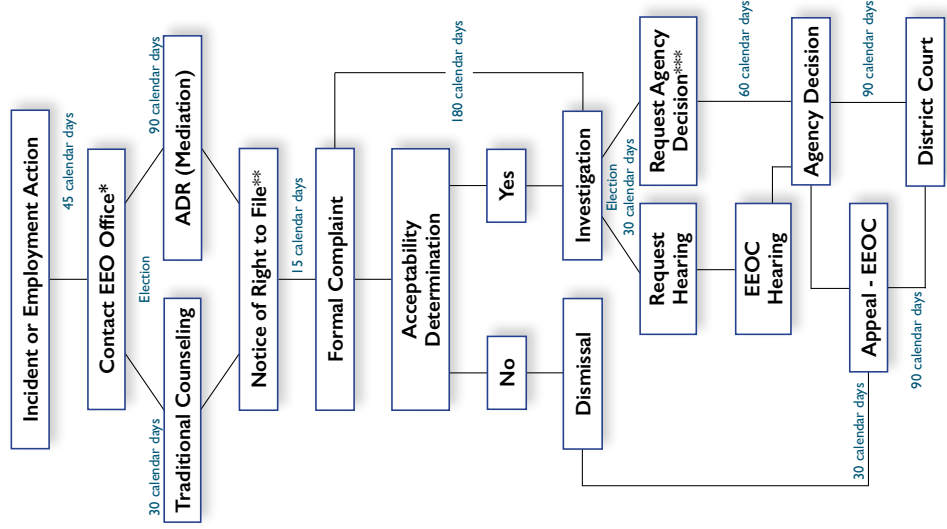
CNIC N9 EEO POLICY FOR NAF EMPLOYEES

CNIC N9 is committed to providing equal employment opportunity to all NAF employees and applicants. Treating each person with respect and valuing the diverse perspectives within the organization are N9 EEO imperatives. To this end, it is CNIC NAF EEO policy that:

- The contributions of our diverse workforce are valued.
- Discrimination based on race, color, sex, religion, national origin, age, disability, genetic information, or reprisal will not be tolerated.
- Harassment of any kind will not be tolerated.
- Employees have the right to address their workplace concerns.
- Supervisor resolution of employee disputes is encouraged.
- The use of mediation by employees and supervisors is encouraged.
- Reprisal for EEO activity will not be tolerated.

All CNIC NAF supervisors and employees are expected to understand and abide by this policy.

EEO COMPLAINT PROCESS



\* All references to the EEO Office in this brochure refer to CNIC NAF EEO Complaint Intake.  
\*\* A settlement agreement may be issued if the matter is resolved.  
\*\*\* Agency decision is automatically issued if no action by complainant.

WHO CAN FILE AN EEO COMPLAINT?

If you are an employee, former employee, or applicant and believe that you have been discriminated against because of your race, color, sex, religion, national origin, age, disability, genetic information, or reprisal in your work environment or when applying for a job, you may use the EEO process. You must contact the EEO Office within 45 calendar days of the alleged discrimination.

WHAT HAPPENS AFTER I CONTACT THE EEO OFFICE?

An EEO staff member will conduct an initial interview with you to determine the allegations surrounding your claim. The staff member will explain your rights and responsibilities in the EEO process and will provide them to you for review and signature. You have now begun the pre-complaint process.

WHAT HAPPENS DURING THE PRE-COMPLAINT PROCESS?

In addition to receiving your rights and responsibilities, you will also be informed of your options to elect traditional EEO counseling or mediation. Since the goal of the pre-complaint process is to resolve your concerns at the lowest level possible, mediation will be explained and encouraged.

If your workplace concern is resolved during the process you elected, normally a written settlement agreement will be signed by you and an agency representative.

If your workplace concern is not resolved, you will receive a Notice of Right to File letter that informs you of your right to continue in the EEO process via the filing of a formal complaint. If you choose to do so, you must file this formal complaint within 15 calendar days from the receipt of the Notice of Right to File letter.





# Navy MWR

## Mid-Atlantic

APP FOR iOS & ANDROID DEVICES



NavyMWR Mid-Atlantic provides general information on recreation and entertainment, fitness and sports, child & youth programs, lodging, places to eat, movie listings, calendar of events, support programs, job opportunities and so much more, all in one spot.

#### Highlights:

- ▶ Facility & Program info at your fingertips!
- ▶ Real-time Movie Listings – for NAS Oceana and JEB Little Creek theaters.
- ▶ Browse Upcoming Events – add them to your device's calendar.
- ▶ Share info with friends via text, email or your favorite social media site.
- ▶ Get GPS directions to facilities.
- ▶ Get up-to-the minute details from MWR with notifications and alerts on special events, closures and important news.
- ▶ And so much more!

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**Google play**







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NAVY MID-ATLANTIC REGION  
NON-APPROPRIATED FUND (NAF) HUMAN RESOURCES OFFICE (HRO)**

**[WWW.DISCOVERMWR.COM/NAFHR](http://WWW.DISCOVERMWR.COM/NAFHR)**