



# Commander, Navy Installations Command

## NAF Employee Handbook





# TABLE OF CONTENTS

## WELCOME

Welcome .....	3
---------------	---

## COMMANDER, NAVY INSTALLATIONS COMMAND

Why Are We Here? .....	4
CNIC Guiding Principles .....	4
CNIC Regions .....	5
What is Fleet and Family Readiness? .....	6-21
Our Community and Our Customers .....	22
Military Rank .....	24-25
Customs, Courtesies and Traditions .....	26-27
Security and Force Protection .....	28
At the Workplace .....	29-30
Annual Training and Requirements .....	31
What's in it for Me? .....	32
Key References .....	33

## HUMAN RESOURCES

Equal Employment Opportunity .....	35
Categories of Employment .....	36
Probationary Period .....	36
Position Descriptions .....	37
Performance Appraisals .....	38
Pay Administration .....	39-41

# TABLE OF CONTENTS

Leave Procedures .....	42-45
Labor Relations .....	45
Telework .....	45
Workers' Compensation .....	46-47
Health Care and Insurance .....	48-50
Retirement .....	50
Savings and Investments .....	51
Other Benefits .....	52

## APPENDIXES

Acronyms .....	54-56
ACI Specialty Benefits Brochure .....	58-59
ADP iPay Enrollment .....	60-61
Drug-Free Workplace .....	62-65
EEO Policy Statement .....	66-68
EEO Brochure .....	70-71
EEO Reasonable Accommodation Brochure .....	72-75
HATCH Act .....	76
Leave Request Form .....	77
NAF Performance Rating Form .....	78-79
Standards of Conduct .....	80-94

# WELCOME

***Congratulations on your new job and welcome to Commander, Navy Installations Command's (CNIC's) Fleet and Family Readiness (FFR) Division. We're happy to have you as part of our team!***

Your job is critical in fulfilling CNIC's mission of supporting the fleet, fighter and family. There's always a lot to learn on a new job, and you probably have a lot of questions. So to help you gain a better understanding of CNIC, FFR, and the benefits available to you, this book is provided as an introduction to our organization and a resource that will help you make a smooth transition.

During your first few weeks, you'll meet many co-workers, supervisors, managers, and human resources professionals. They are here to support you, so please let them know what you need to accomplish your new responsibilities and be a successful member of our team.

Again, welcome to the Navy FFR team!

## Qualities of an Outstanding N9 Employee

CARING  
QUALITY  
INNOVATION  
PERFORMANCE  
RESPONSIVE  
EXCELLENCE IN EXECUTION RESPECT FOR DIVERSITY  
RESPECT **CITIZENSHIP** INTEGRITY  
HUMBLE PASSIONATE  
PROACTIVE RESPONSIBLE  
**COMMUNICATION**  
**TEAMWORK**  
ACCOUNTABLE KNOWLEDGEABLE  
COMMITTED TRANSPARENT  
SELFLESS HONESTY

# WHY ARE WE HERE?

Our customers are active-duty and retired military personnel, their families and civilian Department of Defense (DoD) employees. While we serve our own community, the priority is the men and women who defend our freedoms. It is very important that we ensure our customer service, programs and services are the absolute best every day. Many of our programs or services also 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 military family. Child care is a great example. Many installations offer 24/7 care centers for those situations where a family may need care after other facilities have closed. Our services cater to the needs of our customers, and these needs are unique and demanding. Our mission is to make sure all service members can do their jobs and maintain a high quality of life for themselves and their families.

## **CNIC'S Mission**

*Deliver effective and efficient readiness from the shore.*

## **CNIC'S Vision**

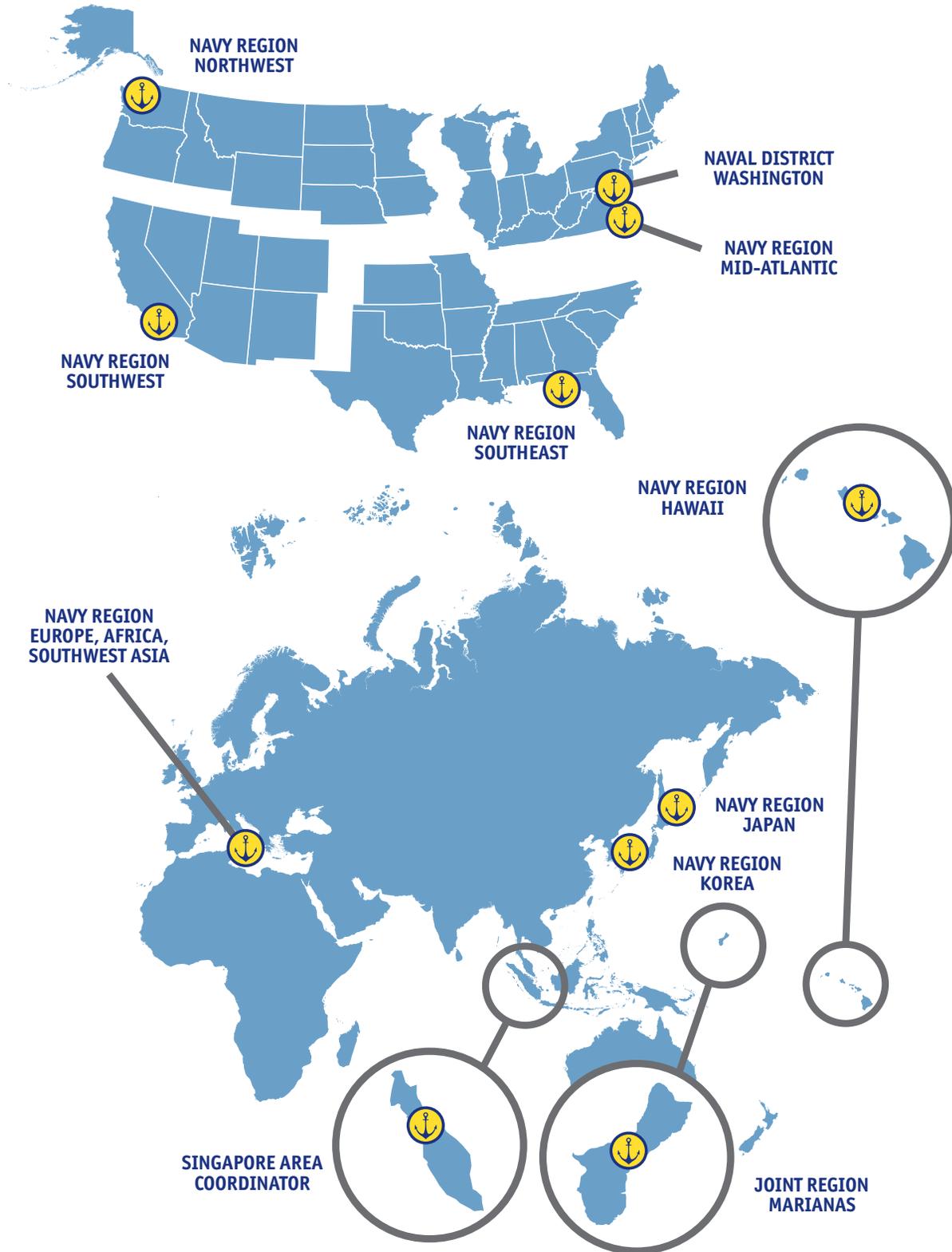
*Be the sole provider of shore capability, to sustain the fleet, enable the fighter, and support the family.*

# CNIC'S 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

# CNIC REGIONS

CNIC encompasses 11 regional commands worldwide and all of the naval installations and facilities within these regions.



WHY ARE WE HERE?

CNIC'S GUIDING PRINCIPLES

CNIC REGIONS

# What is Fleet and Family Readiness? - **FFR** ▶



**T**he Navy's Fleet and Family Readiness (FFR) Program is responsible for policy development, resourcing and oversight of quality of life programs for Sailors and their families. The mission of the FFR team is to maximize the physical, emotional and social development of the Navy family. FFR enables a ready Navy force through its Fleet Readiness, Family Readiness, Housing, Support Services, and Navy Wounded Warrior – Safe Harbor Programs.

**N91**

### **Family Readiness**

consists of the Fleet and Family Support Program (FFSP), Emergency Response Program, and Navy Gold Star Program.

FFSP provides services through Fleet and Family Support Centers, such as relocation assistance, new parent support, deployment services, clinical counseling services, financial management counseling, family employment readiness services, family advocacy, Exceptional Family Member services, sexual assault prevention and response services, and the transition assistance programs.

The Emergency Response Program manages CNIC's response plans to provide assistance to the Navy family during a disaster.

The Navy Gold Star Program provides individually-tailored support to Survivors of active-duty Sailors who died while serving on active duty. Support will be provided on an ongoing basis, helping Survivors adapt and transition through different phases of life, thereby promoting resilience and fostering Survivor well-being.

**N92**

### **Fleet Readiness**

is comprised of Morale, Welfare and Recreation (MWR) Programs, Official and Recreational Lodging, Ashore Galleys, and Child and Youth Programs (CYP). These services include:

- All-Navy and Intramural Sports Programs
- Ashore Galley Program
- Bowling Program
- Child and Youth Programs (includes Child Development Centers and Homes, School Age Care Programs, Youth and Teen Programs, and Child Education Services)
- Community Recreation
- Deployed Forces Support Program
- Fisher House Program
- Golf Program
- Liberty Program
- MWR Food and Beverage Program
- Navy Entertainment Program
- Navy Fitness Program
- Navy Gateway Inns & Suites
- Navy Getaways (MWR Recreational Lodging Program)
- Navy General Library Program
- Navy Motion Picture Service
- Navy Voting Assistance Program

**N93**

### **Navy Housing**

is responsible for the overall management of all housing Navywide, including family housing and permanent party unaccompanied housing. Focused on

ensuring that Sailors, both single and those with families, receive suitable and affordable housing wherever they are assigned, the Housing Program is a key quality of life program that is essential to personal and family readiness. The Housing Program achieves this objective through Navy-owned housing, Navy-leased housing, privatized housing, and community housing.

**N94**

### **Support Services**

supports the other four divisions and regional FFR Service Centers through a consolidation of management support functions, such as non-appropriated fund (NAF) financial management, marketing,

training, NAF human resources, facilities and acquisition, information technology, and management evaluation and assistance.

**N95**

### **Navy Wounded Warrior (NWW) – Safe Harbor**

is the Navy and Coast Guard's sole wounded warrior support program. It provides individually tailored, non-medical

care to wounded warriors, as well as resources and support to their families and caregivers. Enrollment in the program is available to service members wounded in combat, as well as those diagnosed with serious illnesses or injured in shipboard, training or liberty accidents. Enrollment in NWW lasts a lifetime.

Navy Wounded Warrior – Safe Harbor is headquartered in Washington, D.C., and non-medical care providers are located at Military Treatment Facilities and Department of Veterans Affairs polytrauma centers throughout the United States. The program supports efforts to return wounded warriors to duty; however, when that's not possible, NWW works to successfully reintegrate them back into their communities.

[www.facebook.com/NAVYFFR](http://www.facebook.com/NAVYFFR)

# FAMILY READINESS (N91)

## Fleet and Family Support Program (FFSP)

The Fleet and Family Support Program (FFSP) promotes self-reliance and resiliency to strengthen the military and its family members, supports mission readiness, assists commanders in planning for and responding to family readiness needs, and facilitates building a strong community network of services through community outreach and partnerships.

FFSP aims to deliver the best services at the right time and in the right place. The organization relies on a comprehensive delivery of programs and services, which includes partnerships with DoD entities and community-based organizations. FFSP strives to anticipate change to meet the ongoing needs of Navy families, to enhance family resiliency, and decrease the stigma associated with the use of FFSP programs and services.

## Fleet and Family Support Programs

### Clinical Counseling

Clinical counseling is short-term counseling to help Sailors with problems in daily living (difficulty adjusting to the military, marital discord, parenting issues, personal crises, and grief) that can have a negative effect upon military readiness. These services encompass a wide scope of educational, preventive, and non-medical, brief therapeutic services that promote increased resilience.

### Deployed Resiliency Counselor

Promotes overall wellness and resiliency by providing short-term clinical counseling, training and prevention education to Sailors on aircraft carriers and large deck amphibious ships while they are deployed and at homeport.

### Deployment Support

Provides deployment support to commands, Sailors and families throughout the deployment cycle, as well as training and support to command Family Readiness Groups (FRG).

### Exceptional Family Member Program (EFMP)

Enrollment in the EFMP is mandatory for all family members identified with medical (physical, mental, or emotional) or special educational requirements of a chronic nature (six months or longer). The primary goal of the EFMP is to ensure Sailors are assigned to geographic areas where their EFM's needs can be met. Sailors must maintain eligibility for worldwide assignment, which may require them to serve on unaccompanied tours.

### Family Advocacy Program

The Family Advocacy Program (FAP) is a command-directed program that provides clinical assessment, treatment and services for service members and their families involved in incidents of child abuse and domestic abuse. The primary goals of FAP are prevention, victim safety and support, rehabilitative interventions, command and offender accountability, and providing a consistent and appropriate response.

### Family Employment Readiness

Offers workshops such as Career Exploration, Collateral/Outreach, Dress For Success, Federal Employment System, Goal Setting, Job Search Strategies, Keys to Job Fair Success, Portable Careers, Resume Writing, Self-Employment, and Volunteerism.

### Life Skills Education

Offers workshops that focus on building resilience, communication skills, parenting strategies, conflict management, and stress and anger management.



### New Parent Support Program

Uses the evidence-based Nurturing Parenting Program Curriculum to conduct assessments, and provide intensive home visitation services for families who have been identified as "at risk" for child maltreatment and domestic abuse. The New Parent Support Home Visitation Program (NPSHVP) provides comprehensive parenting education for expectant active-duty military personnel, their spouses, and those families with children under the age of four. NPSHVP's primary goal is to enhance their quality of life by empowering them to meet the challenges of parenthood, while maintaining a military lifestyle. The program offers a variety of services, including prenatal health and nutrition consultation, breastfeeding education, early child development education, parenting skills, and home visitation services.

### Ombudsman Support

Provides personalized support, including resource referrals and information to command families, as well as training support to commands and ombudsmen. To contact your ombudsman, visit [www.ombudsmanregistry.org](http://www.ombudsmanregistry.org).

## Personal Financial Management

Provides individualized assistance, workshops, and educational seminars to stimulate a change in personal financial behavior to promote financial responsibility and accountability.

## Relocation Assistance

Provides relocation services that include information, workshops and guidance for permanent change of station (PCS) moves. Offers access to computer-based technology resources to research new installations or locations.

## Sexual Assault Prevention and Response Program

Supports commanding officers to create a command climate of prevention that promotes installation-wide sexual assault awareness efforts and management of sexual assault cases, including victim advocacy and intervention services.

## Transition Assistance

Provides career and transition support services, including career readiness workshops, career counseling, the 5-day Transition GPS (Goals, Plans, Success)

workshop, 2-day Career Tracks, and the Capstone Event, to all eligible service members and spouses.

## Volunteer Program

Provides active-duty service members, family members, and retirees an opportunity to learn and develop job skills in a professional and supportive environment, while giving back to their military community.



# Emergency Response

The Emergency Response Program manages the development and implementation of CNIC's response plans to provide assistance to the Navy family during a natural or man-made disaster. The program provides analysis and evaluation of the effectiveness of family support, disaster response and emergency preparedness. It ensures that Family Readiness Programs are entrenched in emergency response protocols, plans and exercises at all levels of Navy emergency management.

## Deployment Support

Assigns an Individual Deployment Support Specialist (IDSS) from a Fleet and Family Support Center to each Individual Augmentee. An IDSS will contact designated family members throughout the service member's deployment and reintegration.

## Emergency Response Plans

Provides information and resource information for event-specific planning and response for incidents such as hurricanes, earthquakes, wildfires, and winter storms.

## Program Management

Provides program management for the case management functionality of the Navy Family Accountability and Assessment System (NFAAS), exercising quality control over data submission, collection and reporting.

## Readiness Campaigns

Provides readiness campaigns that are targeted and relevant to the Navy family for emergency response and community support programs.

## Technical Support

Provides a technical expert to support the Navywide FFSP mass care specialist and provides an FFSP representative on the CNIC Crisis Action Team.

## Training

Provides training on FFSP emergency response roles and responsibilities to support staff. Develops relationships with other military branches and community organizations to ensure that a full spectrum of support is available to personnel following a disaster or emergency event.

# Navy Gold Star Program

Our service members who die on active duty have made the ultimate sacrifice, and the Navy is committed to supporting their families. The Navy Gold Star Program serves our survivors by providing support, information, and services for as long as they desire. Navy Gold Star coordinators connect survivors to support groups and grief and bereavement counselors, provide benefits milestone management, request copies of documents, and offer information and referral services.



[www.facebook.com/NAVYFFSC](https://www.facebook.com/NAVYFFSC)

# FLEET READINESS (N92)

Fleet Readiness delivers high quality, customer-focused programs and services that contribute to military retention. It is comprised of six major programs: Fitness, Sports and Deployed Forces Support; Recreation; Entertainment Services; Lodging; Ashore Galley; Child and Youth Programs; and Other Community Support, which includes the Navy Voting Assistance Program.

## Navy Fitness, Sports and Deployed Forces Support

### Fitness

Program delivery is attained via a worldwide network of facilities and trained Fitness professionals. The delivery infrastructure includes, but is not limited to:

- Full-service fitness centers
- Aquatics facilities
- Outdoor fields and courts
- Trained MWR professionals who deliver Navywide programs, such as the Command Fitness Leader (CFL) certification course, available at every shore installation via MWR trainers.

- Navy Operational Fitness and Fueling System (NOFFS) offers a packaged fitness program that removes the guesswork and helps Sailors progress from any fitness level to a high level of operational performance. Injury prevention and operational effectiveness are the focus of this program. Each series was designed to accommodate all shipboard platforms and corresponding space and equipment constraints. Training is provided by trained MWR Fitness professionals and via NOFFS mobile applications.
- Mission Nutrition is a standardized nutrition education course delivered to Sailors, families and DoD civilians via trained MWR Fitness professionals. The focus of this program is to provide attendees with scientifically sound information and the practical skills to implement healthy nutrition practices in their busy lives.

### All-Navy Sports

Sailors who possess the athletic skills to compete above the intramural level in team or individual sports have the chance to represent the Navy at higher-level athletic competitions through the Navy Sports Program.

All-Navy teams participate in the DoD's Sports Program and compete in the Armed Forces Sports Championships. Following interservice competition, the very best Navy athletes may be selected to compete as members of the All-Armed Forces Team, and participate in the Military World Games, national and international competitions.

The Navy Sports Program fields All-Navy teams in boxing, bowling, cross country, wrestling, basketball, soccer, triathlon, volleyball, softball, golf, rugby, and marathon. The Navy Sports Program also assists athletes who participate at the national or international level in activities that are not normally offered on a base, such as rowing, archery and shooting. Additionally, Armed Forces teams may be fielded to compete in international competitions such as tae kwon do, shooting, sailing, cycling, and judo.

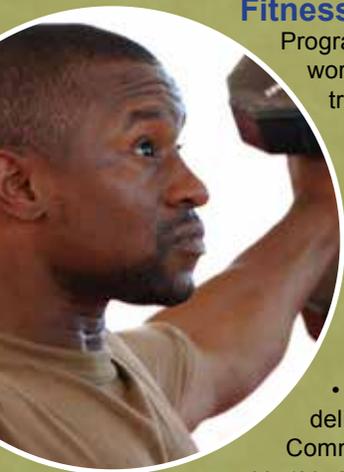
### Deployed Forces Support

MWR's Deployed Forces Support Program enhances the quality of life of Sailors and Marines at sea and at forward-deployed Navy ground locations. Sports, recreational programs, physical fitness equipment, social activities (parties/picnics), tours, subsidies/rebates, and gear locker checkout are just a few of the morale-enhancing opportunities offered.

Deployed Forces Support Coordinators (DFSCs) are located at major fleet concentration areas throughout the world, and assist ships and forward-deployed ground forces with programming, financial management, recreation administration, procurement, and property management. DFSCs are civilian recreation and fitness professionals exclusively dedicated to supporting the MWR needs of the fleet and forward-deployed ground forces.

The Afloat Recreation Fund Management Course prepares shipboard MWR Recreation Service Officers and Funds Custodians, afloat recreation civilians and shipboard internal audit board members to manage finances, administer recreation programs and prepare for Fund inspections.

The Navy's MWR Civilian Afloat Program is comprised of Recreation Specialists (Fun Bosses) and Fitness Specialists (Fit Bosses) who serve on aircraft carriers, amphibious assault ships and hospital ships. Fit and Fun Bosses work together in providing recreation and fitness programs for shipboard Sailors.



# Recreation

## Liberty Program

Offers single and unaccompanied Sailors (E1-E6) a place to discover new leisure interests, use computers, play video games and billiards, watch movies, participate in social activities, and join in on outdoor recreation outings and trips to explore the local area.

## Navy Entertainment Program

Provides quality, live entertainment for Sailors stationed overseas and on deployed ships at sea; assists CONUS locations with talent referral and production of shows; and partners with United Service Organizations (USO) and Armed Forces Entertainment (AFE) when possible, to bring the largest number of shows to the most locations.

## Navy General Library Program

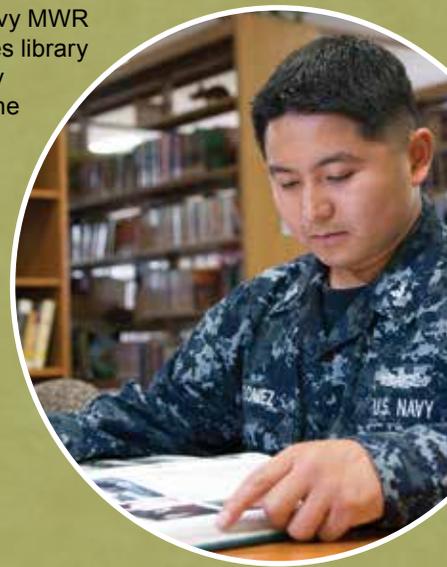
Traditional library services are offered at many Navy installations. The Navy MWR Library Program also outfits new ships with a complete library and provides library materials to the fleet as funding is made available. The Navy MWR Library Program recently developed the Navy e-Reader Device (NeRD) to meet the needs of the fleet. NavyMWRDigitalLibrary.org provides 24/7 access to electronic books, audio books, reference materials, and newspapers, all free of charge!

## Community Recreation

Engages patrons by providing recreational programs and services in the areas of outdoor recreation, community events, discount tickets to attractions and vacation bookings, leisure skills development, recreation equipment rentals, parks and picnic areas, and information and referral to a variety of recreational offerings in the local area.

## Marinas Program

Encourages responsible boating practices and provides skills development and instruction to further promote boating; provides berthing, mooring and equipment rental services, as well as other on-water activities, such as fishing, sailing and more.



# Entertainment Services

## Navy Motion Picture Service (NMPS)

Watching movies is one of the most popular leisure activities provided by Navy MWR to Sailors at sea. The Navy's movie program has grown worldwide during the past five years. Support for deployed forces includes mobile movie equipment packages for ships and shore units, as well as special movie presentations.



NMPS provides movies to sites worldwide, with most participating in the Navy DVD (NDVD) program and many bases on Digital/3-D Cinema Projection (DCP). In addition to the Navy, NMPS also provides movies to the Air Force, Coast Guard, and Marine Corps, and Military Sealift Command and National Oceanic and Atmospheric Administration ships.

Special "sneak previews," a huge success, are coordinated with the film industry and other government agencies, and are shown the week before the movie's commercial release.

### Highlights of the Afloat and Shore NDVD Movie Program

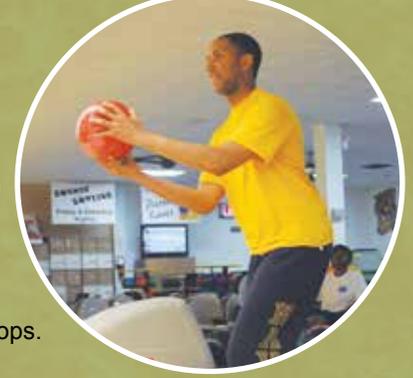
- All NMPS afloat and shore sites are using the encrypted DVD (NDVD) format.
- Cinema at Sea Initiative (CASI) returned the Navy tradition of "movie call" to the fleet. Each CASI package contains an NDVD player, projector, player, screen, and sound system.
- Theater In A Box (TIB) and footlocker equipment packages provide a portable movie program for use in locations where few or no recreation programs exist. This unit is ideal for forward deployed units. It contains a flat-screen TV, two NDVD players, and a library of 200 movies. It is designed to be set up within 5-10 minutes and contains power converters that work anywhere in the world.

### Highlights of the DCP Movie Program

- All commercial-style Navy movie programs are now using DCP with 3-D.
- NMPS ships two to three of the best available movies weekly, balancing both subject matter and ratings.
- NAVY FIRST: Navy Motion Picture Service works to show prime movies FIRST overseas. These movies are made available, in most cases, to participating NAVY FIRST theaters on the same day they open in U.S. commercial theaters. This program brings a bit of home to our Sailors and their families when they are overseas.

## Bowling

Operations range from two lanes to 40 lanes in modern facilities with electronic scoring, sound and lights bowling, lessons, youth/adult league play, birthday party programs, and pro shops.



## Golf

Provides a wide range of attractive golf courses in the U.S. and overseas. Courses offer driving ranges, lessons, tournament play, clubhouse dining, and pro shops. Courses are designed and maintained to attract players of all skill levels.

## MWR Food and Beverage Program

With Food and Beverage operations worldwide, MWR's Food and Beverage Program includes a variety of concepts, ranging from full-service clubs to quick-service restaurants in on-base clubs, catering and conference centers, pubs, delis, coffee shops, and nightclubs. More than 100 branded concepts are located throughout the Navy, including Chili's Grill and Bar, Guinness Irish Pubs, Sam Adams Brewhouse, YUM Brands, Hot Stuff Foods, and Starbucks "We Proudly Brew." Growing team strength through training is supported by partnering with Food and Beverage industry recognized organizations, such as the National Restaurant Association, Culinary Institute of America, American Culinary Federation, International Foodservice Manufacturers Association, and International Military Community Executives Association, is paramount in the pursuit of industry-recognized certifications and training programs.



# Lodging



## Navy Gateway Inns & Suites (NGIS)

NGIS is the official and preferred lodging choice for all TDY travelers. 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.

NGIS offers lodging services for individual and group TDY travelers, active-duty and retired military personnel, Reservists, DoD civilians, sponsored guests, and travelers in a leisure status, if space is available. NGIS in-room amenities include free Internet service, free premium cable TV, coffee, newspapers, refrigerator, microwave, guest laundry, business center, fitness room, and housekeeping. NGIS also offers handicapped-accessible guest rooms, and all rooms are non-smoking rooms. To ensure that DoD travelers' needs are met, NGIS at select locations has partnered with commercial hotels to offer rates at or below per diem, while providing safe and secure lodging that meets DoD lodging standards. Specific commercial lodging information will be provided when making reservations to ensure the closest proximity to installations or assignment. For reservations, call 1-877-NAVY-BED or visit <http://dodlodging.net>.

## Navy Getaways (MWR Recreational Lodging)

*RV Parks, Campgrounds and Vacation Rentals!*

Whether travelers are planning a family vacation, a get together, or a weekend getaway, Navy Getaways provides leisure accommodations and exciting recreational "Getaway" experiences to all active-duty and retired military personnel, Reservists, and DoD civilians.

With sites worldwide, Navy Getaways offers affordable accommodations at prime locations that vary from rustic and simple to sophisticated comfort. Locations include cabins, cottages, RV sites, townhomes, tent sites and resort-style vacation rentals -- all available for your enjoyment. Most sites also offer barbecue areas, laundry, bathhouses, children's play areas, game rooms, community centers, and some even offer swimming pools! For reservations or more information, visit [www.navygetaways.com](http://www.navygetaways.com) or call 1-877-NAVY-BED.



## Fisher House Program

The mission of the Navy and Marine Corps Fisher House Program is to provide a home away from home for wounded, ill, and injured service members and their families. These homes enable family members to be close to a loved one at the most stressful time – during hospitalization for an unexpected illness, disease or injury. There are 10 Navy Fisher Houses: five houses at Naval Support Activity Bethesda, home of Walter Reed National Military Medical Center in Bethesda, Md.; two houses at Naval Medical Center (NMC) San Diego, Calif.; one house at NMC Portsmouth, Va.; one house at Marine Corps Base Camp Lejeune, N.C.; and one house at Naval Hospital Camp Pendleton, Calif. Fisher Houses operate under a specific eligibility requirement process. Physicians, nurses, chaplains, social workers, the American Red Cross, case managers and/or patient administration may prepare referrals.

# Child and Youth Programs



**N**avy Child and Youth Programs (CYP) provide high-quality educational and recreational programs for children and youths. Teams of caring, knowledgeable professionals plan developmentally-appropriate programs that are responsive to the unique needs, abilities and interests of children. CYP's worldwide programs are part of the DoD military child care and youth development system.



Military children face more than the usual challenges of growing up, such as moving every few years and establishing new friendships, while worrying about family members who have been deployed. Navy CYP provide children and families with trusted programs and services that assist in coping with these challenges, making the difference between stress and success. Programs and services are specifically designed and operated to meet the unique needs of the military mission, service members and their families.

## Child Development Centers (CDCs)

Provide quality child development programs for children ages 6 weeks to 5 years in CDCs worldwide. Centers are accredited by the National Association for the Education of Young Children.

## Child Development Homes

Offer quality care in a loving, learning home environment for children ages 4 weeks to 12 years. The flexible hours, 24/7 care, low child-to-adult ratios, and convenient locations make this a viable option for families whose "normal" workday is anything but normal. All homes are certified by the Navy Child Development Program.

## School-Age Care Programs

Provide quality before and after-school programs and camps for children ages 6 to 12 years in centers worldwide. Centers are nationally accredited by the Council on Accreditation.



## Youth and Teen Programs

Offer developmental and recreational programs that provide a safe place to learn and grow – all while having fun. CYP operates Youth Centers worldwide. All programs are affiliated with the Boys and Girls Club of America and 4-H.



## Child and Youth Education Services

Help "level the playing field" for transitioning students by preparing schools and installations to respond confidently to the complexities of transition and deployment. Families are provided the assurance that their children's academic well-being is a Navy priority.



# Galleys

## Ashore Galley Program

The cooks and food service professionals working in Navy galleys around the world are committed to providing nutritious meals offering a variety of choices. To ensure menu options are well-rounded, all menus are graded by a nutritionist, and seasonal and regional items are incorporated when available.

Continual training and skill development is the key to success in order to provide 32 million meals every year. The cooks receive training in a number of ways: in-house chefs, courses at culinary schools, American Culinary Foundation certification courses, and on-site training and skill development. Culinary demonstrations and competitions provide opportunities for military cooks to demonstrate the skills they have acquired.



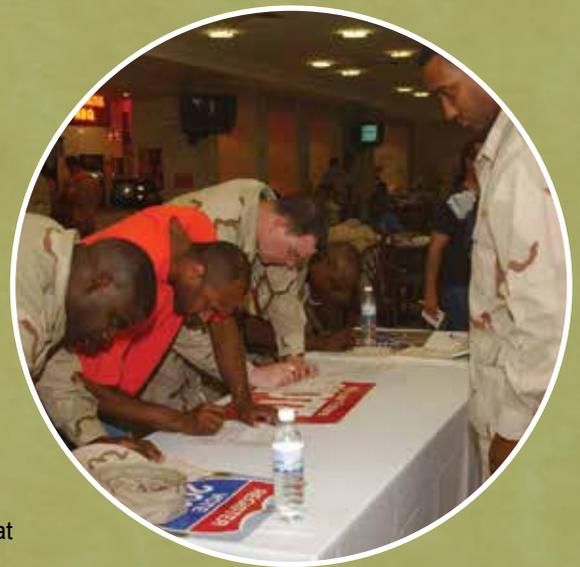
# Other Community Support

## Navy Voting Assistance Program

**T**he Navy Voting Assistance Program (NVAP), in conjunction with the Federal Voting Assistance Program (FVAP), provides voting assistance to all Navy personnel and their families around the world. The program ensures that all Navy personnel understand the absentee voting process, are encouraged to exercise their right to vote, and are informed of all upcoming elections.

Every Navy command has a Unit Voting Assistance Officer (UVAO), and every installation has an Installation Voter Assistance Office. CNIC is the Navy's Senior Service Voting Representative. Each branch of the military has a similarly structured Voting Assistance Program.

For more information, contact your command VAO or visit the FVAP website at [www.fvap.gov](http://www.fvap.gov). FVAP's website is a one-stop shop for all things voting related.



# Navy Housing (N93)

[www.facebook.com/NAVYHOUSING](http://www.facebook.com/NAVYHOUSING)



**T**he Navy Housing Program ensures military service members, their families and eligible civilians worldwide have access to suitable, affordable and safe housing, and quality services generally reflecting contemporary community living standards. The Navy Housing Program is comprised of three primary functions: Program Management, Housing Services, and Inventory and Assets.

## Program Management

Management of the Navy Housing Program includes responsibility for overall policy, planning and execution, operations, and fiscal accountability.

### Master Plans

Navy Housing provides development, implementation and maintenance of Family and Unaccompanied Housing Master Plans (FHMP and UHMP). These plans provide a roadmap to ensure that housing requirements are being met and maintained in good condition, and address challenges with inventory capacity, adequacy, sustainable funding levels, and staffing. The FHMP spans the Future Years Defense Plan and the UHMP provides an annual investment strategy through 2030.

### Housing Requirements and Market Analysis (HRMA)

Navy Housing provides oversight and management of HRMA, which is required to support military housing projects, determine the quantity of suitable off-base housing, and establish Basic Allowance for Housing (BAH) annually.

### Construction and Renovation of Navy Housing

Navy Housing provides oversight and management of any FH new construction, major improvements and renovations to ensure the projects and the inventories are supported and are in balance with justified requirements.

### Financial Management

Navy Housing is responsible for planning, programming, budgeting, and executing the Navy Family Housing Operations and Maintenance appropriation (FHOPS), the Quarters Operations (QO) account which supports UH, and the Intra-station Moves (IM) account.

### Enterprise Military Housing (eMH) and HOMES.mil

Navy Housing is the system manager, hosting agent and contracting agent for the joint eMH Defense Business System (DBS). eMH is the authoritative database for all family and unaccompanied housing DoD-wide. HOMES.mil is a public website segmented in eMH supporting housing referral operations and service member searches for community housing.



# Housing Services

The Housing Services Program provides home finding, issue resolution, and cost savings programs to customers.

## Home Finding

Provides home finding counseling on housing options and assistance with finding suitable, affordable and safe housing, move-in/move-out inspections, lease review and negotiation, and showing tours (where available).

## Issue Resolution

Provides landlord-tenant dispute resolution, Federal Fair Housing Act compliance, and complaint inspections.

## Cost Savings Programs

These include a variety of programs intended to defray the cost of relocation and housing, including the Volunteer Realtor Program (VRP), Rental Partnership Program (RPP), and federal, state, and local housing relief programs.

# Inventory and Assets

The Navy Housing Program provides a variety of housing choices, including Navy-owned housing, Navy-leased housing, privatized housing, and community housing. Navy Housing also manages General and Flag Officer Quarters (GFOQ), and FH and UH furniture, fixtures, and equipment (FF&E).

## Navy-owned Housing

Navy Housing owns and leases family housing at OCONUS installations and permanent party barracks, student dormitories and mission essential housing worldwide. Navy barracks are programmed to house all single, permanent-party Sailors in pay grades E1-E3, E4s with less than four years of service, and as many E4s with more than four years of service as possible.

## Navy-leased Housing

Navy Housing provides oversight and management of the Residential Leasing Program, which is used for requirements of short-term or uncertain duration, or for special situations. The leasing program includes leasing for recruiters in areas not near military installations, and foreign leasing where there is a shortage of suitable housing at or near a military installation.

## Privatization Program Oversight

Navy Housing provides program oversight of both family and unaccompanied privatized housing portfolios to advocate for customers and to support long-term sustainment of the housing assets.

## Community Housing

It is DoD policy to rely on the community first to house service members and their families. Navy Housing manages the Rental Partnership Program (RPP) to provide service members with discounted community housing that has been pre-screened and inspected by the Housing Service Center (HSC).

## GFOQ Management

Navy Housing provides additional oversight of all GFOQs for Public-Private Venture (PPV) owned and Navy-owned/leased homes. All GFOQ requests for furnishings, improvements, or waivers for residency are processed by Navy Housing and submitted to CNIC for disposition. Navy Housing also provides various GFOQ notifications and an annual operations and maintenance expenditure report to Congress.

## FH and UH FF&E

Navy Housing provides oversight and management of government-furnished FF&E for Navy-owned/leased flag quarters or installation commander quarters, and loaner and full-tour furnishings in foreign areas. FF&E in CONUS can include household equipment and furniture, carpet, draperies, etc., deemed necessary for the entertainment areas of these homes. In foreign areas, loaner FF&E is provided to allow the member to occupy permanent quarters while household goods are in transit. Foreign full-tour FF&E can include items such as appliances and wardrobes, and are provided for all quarters regardless of rank. Navy Housing centrally funds, oversees and manages UH FF&E replacements.



# Support Services

The Support Services Division (N94), located on Naval Support Activity Mid-South in Millington, Tenn., provides support across all N9 programs. These services include nonappropriated funds (NAF) financial management, marketing, training, NAF human resources, facilities and acquisition, information technology, and management evaluation and assistance.

## NAF Human Resources

The CNIC NAF Human Resources Branch manages all NAF civilian personnel matters and coordinates the development of overall policy relating to CNIC NAF Human Resources Programs within the Navy. NAF Human Resources provides assistance and guidance to the CNIC regional managers and field personnel offices with the administration of employee benefits, and the compliance of all policies and procedures that govern CNIC's NAF employees.

## Marketing and Multimedia Development

The Marketing and Multimedia Development Branch provides consistent, accurate and aligned information on FFR programs and services to all customers. The FFR marketing team uses a comprehensive approach to telling the FFR story by creating products such as internal publications, brochures, posters, videos, social networking, smartphone applications, and websites. The branch also administers FFR customer and employee satisfaction assessments and MWR market basket surveys.

## NAF Financial Management

The NAF Financial Management Branch monitors the management of both appropriated funds (APF) via the Uniform Funding Management (UFM) process and NAF financial resources in the MWR system to ensure efficient fiscal management and compliance with regulations through analyses of system and field activity APF and NAF budgets and review of financial statements and APF execution. The branch establishes, operates and maintains technical control of the worldwide, centralized NAF budgeting system, including the MWR, civilian MWR, NGIS, and Fisher House Programs.

## Training

The FFR Training Branch develops FFR talent with the leadership, service, sales, and FFR-specific business skills to deliver customer-driven business results. Through a standardized and consolidated blend of face-to-face, virtual instructor-led and asynchronous virtual learning events led by a cadre of FFR certified learning professionals, FFR Training provides FFR-specific essentials, program-specific development, personal/career development, customized learning events, and Navy-required training performance improvement opportunities.



# (N94)



Visit: [www.navymwr.org/jobs/](http://www.navymwr.org/jobs/)



## Facilities and Acquisition

The Facilities and Acquisition Branch is an enterprise support service center that creates timely, cost-effective execution alternatives to deliver better supplies and services for headquarters and Navy field commands, and improved facilities to promote outstanding customer service to our Sailors and their families. These services enhance the community support environment through contracting actions, development of Vehicle Fleet Cards, and the revenue-generating NAF Purchase Card and Single Use Account (SUA) for payment of invoices. The branch provides innovation in planning quality of life facilities for MWR, CYP, NGIS, and the broad alignment within FFR facilities, as well as the provision of responsive NAF professional and construction contracting services to support the development, design, repair, modernization, and construction of FFR facilities. These support activities are further enhanced through Community Support Planning; Facility Sustainment/Restoration Advocacy and Programming; Capital Investment Planning; NAF vehicle and special equipment management; and growing emphasis on energy conservation and emergency response/preparation.

## Information Technology

The Information Technology (IT) Branch manages NAF core business systems and provides application design, development/procurement, configuration, and support for enterprise resource planning systems, including program management, system setup, training, go-live support, and sustainment. The branch also provides help desk support concentrated on NAF systems deployed Navywide, such as NAF financial systems, point-of-sale systems, lodging systems, and family services systems. The IT Branch provides production operations, including LAN administration, Web application servers, database administration, application server administration, OS administration, hardware support, and maintenance of FFR system and network security, and payment card industry (PCI) certifications. It also manages a secure Navywide network for NAF systems that includes NAF financial, HR, and POS systems.

## Management Evaluation and Assistance

The Management Evaluation and Assistance Branch provides management at all levels with an independent, unbiased review and constructive evaluation of the effectiveness and efficiency with which managerial fiscal responsibilities are being fulfilled. The team performs annual risk management reviews of all NAF throughout CNIC (NGIS, MWR, Navy Flying Clubs, Civilian MWRs, Fisher Houses, and War Fighters Family Services). Additionally, upon direction or request, this branch provides management assistance members or teams to regions and installations in various operational areas to assist with on-site operations for select N9 programs and services.



**NAVY**  
**WOUNDED**  
**WARRIOR**  
**SAFE HARBOR**

**1-855-NAVY-WWP (1-855-628-9997)**

**[www.navywoundedwarrior.com](http://www.navywoundedwarrior.com)**

**[www.facebook.com/NAVYWOUNDEDWARRIOR](https://www.facebook.com/NAVYWOUNDEDWARRIOR)**

# Navy Wounded Warrior – Safe Harbor (N95)

**N**avy Wounded Warrior (NWW) – Safe Harbor (N95) is the Navy and Coast Guard’s sole wounded warrior support program. It provides individually-tailored, non-medical care to wounded warriors, as well as resources and support to their families and caregivers. Enrollment in the program is available to service members seriously wounded in combat, as well as those diagnosed with serious illnesses or seriously injured in shipboard, training or liberty accidents. Enrollment in NWW lasts a lifetime.

Non-medical care can include assistance with pay and personnel issues; Invitational Travel Orders; lodging assistance; housing adaptation; child and youth care; transportation needs; legal and guardianship issues; education and training benefits; commissary and exchange access; respite care; traumatic brain injury/post-traumatic stress support services; and more.

NWW is headquartered in Washington, D.C., and non-medical care providers are located at Military Treatment Facilities (MTFs) and Department of Veterans Affairs (VA) Polytrauma Rehabilitation Centers throughout the United States. The program supports efforts to return wounded warriors to duty; however, when that’s not possible, NWW works to successfully reintegrate them back into their communities.

Information about enrollment and the services provided by the program is available online at [www.navywoundedwarrior.com](http://www.navywoundedwarrior.com), by calling 855-NAVY WWP (855-628-9997), or by emailing [navywoundedwarrior@navy.mil](mailto:navywoundedwarrior@navy.mil).

## Service and Description

### Non-medical Care Management

Anticipates and addresses the pressing day-to-day non-medical needs of enrolled service members and their families. Develops and executes individually-tailored Comprehensive Recovery Plans for enrollees that list long-term goals, and identifies solutions to potential issues that may arise during their recovery, rehabilitation and reintegration process.

### Pay and Personnel

Works with the Bureau of Naval Personnel/Navy Personnel Command (BUPERS/NPC), an enrollee’s command, MTFs, and others to address pay and personnel issues. Administers entitlement programs, such as the Pay and Allowance Continuation (PAC) program and Special Compensation for Assistance with Activities of Daily Living (SCAADL).

### Legal Affairs

Coordinates closely with Naval Legal Service Command to connect enrollees and their families to a global network of legal assistance attorneys to provide guidance on legal issues related to Navy and Coast Guard policies and procedures.

### Family Support

Addresses short-term family and caregiver issues – including child care, lodging and Invitational Travel Orders – as well as long-term concerns, such as financial management assistance, respite care, and youth programs.

### Federal Recovery Care Coordination

Provides information related to the administration of and access to benefits provided by the VA. Enrolls the most complex cases – catastrophically wounded, ill, and injured service members – in the VA’s Federal Recovery Care program.

### Adaptive Sports and Recreation Opportunities

Hosts a series of adaptive sports reconditioning camps to aid wounded warriors in their recovery and rehabilitation. Connects enrollees to sports clinics held by partner organizations, as well as national and international wounded warrior competitions.

### Employment and Education Assistance

Connects enrollees and their families and caregivers to a host of education resources and career counseling services, including job applications assistance and vocational training opportunities. Serves as a resource for employers seeking to hire and retain wounded warriors.

### Anchor Program

Matches transitioned service members with mentor volunteers in their local communities who serve as social contacts, provide personal referrals, establish connections with local employers, and help enrollees maintain contact with NWW.

# 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, chief, 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 Navy is called an ensign, while an O-1 in the Army is called a second lieutenant, but both are equal in rank since they’re both O-1s.

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 table on page 25 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.





OUR COMMUNITY AND OUR CUSTOMERS

# MILITARY RANK

Technically, the use of the word “rank” for Navy enlisted personnel is incorrect. The correct term is “rate.” The rating badge – a combination of rate (pay grade) and rating (specialty) – is worn on the left upper sleeve of all uniforms in grades E-4 through E-6. E-1 through E-3 have color coded group rate marks based upon their occupational field. Group rate marks for E-2 and E-3 are worn on dress uniforms only. Personnel in pay grade E-1 do not wear group rate marks. Chief petty officers (E-7 through E-9) wear collar devices on their white and khaki uniforms, and rate badges on their service dress blues.

Navy officers wear their rank devices in different places on their uniforms, depending upon the uniform. The three basic uniforms and the type of rank devices are: khakis (a working uniform) – pins on the collar; whites – stripes on shoulder boards; and blues – stripes sewn on the lower sleeve. Shoulder boards are also worn on bridge coats and reefers. The collar devices are also worn on the right side of the garrison cap (a miniature officer’s crest is worn on the left) and slightly larger devices are worn on the epaulets of the raincoat and working jacket.

Additionally, line officers wear a star above the stripes of the shoulder boards or sleeves, but staff and warrant officers wear specialty insignia.



# 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)	 SERGEANT MAJOR (SGM)	 FLEET COMMAND MASTER CHIEF PETTY OFFICER	 SERGEANT MAJOR (SGTMAJ)	 MASTER CHIEF PETTY OFFICER (MCPPO)
 1ST SERGEANT (1ST SGT)	 SR MASTER SERGEANT (SMSGT)	 MASTER CHIEF PETTY OFFICER (SCPO)	 MASTER GUNNERY SGT (MGSGT)	 MASTER CHIEF PETTY OFFICER (MCPPO)
 SERGEANT FIRST CLASS (SFC)	 MASTER SERGEANT (MSGT)	 CHIEF PETTY OFFICER (CPO)	 1ST SERGEANT (1STSGT)	 SENIOR CHIEF PETTY OFFICER (SCPO)
 STAFF SERGEANT (SSGT)	 TECH SERGEANT (TSGT)	 PETTY OFFICER 1ST CLASS (PO1)	 GUNNERY SERGEANT (GYSGT)	 CHIEF PETTY OFFICER
 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)

MILITARY RANK

# CUSTOMS, COURTESIES AND TRADITIONS

## 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.

## Crosswalks

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

## Greetings

Sir/ma'am are standard greetings and end responses within the military.

## Flag Etiquette

Our nation's flag is to be respected, never defaced or scorned. There are appropriate ways to show respect in the presence of the flag. During the ceremony of hoisting or lowering the flag, or when the flag is passing in a parade or in a review, everyone should face the flag and stand at attention with their right hand over their hearts. Military members who are present and in uniform should render the military salute; when not in uniform, a man should remove his hat, if wearing one, with his right hand and hold it at the left shoulder, the hand being over the heart. Also recently authorized by the Secretary of Defense, out of uniform active-duty and retired military may now salute the flag during ceremonies while wearing a hat (cover) or uncovered. Otherwise, the right hand should be placed over the heart while standing at attention.

Citizens of other countries should stand at attention. The salute to the flag in a moving column (such as a parade) is rendered the moment the flag passes. When driving a car on a military installation and “Colors” or “Retreat” (when the national flag is hoisted at 0800 or lowered at sunset on naval bases, or 1700 on Army and Air Force bases) is sounded, stop the car if safe to do so and wait until the ceremony has been completed. If walking, stop, turn toward the flag or music, and stand at attention with your right hand over your heart.

When the flag is displayed during the playing of the national anthem, all present, except those in uniform, should stand at attention facing the flag, with the right hand placed over the heart. A man not in uniform should remove his hat, if wearing one, with his right hand and hold it at the left shoulder (the right hand being over the heart). Persons in uniform stand and render the military salute at the first note of the anthem and hold their salute until the last note is played. When the flag is not displayed, those present should face the music and act in the same manner they would if the flag were displayed there.



## Military Time

The military operates on a 24-hour clock, beginning at midnight (0000 hours). The easiest way to remember military time is:

- For any time prior to 10 a.m., simply add a zero before the hour. For example: nine o'clock in the morning would be spoken as "zero nine hundred" and written as 0900. And, 10 a.m., 11 a.m., and 12 p.m. would be "ten hundred," "eleven hundred" and "twelve hundred."
- For any time after noon, simply add 12 to the time. For example, if the time of day is 3 p.m., you add 12 to the three and get "fifteen hundred," or 1500.

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

## Phonetic Alphabet

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

# SECURITY AND FORCE PROTECTION

You have probably already learned that access to military installations is difficult. 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 (Force Protection Condition) system of five progressive levels of anti-terrorism protective measures. 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

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 frequently conduct 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 precluded 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 are an important part of the Navy. Be sure to familiarize yourself with facility or program-specific emergency procedures so that you are prepared in the event of a drill or actual emergency. 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.

## 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, if possible.*
- *Email signatures should include your name, position, installation, contact information and a salutation.*

**Example:** Very respectfully,  
Jane Doe  
Super Stellar Employee Department  
Commander, Navy Installations Command  
Fleet and Family Readiness (FFR)  
901-123-4567  
jane.doe@navy.mil

## Common Access Card (CAC)

As a civilian, you will be issued a DoD Common Access Card, 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.

You must schedule an appointment with any installation Personnel Support Detachment (PSD) office or Pass and 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>.

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 Social Security number. 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 the card. 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 ID 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.

## Dress Code

Employees in child care, food service, maintenance positions, or those who work 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. All other employees should dress in appropriate professional office attire.

## Email Jargon and Etiquette

Some commonly used terms within email:

- **V/r:** *Very respectfully*
- **/r:** *Respectfully*
- **R/s:** *Respectfully submitted*
- **BLUF:** *Bottom Line Up Front*
- **ALCON:** *All Concerned*
- **FYSA:** *For Your Situational Awareness*
- **FOUO:** *For Official Use Only*
- **FYI:** *For Your Information*

## Government Phone/Computer Use

Your equipment belongs to the government and should be used for official business only.

## Out-of-Office

When you will be away from the office for an extended time (travel, leave, etc.), communicate that you are away and when you will return. Leave alternate contact information for others if someone else may be able to help.

## Rule of Eight

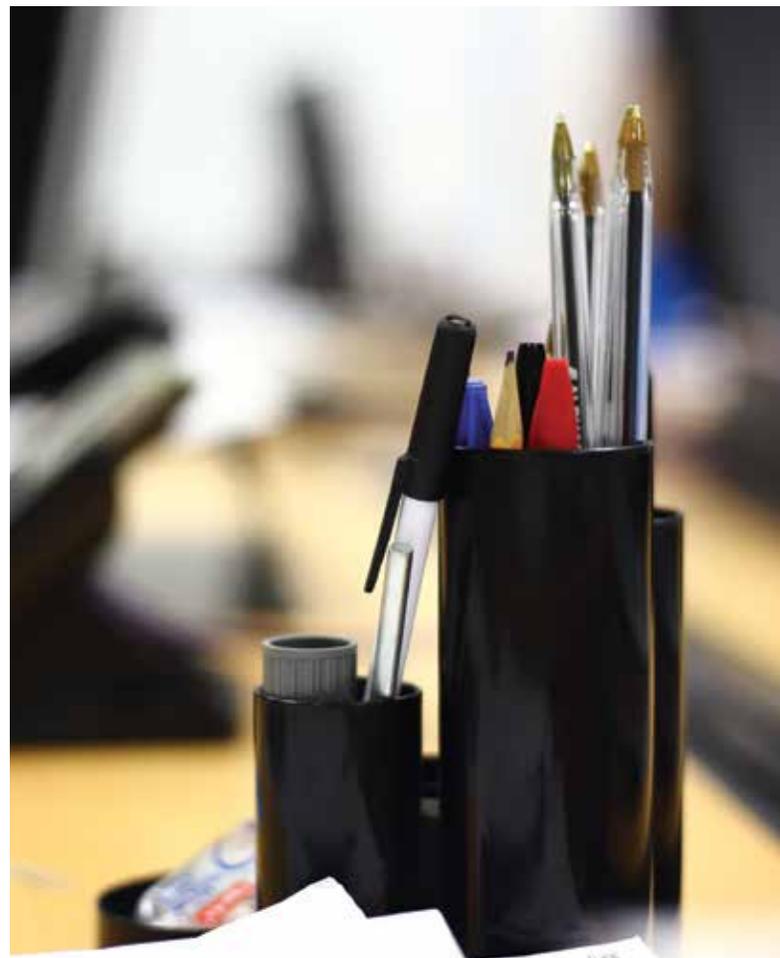
No phone call, email or inquiry should go without response for more than eight business hours.

## Shared Spaces

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

## Work Hours

Your work schedule depends upon your position. The basic office workday is normally from 0730 to 1600 Monday through Friday, and includes a 30-minute daily unpaid lunch period. A longer unpaid lunch period of one hour is available when approved by your supervisor. Contact your supervisor for more information about your specific work schedule.



# ANNUAL TRAINING AND REQUIREMENTS

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

Annually, 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. Annual training can easily be maintained 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 a good idea to print or save any certificates that you receive. You want to be able to provide proof of your completed 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 FFR provides many additional non-mandatory training courses and online learning events that are available to you. Some, such as 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 also are 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 include:**

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

Currently, headquarters offers a Tuition Assistance (TA) Program for all regular NAF employees. The TA Program pays tuition, textbooks, and other related expenses for approved courses, to attend mission-related courses, and courses linked with other positions within the federal government. Headquarters will pre-pay tuition at the time of enrollment, if necessary; however, employees should defer tuition payments until completion of the semester, if possible. Courses should normally be taken during the employee's off-duty hours.

## **To be eligible for the TA Program, the following criteria must be met:**

- *Must be a regular NAF employee; and*
- *Selected course must be mission related.*

Employees who receive TA must commit to remain employed for at least three times the length of the course. For more information relative to TA, please contact your HRO.

# WHAT'S IN IT FOR ME?



**There are many other benefits and services that you will be able to enjoy with your new career, such as:**

- *Bowling Centers*
- *Child and Youth Programs*
- *Golf Courses*
- *Fitness and Aquatic Centers*
- *Libraries*
- *Outdoor Equipment Rental*
- *Movie Theaters*
- *Marinas and Sailing Centers*
- *Navy Gateway Inns and Suites*
- *Navy Getaways*
- *Information, Tickets and Travel (ITT) Office*
- *Armed Forces Vacation Club*

You can benefit from many other programs within our organization as well as similar services within other military branches.

# KEY REFERENCES

The most frequently used documents, instructions and policies are kept within office spaces for easy access. Any information that you cannot find within your spaces can be found 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>.

### Some of the most commonly used references and instructions include:

- *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*
- *DoD Instruction 1015.10 – Programs for Military Morale, Welfare and Recreation (MWR)*
- *CNIC Acronym Glossary*
- *CNIC Instruction 5300.2 – NAF Human Resources Instruction*
- *CNIC Instruction 1710.3 – Operation of MWR*
- *CNIC Instruction 1742.1 – Establishment of Installation Voter Assistance Offices*
- *CNIC Instruction 1754.2 – Family Readiness Group*
- *CNIC Instruction 3440.17 – Navy Installations Emergency Management Program Manual*
- *CNIC Instruction 7043.1 – NAF Procurement*
- *OPNAV Instruction 1700.9E – Child and Youth Programs*
- *OPNAV Instruction 6110.1J – Physical Readiness Program*
- *SECNAV M-5216.5 – Naval Correspondence Manual*

## Useful Websites:

[www.navymwr.org](http://www.navymwr.org) – MWR program information and resources

[www.cnic.navy.mil](http://www.cnic.navy.mil) – Navy information and resources

<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) – Navy Getaways and NGIS location information and reservations

<https://rapids-appointments.dmdc.osd.mil> – CAC appointments

[www.acispecialtybenefits.com](http://www.acispecialtybenefits.com) – Specialty Benefits Program (child care, counseling, concierge)

[www.affinity-online.com](http://www.affinity-online.com) – Work/Life resource and referral services

# HUMAN RESOURCES



## What Are Non-appropriated Fund (NAF) Employees?

You are employed as a civilian employee by the Department of the Navy and paid from NAF. Although you are a federal employee of the Department of Defense, the pay and personnel systems for NAF employees are different from appropriated fund (APF, more commonly known as civil service or GS) employees, who are paid from funds appropriated by Congress.

NAF employees are not deemed federal 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). Although you are considered a federal employee, not all federal rules apply to you.

Since FFR depends on its revenues (non-appropriated funds) 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 gets the job done. During the course of your FFR career, you may have questions about your employment or you may have work-related concerns. These questions or concerns should be discussed with your immediate supervisor. If the concern 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. Stay 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.

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal employment opportunity is the right of every employee. Civil rights laws protect employees from harassment and discrimination based on race, color, sex (pregnancy and gender identity), religion, national origin, age (over 40), disability (physical or mental), genetic information, and reprisal. EEO concerns must be brought to the attention of the NAF EEO Service Center within 45 calendar days of the incident.

All employment decisions will be made without regard to discriminatory 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. For more EEO information, see pages 66-75.

## CATEGORIES OF EMPLOYMENT

Within the NAF personnel system, there are two employment categories: regular and flexible. Supervisors determine the type of appointment to 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 workweek.

*RFT employees* 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.

*RPT employees* 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 all benefits, except for long-term disability.

### Flexible Employment Category

As a flexible employee, you may be scheduled to 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; however, if you work an average of 30 hours or more per week for a specific 12-month period, you will be offered medical insurance coverage.\* Flexible employees are scheduled in accordance with the needs of the mission as determined by management, and services may be terminated at any time.

*\*This period is called a look-back period and will be held during open enrollment for employees with more than one year of service or on the one-year anniversary for new employees.*

## PROBATIONARY PERIOD

RFT and RPT employees 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.

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



## POSITION DESCRIPTIONS (PDs)

Your position is one of many different kinds of positions. Most positions are either under the NAF Payband System (NF), Child Youth (CY), or Craft and Trade (CT) Federal Wage System.

Payplan 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, and MWR director are some examples of payband positions. Your job is on the payband schedule if your payplan is NF or CY.

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 Craft and Trade if your payplan is NA (non-supervisory), NL (leader), or NS (supervisory).

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

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

On the day you report for duty, you will sign your acknowledgment of your newly-appointed position description (PD). 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 PD is attached to an Optional Form-8 (OF-8) that displays important information such as your location, title, pay plan, grade, Fair Labor Standards Act (FLSA) status, and position status.

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 file a grievance regarding 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 HRO, 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 to recognize your excellent performance and help identify any 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. Your signature does not indicate that you agree or forfeit your opportunity to file a grievance.

CT employees who have a rating of satisfactory or higher may only be recommended for performance awards because they have scheduled pay increases based on time in service. Payband employees

who have a rating of satisfactory or higher may be recommended for performance awards, time-off awards and/or pay increases. Performance awards, time-off awards or pay increases are not guaranteed.

If you are a regular, non-probationary employee and your performance is rated as “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.

### Pay Increases

Your supervisor may recommend a pay increase based on your performance. Check with your HRO for local policies regarding potential pay increases. In addition, payband employees at the NF-3 and above grade levels may be authorized a cost of living and/or locality pay increase, if approved by the head of the activity. Pay is established differently for payband employees at the NF-2 level and CT employees. They receive a cost of living increase, as determined by the DoD Wage Fixing Authority.

## 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 be able to access an electronic Leave and Earnings Statement (LES) using the iPay ADP website. The law requires all employees to be paid by Direct Deposit (DD)/Electronic Funds Transfer (EFT). You may have your paycheck sent directly to a financial institution of your choice. Pay statements are provided electronically only. You must register with ADP iPayStatements after your first payday to view your statement and W-2. Visit <https://ipay.adp.com/iPay/login.jsf> to register.

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

## Pay Deductions

Your electronic LES shows your gross pay and itemizes the various deductions. Normal deductions include Social Security, 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 HRO 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 APF employees, this may also include FERS, TSP and/or CSRS.

## Time Records

Various methods are used to record work time and, in most cases, time will be recorded electronically through the use of a 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 system with your supervisor, but it is the employee's responsibility to swipe in and out according to the posted schedule. Exempt employees may be placed on a pay from schedule (PFS) status in Kronos.

## 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 by your supervisor prior to its performance, except in emergency situations. Repeated unauthorized overtime will result in disciplinary action. Your pay plan determines how you are paid for overtime. The following guidelines will be followed:

Pay Plan Paid	Work Performed in Excess of	Rate
Crafts and Trades (NA, NL, and NS)	8 hours per day or 40 hours per week	1½ times hourly rate
Payband (non-management)	40 hours per week of actual work	1½ times hourly rate

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

Positions are classified as exempt or non-exempt under the FLSA. Your PD 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.

## 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 after the pay period in which it is earned. Compensatory time does not apply to CT employees.

## Payplan NF

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

Upon being hired, your salary is set within the range listed in the job posting. The rate of pay will usually depend on the amount of responsibility, the qualifications of the incumbent, budget restrictions, etc.

## Payplan CY

CY positions also are payband positions. These positions have been established for CYP 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 employee's pay must always be within the payband for their CY grade level;*
- *Promotions for CY employees must include a minimum increase of 6 percent 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.*



## Payplan CT

CT consists of 15 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

- (a) Step 2: 26 calendar weeks of creditable service in Step 1.
- (b) Step 3: 78 calendar weeks of creditable service in Step 2.
- (c) Steps 4 and 5: 104 weeks of creditable service in each of Steps 3 and 4.

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

- (a) Step 2: 130 days of creditable service in a pay status in Step 1 over a period of no less than 26 calendar weeks.
- (b) Step 3: 390 days of creditable service in a pay status in Step 2 over a period of no less than 78 calendar weeks.
- (c) Step 4: 520 days of creditable service in a pay status in Step 3 over a period of no less than 104 calendar weeks.
- (d) Step 5: 520 days of creditable service in a pay status in Step 4 over a period of no less than 104 calendar weeks.

*Note. Any day on which part-time service is performed constitutes a full day.*

## 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.

## Federal Holidays

### CNIC employees enjoy 10 holidays per calendar year:

<i>New Year's Day</i>	<i>Jan. 1</i>
<i>Martin Luther King Jr. Day</i>	<i>Third Monday in January</i>
<i>Presidents Day</i>	<i>Third Monday in February</i>
<i>Memorial Day</i>	<i>Last Monday in May</i>
<i>Independence Day</i>	<i>July 4</i>
<i>Labor Day</i>	<i>First Monday in September</i>
<i>Columbus Day</i>	<i>Second Monday in October</i>
<i>Veterans Day</i>	<i>Nov. 11</i>
<i>Thanksgiving Day</i>	<i>Fourth Thursday in November</i>
<i>Christmas Day</i>	<i>Dec. 25</i>

If a holiday falls on your non-workday and you work five days a week, a holiday observance chart determines the day you observe as the holiday.

*\*You must have worked or be in a pay status the workday before or after the holiday to receive compensation for the holiday.*

# LEAVE/PROCEDURES

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.

RPT and RFT employees earn paid leave; however, it is important for all employees to be aware of leave procedures and policies.

## Annual Leave (AL)

Everyone needs a period of rest and relaxation. CNIC provides a generous amount of annual leave to RFT and RPT employees for this purpose. Annual leave also may be used for bereavement purposes. The amount of leave you earn is based on your years of service and number of hours you work as a RFT or RPT employee.

### Accrual rates are as follows:

Years of Service	Accrual Rate x 2,087 Hours Worked Per Year	Hours Earned Per Pay Period	Days Earned Per Year
Less than 3	5 percent	4	13
3-15	7.5 percent	6	20
More than 15	10 percent	8	26

Although you begin accruing annual leave immediately, your leave balance will not appear on your pay stub until you have been with the organization for 90 days. Additionally, you must wait 90 days before you are eligible to use annual leave.

Unused annual leave may be carried over from one year to the next. The maximum number of hours of annual leave you can carry over from one leave year to the next is 240. Since unused leave over your maximum is forfeited if you don't use it by the end of the calendar year, it is important to plan a leave schedule each year.

## Sick Leave (SL)

One of the most important benefits you receive as a RFT and RPT employee is sick leave. Sick leave is a privilege, not a right, and will be approved only when an employee cannot perform his/her assigned duties. It may be used for illness, injury, or a doctor's appointment.

The amount of sick leave earned is based on the number of hours in a RFT and RPT pay status, e.g., if you work 80 hours per bi-weekly pay period, you will earn four hours of sick leave. There is no limit to the amount you can accumulate and carry over from one year to the next.

When you are absent from work due to illness or injury for more than three working days, you will be required to furnish your supervisor with a doctor's certificate to substantiate your illness.

No payment for unused sick leave will be made to an employee under any circumstances.

## Administrative Leave

RFT and RPT employees may be authorized time off with pay for blood donations; for voting in federal, state, county, and municipal government elections if the polls are not open for sufficient time before or after the scheduled work hours; and for other reasons. RFT, RPT, and Flex employees may be granted administrative leave for severe weather and other emergencies.

## Leave Without Pay (LWOP)

**Leave Without Pay is an approved unpaid absence:**

- *During your first 90 days of employment for necessary, unavoidable absences;*
- *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.*

## Family Medical Leave Act (FMLA)

CNIC provides up to 12 weeks of unpaid job-protected leave to an “eligible” employee for certain family and medical reasons. Employees are eligible if they have worked for CNIC for at least 12 months and have been physically at work for at least 1,250 hours over the previous 12 months.

*NOTE: Paid and/or unpaid leave is not counted for purposes of calculating the 1,250 hours required for eligibility.*

**If there is a possibility you may need FMLA or equivalent, see your NAF HRO 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 workweek.*

## 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

CNIC encourages you to fulfill your civic obligation. If you are called to jury duty, or to appear in court as a witness in a judicial proceeding other than a proceeding that only involves private parties, you are entitled to receive regular pay or to retain the court fees, whichever is greater. If the court fees are the smaller amount, such fees, less any transportation allowance, must be turned over to your HR representative upon completion of service. To qualify for court leave, you need to submit the official summons from the court to your supervisor in advance of the time you are required to be away from work.

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

## Inclement Weather

Due to inclement weather, the base commanding officer where your NAF is located may restrict access to "essential personnel only" or delay the beginning of a workday. This is a decision that will be made by military authority. On inclement weather delays:

- *Liberal leave (annual leave or time off award) or LWOP may be approved, if the base is not closed or the "essential personnel only" status extends beyond approved administrative leave; and*
- *It is your responsibility to keep up with the status of the base or work delays.*

## Leave Donation Program

The 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 an RFT or RPT NAF employee to participate;*
- *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;*
- *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.*

## Disabled Veteran Leave

Disabled Veteran Leave is provided by the Wounded Warriors Federal Leave Act of 2015 (Public Law 114-75, November 5, 2015). The law provides a one-time credit of “disabled veteran leave” to any federal employee hired on or after Nov. 5, 2016, who is a veteran with a service-connected disability rated at 30 percent or more for purposes of undergoing medical treatment for such disability for which sick leave could regularly be used. Disabled veteran leave is available during the continuous 12-month period following the first day of employment. This new leave category is a one-time benefit. Once an employee has been provided the leave benefit, he or she will not have any further entitlements to the benefit. The leave benefit expires at end of the 12-month eligibility period, and any unused leave is forfeited at that time. Unused disabled veteran leave may not be cashed out and paid in a lump sum.

## 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 and 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.

## TELEWORK

The availability to telework depends upon your position. Contact your supervisor for more information about whether or not you’re eligible to telework.



## WORKERS' COMPENSATION

Every employee and supervisor is responsible for complying with safety and health standards. It also is 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 the Worker's Compensation Program, unless you are an active-duty service member 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 under orders of temporary duty or while traveling locally at the direction of your supervisor, unless you deviate from the scope of employment.

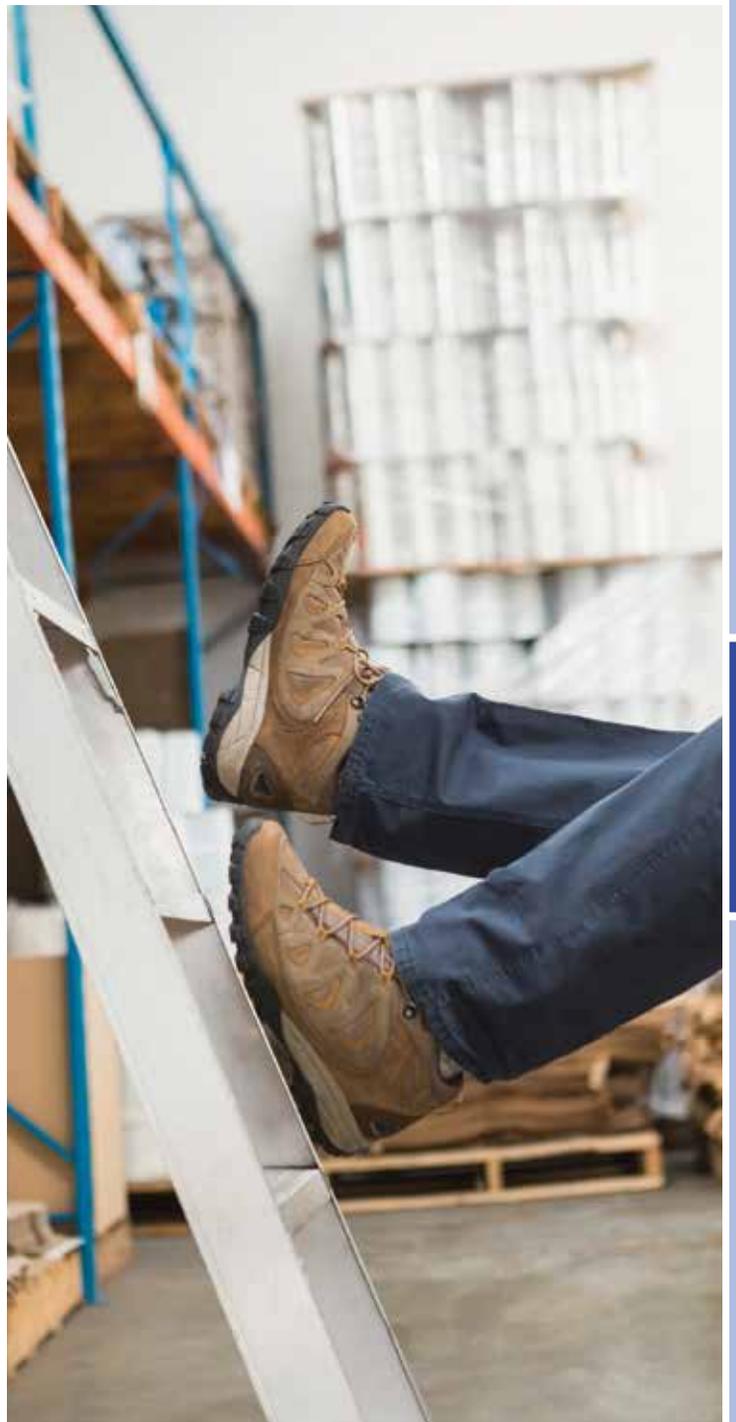
### If a work injury occurs:

- 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 an RFT or RPT employee with benefits and are receiving workers' compensation payments, 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 workers' compensation checks). Employee cost can be found on your last LES. Payments should be received no later than five days following your regular payday (every two weeks). Contact your servicing NAF HRO for mailing information. Failure to submit insurance payments may result in loss of coverage.

The workers' compensation claims administrator will make payment for lost time directly to you. If you elect to use AL or SL, your claims administrator will mail your check to the NAF HRO. Upon receipt of the check, you will be required to report to work 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 percent of your average weekly wage. You also are entitled to all authorized medical care.

CNIC's policy is to provide opportunities for every employee to remain at or return to work as soon as medically possible after an injury. If you are not able to do all or a part of your regular work while you are recovering, the NAF HRO will attempt to provide other work assignments in accordance with your doctor's instructions. As your employer, we will encourage the safe and timely return of injured employees to productive roles in the workplace.



# HEALTH CARE AND INSURANCE

## Benefits

This section discusses, in general terms, the benefits package offered to our employees. Your salary plus benefits equals your total compensation package. CNIC offers a comprehensive, well-rounded range of benefits.

You are eligible to enroll in the benefits plans within the first 31 days of employment. If you do not enroll during the first 31 days of employment, you may enroll during open enrollment (held for a period of 30 days, usually during the November time period).

The benefits guide you receive at your indoctrination summarizes most of CNIC's benefits that you will receive as an employee. You will receive updated information periodically. If you have any questions regarding benefits, the best sources to ask are your supervisor or HR representative.

## Medical Plans

- *CNIC offers excellent medical coverage for eligible employees through the DoD NAF Health Benefit Plan, currently Aetna Insurance Company. You and CNIC share the cost of your medical coverage. As an employee, you will pay 30 percent of the premium and CNIC will pay 70 percent.*
- *This plan covers RFT and RPT employees and their eligible dependents. Eligible dependents include your spouse; children, including step and foster, up to age 26; and children over the maximum age who are incapable of self-support due to a disability. In addition, any employee who is in a flexible position and working an average of 30 hours or more per week for a specific 12-month period\* will be offered medical insurance.*

*\*This period is called a look-back period and will be held during open enrollment for employees with more than one year of service or on the one year anniversary for new employees.*

*Note: The Affordable Care Act dictates that all employees who work 30 or more hours per week during a 12-month period are eligible for health care coverage, regardless of the employment category. For information regarding the program's specific details, please contact your local HR representative.*

### Highlights of the plan include:

- *Coverage for yourself and family members*
- *Health Incentive Credits*
- *Hospital services*
- *Physician services*
- *Pharmacy coverage*
- *Preventive care*
- *Emergency care*
- *Vision*
- *No lifetime maximum*

As an alternative to CNIC's DoD medical plan, some locations offer the option of enrollment in Health Maintenance Organizations (HMOs). Your HR representative will let you know what choices, if any, are available.



## Dental Plans

A dental plan complements the medical plan. As an employee, you will pay 30 percent of the premium and CNIC will pay 70 percent. The dental plan includes:

- Coverage for yourself and family members
- Diagnostic and preventive care, such as oral examinations and cleanings
- Basic restorative services, such as fillings and root canal therapy
- Major restorative services, such as crowns and dentures
- Orthodontist services

CNIC also offers a stand-alone-dental plan, which is for eligible RFT and RPT employees who are not participating in a NAF-sponsored medical plan. Cost of coverage is 100 percent employee paid.

## Life Insurance Plans

All of us want to ensure that our loved ones have some measure of financial security in the event of our death. Life insurance is one way of providing for your family if something happens to you. CNIC offers four life insurance programs to eligible employees that are described below.

### Basic Life Insurance (BLI) and Personal Accidental Death and Dismemberment (PAD&D)

BLI provides you with life insurance equal to your basic annual salary rounded to the next highest thousand, plus two thousand dollars. When you enroll in BLI, you are automatically enrolled in PAD&D insurance. The benefit amount for PAD&D insurance is equal to the benefit amount for Basic Life coverage. This benefit is for RFT and RPT employees. As an employee, you will pay 67 percent of the premium and CNIC will pay 33 percent.

### Optional Life Insurance (OLI) and Optional Accidental Death and Dismemberment (OAD&D)

RFT and RPT employees who enroll in the BLI may also choose to participate in the OLI. When you enroll in OLI, you are automatically enrolled in OAD&D insurance. OLI allows you to select additional life insurance coverage up to six times your basic annual salary. Cost of coverage is 100 percent employee paid.

### Spouse Life Insurance (SLI)

As a new employee or during open enrollment, you may elect \$10,000, \$25,000, or \$50,000 in dependent spouse coverage. You must enroll in the BLI and OLI plans in order for dependents to be eligible for coverage. Cost of coverage is 100 percent employee paid.

### Dependent Child(ren) Life Insurance (DLI)

As a new employee or during open enrollment, you may elect \$5,000 or \$10,000 in dependent child coverage. You must enroll in the BLI and OLI plans in order for dependents to be eligible for coverage. Children are covered up to age 19, or age 25 if they are a full-time student. Cost of coverage is 100 percent employee paid.

### Guarantee Issue

Employees who elect coverage within the first 31 days of eligibility are guaranteed a certain amount of coverage. Late enrollees will be required to submit a Statement of Health and be approved for coverage through the insurance company.

## Long-term Disability

LTD replaces 60 percent of your pre-disability earnings for an extended period of time. All RFT employees are eligible to participate. Generally, you are considered disabled and eligible for long-term benefits due to sickness or accidental injury if:

- *You are receiving appropriate care and treatment and complying with the requirements of treatment; and*
- *During the elimination period and the next 24 months you are unable to earn 80 percent of your pre-disability earnings.*

An employee must be absent from work a minimum of 60 days and exhaust all sick leave to be eligible to collect disability.



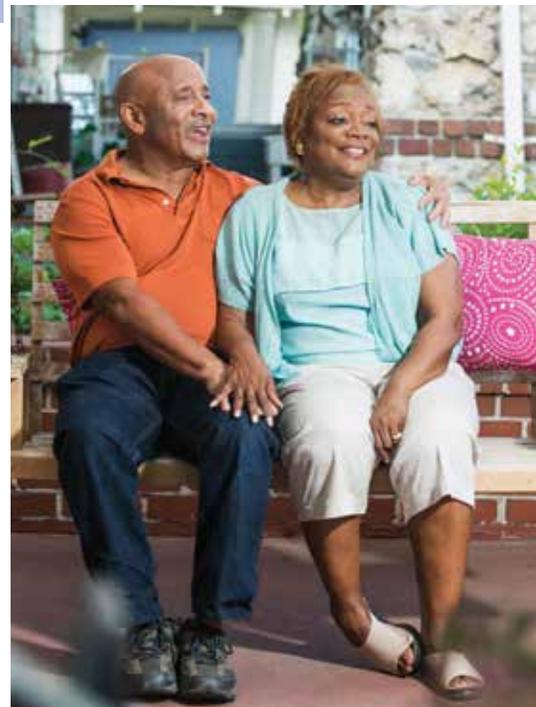
## RETIREMENT

We all want independence and security during retirement. There are three components to the CNIC retirement system designed to give employees as many options as possible. When you meet age and length-of-service requirements, you may elect to retire from CNIC. If you are a participant in our benefits programs, some of these benefits accompany you into retirement, such as medical and life insurance coverage. The benefits that carry over into retirement are explained in your retirement booklet. The Headquarters Retirement Resource Team calculates your retirement benefits and advises you by letter of all your entitlements.

### CNIC NAF Retirement Plan

Participants in the CNIC Retirement Plan have a head start in planning for the future. This is the first component of the retirement system. Highlights of the plan are:

- *Vesting provisions after only five years of service*
- *Three forms of early retirement benefits*
- *Surviving spouse benefits for death in service or death after retirement*
- *Cost of living increases on your retirement benefits*
- *Early retirement at age 52*
- *Full retirement at age 62*
- *Immediate enrollment available upon hiring*



## CNIC NAF 401 (k) Savings Plan

The second component of the retirement system is the 401(k) plan, which assists you in building an additional source of income for your retirement. The 401(k) savings plan highlights are:

- *You contribute to the plan with “pre-tax” dollars. Pre-tax contributions lower your reportable income, and you receive an immediate benefit – a reduction in your federal withholding taxes.*
- *The plan provides for matching contributions for a maximum employer contribution of 3 percent.*
- *Taxes on earnings in your 401(k) account are deferred until you make a withdrawal.*
- *There are several investment vehicles that you can select.*

## Social Security

Social Security is the third component that provides income to you when you retire. As a NAF employee, you are covered by the Social Security Act.

## Portability of Benefits

Many of our employees, particularly military family members, have worked for federal agencies and other NAF employers either before or after they work for us. The rules for porting benefits from one federal employer to another are complex. To ensure that you receive all of your correct benefit entitlements, it is important that you tell your HR representative about all prior federal employment.

## Flexible Spending Account (FSA)

An FSA allows you to set aside a portion of your salary in a special account. You then can use the money in your account to reimburse yourself for qualified health care and/or dependent care expenses. Your taxable salary is reduced by the amount you elect to contribute to FSA, which also reduces your income tax and Social Security taxes. You can participate in the FSA if you are employed in an RFT or RPT position.

## Employee Assistance Program (EAP)

The EAP is intended to help employees deal with personal problems that might adversely impact your work performance, health, and well-being. The EAP generally includes short-term counseling and referral services for you and members of your family at no cost. A family member is any person related to you. Family members do not need to reside in your household and there is no age limit for assistance.

The EAP counselors provide assessment, support, and referrals to additional resources for a limited number of program-paid counseling sessions. The EAP can help with the following concerns and more:

- *Substance abuse*
- *Emotional distress*
- *Major life events, including births, accidents, and deaths*
- *Health care concerns*
- *Workplace challenges*
- *Financial or non-work-related legal concerns*
- *Family/personal relationship issues*
- *Work relationship issues*
- *Concerns about aging parents*

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



## OTHER BENEFITS

### Long-term Care (LTC)

Should you, your spouse, parents, or parents-in-law become seriously ill or injured and become disabled and in need of LTC services, enrollment in the LTC Plan will cover most costs associated with a stay in a nursing home, home health care, or an assisted-living facility. LTC is not a CNIC-sponsored benefit; however, as a federal employee you are eligible to participate.

### Will Preparation Services

Having an up-to-date will is one of the most important things you can do for your family. Without a will, your assets may be distributed according to state law and not in accordance with your wishes. By enrolling in Basic Life (online tools) and/or Optional Life coverage (online tools and face-to-face with attorney), you have access to important services that help you ensure your family future. The will preparation service includes:

- *Online preparation* (Basic Life)
- *Face-to-face preparation* (Optional Life)
- *Preparation of codicils*
- *Preparation and/or updating wills and living wills*
- *Power of attorney*
- *Testamentary trusts*

Will preparation services are offered by Hyatt Legal Plans and provide eligible employees and their spouses/domestic partners with access to attorneys participating in their network. When you choose a participating Hyatt Legal Plans attorney, the attorney fees are fully covered (i.e., at no cost to you) and there are no claim forms to file. You also have the flexibility of using a non-network attorney and being reimbursed for covered services according to a set fee schedule. Estate resolution services are also offered.

Contact the HR Benefits Section for more information about these valuable services.

# APPENDIX

Acronyms .....	54-56
ACI Specialty Benefits Brochure .....	58-59
ADP iPay Enrollment .....	60-61
Drug-Free Workplace .....	62-65
EEO Policy .....	66-68
EEO Brochure .....	70-71
EEO Reasonable Accommodation Brochure .....	72-75
HATCH Act .....	76
Leave Request Form .....	77
NAF Performance Rating Form .....	78-79
Standards of Conduct .....	80-94

# 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>	Common 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 Instruction
<b>CO</b>	Commanding Officer
<b>COB</b>	Close of Business
<b>COLS</b>	Common Output Level Standards
<b>CONUS</b>	Continental United States
<b>CT</b>	Craft and Trade
<b>CYP</b>	Child and Youth Programs

## D

<b>DAR</b>	Daily Activity Report
<b>DARS</b>	Daily Activity Report Summary
<b>DFWP</b>	Drug-Free Workplace Program
<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 and Family Readiness
<b>FFSC</b>	Fleet and Family Support Center
<b>FFSP</b>	Fleet and 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 Resources 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, Skills, and Abilities

## L

---

<b>LES</b>	Leave and Earnings Statement
<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>MSEP</b>	Military Spouse Employment Program
<b>MWR</b>	Morale, Welfare and Recreation

## N

---

<b>NB</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>	Naval Personnel
<b>NAVSTA</b>	Naval Station
<b>NB</b>	Naval Base
<b>NCIS</b>	Naval Criminal Investigative Service (formally 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 Craft and Trade (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>	(1) Naval Station (2) A NAF Craft and Trade (CT) position (3) "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>OCONUS</b>	Outside Continental United States
<b>OF</b>	Optional Form
<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 Instruction
<b>OPS</b>	Operations
<b>ORM</b>	Operational Risk Management

# ACRONYMS *continued*

## Q

---

**QD** ..... Quarterdeck

## P

---

**P&L** ..... Profit and Loss

**PCS** ..... Permanent Change of Station

**PD** ..... Position Description,  
(Job Description)

**POM** ..... Program Objective Memorandum

**POR** ..... Program of Record

**POS** ..... Point of Sale

**PS** ..... Patron Services, a NAF Position  
Pay Plan

## R

---

**RECTRAC** ... Point-of-sale System

**RFT** ..... Regular Full-time

**ROI** ..... Return on Investment

**RPD** ..... Regional Program Director

**RPM** ..... Regional Program Manager

**RPT** ..... Regular Part-time

## S

---

**SA** ..... Situational Awareness

**SCD** ..... Service Computation Date

**SECNAV** .... Secretary of the Navy

**SF** ..... Standard Form

**SL** ..... Sick Leave

**SME** ..... Subject Matter Expert

**SOP** ..... Standard Operating Procedures

**SOW** ..... Statement of Work

## T

---

**TAD** ..... Temporary Additional Duty

**TDY** ..... Temporary Duty

**TSP** ..... Thrift Savings Plan

**TWMS** ..... Total Workforce Management  
System

## U

---

**UA** ..... Unauthorized Absence

**UFM** ..... Uniform Funding Management

**UFR** ..... Unfunded Requirements

**UH** ..... Unaccompanied Housing

**UIC** ..... Unit Identification Code

## W

---

**WIIFM** ..... What's In It For Me?

## X

---

**XO** ..... Executive Officer

## Y

---

**YTD** ..... Year-To-Date



# 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, ACT'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 ACT's YouTube Channel



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

For help and information:

**Contact ACT**



**800.932.0034**

**Text to 858.ACI.2094**

**[intake@acispecialtybenefits.com](mailto:intake@acispecialtybenefits.com)**

## Concierge Services

ACT's EAP provides information and referrals on an unlimited basis for any type of personal need. ACT 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

### ACT's myACI App

offers instant access to ACT'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 ACT Specialty Benefits representative via phone or email to request services, get questions answered, and receive assistance.



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



## ADP-iPay ENROLLMENT

### A CONDITION OF EMPLOYMENT

Your Leave and Earnings Statements (LES) are available to you on a secure website for online access.

The ADP iPay 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 center to briefly use a computer and printer exclusively for this purpose.

**All employees must be enrolled in iPay as a condition of employment, as paper pay stubs are no longer available.** This is a Navywide 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 iPay 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.

#### **Password Resets**

User names and passwords are case sensitive! If you are unable to access your iPay 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 that 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.

## Earnings Statement



242-0001  
 COMMANDER, NAVY INSTALLATIONS  
 5720 INTEGRITY DR  
 MILLINGTON TN 38055-6520  
 NAD/79000

Period Beginning: 04/01/2016  
 Period Ending: 04/14/2016  
 Pay Date: 04/22/2016

Taxable Marital Status:  
 Exemptions/Allowances:  
 Federal: 0  
 TN: No State Income Tax

Earnings		rate	hours	this period	year to date	Other Benefits and Information	this period	total to date
Regular		30.1900	72.00	2,173.68	7,004.08	Annlv -Epr		6.00
Annual Leave		30.1900	8.00	241.52	241.52	Sickl v -Epr		4.00
<b>Gross Pay</b>				<b>\$2,415.20</b>	<b>7,245.60</b>	Annual Lve Bal		213.00
<b>Deductions</b>						Sick Leave Bal		347.50
<b>Statutory</b>						Federal Income Tax		-381.42
				-381.42	1,144.26	Social Security Tax		-144.78
				-144.78	434.35	Medicare Tax		-33.86
				-33.86	101.58			217.60
<b>Other</b>						Basic Life		-6.11
				-6.11	18.33	Ltd		-4.03
				-4.03	12.09	Optional Life		-3.84
				-3.84	11.52	Pretax Dental		-4.26*
				-4.26*	12.78	Pretax Health		-75.71*
				-75.71*	227.13	Retirement		-24.15
				-24.15	72.45	Sip\$		-72.46*
				-72.46*	217.38			
<b>Net Pay</b>				<b>\$1,664.58</b>		Dir Dep Check		-1,664.58
<b>Net Check</b>				<b>\$0.00</b>				

**\* Excluded from federal taxable wages**

Your federal taxable wages this period are  
 \$2,262.77

© 2009 ADP, LLC

COMMANDER , NAVY INSTALLATIONS  
 5720 INTEGRITY DR  
 MILLINGTON TN 38055 -6520  
 NAD/79000

Advice number: 00000160242  
 Pay date: 04/22/2016

Deposited to the account of \_\_\_\_\_ account number XXXXX transit ABA XXXX XXXX amount \$1,664.58

THIS IS NOT A CHECK

**NON-NEGOTIABLE**

# DRUG-FREE WORKPLACE



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

12000  
22 Sep 16

## MEMORANDUM

From: Director, Fleet and Family Readiness

Subj: GENERAL NOTICE OF DRUG TESTING FOR COMMANDER NAVY  
INSTALLATIONS COMMAND NONAPPROPRIATED FUND EMPLOYEES  
UNDER DEPARTMENT OF THE NAVY DRUG FREE WORKPLACE PROGRAM

1. On 15 September 1986, President Ronald Reagan signed Executive Order 12564, establishing the goal of a Drug-Free Federal Workplace. This Executive Order made refraining from using illegal drugs, while on or off duty, a condition of employment for all Federal employees. The Department of the Navy (DON) Drug Free Workplace Program (DFWP) was developed to implement this Order through deterrence, identification, rehabilitation, and personnel action. Commander, Navy Installations Command (CNIC) is dedicated to upholding its share of the DFWP within its nonappropriated fund (NAF) workforce.
2. 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 safety of personnel and customers, 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.
3. Employees may be determined to be users of illegal drugs on the basis of direct observation, criminal conviction, employee's admission, other appropriate administrative determination, or a positive drug test by urinalysis confirmed by a Substance Abuse and Mental Health Services Administration licensed Medical Review Officer (MRO). CNIC NAF employees are subject 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.
4. Child care positions have been specifically identified as Testing Designated Positions (TDP) and will be subject to random drug testing. Employees in this category will receive individual written notices that their positions have been included in the CNIC NAF random testing pool at least 30 days prior to actual testing. Employees selected for TDPs 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.
5. 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. DON and CNIC

Subj: GENERAL NOTICE OF DRUG TESTING FOR COMMANDER NAVY  
INSTALLATIONS COMMAND NONAPPROPRIATED FUND EMPLOYEES  
UNDER DEPARTMENT OF THE NAVY DRUG FREE WORKPLACE PROGRAM

have developed strict chain of custody procedures to ensure proper identification of all test specimens.

6. All specimens will be tested in certified laboratories following guidelines published by the Department of Health and Human Services. An 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.

7. 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, CNIC NAF Drug Program Assistant, Employee Assistance Program (EAP) Administrator, and appropriate supervisory or 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.

8. 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.

9. CNIC employees are encouraged to seek help for substance abuse problems through the EAP ((800) 932-0034 or [www.acispecialtybenefits.com](http://www.acispecialtybenefits.com)). Employees who voluntarily self-identify as a user of illegal drugs to their supervisor or other appropriate CNIC management official prior to being identified by other means will not be subject to disciplinary action for prior drug use beyond removal from their TDP. This is referred to as safe harbor. However, once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor protection.

9. If you have any questions, please call the CNIC NAF Drug Program Coordinator at (901) 874-6707 or DSN 882-6707.



J. HIEB



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

12000  
17 Oct 16

## MEMORANDUM

From: Director, Fleet and Family Readiness

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

Ref: (a) FFR memo 12000 of 22 Sep 16  
(b) 21 U.S.C. §812

1. Per reference (a), Commander, Navy Installations Command Nonappropriated Fund Instrumentality (NAFI) implemented drug testing as part of the Department of the Navy Drug-Free Workplace Program (DFWP). As your position meets the Testing Designated Position (TDP) criteria, and, as a stipulation of your continued employment, you must refrain from the use of illegal drugs and are subject to random drug testing.
2. No sooner than 30 days from 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.
3. Prior to the test, you will receive specific instructions concerning the scheduled time and location. 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 test result accuracy, 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. These procedures are very accurate and monitored to ensure reliable results, which will be handled confidentially. In the event your specimen tests non-negative, 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.
4. In the event the MRO verifies a positive result, disciplinary action up to and including separation 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.
5. If, by any means, illegal drug use is detected, you will be subject to the following administrative actions:

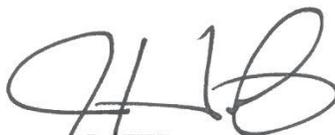
Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE NAVY DRUG FREE WORKPLACE PROGRAM

- a. Immediately removed from the TDP.
- b. Referred to the Employee Assistance Program (EAP).

6. CNIC Nonappropriated Fund (NAF) employees are encouraged to seek help for substance abuse problems through the EAP (ACI 800-932-0034 or [www.acispecialtybenefits.com](http://www.acispecialtybenefits.com)). Employees who voluntarily self-identify to their supervisor or other appropriate CNIC management prior to being identified through other means or notified of a pending drug test, will not be subject to discipline other than removal from their TDP. This 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. If you are convicted of a drug-related offense, you will not be eligible for safe harbor.

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

8. As stated in reference (a), all CNIC NAF employees may be subject to testing due to reasonable suspicion, post-accident or unsafe practice, and as part of a follow-up to a rehabilitation or counseling program for illegal drug use. When conducting reasonable suspicion or post-accident or unsafe practice testing, CNIC may test for any Schedules I or II drug listed in reference (b).



J. HIEB



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

1700  
27 Jul 16

## MEMORANDUM FOR ALL HANDS DISTRIBUTION

From: Director, Fleet and Family Readiness

Subj: FLEET AND FAMILY READINESS EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

1. The Commander, Navy Installations Command (CNIC) Fleet and Family Readiness (FFR) organization values the contributions of all its employees and recognizes the importance of equal employment opportunity (EEO). I fully endorse VADM Smith's commitment to EEO and holding leaders accountable for any discriminatory practices and behaviors. FFR leadership is committed to employee success in support of providing high quality services to Sailors, their families, and customers. Therefore it is our policy to provide equal opportunity in employment to all employees and applicants regardless of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability, or genetic information.
2. EEO principles are mainstays of every work environment. All employment decisions, to include hiring, compensation, benefits, training, and termination, will be administered per established policies and procedures.
3. To provide superior customer service and produce quality work, we must maintain an environment that reinforces productive and healthy work behaviors. As such, harassment, in any form, will not be a part of the FFR workplace. Unlawful harassment includes unwelcome and inappropriate workplace conduct that becomes a term or condition of continued employment, or that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. There is zero tolerance for any form of harassment in FFR. Harassment should be immediately reported to any supervisor in your chain of command, Human Resources office, or servicing EEO office. Once reported, allegations will be investigated promptly and corrective action taken where warranted.
4. If you believe that discrimination has occurred in your work environment or during the application process, you must contact the EEO office to use designated complaint procedures. Contact must be made within 45 calendar days of the incident or effective date of the personnel action.
  - a. Non-appropriated Fund (NAF) employees should contact the CNIC NAF EEO Service Center Phone at (866) 295-0320 or email [MILL\\_CNIC\\_NAF\\_EEO@navy.mil](mailto:MILL_CNIC_NAF_EEO@navy.mil).
  - b. APF employees should contact their servicing Region EEO Office.
5. I ask that all FFR employees promote EEO principles and treat each other with the dignity and respect that will sustain FFR as a high-performing organization. Managers and supervisors will monitor their environments and communicate EEO tenets to their employees. No employee or applicant will be treated adversely or retaliated against for reporting violations of this policy.
6. This policy supersedes the EEO Policy for NAF Employees letter of 11 June 2015.

J. MIEB



## 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.

## 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).

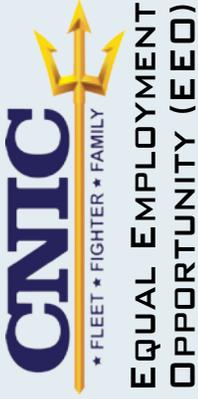
Additional information regarding Federal antidiscrimination, whistleblower protection and retaliation laws can be found at the EEOC Web site--[www.eeoc.gov](http://www.eeoc.gov) and the OSC Web site--[www.osc.gov](http://www.osc.gov).

## 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).



## CNIC NAF EEO PROGRAM



**EEO DISCRIMINATION  
COMPLAINT PROCESS  
FOR NAF EMPLOYEES**

### CONTACT INFORMATION

To use the EEO process, contact:  
CNIC NAF EEO Service Center  
1-866-295-0320  
mill\_cnic\_naf\_eeo@navy.mil

For CNIC NAF 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.



### 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.

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal employment opportunity is the right of every employee and applicant. Civil rights laws protect employees and applicants from harassment and discrimination based on race, color, sex (pregnancy, gender identity, and sexual orientation), 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.

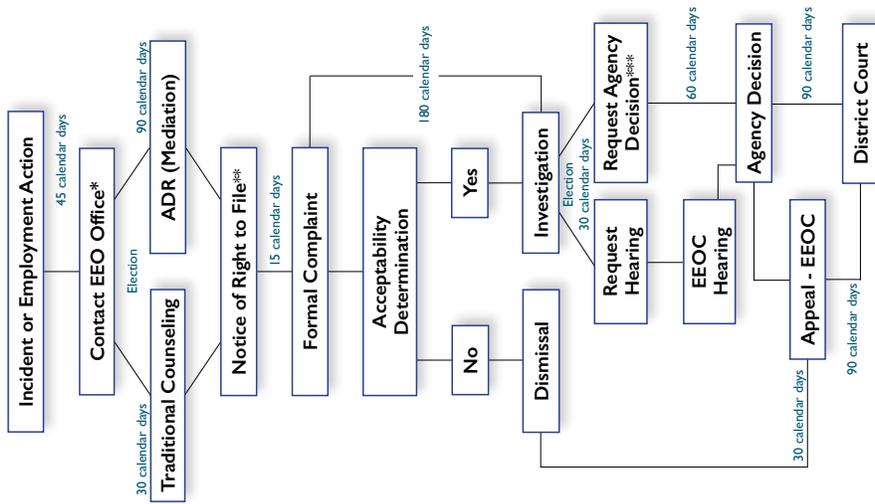
## CNIC N9 EEO POLICY FOR NAF EMPLOYEES

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 Service Center.

\*\* 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.



## CONTACT INFORMATION

To request reasonable accommodation, contact your supervisor, the Human Resources Office, or the designated Reasonable Accommodation Coordinator.

For additional information on reasonable accommodation, contact your supervisor, the Human Resources Office, a designated Reasonable Accommodation Coordinator, or the CNIC NAF EEO Service Center.

CNIC NAF EEO Service Center  
1-866-295-0320  
MILL\_CNIC\_NAF\_EEO@navy.mil



## EQUAL EMPLOYMENT OPPORTUNITY (EEO)



REASONABLE ACCOMMODATION PROCESS FOR NAF EMPLOYEES

CNIC NAF EEO PROGRAM

**DOES MY SUPERVISOR HAVE TO REMOVE ESSENTIAL FUNCTIONS FROM MY JOB IF I HAVE A DISABILITY?**

No, the supervisor is not required to remove essential functions from the job, nor is the supervisor required to lower performance standards. If you are not able to perform the essential functions of the job, either with or without reasonable accommodation, you are no longer a qualified individual with a disability.

**CAN AN EMPLOYER DENY A REASONABLE ACCOMMODATION REQUEST?**

Yes. Each request is evaluated on a case-by-case basis. The employee first must be determined to be disabled under the ADA definition and provide any relevant medical documentation requested. If the request imposes an undue hardship or a change that would be costly or disruptive to the organization, it may be denied. The request also may be denied if the employee cannot perform the essential functions of the position.\*

\*Reassignment, the accommodation of last resort, may be considered here.

**WHAT IF THE EMPLOYEE DISAGREES WITH THE REASONABLE ACCOMMODATION DECISION?**

The employee may request that a decision be reconsidered. All relevant paperwork, including the denial decision, should be sent to the CNIC NAF EEO Service Center.



Supervisors should:	Employees and applicants should:
Know when an individual is asking for reasonable accommodation. No “magic” words are necessary nor must the individual use the words “reasonable accommodation.”	Make your reasonable accommodation needs known to the supervisor.
Document the accommodation request, in writing, if the original request was verbal.	Ask for reasonable accommodation before performance becomes a problem.
Only ask for relevant medical documentation.	Provide relevant medical documentation, if requested, in a timely manner.
Assess all requests for reasonable accommodation on a case-by-case basis.	
Contact HR or the Reasonable Accommodation Coordinator for assistance.	
Be creative in the interactive process when discussing reasonable accommodation options.	Participate in the interactive process.
Keep communication channels with the employee open.	
Provide responses to the employee quickly – within 30 calendar days.	

## PEOPLE WITH DISABILITIES

People with disabilities are a valued part of the CNIC non-appropriated fund (NAF) workforce. CNIC NAF is committed to removing barriers that prevent people with disabilities from applying for jobs, performing the essential functions of the job for which hired, gaining access to the job location, and enjoying all of the benefits and privileges of employment. The goal is full and successful integration of people with disabilities into the workplace.

The Rehabilitation Act of 1973, as amended by the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, requires the provision of reasonable accommodation to qualified applicants and employees with disabilities, unless doing so would cause an undue business hardship. In accordance with these laws, CNIC NAF will make every effort to support our applicants and employees with disabilities to ensure full participation in employment.

## DEFINITIONS YOU SHOULD KNOW

**Reasonable Accommodation:** an adjustment or modification in the job or worksite that facilitates the way an employee with a disability performs the essential functions of the job, or that enables an employee with a disability to enjoy equal benefits and privileges of employment.

**Disability:** a physical or mental impairment that substantially limits a major life activity, or a record of such impairment, or regarded as having such an impairment.

**Major Life Activities:** include, but are not limited to, caring for one's self, performing manual tasks, walking, seeing, hearing, bending, lifting, learning, concentrating, reading, and communicating.

**Qualified Individual with a Disability:** an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job, and satisfies the skill, education, experience, and other job-related requirements of the position.

**Essential Functions of the Job:** job duties that are so fundamental that one cannot successfully do the job without being able to perform them. A function is considered to be "essential" if the position exists specifically to perform that function, there are a limited number of other employees who could perform the function if it were assigned to them, or the function is specialized and the individual is hired based on his or her ability to perform it.

**Undue Hardship:** includes making changes that require significant expense, are extensive or substantial, or are considerably disruptive to operations; considered on a case-by-case basis.

## REASONABLE ACCOMMODATION REQUEST PROCESS\*



**\*Note:** This chart does not constitute the complete reasonable accommodation process. There may be additional interactions/steps during the process that cause the time for completion to exceed 30 calendar days.

### HOW DO I REQUEST REASONABLE ACCOMMODATION?

You should make reasonable accommodation needs known to your immediate supervisor or a designated Reasonable Accommodation Coordinator. If you are an applicant, you should inform the Human Resources Office or the interviewing manager.

### WHEN WOULD I REQUEST REASONABLE ACCOMMODATION?

You would request accommodation as soon as you require a change in the way you do your job because of a medical condition that you believe is a disability under the ADA.

### WHAT ARE SOME EXAMPLES OF ADA DISABILITIES?

ADA disabilities include, but are not limited to, diabetes, cancer, epilepsy, intellectual disabilities, fatigue, insomnia, and back problems; however, each disability is assessed individually and on a case-by-case basis.

### WHAT ARE SOME EXAMPLES OF REASONABLE ACCOMMODATION?

Reasonable accommodation options will depend on the nature of the disability, limitations, and position of the employee. Some common examples include modifying work hours, providing electronic or ergonomic equipment, allowing breaks, providing a sign language interpreter, approving leave, or changing the way a job function is done.

### WHAT HAPPENS AFTER I REQUEST REASONABLE ACCOMMODATION?

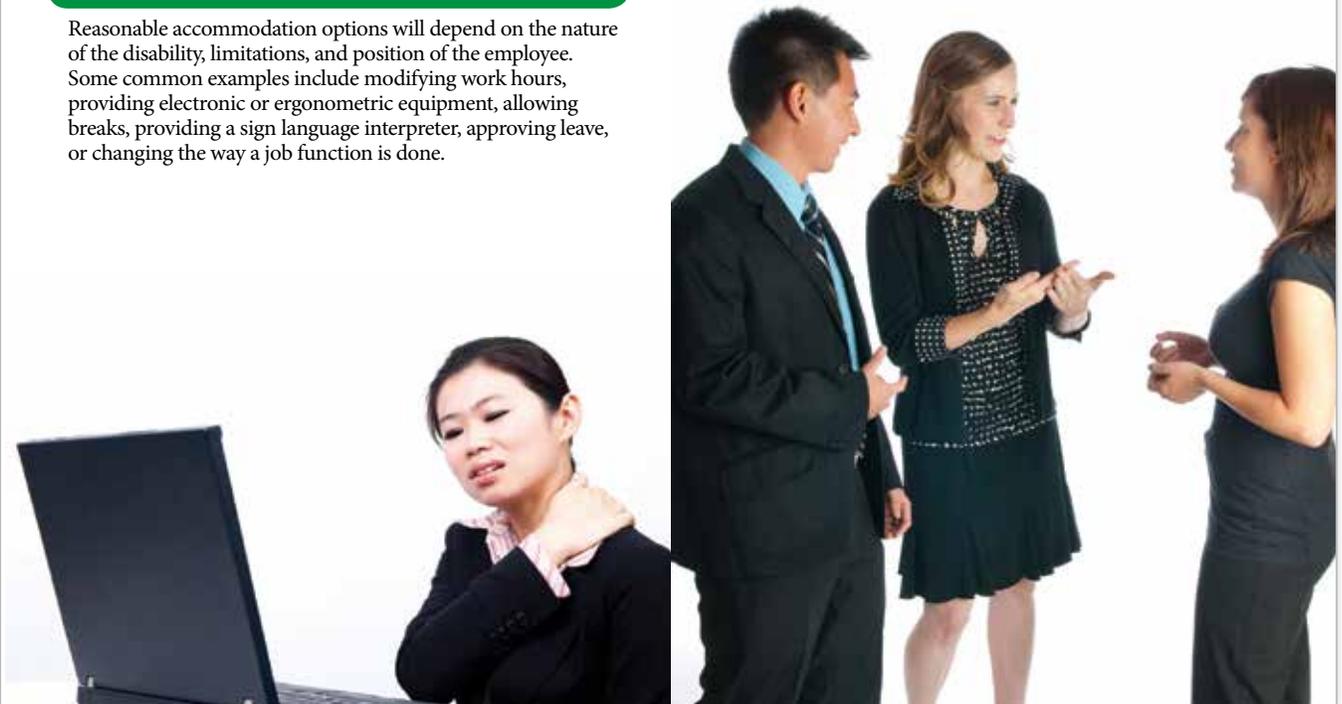
The supervisor must begin an interactive process to determine your reasonable accommodation needs. The supervisor will ensure your request is documented in writing. You may be asked questions about the nature of your disability, your limitations, and options for possible accommodations.

### IS MEDICAL DOCUMENTATION REQUIRED?

It depends. If the disability is one that is not obvious to the supervisor, such as a cognitive disability or back problems, medical documentation would be required.

### WILL MY MEDICAL DOCUMENTATION BE KEPT CONFIDENTIAL?

Yes. All medical documentation submitted in support of your reasonable accommodation request will be kept confidential and in a separate folder. The information provided in support of reasonable accommodation requests is available only to the designated staff responsible for coordinating accommodation requests and providing accommodation services.





## 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

# LEAVE REQUEST FORM

Request for Leave or Approved Absence					
1. Name (Last, first, middle)			2. Organization		
<b>3. Type of Leave/Absence</b>					<b>4. Family and Medical Leave</b>
Check appropriate box(es) and enter date(s) and time(s) 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					
<input type="checkbox"/> Disabled Veteran Leave					
<input type="checkbox"/> I am self certifying that this medical leave qualifies under the <b>Disabled Veteran Leave Act. (Applies to Veterans with a 30% or more disability and was hired on or after November 5, 2016)</b>					
<input type="checkbox"/> Compensatory time off					
<input type="checkbox"/> Other paid absence (specify in remarks)					
<input type="checkbox"/> Leave without pay					
5. Remarks					
6. <b>Certification:</b> 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 <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
8b. Manager 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.					

Local Reproduction Authorized

CNIC 12630/1 (Rev. 10/16)

# 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)						
<input type="checkbox"/> Outstanding <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Minimally Satisfactory <input type="checkbox"/> Unsatisfactory						
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

**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 ( <i>Last, First, Middle Initial</i> )	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:



## Department of Defense

---

### Employees' Guide to the Standards of Conduct

---

January 2016

## Table of Contents

	<u>Page</u>
Whom to Call for Advice.....	ii
General Principles of Public Service .....	1
Gifts.....	2
Gifts From Outside Sources .....	2
What’s a Prohibited Source? .....	2
What’s a Gift?.....	2
What’s Not a Gift?.....	3
Gifts That You May Keep .....	3
Foreign Gifts.....	5
Disposition of Improper Gifts .....	5
Gifts Between Employees .....	5
Conflicts of Interest.....	6
Conflicting Financial Interests.....	6
Bribery and Graft.....	7
Commercial Dealings Between DoD Employees .....	7
Representation of Others in Matters Affecting Government .....	7
Supplementation of Federal Salary.....	7
Impartiality in Performing Official Duties .....	8
Misuse of Position.....	8
Use of Government Resources.....	9
Fundraising.....	9
Teaching, Speaking, and Writing.....	9
Outside Activities.....	10
Political Activities.....	10
Employment Issues .....	11
Official Travel Benefits .....	11
Sources of Further Information.....	12

## *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.ethics@mail.mil](mailto:USAF.ethics@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 rule, exception, requirement, or all the factors that must be considered in making certain ethics-related decisions. If you are unsure of your actions, call your ethics counselor before you act.

## 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.

---

## 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 several DoD employees to a golf tournament at his company's expense.**

**The 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.**

## 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 a gift **exception**:

- 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., gave her a birthday present valued at \$60.**

**Bonnie may keep all of these gifts. 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 rather than a 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 the contractor the \$40 price differential.**

- 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 or gifts offered to a wounded or injured DoD employee
- Certain educational scholarships and grants • 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 your duties, 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 your duties, 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
- 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 employees' attendance.**

- 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

**NOTE:** Many of these gift exceptions are not available to political appointees if the gift is from a registered lobbyist or lobbying organization.

### Foreign Gifts

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

### Disposition of Improper Gifts

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

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

### 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:

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

- donated to a charity
- destroyed
- shared within the office

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

**Doreen invites the office to a New Year’s party at her home 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 that exceed \$10. Christmas is not a special, infrequent occasion.**
- **The dinner and the wine are both appropriate.**

- Non-monetary gifts of up to \$10
  - 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

---

**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.**

## **Bribery and Graft**

**Rule:** You may not seek or accept anything of value, other than your salary, for being influenced in the performance of your official duties.

## **Commercial Dealings Between DoD Employees**

**Rule:** You may not knowingly solicit or make solicited sales to personnel who are junior in rank, grade, or position (or their families). This includes insurance, stocks, real estate, cosmetics, household supplies, and other such goods and services.

**Sue is a supervisor at DoD. After hours she operates a cosmetics sales business out of her home.**

**She may not make solicited sales to her DoD subordinates in the workplace - or after work by calling them at home.**

## **Representation of Others in Matters Affecting the Government**

**Rule:** You generally may not represent anyone outside the U.S. Government before a Federal agency or court, or share in any compensation for such representations made by anybody else, if the Government is involved in the particular matter.

- There are limited exceptions.
- There are special exceptions for “special government employees” such as experts or consultants.

## **Supplementation of Federal Salary**

**Rule:** You may not accept compensation from any source except the U.S. Government for your services as a Government employee.

This rule does not apply, if:

- you are a “special Government employee” or
- you serve without compensation, or
- the gift or other item of value can be accepted in conformity with the rules governing gifts from outside sources (such as a public service award) or gifts between employees

---

## 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.**

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

---

## 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.

---

## FUNDRAISING

**Rule:** As a general rule, you may not engage in fundraising in the workplace. You may raise funds for organizations in your personal capacity outside the workplace, however, you may not use your official title, position, or authority to when doing so, 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.**

---

## 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.**

---

## OUTSIDE ACTIVITIES

**Rule:** If you file a financial disclosure report (OGE Form 278 or 450), you need your supervisor’s prior written approval before you engage in business activity or compensated employment with a DoD “prohibited source” (defined above in the section on “Gifts”). Presidential appointees and certain non-career employees have additional restrictions.

**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, employees of certain law enforcement and national security agencies, and career SES employees. Certain political appointees are subject to additional restrictions by DoD policy, i.e., they 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.

---

## 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.

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.

---

## 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) or by phone at 703-695-3422.

Additional information is available in:

1. **The 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 Supplemental Standards of Conduct**

DoD's Supplemental Standards of Conduct 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. 12/2015









Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Position: \_\_\_\_\_

COMMANDER, NAVY INSTALLATIONS COMMAND  
NON-APPROPRIATED FUND (NAF) HUMAN RESOURCES OFFICE (HR0)

**WWW.NAVYMWR.ORG**

December 2016