NADP Quick Reference Guide for Entry Level Employees
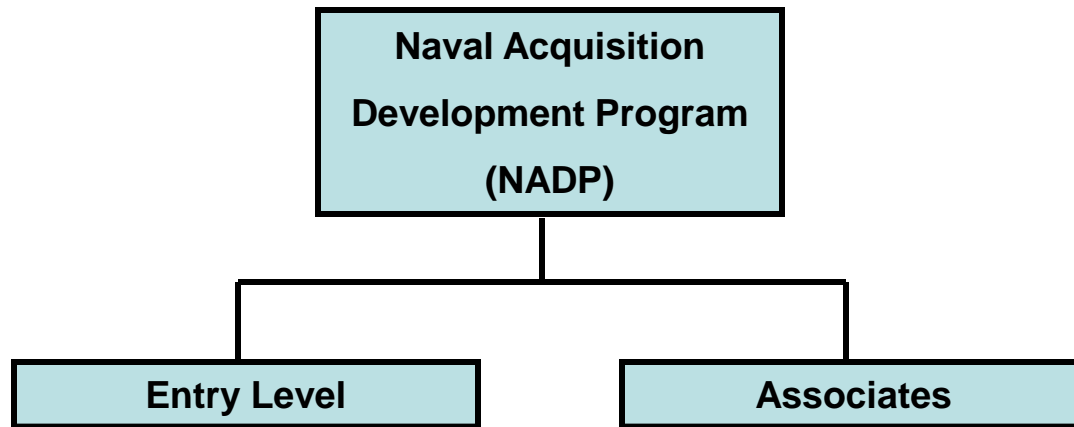

NADP

NAVAL ACQUISITION DEVELOPMENT PROGRAM

Developing Tomorrow's Acquisition Workforce Leaders

2014—2015

The purpose of the Naval Acquisition Development Program (NADP) Quick Reference Guide for Entry Level Employees is to orient entry level employees to the NADP by providing quick access to important, helpful information.

The NADP Operating Guide and the NADP website provide the official policy and guidance on the topic matter contained herein.

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                    Naval Acquisition
                  Development Program
                         (NADP)
                            |
            ┌───────────────┴───────────────┐
       Entry Level                      Associates
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The Naval Acquisition Career Center (NACC) manages the NADP which consists of entry level and associate employees. The NADP is designed to provide the Navy and Marine Corps with Acquisition Professionals. The following quick reference guide is for entry level members of the NADP which is governed by the NADP Operating Guide and the NADP website.

7 Steps to Success in the NADP

- Routinely check the NADP Website 'Bulletin Board Announcements' icon at: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

- Read and adhere to the following policy documents:

  - NADP Operating Guide for policy and guidance.

  - Joint Travel Regulations (JTR).

- Focus on your Individual Development Plan (IDP) and the NADP Mission.

- Assume responsibility for clear communication.

- Take responsibility for your own career.

- Network with other entry level employees.

- Present yourself professionally.

SUCCESS IN

THE NADP

ACRONYMS

ACM	Assistant Career Manager
APC	Acquisition Professional Community
ASN (RD&A)	Assistant Secretary of the Navy Research, Development & Acquisition
AWTAP	Acquisition Workforce Tuition Assistance Program
CFM	Career Field Manager
CM	Career Manager
CSR	Career Service Representative
DACM	Director, Acquisition Career Management
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DON	Department of the Navy
DTS	Defense Travel System
EOD	Entrance On Duty
GAL	Global Address List
GS	General Schedule
GTCC	Government Travel Charge Card
HRO	Human Resource Office
IAW	In Accordance With
IDP	Individual Development Plan
LDTA	Lead Defense Travel Administrator
LWOP	Leave Without Pay
MDP	Master Development Plan
NACC	Naval Acquisition Career Center
NADP	Naval Acquisition Development Program
NMCI	Navy Marine Corps Intranet
OCHR	Office of Civilian Human Resource
POC	Point Of Contact
PR	Placement Representative
SPRDE	Systems Planning, Research, Development & Engineering
SYSCOM	Systems Command

Overview

▪ The Master Development Plan (MDP) is a baseline starting document for new employees. The MDP is the actual template for your plan and it doesn't become the Individual Development Plan or IDP until it is filled in and tailored to an individual employee and signed.

▪ IDPs have long been used in government as a tool to help employees develop their skills, further their office's mission, and achieve their career goals. The IDP is a requirement for all NADP employees.

▪ MDPs for your respective career field can be found by selecting the 'Development Plans' icon on our website at:
http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

MASTER DEVELOPMENT PLANS (MDPs)

Overview

▪ The MDP becomes the IDP when it is tailored to an individual employee. The IDP is a personalized version of a career field MDP designed to meet the specific needs of the target position and the employee.

Timelines

▪ Within 45 days of an employee's Entry on Duty (EOD) date, each employee is responsible for meeting with their supervisor and/or CFM for guidance to establish their IDP.

▪ The IDP should be reviewed annually (at a minimum) with your supervisor and/or CFM.

▪ The IDP should be kept on file at your local command. This document will never need to be submitted to the NACC.

IDP Contents:

▪ Competencies
▪ Rotational Assignments
▪ DAWIA Training

▪ Senior Projects
▪ Formal Training
▪ Education

Overview

▪ The IDP Summary is a one page overview of the requirements needed to graduate from the NADP.

▪ The NADP IDP Summary outlines appropriate career field requirements to perform at the journeyman level.

▪ IDP Summaries for your respective career field can be found on the NADP Website.

Timelines

▪ The IDP Summary must be submitted to the NACC ACM on the following dates:
  - ▪ Within 45 Days of EOD
  - ▪ 45 Days Prior to a Promotion
  - ▪ 90 Days Prior to Graduation Date

▪ The IDP and IDP Summary should be updated and reviewed with your supervisor and/or CFM annually and the IDP Summary submitted to NACC at the required times.

▪ Please ensure you submit a final IDP summary 90 days prior to graduation as NACC will do a final review to ensure you have met all requirements of the program.

NADP IDP SUMMARIES

Sample IDP Summary

▪ This is a sample of the one page IDP Summary for Contracting NADP entry level employees. All MDPs and IDP Summaries look similar but may have different requirements.

▪ Before submitting, please fill in as much information as you are able. Please do not fill in future dates for completed dates, put them in the comment section.

▪ Please ensure you have read and understand the NADP Operating Guide. It contains the procedures and guidance for commands and NADP employees.

Things to Remember:

▪ You DO NOT need to submit the multi-page IDP to NACC.

▪ Ensure that you know your promotion and graduation dates.

▪ Work with your CFM to develop your multi-page IDP and NADP IDP Summary.

▪ Ensure your IDP Summary is submitted to NACC with your acknowledgement, as well as your supervisor and/or CFMs' signature.

▪ IDP Summaries can be found by selecting the 'Development Plans' icon on our website:
http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

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NADP INDIVIDUAL DEVELOPMENT PLAN (IDP) SUMMARY – ENTRY LEVEL EMPLOYEES
CONTRACTING (CON)

Name:	Location:	Command:

1. Competency Development: As identified on the multi-page Naval Acquisition Development Program (NADP) IDP.

2. Program Dates:

	Date
Start/Entry on Duty (EOD)	
Promotion 1	
Promotion 2 (if applicable)	
Promotion 3 (4 year NADP-WW only)	
Graduation	

3. Rotational Assignment Plans (2 Required):

	Command/Location	Planned Dates	Date Completed
Internal:		-	-
External*:		-	-

* If travel funding is required, NACC will fund the cost for one rotational assignment within program funding constraints. The Command funds travel cost overruns and any costs for additional rotational assignments.

4. DAWIA Training Requirements (as listed in Core Certification Standards at: http://icatalog.dau.mil/)

Certification (Field for comments.)		Date Certified
Level 1		
Level 2		

Note: You must apply for certification through eDACM.

5. Other Training Requirements

Training (Field for comments.)	Date Started	Date Completed
NADP Employee Orientation Training (online via TWMS)*		
Acquisition Initial Leadership Development (AILD) Course (NACC funded)		
Technical Training Course (Command funded)		
NACC Symposium (NACC funded)		

*Not required for employees on board prior to July 2012

Please submit an updated IDP Summary with new signatures and dates to NACC ACM:
- Within 45 days of EOD
- 45 days prior to a promotion
- 90 days prior to graduation

The signatures below acknowledge that you have read the policies outlined in the NADP Operating Guide and are aware of the NADP requirements in accordance with the Master Development Plan.
Your signature below further indicates that you verify the information on this form is accurate and correct.

Employee Print Name:	Employee Signature:	Date:
Supervisor Print Name:	Supervisor Signature:	Date:
CFM Print Name:	CFM Signature:	Date:
NACC CM Print Name:	NACC CM Signature:	Date:

	CON	LCL	FE	ENG	*BUS-CE	*BUS-FM	IT
DAWIA Training (See DAU for Career Field Course Requirements for Certification)							
Level I	☒	☒	☒	☒	☒	☒	☒
Level II	☒	☒	☒	☒	☐	☐	☒
*BUS-CE & BUS-FM not required to be Level II certified at graduation but must have Level II courses completed							
Rotational Assignments							
Internal	☒	☒	☒	☒	☒	☒	☒
External	☒	☒	☒	☒	☒	☒	☒
Senior Project							
Required	☐	☒	☒	☐	☐	☐	☒
Optional (See CFM)	☒	☐	☐	☒	☒	☒	
Other Training							
NADP Web Based Training	☒	☒	☒	☒	☒	☒	☒
Annual NADP Symposium	☒	☒	☒	☒	☒	☒	☒
Management Training Course (AILD)	☒	☒	☒	☒	☒	☒	☒
NACC Funded Program Review	☐	☒	☐	☒	☐	☐	☒
Command Funded Program Review	☐	☒	☐	☐	☐	☐	☒
Professional Development Conference (Required)	☐	☒	☐	☐	☐	☐	☒
Professional Development Conference (Optional)	☐	☐	☒	☐	☐	☐	☐
NACC Funded Technical Training Course	☐	☐	☒	☒	☐	☐	☐
Command Funded Technical Training Course	☒	☐	☒	☒	☒	☒	☐
Additional DAU courses *One 100 Level DAU course *One 100 or 200 DAU Level course	☐	☐	☐	☒	☐	☐	☐
See MDP for Formal Training Requirements							

▪NACC Actions

- Approximately 90 days prior to graduation date send email reminder to provide the NACC ACM an updated IDP Summary

- Provide command with graduation notice about 60 days in advance and confirm pick up date.

- Contact command and confirm that they are picking up the employee on time.

- Ensure graduation requirements have been met.

- Process RPA to convert employee from Excepted Service to Career Conditional.

▪COMMAND Actions

- Provide the NACC ACM with an updated IDP Summary to verify the graduation requirements have met

- Verify with ACM that the employee is getting picked up on specified graduation date.

- Process RPA to pick up employee the day following the graduation date.

- To request SF-75 information, contact OCHR Stennis at: ochrste_records_bran@navy.mil

- If employee is being picked up by a command other than homeport, that command must verify pick-up date with the ACM.

Highlights

- Complete the various trainings under the "Training" icon:
https://www.defensetravel.dod.mil/passport/bin/Passport.html

- DO NOT purchase your own airfare ticket.

- NADP employees are encouraged to carpool when attending training with other NACC employees.

- Keep ALL receipts for travel settlement, including receipts under $75.

- Limit ATM use as ATM fees add up quickly.

- Gas money expended for personal trips while on travel will not be reimbursed.

- NACC does not authorize return trips home during a Temporary Duty (TDY) assignment.

- If lodging is not booked through DTS, put location and cost of lodging arrangements in "Comments to the Approving Official" box within your authorization.

Highlights (continued)

- Any travel, including personal travel, to a foreign country, submit "Notice of Foreign Travel" memo to NACC Security.

Traveling Using DTS

- Create travel authorization in DTS at least 30 days prior to travel start date.

- Ensure the "14 NADP Travel" for regularly funded employees, the "14 852 NADP" for 852 funded employees, or the "14 852 ASSC" for Associate employees is selected in the Cross Org. Note that the leading two digits will change each FY.

- If flying, you must select government contract flights.

- Validate approvals and airfare prior to departing.

- Print out orders and take them with you while on travel.

- Submit travel voucher in DTS within 5 business days of returning.

NEVER TRAVEL WITHOUT APPROVED ORDERS!

TRAVEL

Before going on Travel, make sure you do the following:

- Submit DTS travel authorization at least 30 days prior to travel start date.

- Obtain approved travel orders via DTS.

- Print your orders and carry with you while TDY.

- If flying, check DTS and ensure tickets have been paid for.

- Make sure your Government Travel Charge Card (GTCC) is activated prior to departure.

- Complete and submit a visit request to NACC at least 30 days prior to departure date. See Security & Visit Request Tab.

- Turn on your "Out-of-Office Assistant" in MS Outlook and put an extended absence greeting on your voicemail.

- Make sure you're on an 8 hour schedule for the entire pay period when traveling to the temporary duty site and returning to the homeport.

While on Travel, make sure you do the following:

- Save ALL of your receipts, regardless if amount is less than $75.00 save **ALL** receipts.

- Contact your CSR before making any changes to your travel arrangements.

Upon Return from Travel:

- Process your travel voucher in DTS within 5 days after your return.

- Turn off your "Out-of-Office Assistant" in MS Outlook and remove your extended absence greeting on your voicemail.

DTS Travel Authorization Checklist

TRAVEL DO'S	CRITERIA
1. Government Travel Charge Card (GTCC)	You must have a GTCC if you are traveling.
2. Review Dates of Travel	A. If travel is longer than 45 days, ensure partial payments are selected. B. For rotations, you should depart on a Monday, unless a federal holiday and return on a Wednesday, Thursday, or Friday.
3. Review Transportation	
IF AIR	Did you select the government fare? Did you include baggage fees and transportation to/from airport?
IF POV	Did you include parking fees and mileage?
IF RENTAL CAR	Did you include parking fees and gas?
	If "No" to any of the above, you must include remarks to the Approving Official.
4. Review Lodging	A. Are hotel taxes Included? (If Basic Officers Quarter (BOQ), not applicable) B. If no cost for lodging - must include comments to the Approving Official.
5. Review of "Other Expenses"	A. Parking (If POV or Rental Car) B. Laundry (If traveling >5 days) C. Hotel taxes (When not staying in BOQ) D. Tolls (if necessary) E. Shuttle/taxi (If no POV or no Rental Car) F. Public transportation fees

Travel

TRAVEL

ROTATIONAL ASSIGNMENTS

Read the NADP Operating Guide, Section 6.4 for further guidance.

Highlights

- NACC will announce when rotation funding is available and request employees to submit required rotation documentation to the ACM.

- Rotational assignments must be clearly defined.

- Rotations should not cross fiscal years.

- Employees are encouraged to find no-cost, valued added rotations to meet the IDP requirements.

- Rotational assignments outside of the Department of the Navy are extremely rare.

- Rotational assignments must be clearly defined.

- See the NADP Operating Guide for special instructions regarding rotations outside of the continental United States (OCONUS).

Rotational Assignment Checklist

❑ Read Section 6.4 of the NADP Operating Guide in its entirety prior to submitting documentation to NACC including Appendix E.

❑ Submit appropriate package to CFM via email.

Please include:

- Rotation description (if applicable) with desired competencies

❑ CFM emails completed package to the NACC ACM for review within the timeline provided by NACC.

❑ Upon NACC CM endorsement, employee creates travel orders in DTS at least 30 days prior to travel start date.

❑ Complete and submit a visit request to NACC Security at least 30 days prior to your departure date.

Things You Need to Know

- NACC funded rotational assignments must be a minimum of 30 days and will not exceed 90 days in length.

- NACC funded rotation cannot exceed $20K in cost.

- Employee must have one year in the NADP before starting a rotation.

- All DAWIA Level I courses must be complete before starting a rotation.

- Appendix G – NACC funded Travel Procedures in the NADP Operating Guide will provide you guidance and tips on proper travel procedures and submitting an authorization in DTS.

ROTATIONAL ASSIGNMENTS

The eDACM Website Offers the Following:

- Ability to search and apply for Defense Acquisition University (DAU) Training.

- Ability to update student profile.

- Ability to request DAU student travel funds.

- Ability to request cancellations.

- Ability to resend approval request emails.

- Register for career field certification.

- Register for continuous learning.

(All personnel in Defense Acquisition Workforce Improvement Act (DAWIA) positions must have 80 CLPS every 2 years.)

NOTE: DAU classes begin filling in May for the upcoming fiscal year. Please apply ASAP for mandatory certification courses. NADP employees may request in-residence DAU courses prior to completion of prerequisites, but all prerequisites must be completed prior to course start date.

Navy eDACM Support Team:

For assistance with eDACM website, please contact an eDACM Support Specialist by doing the following:

- Log into the eDACM site: https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx

- Place your mouse on the blue 'Help' button, located on the tool bar.

- Click on 'Contact Us'.

- An email is generated and forwarded to the eDACM Support group box.

DAU Travel Highlights:

Once you receive a reservation in a DAU class for which you are eligible for DAU centralized travel funding you will:

▪ Receive a reminder email at 45 and 30 days prior to class start date with instructions to complete your travel worksheet.

▪ Receive your travel orders within 30 days of your class start date, once the appropriate Course Manager has reviewed your travel worksheet.

▪ Print and review all attachments provided with your travel orders.

▪ Have your supervisor sign block 18 of your travel order.

▪ Carry your travel orders with you to class.

▪ Do not travel without travel orders. If you have not received them, please call to check.

Upon Return from DAU Centrally Funded Travel:

▪ Please refer to the DAU NAVY TRAVEL PROCEDURES located on eDACM.

　　Log into eDACM

　　Go to Manage Career/Travel/Guidance and Documents/DAU NAVY TRAVEL PROCEDURES

　　Instructions for submitting your claim are located in STEP 5 - "Filing Your Travel Claim/Voucher"

DAU TRAVEL

Non–DAU and Non-AWTAP Training

Highlights:

▪ The MDP states whether a requirement exists for technical training courses, program reviews, or a professional development conference.

▪ To request funding, submit a signed SF-182 (do not include travel costs on form) along with the following:

  ▪ Supervisor or CFM completes and signs Section D 1a through 1e of SF182

  ▪ Course description

  ▪ Printed version of course cost

▪ If no tuition is required, submit signed IDP Formal Training Page noting the requirement being fulfilled.

▪ All tuition requests must reach the NACC ACM at least 60 days prior to requested start date.

Things You Need to Know:

▪ Employee is responsible for sending approved SF-182 to the vendor (i.e., college). Please do not send to the vendor without approval signatures and a line of accounting.

▪ Do not submit last minute tuition requests.

▪ CSRs cannot make corrections on SF-182. If cancelling or requesting correction to SF-182, please submit a new signed form with only the corrected amount and check the appropriate status in Box B via email to your ACM.

Highlights:

▪ The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program.

▪ AWTAP is not a reimbursable program – payments are made directly to the educational institution.

▪ AWTAP pays most mandatory fees but excludes materials that could become student property such as textbooks, computers, calculators, etc.

▪ AWTAP will fund only one degree per employee; program length cannot exceed 5 consecutive years.

▪ Annual limit - The fiscal year limit is subject to change and is reviewed annually; please reference the AWTAP Policy for the current funding limit.

▪ Requests for AWTAP funding need to be submitted on the eDACM website, log into https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx.

▪ When ready for course registration you must request a SF-182 form through the eDACM system. This should be done up to 60 days prior to or up to 15 days after the course start date. (Employee will not be reimbursed if SF-182 is submitted more than 15 days after course start date.)

▪ Grades must be submitted for all courses identified on the EDP within 45 days of the course completion, regardless of the funding source.

In order to qualify for AWTAP

▪ **Employee must be making progress towards DAWIA certification and the supervisor must validate.**

▪ IDP must be on file at NACC.

▪ Employee must meet minimally acceptable performance standards.

▪ Employee must not be pending disciplinary action.

▪ School must be accredited by an agency approved by the United States Department of Education.

AWTAP

AWTAP WILL FUND:
- Courses in the fiscal year in which they start
- Mandatory prerequisite courses
- General electives
- Online/intranet access fees
- College equivalency assessments
- Portfolio assessments

AWTAP WILL NOT FUND:
- Courses or education beyond the masters degree level
- Non-credit courses
- Application and graduation fees
- Entrance examination fees
- Public internet access fees
- Parking, travel, and lodging expenses.
- Courses completed or in process at the time of acceptance into AWTAP
- Courses for which other reimbursement has been or will be obtained, e.g. GI Bill
- Materials that become student property
- Late or delinquent fees incurred by the student

Continued Enrollment is Contingent Upon:
- Undergraduate courses must be completed with a grade of "C" or better.
- Graduate level courses must be completed with a grade of "B" or better.
- Reimbursement will be required of AWTAP participants who fail, withdraw, or do not earn and document the minimum grade for funded courses.
- Students are required to provide grades for all coursework on their approved AWTAP education plan.

AWTAP questions should be directed to the AWTAP Manager at (717) 605-8124 (DSN:430)

NADP Compensation Plan

Series and pay schedule:	Base Salary	Program Length
NADP – All entry level positions except 8XX and 1550		
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	$27,705 (GS-5/1)	4
GS-7 certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	$34,319 (GS-7/1)	3
GS-9 Certificate: Master's Degree (directly related); or 1 year specialized experience equivalent to the GS-7 level	$41,979 (GS-9/1)	2
NADP entry level – Engineer (8XX)		
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	VARIES (GS-5/1)	4
GS-7 Certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	VARIES (GS-7/10)	2.5
GS-9 Certificate: Bachelor's Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	VARIES (GS-9/3)	2
GS-9 Certificate: Master's Degree (directly related)	VARIES (GS-9/6)	2

NADP COMPENSATION PLAN

NADP Compensation Plan (cont.)

NADP entry level – Computer Scientist (1550)	Base Salary	Program Length
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	VARIES (GS-5/1)	4
GS-7 Certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	VARIES (GS-7/10)	3
GS-9 Certificate: Bachelor's Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	VARIES (GS-9/3)	2
GS-9 Certificate: Master's Degree (directly related)	VARIES (GS-9/6)	2

- Qualifications above are in addition to any Individual Occupational Requirements as listed in the OPM Qualifications handbook: http://www.opm.gov/qualifications/Standards/index-Standards.asp

- Grade level determination is based upon the certificate of eligibles an applicant is chosen from.

- Total salary is a combination of Base Salary listed above and Local Market Supplements (LMS) which range from 14.16% to 35.15%. Some series have a Special Salary Rate Table which lists total salary as a whole. Salary tables can be found at: http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages

- Individuals hired under the NADP-WW program are eligible for up to a $5,000 recruiting incentive.

- Current federal employees will be subject to grade and pay retention rules and regulations as per Title 5 Code of Federal Regulations (5CFR).

SLDCADA:

- All NADP employees will use the Standard Labor Data Collection and Distribution Application (SLDCADA) to enter their time and attendance.

- Your time and attendance/type hour code (THC) must be entered in SLDCADA NLT the second Thursday of the pay period.

- To log into SLDCADA please go to www.sldcada.disa.mil and select V23 login.

- Employees having problems with SLDCADA should first contact their supervisor/certifier. If the supervisor/certifier can not resolve the problem then they should go to the command/activity SLDCADA POC. If the local command/activity SLDCADA POC cannot resolve the issue, then the command/activity SLDCADA POC will contact NACC for assistance. If NACC cannot resolve the issue, we will, as SLDCADA administrators, contact the SLDCADA help desk for assistance.

- All new NADP employees must remain on an 8 hour work schedule for their first pay period. Please do not request a change to your work schedule until after the first pay period has been processed.

TIME & ATTENDANCE

Things You Need to Know:

- The NACC Payroll Guidance and Reimbursable Overtime and Awards Information Sheet can be found by selecting the 'Payroll' icon on our website at:
http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

- Ensure you are using the correct guidance (NADP vs. 852). Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst at NACC:

REG NADP Financial Analyst – 717-605-2744

852 Financial Analyst – 717-605-5471

NACC SLDCADA Administrator:

- NAVAIR/NAVSUP/NELO/MARCORSYSCOM - Phone: 717-605-8642

- NAVFAC/ALL OTHERS- Phone: 717-605-2668

- NAVSEA/SPAWAR – Phone: 717-605-6485

COMMON ACCESS CARD:

What is the Common Access Card (CAC)?

The CAC is a DoD smartcard issued as standard identification for military personnel, civilian employees and eligible contractor personnel. The CAC is used as a general identification card and is required to log in to DoD computers, web-based DoD applications, and certain DoD facilities.

How do I obtain a CAC?

Your homeport supervisor or command activity field representative should ensure that the proper paperwork to obtain your Navy Marine Corps Intranet (NMCI) account is completed prior to your arrival. This is the first step in providing you with access to government computers

The process for obtaining your CAC does not begin until you have reported for your first day of work.

Step 1: Complete the DD 1172-2 with your Supervisor

Your supervisor, CFM or the local command security office, can provide you with the DD Form 1172-2 that you and your supervisor will need to complete for you get your CAC.

Step 2: Make an appointment to visit the CAC issuance office

•Once the paperwork has been processed, you will need to make an appointment online at https://rapids-appointments.dmdc.osd.mil/ to visit the CAC issuance office.

(Your Supervisor, Command Activity Field Representative, or other designee can assist you with the online appointment process, as you will be unable to log on to your computer at work prior to getting your CAC.)

Step 3: Contact NMCI Helpdesk for "First Time User Setup"

After obtaining your CAC and signing on to your computer for the first time, you will need to contact the NMCI Helpdesk at (866-843-6624) to have them guide you through the "First Time User Setup." This process will ensure that your system certificates (ID, signature and encryption) are registered on your computer and that your Microsoft Outlook e-mail is set-up properly. It should be noted, that you will have to re-register your system certificates any time you permanently change computers.

Note: The process for obtaining a CAC can be lengthy (2-4 weeks). Please be patient and work with your supervisor to obtain your CAC in a timely manner.

Please visit our 'Welcome Aboard' icon on our website for review of important material at: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

Remember to carry your CAC when you leave your area or your command for identification purposes.

How to Obtain a Visit Request:

1. Contact the POC for the travel event and determine the security requirements of the event.

2. Download Visit Request Form from the NADP Website under 'NACC Security' below.

3. You will need the following information regarding the site you'll be visiting:
   a. Full address
   b. Security POC
      (name, phone #, fax #, and SMO code)
   c. Dates of Visit (from, to)
   d. Reason for visit
   e. Level of security access needed
   f. Your name, grade and phone #

4. Return via email or fax to: 717-605-1199

5. For questions, please contact:

   717-605-1354

   717-605-2548

   http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

When are they required?

When traveling outside of your host command:

1. Rotational assignments

2. Special projects

3. Meetings

4. Contractor visits

5. Some training sites/vendors may require visit request/clearance information to attend.

Things to Remember:

1. Please submit Visit Requests at least 30 days prior to the start of the event.

2. Make sure the Visit Request is 100% complete; incomplete Visit Request forms will not be processed.

SECURITY &

VISIT REQUESTS

"Success is a journey, not a destination." - Ben Sweetland

Conflict Resolution Process

- Define the problem.
- Generate possible solutions.
- Evaluate the solutions.
- Make the decision.
- Determine how to implement the solution.
- Assess the success of the solution.
- Always collaborate to produce a win-win solution.

Work as a Team

- There is no "I" in TEAM.
- Be a team player.
- Have a clear goal and results-driven structure.
- Avoid negativity, instead use constructive criticism.

Communicate Effectively

- Most communication is based upon nonverbal cues, while only a small percentage is words.
- Ask questions and paraphrase to ensure you understand.
- Show interest during communication.
- Provide positive and constructive feedback.

"The greatest problem in communication is the illusion it has been accomplished."

- Daniel W. Davenport

Listed below are a few proven leadership principles that will separate you from your peers.

- <u>Honesty</u> – always tell the truth.

- <u>Integrity</u> – doing the right thing even when no one is watching! Think about it!

- <u>Inspire</u> – when subordinates are inspired the job is practically done.

- <u>Delegate authority-but not responsibility</u> – a leader can and should delegate authority but the leader has the responsibility. Subordinates own their work and leaders check and double check to ensure the work is accomplished to standard.

- <u>Lead by example</u> – It's so easy to talk the talk. Good leaders also walk the walk. Don't expect subordinates do what you can't do or refuse to do.

- <u>Learn constantly</u> – Good leaders never quit learning. Leaders should regularly do self-awareness, recognize shortcomings and improve upon them.

- <u>Build strong leaders around you -</u> Recognize the potential in others and then help them achieve it.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

        -John Quincy Adams

LEADERSHIP PRINCIPLES

PROFESSIONAL ETIQUETTE

- Commit names to memory.

- Know and follow your chain of command.

- Always address someone by his or her title and last name unless you are instructed otherwise.

- Be on time. Remember: 5 minutes early is on-time, on-time is late.

- Do not enter or leave a room during a presentation.

- Silence your cell phone during meetings and presentations.

- Treat people with respect.

- Cultivate an image of professionalism.

- Show people honest and sincere appreciation.

- When making an introduction, be professional and sincere, use a firm handshake, and keep a mental note of personal details.

- Keep business cards on hand for networking.

- Always follow up after meeting new contacts.

- Remember: There's only one chance to make a good first impression!

Women

What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Cotton or silk blouse in a conservative color
- Low to medium heeled, leather shoes
- Never wear open toe shoes.

What to avoid:

- Athletic shoes, flip-flops, strappy sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained, tight fitting or <u>too revealing</u>.

What is Business Casual?

- Dress slacks, skirts, dresses, khakis, Capri's
- Tailored blouse or shirt
- Conservative shoes

When in doubt, err on the side of conservatism.

Men

What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Long sleeve, button down shirt
- Conservative tie
- Leather shoes, wing tip or loafer style

What to avoid:

- Athletic shoes, flip-flops, sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained.

What is Business Casual?

- Slacks, suit pants, khakis
- Dress shirt (tie optional), polo shirt
- Leather shoes

E-MAIL ETIQUETTE:

- Know the difference between "To:" and "Cc:" (Carbon Copy)
    - The people you include in the "To:" field should be those you expect to read and take action on the message.
    - The people you include in the "Cc:" field should be those who have a need to know. Note the "Cc:" should be used sparingly.
    - "Bcc"" (Blind Carbon Copy) should be used even more sparingly.
- Keep messages brief and to the point.
- Avoid discussing multiple subjects in a single message.
- Reply to emails in a timely manner.
- Avoid using text message shorthand.
- Use all caps sparingly and be mindful of your tone.
- Avoid replying to a message in anger.

- Avoid using email to criticize others.
- Before you "Reply to All" make sure everyone needs to know first.
- Do not forward chain letters.
- The "High Priority" flag should be reserved for messages that are truly urgent.
- Use your spell check function.
- Include a signature with your contact information.
- Re-read your email before you send it.
- Be mindful of PII; identify, mark appropriately and digitally encrypt emails containing PII. Avoid using PII where ever possible

CODE OF ETHICS FOR GOVERNMENT SERVICE

- Any person in Government service should:

- Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

- Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.

- Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.

- Seek to find and employ more efficient and economical ways of getting tasks accomplished.

- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

- Make no private promises of any kind binding upon the duties of office, since a Governmental employee has no private word which can be binding on public duty.

- Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.

- Never use any information gained confidentially in the performance of governmental duties as a means of making a private profit.

- Expose corruption wherever discovered.

- Uphold these principles, ever conscious that public office is a public trust.

Professional Development

- USDA Graduate School: **http://www.graduateschool.edu**

- NMCI Homeport Training: **https://www.homeport.navy.mil/training**

- Navy Knowledge Online (NKO): **https://wwwa.nko.navy.mil/portal/home**

Travel

- Travel Regulations: **http://www.defensetravel.dod.mil**

- Per Diem: **http://www.defensetravel.dod.mil/site/perdiem.cfm**

Personnel Information (SF-50s) and Pay

- DCPDS: **https://compo.dcpds.cpms.osd.mil/**

- ＿＿＿＿＿-Information will be found under "My Biz"

- Total Workforce Management Site**: https://twms.navy.mil**

- MyPay: **https://mypay.dfas.mil/mypay.aspx**

- OPM Pay Tables: **http://www.opm.gov**

Federal Benefits Information

- NACC does not handle benefits. To make elections, please visit:
  https://www.civilianbenefits.hroc.navy.mil

- You will need an Employee Benefits Information System (EBIS) login.

- DON Benefits Line: 1-888-320-2917

- The DCPDS Portal provides access to the following links:

  - My Pay
  - EBIS
  - TSP
  - OPM Homepage

    Link: https://compo.dcpds.cpms.osd.mil

- EBIS is an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates.

    Link: https://www.civilianbenefits.hroc.navy.mil

- For more information on Federal benefits, please visit:

    Link: http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx

COMMAND	CAREER MANAGER (CM)	ASSISTANT CAREER MANAGER (ACM)	CAREER SERVICES REPRESENTATIVE (CSR)
ASN/CIO	717-605-2887	717-605-1570	717-605-6484
IPO	717-605-2887	717-605-1570	717-605-6484
MSC	717-605-2887	717-605-1570	717-605-6484
NAVAIR	717-605-2887	717-605-1570	717-605-6484
NAVFAC	717-605-2887	717-605-1570	717-605-6484
NAVOCEANO	717-605-2887	717-605-1570	717-605-6484
NAVSEA	717-605-2721	717-605-2279	717-605-2627
NAVSUP/NELO	717-605-2721	717-605-2279	717-605-2627
NCCA	717-605-2887	717-605-1570	717-605-6484
ONR	717-605-2721	717-605-2279	717-605-2627
OPNAV	717-605-2887	717-605-1570	717-605-6484
OPTEVFOR	717-605-2887	717-605-1570	717-605-6484
SPAWAR	717-605-2721	717-605-2279	717-605-2627
SSP	717-605-2887	717-605-1570	717-605-6484
MARCORSYSCOM	717-605-2887	717-605-1570	717-605-6484

POINTS OF CONTACT

Your CM or ACM is the primary contact for the following:

- Providing guidance concerning career management.
- Rotational assignments
- Training requests
- Graduation requirements (IDP Completion)
- Promotions
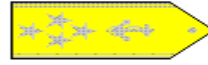
Note: The CM is the final endorsing authority for rotations, training, IDPs, etc.

Your CSR is the primary contact for the following:

- Processing DTS travel requests.
- Coordinating DTS travel for training and rotations.
- Updating personal information (i.e. changes to name, phone numbers, email address).
- CSRs do not handle DAU Travel, contact your NACC DAU representative.

REMINDERS:

- Use the NADP website (i.e. Operating Guide) as a resource.

- When contacting your CM, ACM, or CSR, please keep in mind that they are responsible for over 1,000 employees. They will respond to your email and telephone inquiries in a timely manner.

- Please do not leave a message or email more than one person for the same issue. This can cause confusion and delay in resolving your issue.

- Please contact your CM, ACM, or CSR only, unless otherwise directed.

Civilian Equivalents	Navy Rank	Marine Corp Rank	Navy & Marine Corp Insignia	Navy Shoulder Insignia	Navy Sleeve Insignia
GS- 7	Ensign (ENS)	Second Lieutenant (2nd LT)			
GS-8- 9	Lieutenant Junior Grade (LTJG)	First Lieutenant (1st LT)			
GS-10-11	Lieutenant (LT)	Captain (CAPT)			
GS-12	Lieutenant Commander (LCDR)	Major (MAJ)			
GS-13-14	Commander (CDR)	Lieutenant Colonel (LT COL)			
GS-15	Captain (CAPT)	Colonel (COL)			
SES	Rear Admiral (lower half) (RDML)	Brigadier General (BRIG GEN)			
SES	Rear Admiral (upper half) (RADM)	Major General (MAJ GEN)			
SES	Vice Admiral (VADM)	Lieutenant General (LT GEN)			
	Admiral (ADM)	General (GEN)			
	Fleet Admiral* (FADM)	N/A			

MILITARY INSIGNIAS AND CIVILIAN EQUIVALENTS

NAVY/MARINE CORP ENLISTED RANKS

ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9

NAVY

| SEAMAN RECRUIT | SEAMAN APPRENTICE | SEAMAN | PETTY OFFICER THIRD CLASS | PETTY OFFICER SECOND CLASS | PETTY OFFICER FIRST CLASS | CHIEF PETTY OFFICER | SENIOR CHIEF PETTY OFFICER | MASTER CHIEF PETTY OFFICER | MASTER CHIEF PETTY OFFICER OF THE NAVY |

MARINES

| (no insignia) PRIVATE | PRIVATE FIRST CLASS | LANCE CORPORAL | CORPORAL | SERGEANT | STAFF SERGEANT | GUNNERY SERGEANT | FIRST SERGEANT / MASTER SERGEANT | SERGEANT MAJOR / MASTER GUNNERY SERGEANT | SERGEANT MAJOR OF THE MARINE CORPS |

Version 4.0

**Please provide comments and suggestions regarding this guide to
NACC_Career_Management@navy.mil**