# NAVAL ACQUISITION DEVELOPMENT PROGRAM

QUICK REFERENCE GUIDE FOR ASSOCIATES 2014

The purpose of the Naval Acquisition Development Program (NADP) Quick Reference Guide for Associates is to orient new 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)

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     Entry Level                  Associates
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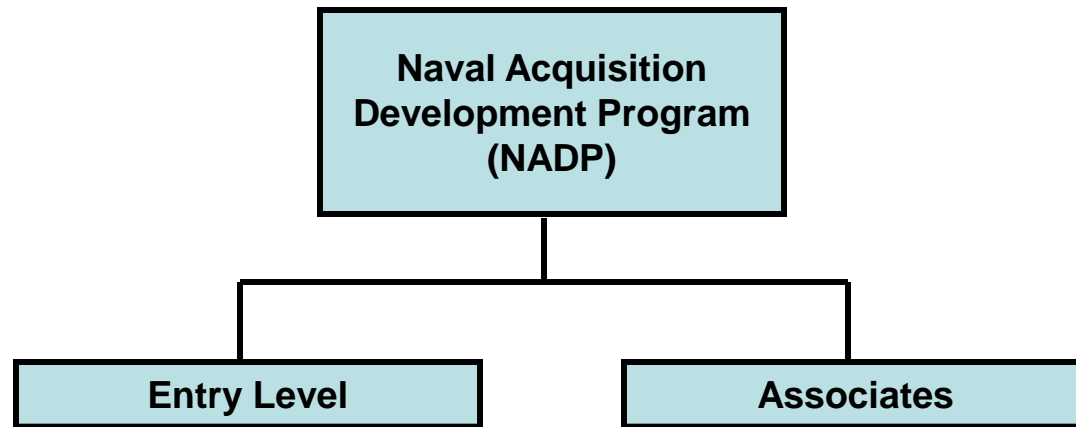
The Naval Acquisition Career Center (NACC) manages the NADP which consists of entry level and associate employees. The NADP is designed to provide the Navy and Marine Corps with Acquisition Professionals.

The following quick reference guide is for associate members of the NADP which is governed by the NADP Operating Guide and the NADP website.

- Check the NADP Website Bulletin Board **daily** at:
  http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

- Read, follow and comply with policy documents found on the NADP website

- Assume responsibility for clear communication

- Take responsibility for your own career

- Network with other associates

- Present yourself professionally

- Focus on the NADP Mission, Individual Development Plan (IDP) and Critical Elements for Associates:

  Mission:
  To provide the Department of the Navy (DON) Acquisition Enterprise with the workforce development tools and programs that enable delivery of the products and services required by the Warfighter.

  Critical Element # 1:
  Develop a NACC approved IDP and execute the competencies identified on the IDP at the necessary levels to become highly proficient in the skills required of a journeyman.

  Critical Element # 2:
  Attain or be working toward the appropriate Defense Acquisition Workforce Improvement Act (DAWIA) certification prescribed in the IDP within the allotted time frames.

Important Information

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
HRSC	Human Resource Service Center
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
POC	Point Of Contact
PR	Placement Representative
SYSCOM	Systems Command

Highlights

• Outlines appropriate career field requirements to perform at the journeyman level

• Master Development Plans (MDPs) are located on the NADP website under Development Plans.

•The MDP covers the following:
  • DAWIA Training/Career Field Certification Requirements
  • Career Field Competencies
  • Acquisition Journeyman Leadership Development Course (AJLD)
  • **Optional** Rotation or Technical Training Course

Things to Remember

• Work with your Career Field Manager (CFM) to develop your MDP.

• Make sure you are using the correct MDP for your career field.

• The MDP becomes the IDP after it is personalized for an employee

• If you do not know your CFM, contact your Career Manager (CM) or Assistant Career Manager (ACM).

• The IDP is due to your NACC ACM within 45 days of your Entrance on Duty (EOD) date, at your 1 year anniversary date, and 90 days prior to your graduation date. Please include appropriate signatures.

Master Development Plan (MDP)

Career Fields

- Attorney (ATTY)

- Business-Cost Estimating (BUS-CE)

- Business-Financial Management (BUS-FM)

- Contracting (CON)

- Engineering (ENG)

- Facilities Engineering (FE)

- Information Technology (IT)

- Logistics (LOG)

- Production, Quality & Management (PQ&M)

- Program Management (PM)

- Test and Evaluation (T&E)

Naval Acquisition Development Program (NADP) – Associate Master Development Plan (MDP)
Business-Financial Management (BUS-FM) Career Field

Employee:		CFM:		Supervisor:	
Command:		Location:	Start/EOD Date:	Grad Date:	

1. Mandatory Certification Training as prescribed by http://icatalog.dau.mil/. You must apply for certification in eDACM.

Year	Courses (click or paste link)	Courses Completed	
First	Level I Required Courses (http://icatalog.day.mil/onlinecatalog/CareerLvl.aspx#)	Check box if all Level I courses are complete	☐
	Date Level I Certified:		
Second	Level II Required Courses (http://icatalog.day.mil/onlinecatalog/CareerLvl.aspx#)	Check box if all Level II courses are complete	☐
	Date Level II Certified:		

2. Competency Development: As assigned by homeport command on local Individual Development Plan (IDP).

3. Rotational Assignment/Technical Training Course (optional). NACC will fund one rotation not to exceed 90 days within program funding constraints **or** one technical training course. Follow procedures outlined in the **NADP Operating Guide** to request funding.

Rotation/Technical Training Provide command/course name and location (include city & state)	Funding	Start Date	End Date
	NACC		-

4. Formal Training

Training	Date Completed
NADP Employee Orientation Training (online via TWMS)	
Acquisition Journeyman Leadership Development (AJLD) Course	

5. MDPs are to be provided to NACC Assistant Career Manager (ACM) within the first 45 days of the program, 45 days prior to 1 year anniversary date and 90 days prior to graduation.

Comments Regarding Any Section of this Form

The signatures below acknowledge that you are aware of all NADP requirements and have read the policies outlined in the NADP Operating Guide and on the NADP website. (Form must be signed by employee and either Supervisor or CFM.)
Your signature below further indicates that you verify the information on this form is accurate and correct.

Homeport Signatures

Employee Signature:		Supervisor Signature: (optional)	

CFM Signature:	

NACC Signature

Receipt Acknowledged by NACC Career Manager:	

V2.1 - 20 May 2014

NACC ACTIONS	COMMAND ACTIONS
• Approximately 90 days prior to graduation date send email reminder to provide the NACC ACM an updated MDP	• Provide the NACC ACM with an updated MDP to verify that the graduation requirements have met
•Provide command with graduation notice approximately 60 days in advance	•Verify with Career Services Representative (CSR) that the associate is getting picked up on specified graduation date
• Contact command and confirm that they are picking up the associate on time	• Process RPA to pick up associate the day following the graduation date
• Ensure graduation requirements have been met	• To request SF-75 information, contact OCHR Stennis at: ochrste_records_bran@navy.mil
	• If associate is being picked up by a command other than homeport, that command must verify pick-up date with CSR

Graduation Process

The information below applies to Non-DAU, NACC funded travel only.

Highlights

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

• <u>DO NOT</u> purchase your own airfare ticket.

• Keep all receipts for travel settlement.

• Limit ATM use as ATM fees add up quickly.

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

• If lodging is not booked through the Defense Travel System (DTS), provide in comments to Approving Official; name, address, daily rate, confirmation number, distance to TDY site and taxes in "non-mileage" if applicable.

• Any travel, <u>including personal travel</u>, to a foreign country, submit "Notice of Foreign Travel" memo to NACC.

Traveling Using DTS

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

•Ensure the 852 ASSC is selected in the Cross Org.

•If flying, must select government contract flights.

• Validate approvals and airfare prior to departing.

• Print out orders and carry them with you while on travel.

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

DTS Help Desk: 1-888-Help1Go (888-435-7146)

NEVER TRAVEL WITHOUT APPROVED ORDERS

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

- Submit required documentation to your NACC ACM at least 60 days prior to start date.
- Obtain approval from your NACC CM.
- Submit DTS travel authorization at least 30 days prior to travel start date.
- Obtain approved travel orders via DTS.
- Print your orders and carry them with you while TDY.
- If flying, check DTS and ensure tickets have been paid.
- Make sure your Government Travel Charge Card (GTCC) is activated prior to departure.
- For rotations, complete and submit a visit request to NACC Security at least 30 days prior to departure date.
- 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 while on travel.

While on Travel, make sure you do the following:

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

TRAVEL

TRAVEL DO'S	CRITERIA
1. Employee Type	Ensure "852 associate" is the very first comment to the Approving Official.
2. Government Travel Credit Card (GTCC)	If you are traveling for the NADP, you must have a GTCC. You MUST use your GTCC for all expenses unless unable, such as credit card payment is not an option.
3. Review Dates of Travel	A. If travel for a rotation and longer than 45 days, ensure partial payments are selected. B. For rotations, you should depart on a Monday and return on a Thursday or Friday.
4. Review Transportation	
IF POV	Did you include mileage? Is parking included with your lodging?
IF AIR	Are baggage fees in non-mileage, transportation to/from airport, government fare selected?
IF RENTAL CAR	Are parking and gas included? NACC DOES NOT reimburse pre-approved gas options.
	If "No" to any of the above, you must include remarks to the Approving Official.
5. Review Lodging	A. Are hotel taxes Included? (If BOQ, not applicable) Estimate $25.00 per day. B. If no cost for lodging - must include comments to the Approving Official.
6. Review of "Non-Mileage Expenses"	A. Parking (If POV or rental car) B. Laundry (If traveling > 5 days) Allowance = $14/Week C. Hotel taxes (When not staying in BOQ) D. Tolls (if necessary) E. Shuttle/taxi (If no POV or no rental car) F. Metro fees

Rotational Assignment Highlights

• Read the NADP Operating Guide for guidance and instructions for travel and rotations and the NADP Website for information on taking the Web-Based Training (WBT) on Rotations in the Total Workforce Management Services (TWMS).

• Rotation Request Form is due to the NACC ACM <u>60 days</u> prior to the start date.

• The rotational assignment is *optional*. **Check current NACC policy for guidance.**

• A rotation generally should not cross fiscal years.

• NACC funded rotations should be at least 30 days in length and will not exceed 90 days.

• See the NADP Operating Guide for special instructions regarding rotations outside the DON.

•If the host command believes a rotational assignment of greater than 90 days will have a direct benefit to the employee and the command, the command may fund the additional days.

• Under no circumstances will one rotational assignment last longer than 179 days in total length.

• Lodging costs paid for by the NADP will not exceed the per diem allowance.

• All associates are required to submit lodging receipts that reflect the total amount paid for billeting at the rotational assignment.

• If you have any questions on how to execute your rotational assignment, contact your NACC CM or ACM. If you have travel policy questions, contact your NACC CSR.

Rotational Assignments

The eDACM Website Offers the ability to:

• Search and apply for Defense Acquisition University (DAU) Training

• Update student profile

• Request DAU student travel funds

• Request cancellations

• Resend approval request emails

• Register for career field certification

• Register for continuous learning (All personnel in 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. All pre-requisites must be met prior to applying for courses.

Navy eDACM Support Team:

For assistance with eDACM, 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

• An email will automatically be generated based on your sub-UIC to the appropriate Support Specialist

DO NOT use DTS when traveling to DAU courses.

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:

• Submit your travel claim to your local/servicing PSD or DFAS for settlement

• Do NOT use DTS to file your claim

• When your claim has been settled, email a copy of your complete settlement package to dautravel3@navy.mil. If a scanner is not available, please fax a copy of your complete settlement package to 717-605-2295

DAU TRAVEL

Highlights

• The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program
• It is paid "up front" - not as tuition reimbursement after courses are completed
• 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 years
• Annual limit – The fiscal year limit is subject to change and is reviewed annually; please reference AWTAP policy for the current funding limit
• Additional information regarding AWTAP is available on the Register-Now Website
    https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx
• When ready for course registration you must request a SF182 form through the Register-Now system. This should be done up to 60 days prior to or up to 15 days after the course start date. (Associate will not be reimbursed if SF182 is submitted more than 15 days after course start date)
• You must provide course grades to your Register-Now Support Specialist within 30 days of the course completion

In order to qualify for AWTAP

• **Associate must be making progress towards DAWIA certification and supervisor must validate.**
• IDP must be on file at NACC
• Associate must meet minimally acceptable performance standards
• Associate must not be pending disciplinary action
• School must be accredited by an agency approved by the United States Department of Education
• Associate must pursue an allowable degree program

Log on to Register-Now for AWTAP to build an Educational Development Plan (EDP)

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.
• Materials that are 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

Point of Contact:
• AWTAP questions should be directed to the AWTAP Manager at: 717-605-8124

AWTAP

GS Performance Cycle:

• The GS performance cycle is 12 months (1 Oct – 30 Sept)

• Progress Review - Occurs midway through performance cycle (March)

• Annual Assessment **-** Occurs at the end of the performance cycle (September)

Things you need to know:

• All associates must be performing under a performance plan for at least 90 days in order to receive a performance rating

• Establish a performance plan using the DON Performance Appraisal Form within 30 days of EOD date, if applicable, or within 30 days of the beginning of the performance cycle (1 Oct)

• Instructions for creating a performance plan are posted on the NADP website

• Associates must receive a rating of 'Acceptable' in order to remain in the program

•The DON Interim Performance Management System is a two-level system. The only possible ratings of record are either "Acceptable" or "Unacceptable."

• After each critical element has been assigned a level, a rating of record is assigned to the performance plan. If all critical elements have been assigned an individual element level of "Acceptable," then the rating of record is "Acceptable." However, if any one or more critical elements were assigned an "Unacceptable" level, then the rating of record is "Unacceptable."

Performance Plan:
Each associate will set up a new plan within 30 days of their EOD or no later than 30 days after the beginning of the rating period which is 1 October.

Progress Review:
One mid-year progress review is required, at which time the associate should be informed of their progress with regard to their critical elements. To the maximum extent possible, progress reviews will be informative and developmental in nature and will focus on future performance expectations.

Annual Assessment:
An annual appraisal is conducted for each associate at the end of the appraisal period. Each associate is required to provide their rating officials with narrative self-assessments of their accomplishments for each of their critical elements. Rating officials must consider the self-assessments of the associate and prepare written assessments of the associate's performance and contribution to mission.

Performance Awards Review Board:
Group whose responsibility it is to review and approve all performance appraisals at a strategic level for fairness, appropriateness, and adherence to merit system principles.

Communicating the Results:
Rating officials are required to have a conversation with their employees to discuss the rating of record assigned and the narrative assessment within 75 days after the end of the annual appraisal period.

General Information:

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

- Time and attendance/type hour code (THC) must be entered in SLDCADA NLT the second Thursday of the pay period.
- To log into SLDCADA, go to https://www.sldcada.disa.mil/ and click on V23 login.
- Associates with SLDCADA problems should first contact their supervisor/certifier. If the supervisor/certifier cannot resolve the problem, they will contact the command/activity SLDCADA POC. If the local command/activity SLDCADA POC cannot resolve the issue, they will contact NACC SLDCADA Administrator for assistance. If NACC cannot resolve the issue, they will contact the SLDCADA help desk for assistance.
- All new associates 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.

NACC SLDCADA Administrator:

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

- NAVSEA/SPAWAR – Phone 717-605-6485

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

Things You Need to Know:

- The NACC Payroll Guide and the Reimbursable Overtime and Awards Information sheet are available on the NADP Website: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx
- Ensure you are using the 852 form. Reimbursable cash awards and funding document questions should be directed to the 852 NADP Financial Management Analyst at NACC: 717-605-5471

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 access 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.

Common Access Card (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 Navy Marine Corps Intranet (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 setup 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" section of the website for review of important material.

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

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 'Official Forms'.

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

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 in advance of the event whenever possible

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

Visit Request Link: http://www.secnavy.navy.mil/rda/workforce/Pages/NADP/Employees/NACCSecurity.aspx

Security & Visit Requests

CODE OF ETHICS FOR GOVERNMENT SERVICE

"Any person in Government service should:

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

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

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

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

"V. 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.

"VI. 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.

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

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

"IX. Expose corruption wherever discovered.

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

Professional Development

• USDA Graduate School: http://www.grad.usda.gov/

• 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-50's)

• DCPDS: https://compo.dcpds.cpms.osd.mil/
        -Information will be found under "My Biz"

• Total Workforce Management Site: https://mytwms.navy.mil/login

• MyPay: https://mypay.dfas.mil/mypay.aspx

• EBIS: https://www.civilianbenefits.hroc.navy.mil/ or
http://www.public.navy.mil/DoNhr/Benefits/ebis/Pages/Default.aspx

• OPM Pay Tables: http://www.opm.gov

Recommended Links

Points of Contact

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
USMC (MARCORSYSCOM)	717-605-2887	717-605-1570	717-605-6484

Your CM and ACM are the primary contacts for the following:

1. Providing guidance concerning career management
2. Graduation requirements
3. DON Interim Performance Management System

**Note: The CM is the final approval authority for rotations, training, MDPs, etc.**
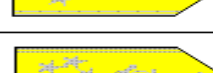
Your CSR is the primary contact for the following:

1. Processing travel requests
2. Coordinating travel for rotations and training
3. Updating personal information (i.e. changes to phone numbers, email address)

Reminders:

• Use the NADP website (i.e. Operating Guide, etc.) 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 for 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

Contact Information

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

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

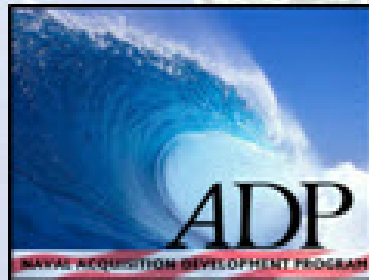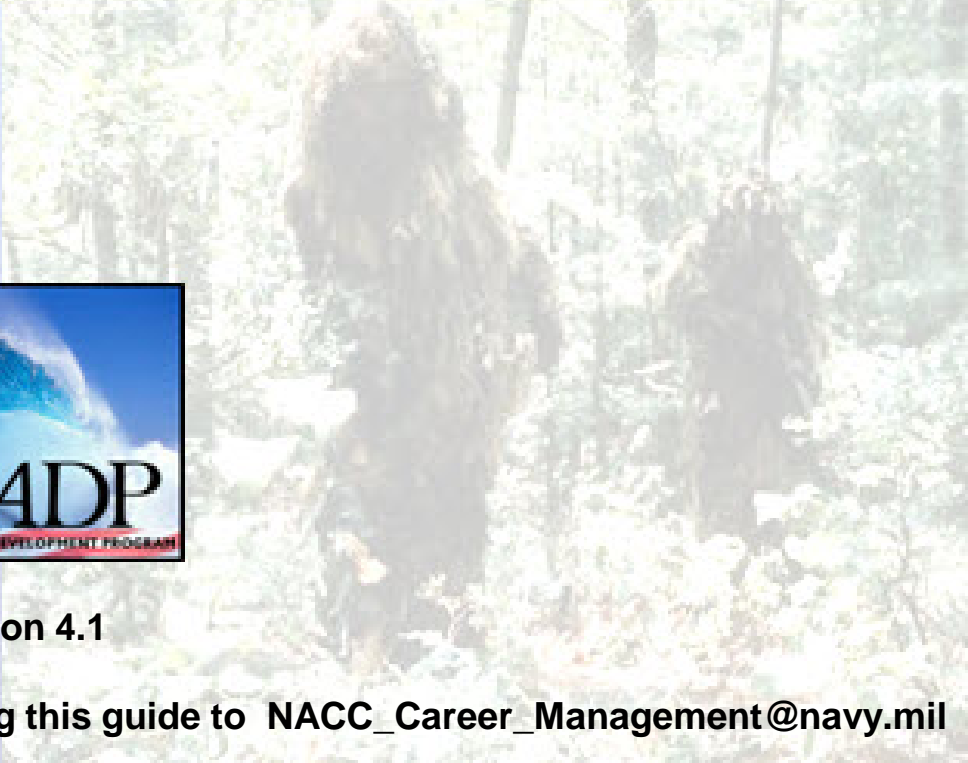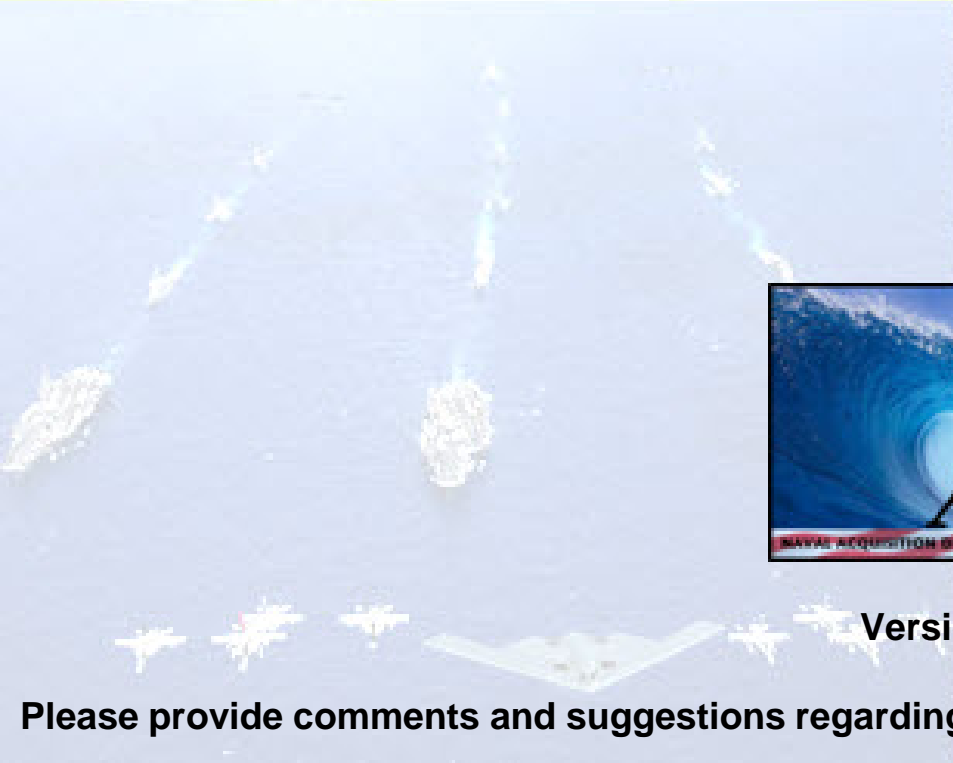| (no insignia) PRIVATE | PRIVATE FIRST CLASS | LANCE CORPORAL | CORPORAL | SERGEANT | STAFF SERGEANT | GUNNERY SERGEANT | FIRST SERGEANT / MASTER SERGEANT | SERGEANT MAJOR / MASTER GUNNERY SERGEANT / SERGEANT MAJOR OF THE MARINE CORPS |

Navy/Marine Corps Enlisted Ranks

Version 4.1

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