



NEW EMPLOYEE HANDBOOK



Updated March 2022

IMPORTANT CONTACTS



Your Supervisor:



Your Sponsor:



Your Staffing Specialist:



Payroll Customer Service Representative

Audrey Asari, 471-0044



Security Manager

Julia Lucas, 474-3809



Safety Program Manager

Lori Katahira, 471-0052



Travel Coordinator
(Government Travel Card/DTS)

Desiree Kawakami, 474-4369



Public Affairs Officer (PAO)

Theanne Tangen, 471-7300



Command Information Office (CIO)

Julie Weinstein, 474-8647



DAWIA Coordinator

Shaylyn Andres, 471-0035



Intern Coordinator

Shaylyn Andres, 471-0035



Benefits Line

1-888-320-2917



NMCI

1-866-THE-NMCI (843-6624)



DONCEAP

1-844-DONCEAP (366-2327)

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ABOUT NAVFAC

OUR MISSION

The Naval Shore Facilities, Base Operating Support, and Expeditionary Engineering Systems Command that delivers life-cycle technical and acquisition solutions aligned to Fleet and Marine Corps priorities

OUR VISION

We are the Naval Forces' trusted facilities and expeditionary experts enabling overwhelming Fleet and Marine Corps lethality

HEADQUARTERS

Headquarters is located in the historic Navy Yard in Washington, D.C.

NAVFAC 101 COURSE

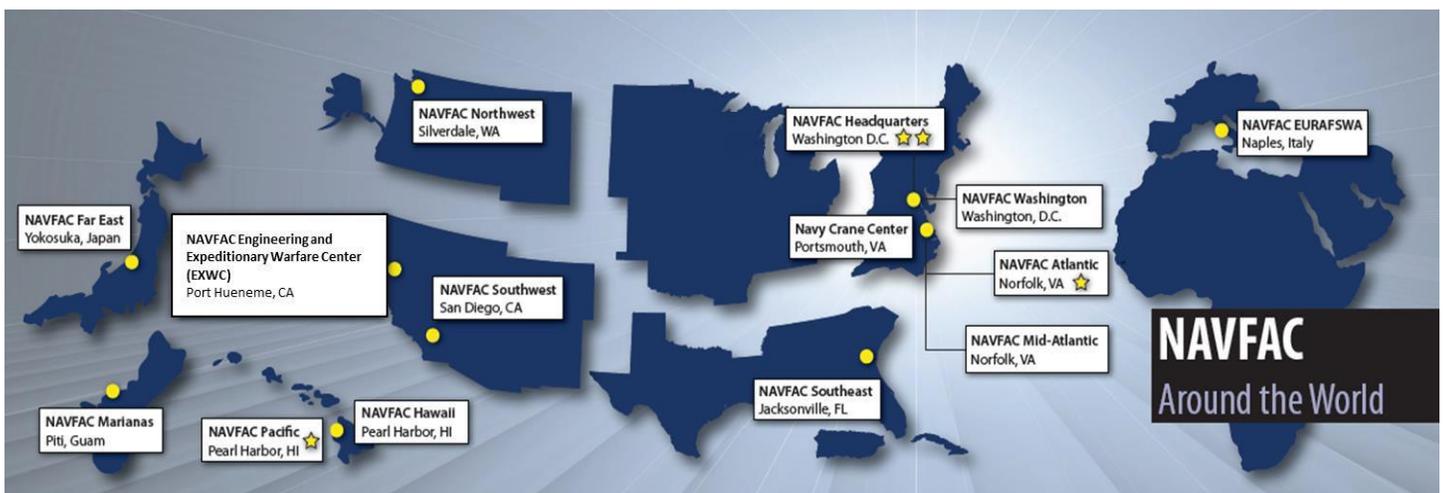
This course provides information about NAVFAC as a whole. You will receive this training during your full-day New Employee Orientation session.

COMPONENT COMMANDS

NAVFAC has 14 component commands, nine of which are Facilities Engineering Commands (FECs) that report to two Echelon III Commands, NAVFAC Atlantic in Norfolk, VA, and NAVFAC Pacific in Pearl Harbor, HI.

The Naval Facilities Engineering and Expeditionary Warfare Center (EXWC) in Port Hueneme, CA supports combatant capabilities and sustainable facilities through specialized engineering, technology development, and lifecycle logistic services.

The Navy Crane Center (NCC), based at Norfolk Naval Shipyard in Portsmouth, VA, leads the Navy shore-based weight handling program by establishing policy and providing engineering, acquisition, technical support, training and evaluation to all Navy shore activities worldwide.



ABOUT NAVFAC

Senior Leadership



Rear Admiral John Korka, CEC, USN
Commander, NAVFAC
& Chief of Civil Engineers



Rear Admiral (RDML) Dean VanderLey
Commander, NAVFAC Pacific



CAPT James G. Meyer, CEC, USN
Commanding Officer (CO)
NAVFAC Hawaii



CAPT Kent Hendricks, CEC, USN
Executive Officer (XO)
NAVFAC Hawaii



Mr. Andre Lee
Business Director (BD)
NAVFAC Hawaii



ABOUT NAVFAC

Human Resources Office (HRO)

The NAVFAC Hawaii Human Resources Office consists of two departments: Staffing & Employment (BD131) and Labor & Employee Relations (BD133) and is located in X-11.

Staffing & Employment	Labor & Employee Relations
<ul style="list-style-type: none">• Hiring (Recruitment & Placement)• Onboarding• Position Classification & Management• Workforce Shaping• Compensation & Pay Issues	<ul style="list-style-type: none">• Awards & Recognition• Quality of Work/Life Programs• Performance Management• Leave Administration• Disciplinary & Adverse Actions• Labor-Management Relations• Agency Representation• Grievance Procedures• Drug Free Workplace Program• Unemployment

Total Force Development (Training), BD17, is also physically located at Building X-11.

Training
<ul style="list-style-type: none">• Employee Development• Leadership Programs• DAWIA Program Management• New Employee Orientation• Sponsorship• Supervisory Training Program

Contact your Staffing Specialist if you have any initial questions or issues about your employment:

SUPERVISOR

Vacant

STAFFING ADVISORS

Gina Agustin, 474-8210, mariagina.b.agustin.civ@us.navy.mil

Janine Matsuo, 474-3701, janine.d.matsuo.civ@us.navy.mil

Shanelle Solomon, 474-3700, shanelle.j.solomon.civ@us.navy.mil

Raigry Delvalle, 220-6636, raigry.m.delvalle.civ@us.navy.mil

Stephanie Susa, 224-2195, stephanie.m.susa.civ@us.navy.mil

GENERAL INFORMATION

Base Information

Driving on Base

- Adhere to Speed Limits – 25 MPH unless otherwise posted, 10 MPH when military conduct physical training (PT) drills, 5 MPH in parking lots, NAVFAC Hawaii Compound (14/15).
- You must stop for pedestrians.
- Hand-held Personal Devices – are prohibited while driving, includes use of in-ear Bluetooth devices and headphones while driving. Must Report to JBPHH Traffic Court for Infractions.
- JBPHH Gates – Drivers approaching all JBPHH installation gates will now be directed to hold in place until signaled to proceed forward by the sentry.

Photography is Restricted at Pearl Harbor Naval Shipyard

- Camera phones are prohibited in controlled industrial and restricted areas.

Use of Government Vehicle (GOV)

- Use is for Official Business Only! Do not use for personal business. Willful misuse is a minimum 30-day suspension.
- GSA Fleet provides the fuel card for purchase of fuel and minor maintenance. Use of fleet fuel card is strictly limited to the government vehicle it is assigned to.

Morning and Evening Colors

- The ceremonial hoisting and lowering of the American Flag at 0800 and sunset at a naval command ashore. "Attention" will be sounded before, and "Carry On" will be sounded after.
- Conduct during singing, playing or rendition of the National Anthem:
 - When the flag is displayed:
 - All present except those in uniform should stand at attention facing the flag with the right hand over the heart;
 - Persons not in uniform should remove their headdress with their right hand and hold the headdress at the left shoulder, the hand being over the heart; and
 - When the flag is not displayed:
 - All present should face toward the music and act in the same manner they would if the flag were displayed.
 - Vehicles within sight or hearing:
 - During colors, vehicles within sight or hearing of the ceremony shall be stopped. Persons riding in such vehicles shall remain seated at attention.



GENERAL INFORMATION

Position Description (PD)

A position description (PD) is the official written record of the duties, responsibilities, and organizational relationships of a job.

- You will find a copy of your PD in your New Hire Folder.
- Your supervisor is responsible for assigning duties and responsibilities to positions. These duties and responsibilities are documented via the PD.
- PDs do not control assignments but, instead report the current assignment and those duties and responsibilities which may be assigned over a reasonable period of time.
- PDs are also used in other personnel actions, e.g., recruitment, performance evaluation, training, and are also the basis for authorization of payment of public funds.
- Thus, it is imperative PDs fully and accurately state the principal duties, responsibilities and supervisory relationships of positions and they are kept current.
- Your supervisor should go over your PD with you within 30 days of reporting on board.**

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. AA010			
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location NAVFAC Hawaii		5. Duty Station Honolulu, Hawaii		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 0000		14. Agency Use BD131					
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Human Resources Assistant (Recruitment & Placement)		GS	0203	04	BM	06/05/2018	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Naval Facilities Engineering Command, Hawaii				c. Third Subdivision Staffing & Employment Branch					
a. First Subdivision Business Director				d. Fourth Subdivision					
b. Second Subdivision Human Resources Office				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Brandi Matsumoto, Supervisory HR Specialist									
Signature MATSUMOTO, BRANDI .OTSU.1284561500		Date 06/05/2018		Signature		Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM JFS Assistance Work in the Human Resources Group, GS-Q200, December 2000					
Typed Name and Title of Official Taking Action				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Brandi Matsumoto, Supervisory HR Specialist									
Signature MATSUMOTO, BRANDI .OTSU.1284561500		Date 06/05/2018		Signature		Date			
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									

GENERAL INFORMATION

Standard Form 50 (SF-50) & eOPF

Notification of Personnel Action (SF-50)

- When a personnel action is processed, a Notification of Personnel Action (Standard Form 50, SF-50) will be generated.
- **Check your SF-50 for accuracy!**
- When your first SF-50 is generated, HRO will email your supervisor if you do not have a Navy email setup.

NOTIFICATION OF PERSONNEL ACTION																									
Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 4																									
1. Name (Last, First, Middle)					2. Social Security Number					3. Date of Birth					4. Effective Date										
FIRST ACTION										SECOND ACTION															
b-A. Code					b-B. Nature of Action					6-A. Code					6-B. Nature of Action										
5-C. Code					5-D. Legal Authority					6-C. Code					6-D. Legal Authority										
5-E. Code					5-F. Legal Authority					6-E. Code					6-F. Legal Authority										
7. FROM: Position Title and Number										15. TO: Position Title and Number															
8. Pay Plan			9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary			13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate		20. Total Salary/Award			21. Pay Basis
12A. Basic Pay			12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay			20A. Basic Pay			20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay								
14. Name and Location of Position's Organization										22. Name and Location of Position's Organization															
EMPLOYEE DATA										24. Tenure					25. Agency Use			26. Veterans Pref for RIF							
23. Veterans Preference										0 - None					2 - Conditional			YES			NO				
1 - None										1 - Permanent					3 - Indefinite										
2 - 5 Point										3 - 10 Point/Disability					6 - 10 Point/Compensable/30%										
27. FEGLI										28. Annuitant Indicator					29. Pay Rate Determinant										
30. Retirement Plan										31. Service Comp. Date (Leave)					32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period							

eOPF

- The electronic Official Personnel Folder (eOPF) is an electronic system established to maintain an electronic version of the paper OPF and other work folders used by a servicing Human Resources Office. It also includes permanent folders for nonfederal employees. It is a filing system that houses electronic folders online.
- The Official Personnel Folder (OPF, Standard Form 66) is a file containing records of an individual's federal career. The long-term records in the folder are included to protect the legal and financial rights of the government and the employee. OPFs are part of the government-wide system of records, OPM/GOVT-1.
- **Refer to the eOPF Employee Quick Reference Guide Brochure included in your new employee packet for more information.**
- Requires Government Computer to Access: <https://eopf.opm.gov/navy/>

GENERAL INFORMATION

Common Access Card (CAC) & Security

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

You will not be able obtain your CAC until your SF-50 has been generated and the information has flowed to the DEERS/RAPIDS system.

CAC/ID Card Office: To reserve a CAC appointment, go to the following website to schedule an appointment at one of the various office locations:

- <https://idco.dmdc.osd.mil/idco/locator>
- Walk-ins are accepted as space is available
- **You must bring two forms of ID!**

Rules for your CAC:

- Do not provide your CAC for photocopying
- Be suspicious if the hotel you are staying at while on travel is asking for more information than normally required
- Do not use your CAC in lieu of a drivers license while off of base
- When leaving base for lunch or any other reason during the day, keep your CAC with you at all times
- Be wary of those who specifically ask for your CAC while on travel. If the person seems like they do not need to know, chances are they don't.
- After obtaining your CAC and signing on to your computer for the first time (if applicable), you will need to contact **NMCI Helpdesk at 1-866-843-6624** to have them guide you through the "First Time User Set-Up." This set-up process will ensure your system certificates (ID, Signature, and Encryption) are registered on your computer and your Microsoft Outlook e-mail is set-up properly.

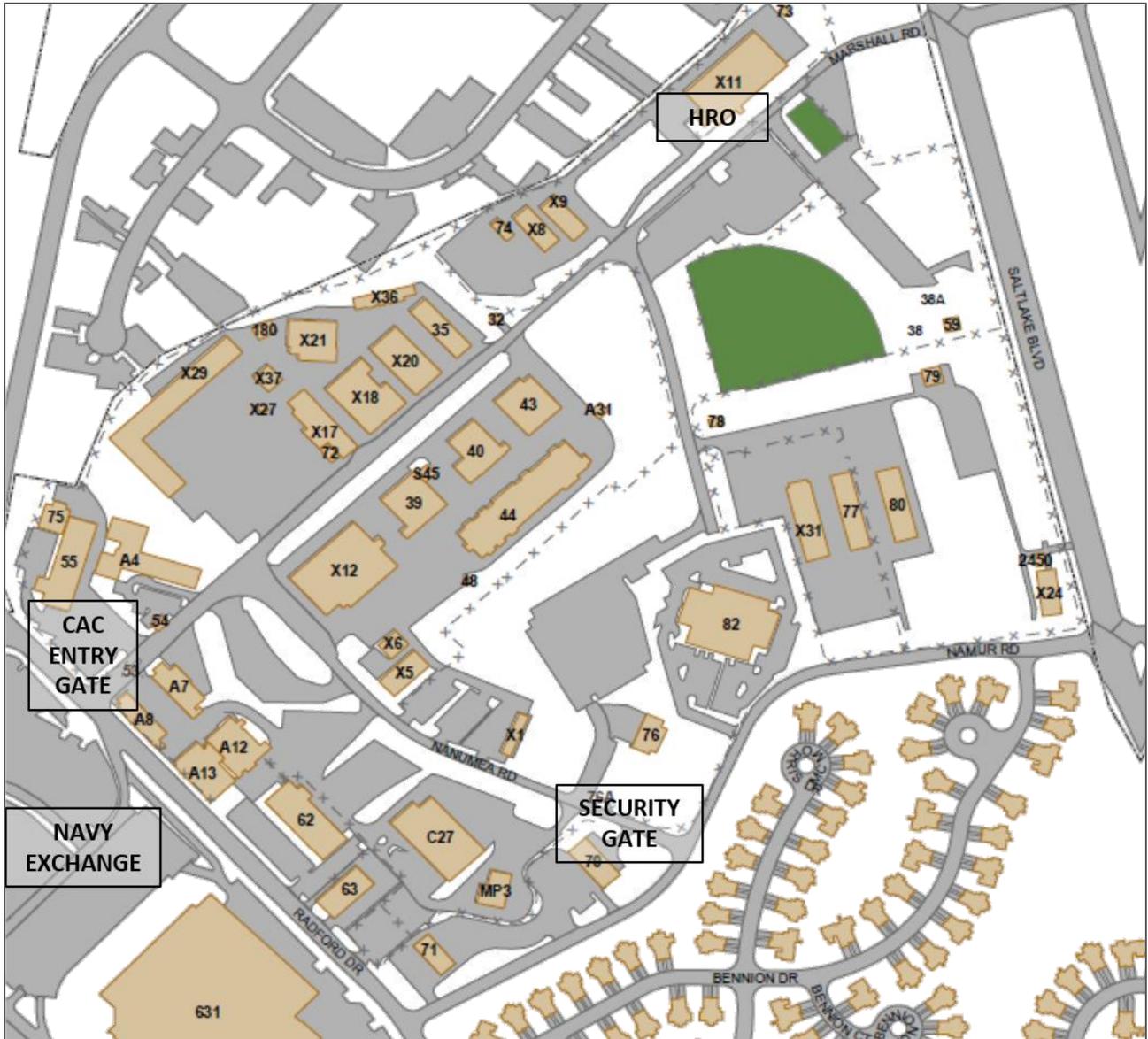
More specific questions can be directed to our Security staff:

- **Security Manager:** Julia Lucas, 474-3809
- **Security Officer:** Aoatoa "Toa" Augafa, 471-3793
- **Contact Security Office to code your CAC for NAVFAC HI Compound gate:**



GENERAL INFORMATION

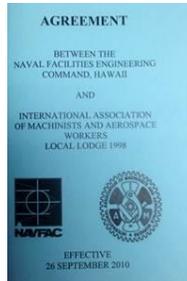
NAVFAC HI Compound Map



GENERAL INFORMATION

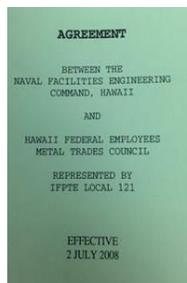
Bargaining Unit (Union) Information

If your position is covered by a Collective Bargaining Agreement (CBA), you should receive a copy of the CBA in your new employee packet.



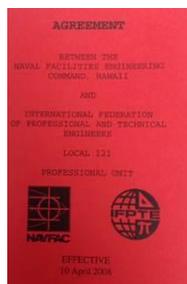
NAVFAC HI

- IAM & AW Local 1998
- NV2854



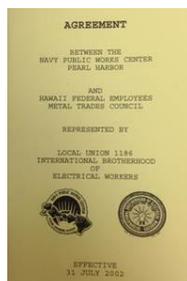
NAVFAC HI

- MTC represented by IFPTE Local 121
- Non-professional Unit
- NV2857



NAVFAC HI

- IFPTE Local 121
- Professional Unit
- NV3509



NAVFAC HI

- MTC represented by IBEW Local 1186
- NV3774

GENERAL INFORMATION

Computer Assistance & NAVFAC Pages

Computer Assistance:

For Navy-Marine Corps Intranet (NMCI) issues: 1. Call **1-866-THE-NMCI (1-866-843-6624)**

- Email: HelpDesk_navy@nmci-isf.com
- If the NMCI Helpdesk person asks you for your Computer Asset Tag #, you'll find it on the green bar running along the top of your computer (e.g., WDLRNX000000)

For all other

- Place a help desk call or check-out equipment through the Portal.

NAVFAC Pages:

- The NAVFAC public home page can be found at <https://www.navfac.navy.mil>.
- It contains information about NAVFAC and its components and identifies functions, responsibilities, visions, and missions as well as links to other government web pages.
- Employees are required to have a Single Sign ON (SSO) account and register his/her CAC certificate to access the intranet portal.
- Request an SSO account. A sponsor should be your supervisor or someone in your work area. Follow the instructions you receive in your email.
- https://sso.navfac.navy.mil/register/registration_form.jsp
- NAVFAC Flank Speed SharePoint Online: <https://flankspeed.sharepoint-mil.us/sites/NAVFAC-HQ>

The screenshot shows the NAVFAC Headquarters (HQ) website homepage. The top navigation bar includes links for NAVFAC Headquarters, Commands, Communities, Personnel, Resources, and Private Portal Transition. The main header features the NAVFAC Headquarters (HQ) logo, the text "UNCLASSIFIED", a "Not following" status, and a search bar labeled "Search across sites".

The main content area is divided into several sections:

- NAVFAC HQ COVID-19 Guidance**: A large graphic with red and white virus particles and the text "NAVFAC HQ COVID-19 Guidance" and "LEARN MORE →".
- Strategic Design 2.0**: A graphic featuring a portrait of a man in a military uniform and the text "Strategic Design 2.0".
- Concept of Operations April 2021**: A graphic with a dark background and the text "Concept of Operations April 2021".
- Private Portal Resources**: A graphic showing a laptop on a desk with the text "Private Portal Resources".
- NAVFAC Commander**: A section featuring a portrait of Rear Admiral John Korka and the text "NAVFAC Commander", "Rear Admiral John Korka", "NAVFAC Commander", and "Chief of Civil Engineers".
- Executive Director**: A section featuring a portrait of a woman and the text "Executive Director".

At the bottom of the page, there are three smaller tiles:

- Chief's Kilo-Gram**: A graphic with yellow and blue vertical bars.
- ED's Suggestion Box**: A graphic of a suggestion box with the text "Suggestions" and "ED's Suggestion Box".
- HQ Instructions & Notices (EDI)**: A graphic of a row of colorful binders with the text "HQ Instructions & Notices (EDI)".

GENERAL INFORMATION

ID Card Office Online & TSA Pre-Check

Update contact info here to update Outlook Global Address List (GAL)

- Link: <https://idco.dmdc.osd.mil/idco/>
- Steps to sign in:
 - My Profile > Select login option > Update and View My Profile > CIV

TSA Pre-Check Program Information

- The Transportation Security Administration now offers TSA Pre-Check expedited security screening to members of the military, including DoD and USCG Civilian employees at all participating TSA Pre-Check airports when they use their Department of Defense (DoD) identification number when making flight reservations. Although military personnel are included automatically, DoD policy requires that Civilian employees wishing to participate in the TSA Pre-Check program may do so on a voluntary basis.
- DoD and USCG Civilian employees opting to participate in TSA Pre-Check may elect to do so by checking the acknowledgement.
- Note: In addition to the above opt-in provision, participants in the TSA Pre-Check Program must enter their DoD ID Number into the Known Traveler Number field when booking flight reservations or when updating their Defense Travel System (DTS) profile for official travel. The ten-digit DoD ID Number is located on the back of the Common Access Card (CAC). Further information on the TSA Pre-Check program can be found at www.TSA.gov and www.defensetravel.dod.mil or <https://www.defensetravel.dod.mil/site/news.cfm?ID=18>.

**My Profile**Help Feedback Logout

Update and View My Profile

Edit your **personal** information on your Personal tab and your work information on your work tab (for example, MIL, CIV, or CTR), so that you receive communications promptly. [Tips](#)

Family Members

Personal **CIV**

Personnel Status

Persona Type Civilian	DoD Association DoD/Uniformed Service Civil Service employee	Administrative Association USN
Duty Organization United States Navy	Duty Sub Organization -----Naval Facilities Engineering Command Hawaii Pearl Harbor HI	Office Symbol
Job Title	Duty Install Location Joint Base Pearl Harbor-Hickam, HI	Building
Room	Beoin Date	Can contain maximum 4/100 characters Projected End Date Unknown
Pay Grade	Persona User Name	Persona Display Name

TSA Pre-Check Program
By checking this box, I voluntarily opt to participate in the TSA Pre-Check program and agree to the release of personal information (name, date of birth, gender, and DoD ID Number) to TSA's Secure Flight database.
[Learn More](#)
* indicates required field.

GENERAL INFORMATION

Total Workforce Management System (TWMS)

TWMS is a tool for employees to view, print and update their personal and personnel information, including completing online mandatory training.

Log on to TWMS via this link: <https://twms.dc3n.navy.mil>

* To apply for a TWMS account, you must already have a record within the TWMS database.

*In order to access TWMS, employees must have a valid CAC and know their CAC PIN to access the Self-Service Module of TWMS.

To access the Self-Service Module:

- Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in your internet web browser: <https://twms.dc3n.navy.mil/selfservice>
- Select the non-email certificate in the Client Authentication dialog box and click OK
- Enter your CAC PIN when prompted
- Click on "SELF SERVICE"
- Click Submit

Contact **Lynn Sato**, 471-8563, lynn.t.sato.civ@us.navy.mil if you require any other type of TWMS account access.

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 //

**** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE ****
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:

- HOME
- Login
- Information:**
 - Contact Us
 - Data Update Status
 - Documentation & Training
 - Employee Locator
 - TWMS Updates
 - Privacy Act Statement

Log into TWMS Workforce Manager

SELECT PROFILE:
SUBMIT

Click here for an Account Application

Click Here for Self-Service/myTWMS (Access your own record only)

Click Here to access TWMS Employee Locator

DoD Disclaimer

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

GENERAL PAY INFORMATION

Timekeeping and Pay Information

Timekeeping

Check with your supervisor on timekeeping process for your work area

All questions or matters concerning civilian payroll or time and leave should be directed to the NAVFAC HI Payroll Customer Service Representative (CSR)

Audrey Asari, 471-0044, audrey.k.asari.civ@us.navy.mil

NAVFAC Hawaii Compound, Building A7

Standard Labor Data Collection and Distribution Application (SLDCADA)

All employee timesheets, leave requests and overtime requests are prepared and authorized in SLDCADA. To access:

<https://www.sldcada.dc3n.navy.mil/home.do>

FIPs – Financial Indicator Pointer (where you are charging your time)

Pay Period

- Consists of two calendar weeks
- Begins on a Sunday and ends on the second Saturday

Pay Day

- Friday following the end of a Pay Period
- Occurs every two weeks
- If a Federal Holiday falls on a Friday, pay day will be on the Thursday prior

Pay Increases

- **GPI (general pay increase), annual increase**
 - Generally January for GS, and August for FWS
 - Based on Executive Order or Congress
- **WIGI (within-grade-increase): automatic pay increase based on satisfactory work performance and waiting periods**
 - **GS Waiting Periods**
 - To Steps 2, 3, and 4: 52 weeks (1 year) each
 - To Steps 5, 6, 7: 104 weeks (2 years) each
 - To Steps 8, 9, 10: 156 weeks (3 years) each
 - **FWS Waiting Periods**
 - Step 2: 26 weeks (6 months)
 - Step 3: 78 weeks (1½ years)
 - Steps 4, 5: 104 weeks (2 years) each

GENERAL PAY INFORMATION

2022 Pay Period Calendar



U.S. General Services Administration

2022

JANUARY

PP#	S	M	T	W	T	F	S
							1
2	2	3	4	5	6	7	8
9	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

FEBRUARY

PP#	S	M	T	W	T	F	S
			1	2	3	4	5
6	6	7	8	9	10	11	12
5	13	14	15	16	17	18	19
6	20	21	22	23	24	25	26
7	27	28					

MARCH

PP#	S	M	T	W	T	F	S
			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28	29	30	31		

APRIL

PP#	S	M	T	W	T	F	S
						1	2
3	3	4	5	6	7	8	9
9	10	11	12	13	14	15	16
10	17	18	19	20	21	22	23
11	24	25	26	27	28	29	30

MAY

PP#	S	M	T	W	T	F	S
1	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

JUNE

PP#	S	M	T	W	T	F	S
			1	2	3	4	
13	5	6	7	8	9	10	11
14	12	13	14	15	16	17	18
15	19	20	21	22	23	24	25
16	26	27	28	29	30	31	

JULY

PP#	S	M	T	W	T	F	S
						1	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23
18	24	25	26	27	28	29	30
19	31						

AUGUST

PP#	S	M	T	W	T	F	S
		1	2	3	4	5	6
7	7	8	9	10	11	12	13
18	14	15	16	17	18	19	20
19	21	22	23	24	25	26	27
20	28	29	30	31			

SEPTEMBER

PP#	S	M	T	W	T	F	S
						1	2
20	4	5	6	7	8	9	10
21	11	12	13	14	15	16	17
22	18	19	20	21	22	23	24
23	25	26	27	28	29	30	

OCTOBER

PP#	S	M	T	W	T	F	S
							1
22	2	3	4	5	6	7	8
23	9	10	11	12	13	14	15
24	16	17	18	19	20	21	22
25	23	24	25	26	27	28	29
26	30	31					

NOVEMBER

PP#	S	M	T	W	T	F	S
			1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
26	20	21	22	23	24	25	26
27	27	28	29	30			

DECEMBER

PP#	S	M	T	W	T	F	S
						1	2
26	4	5	6	7	8	9	10
27	11	12	13	14	15	16	17
28	18	19	20	21	22	23	24
29	25	26	27	28	29	30	31

GENERAL PAY INFORMATION

Federal Holidays

The following legal holidays are observed:

New Year's Day	January 1 st
Martin Luther King's Birthday	The third Monday in January
Washington's Birthday	The third Monday in February
Memorial Day	The last Monday in May
Independence Day	July 4 th
Juneteenth National Independence Day	June 19 th
Labor Day	The first Monday in September
Columbus Day	The second Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	The fourth Thursday in November
Christmas Day	December 25 th

When a holiday falls on one of the employee's regularly scheduled workdays in their basic workweek, that workday is the employee's holiday. When a holiday falls on a day outside the employee's basic workweek, the holiday will be observed as follows:

When the basic workweek is Monday through Friday:

- If the holiday occurs on Saturday, the employee's holiday will be observed on Friday preceding the holiday.
- If the holiday occurs on Sunday, the employee's holiday will be observed on Monday following the holiday.

When the basic workweek is other than Monday through Friday:

- If the holiday falls on a regular non-workday, the workday immediately before that non-workday will be the employee's holiday.
- However, when the non-workday is Sunday, the subsequent workday is the "in lieu of" holiday.

For employees on alternate work schedules:

- If a holiday is on a Sunday, the next workday is the "in lieu of" holiday. For example, if an employee's basic workweek is Tuesday through Friday, the employee's in-lieu of holiday is the following Tuesday.
- If the holiday is not on Sunday, the preceding workday is the in-lieu of holiday. For example, if an employee's basic workweek is Tuesday through Friday and Monday is a holiday, the employee's in-lieu of holiday is the preceding Friday.

GENERAL PAY INFORMATION

myPay and Leave and Earnings Statement

MyPay is an online tool that allows you to manage your **leave and earnings statement (LES)**, W2s and other pay information. You can view your available annual leave, sick leave, and compensatory time balances, in addition to turning off the paper copies of your leave and Earnings Statements and W-2 forms.

To access: <https://mypay.dfas.mil/mypay.aspx>

MyPay accounts are established after you receive your first pay check.

1. If you are a **DoD Civilian Employee** with a **Common Access Card (CAC)** or a **Health and Human Services (HHS) Employee** with a **Personal Identity Verification (PIV)** and a **SmartCard Reader**, you can access myPay anytime after you receive your first pay check by clicking 'SmartCard Login' on the myPay home page.

2. All other employees, including DoD employees that DO NOT have access to a SmartCard Reader, will receive your temporary password by mail at your home of record. If you do not receive your password letter, please verify/change your mailing address with your local customer service representative. Once they have updated it in your pay system, you can request a temporary password by mail by selecting 'Forgot or Need a Password' on the myPay home page. Upon receipt of your temporary password select the 'Create an Account' link to establish your Login ID and permanent password.

In addition to viewing your LES, you can change your withholdings, allotments, and correspondence address.

Once you set up a login (with username and password), you can access myPay from any device with internet.

SAMPLE FORM

Department of Defense										1. PAY PERIOD END 03/14/03	
CIVILIAN LEAVE AND EARNINGS STATEMENT										2. PAY DATE 12/08/03	
VISIT THE DFAS WEBSITE AT: WWW.DFAS.MIL											
3. NAME DOE JANE Q		4. PAY PERIOD 09/12/02		5. PAY PERIOD END 22.16		6. RATE OF PAY 26.25		7. BASIC PAY 43876.00 + 23768 = 67644.00		8. ADJUSTED BASIC PAY	
9. SOCIAL SEC ID 99-99-9999		10. DEDUCTION 5.42		11. OTHER DEDUCTION E		12. RETIRE PLAN 13K0288		13. MILITARY SERVICE NUMBER 240		14. MILITARY SERVICE DATE 01/01/00	
15. FEDERAL EMPLOYER AGENCY AM SOUTH BANK OF FLORIDA			16. FEDERAL EMPLOYER AGENCY PEN AIR FEDERAL CREDIT UNION			17. FEDERAL EMPLOYER AGENCY WARRINGTON BANK					
18. PAY TYPE FED S 1		19. PAY GRADE AL S P1010		20. PAY RATE 100000 S 11		21. PAY PLAN 1000006 S 11		22. MOBILE NR ULLIAN		23. PAY PERIOD 10	
24. GROSS PAY 1810.88		25. TAXABLE WAGES 1668.88		26. NON-TAXABLE WAGES 235.38		27. TAX DEFERRED WAGES 934.53		28. DEDUCTIONS 876.16		29. NET PAY 15493.83	
30. TAXABLE WAGES 1810.88		31. TAXABLE WAGES 27761.83		32. TAXABLE WAGES 26358.40		33. TSP DATA 13%					
CURRENT EARNINGS											
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
REGULAR	80.00	1772.80									
RETROACTIVE EARNINGS											
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
OVERTIME	1.50	37.38									
DEDUCTIONS											
ALLOTMENTS SV(1)	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE
		175.00	2076.00	FEDGL	C	8.09	123.43				
		26.25	402.40	RETIRE, FERS	K	14.18	216.78				
		23.22	388.04	CHARITY	AA	3.00	48.00				
		288.42	4518.52	OASDI		112.26	1720.61				
		10.00	15.18	TAX, LOCAL	100003	15.18	263.68				
		10.79	175.72	TAX, STATE	AL	21.58	351.44				
				TSP SAVINGS		235.29	1487.61				
LEAVE											
TYPE	PLANS IN BALANCE	ACCUMULATED DAYS	ACCUMULATED YTD	USED DAYS	USED YTD	COMMITTED REFUNDABLE	CURRENT BALANCE	LEAVE TERM DATE	TYPE	PLANS IN BALANCE	ACCUMULATED DAYS
ANNUAL	177.00	6.00	90.00	1.00	58.50		207.50	37.50			
SICK	47.25	4.00	50.00	4.00	32.00		75.25				
HOLIDAY					32.00						
ADMIN					12.00						
BENEFITS PAID BY GOVERNMENT FOR YOU											
TYPE	CURRENT	YEAR TO DATE	TYPE	CURRENT	YEAR TO DATE						
MEDICARE	26.25	402.40	RETIRE, FERS	14.18	216.78						
OASDI	105.55	955.22	FEHB	123.44	389.04						
REMARKS											
SEND YOUR EMPLOYMENT/LOAN VERIFICATIONS TO YOUR HUMAN RESOURCE OFFICE. TSP DEDUCTION PERCENT OR AMOUNT CHANGED											

GENERAL PAY INFORMATION

Employment Verification Request

Employees with Computer Access Use MyBiz+ Self Service Tool

- Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
- Select MyBiz+
- Under Key Services, select Request Employment Verification
- Select your details to share, either
 - Employment Information, or
 - Employment and Salary Information
- Enter recipient's email information in the To field
- Verify that your desired email address is included in the My Email field to receive the password
- Select Continue to preview the information
- Select Acknowledge and Submit to send your EV information
- Confirm your submission
- Consent to release your information
- Provide password to recipient to view EV information

Employees without regular access to Government Computers/Emails may contact the HRO to request Employment Verification at 808-471-0530.

BENEFITS

General Information

If you have questions about your benefits call **The Department of Navy Benefits Line** at **1-888-320-2917** and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 am until 7:30 pm, Eastern Time, Monday through Friday, except on Federal holidays. The TTY number for the deaf and hard of hearing is 1-866-328-9889.

Refer to your benefits handout (CBC 12800-31) for more detailed information.

Important Dates:

As a new permanent employee, you must make benefits elections within the following timeframes (from date of hire):

Health Insurance – 60 days

Life Insurance – Basic coverage is automatic; 60 days to enroll in Optional

Flexible Spending Account – 60 days (or by 1 October, whichever is earlier)

Long term Care Insurance – 60 days

Dental & Vision Programs – 60 days

Thrift Savings Plan – anytime

Government Retirement and Benefits (GRB) Platform

GRB is an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections and changes, review general and personal benefits information, and calculate retirement estimates 24 hours a day, 7 days a week.

Department of the Navy policy requires all civilian employees to make benefits elections electronically. **Paper forms are not accepted for these transactions.** If you need assistance with a transaction, contact the Benefits Line at 888-320-2917.

How to access GRB:

- GRB website: <https://www.civilianbenefits.hroc.navy.mil>
- You will need your Common Access Card or CAC with valid certificates loaded.

Designation of Beneficiaries:

Outlines your desire to have your benefits paid out in a particular way upon your death

4 types of benefits for which you can designate a beneficiary: Life Insurance (FEGLI), Unpaid Compensation of Deceased Civilian Employee, Thrift Savings Plan (TSP) and Retirement

Cannot change Designation of Beneficiaries via GRB; original copies must be mailed to the Civilian Benefits Center at the address below:

OCHR-Norfolk

ATTN: Civilian Benefits Center

NNSY, Building 17

Portsmouth, VA 23709-5000

Access all beneficiary forms at the link below; follow instructions:

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

QUALITY OF LIFE PROGRAMS

TIP and DONCEAP

DoN Transportation Incentive Program (TIP)

The DoN, in compliance with EO 13150 of 21 April 2000 and the DoD policy letter of 13 October 2000, implemented the Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR) effective July 2001. The program is intended to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Department of Transportation (DoT), on behalf of DoD, purchases and distributes transit vouchers and/or fare media to DoN participants. For those areas not serviced by DoT, the DoN Program Managers (PM) will approve the use of the SF-1164 (Claim for Expenditures on Official business) as an alternative method for reimbursement. Participants are eligible for reimbursement up to \$120 per month (effective 1 April 2009) in qualified mass transportation costs, not to exceed actual costs.

- For additional information go to <http://www.fmo.navy.mil/services/tip/tip.htm>; or
- www.hrtransit.com; or contact **Desiree Kawakami** at **474-4369**.

Department of the Navy Civilian Employee Assistance Program (DONCEAP)

The Department of the Navy's (DON) Civilian Employee Assistance Program (CEAP) provides assistance to civilian employees who have problems which have or may have an adverse effect on job performance.

This program offers assessment and referral in the following areas:

- Family/Marital/Personal/Emotional
- Chemical Dependency (Drug and Alcohol)
- Depression and Anxiety
- Work-related Stress Financial Issues
- Stress Associated with Legal Issues

An employee seeking assistance may voluntarily refer themselves to the program when they become aware of personal problems. If an employee is referred to CEAP, they are not required to accept or act on any recommendations made by the counselor, and has the option to seek any other means of dealing with a personal problem or performance deficiencies. Referral to the HRO CEAP independent provider and the initial assessment visit are provided at no cost to the employee. Any cost associated with treatment undertaken, as a result of these referrals is the responsibility of the employee.

- **DONCEAP Hotline: 1-844-DONCEAP (1-844-366-2327)**
- <https://magellanascend.com>

QUALITY OF LIFE PROGRAMS

Work Schedules and Telework

NAVFAC offers several "Quality of Life" programs to our employees.

Alternative Work Schedules (AWS)

Alternative Work Schedules (AWS) are comprised of the Flexible Work Schedule (FWS) and Compressed Work Schedules (CWS). With Supervisor approval, an employee may request to work one of the command approved AWS.

NAVFAC Hawaii Core Hours are 0800-1430

- Flexible Work Schedule (FWS):

Flexitour: The FWS has a basic work requirement of 40 hours per week (eight (8) hours per day, five (5) days per week) with a flexible starting and ending time. Employees select the starting and ending time subject to supervisor approval.

- MaxiFlex:

Employees may vary arrival and departure times on a daily basis during the established flexible hours. An employee may also vary the length of the workday and the workweek. A full-time employee must work 80 hours in a biweekly pay period and work the core hours from 0800 to 1430. An employee must work at least 8 of the 10 workdays during the biweekly pay period. An employee may only work 10 hours, between 0600 to 1800, unless ordered and approved to work overtime beyond the scheduled 10 hours. Credit hours are authorized.

- Compressed Work Schedules (CWS):

CWS (5/4/9): NAVFAC offers a compressed work schedule and it may be worked by a full-time employee subject to supervisory approval. The basic requirement is 80 hours bi-weekly in less than 10 workdays (eight 9-hour days, one 8-hour day, and a fixed regular day off or RDO). Under CWS an employee earns an RDO for the equivalent amount of time worked within the pay period. This schedule requires a fixed daily starting and end time. The compressed work schedules are always fixed.

Telework

- Public Law No. 106-346, Sec 359 of 23 Oct 00 requires all federal agencies to establish policies regarding telework. Telework is a tool providing employees with the opportunity to perform their duties at alternate work sites such as their homes or GSA Telecenters during an agreed upon portion of their workweek. However, telework is not appropriate in all situations and for all employees. It is a PRIVILEGE extended to expand work options.
- It is NAVFAC policy that the development, implementation, and active promotion of telework shall be encouraged to increase workforce efficiency, quality of life for teleworkers, and continuity of operations. Prior approval from your supervisor is required.
- Contact the Telework Coordinator, **Shawn Futrell, 330-2742**, shawn.t.futrell.civ@us.navy.mil, for all forms and instructions for approval of telework.

QUALITY OF LIFE PROGRAMS

Leave Administration

Each Activity Head is responsible for the proper administration of leave regulations. Authority to approve leave is normally delegated to the immediate supervisor.

Supervisors have the right to know what their employees' leave balances are and records of employees' leave should be maintained. Employees are informed on a biweekly basis of the status of their leave accounts by their servicing payroll office. The minimum charge for annual leave, sick leave, and leave without pay is determined by the individual activity.

All types of leave discussed below are subject to supervisory approval. Absence without approval is an absence without leave (AWOL) and should not be confused with leave without pay (LWOP) which is an approved leave. An employee charged with AWOL shall be charged for the exact amount of time absent. When a supervisor finds a subordinate's absence/leave is a problem, they should contact their Human Resources Office for advice and guidance. Regulations governing absence and leave are found in Title 5, CFR, Part 630.

Types of Leave

- Annual Leave
 - Accrual: Full-time employees accrue annual leave as follows:
 - Less than 3 years service -- 4 hours per biweekly pay period
 - 3 years but less than 15 years -- 6 hours per biweekly pay period
 - 15 years or more service -- 8 hours per biweekly pay period
 - Maximum Accumulation: Normally, employees are entitled to accumulate and carry over a total of 240 hours annual leave from one year to the next. A new leave year begins with the first biweekly pay period in the calendar year.
 - Requesting Annual Leave: Annual leave must be requested in advance, when possible, using SLDCADA. It is the responsibility of the individual employee to determine whether or not leave has been approved prior to beginning any period of leave.
- Sick Leave
 - Accrual: Full-time employees accrue sick leave at the rate of four hours for each full biweekly pay period or 104 hours in any leave year.
 - Conditions for Granting Sick Leave: The granting of sick leave is an administrative responsibility. The nature of evidence required to determine an employee was incapacitated for duty, undergoing medical, dental, or optical treatment, was assisting family members for such treatment, or caring for a family member with a serious health condition, is also discretionary. A leave request in SLDCADA, when properly filled out, is normally considered as acceptable evidence for an absence of three days or less. Absences to care for a family member with a serious health condition (as defined by regulation) may require special certification.

QUALITY OF LIFE PROGRAMS

Leave Administration

- Procedures for Requesting Sick Leave:
 - Employees requesting sick leave will notify their supervisors, or other officials authorized to approve leave, within the time limits specified in the activity's leave policy. If there is a bargaining unit agreement, it may specify otherwise. The employee shall notify the supervisor of the nature and possible duration of the illness. In case of extended illness (one pay period or more), an employee will normally not be required to notify their supervisor daily; however, the employee should submit medical documentation within the time limits directed, and notify the supervisor of their progress and expected date of return to duty. If an employee fails to give such notice in a timely manner, the supervisor should consider the employee's explanation before determining whether to grant sick leave, annual leave, LWOP, or place the employee in an AWOL status.
 - Sick leave requests for non-emergency medical, dental, or optical examination or treatment should be submitted and approved in advance.
 - Normally, the employee's certification will be sufficient to support a charge to sick leave for absences of three working days or less. Periods of sick leave absence greater than three working days requires medical documentation.
- Leave Without Pay
 - LWOP is a temporary nonpay status and absence from duty, granted upon the employee's request. Authorization of LWOP is a matter of administrative discretion.
- Other Types of Leave:
 - Leave can be granted for reasons like absence for maternity reasons; absence for paternity reasons; military leave; court leave; Family and Medical Leave Act (FMLA); Family Friendly Leave Act (FFLA); leave for bone-marrow donation; and leave for organ donation.
- Excused Absence:
 - Employees may be excused from duty without charge to leave. Supervisors must make individual determinations that the situation is job-related and not chargeable to leave, and place reasonable limits on the length of such absences from normal assignments.

Voluntary Leave Transfer Program (VLTP):

- This program allows federal employees to transfer annual leave to another federal employee who has been approved as a leave recipient, experiencing a medical emergency of their own or a family member. **For VLTP, please contact Vivian Wong, 341-4161, vivian.b.wong.civ@us.navy.mil.**

QUALITY OF LIFE PROGRAMS

Morale, Welfare, Recreation (MWR)

As a DoD Employee, you have access to the various fitness centers, programs and activities offered through MWR, recreational facilities/rentals, and discounted tickets and travel options.

- **Website:** <https://www.greatlifehawaii.com/>



- **Fitness centers:**

- Hickam Memorial Fitness Center
- JBPHH Fitness Center
- Wahiawa Annex Fitness Center
- Pier Side Fitness Center

- **Information, Tickets & Tours (ITT) Office Locations:**

- **Fleet Store (Pearl Harbor)**

- 810 Willamette Street, Bldg 1786 (Inside the NEX Fleet Store)
Joint Base Pearl Harbor-Hickam, HI 96860

- **Hickam**

- Kuntz Avenue Bldg 1760
Joint Base Pearl Harbor-Hickam, HI 96853

- **NEX Mall**

- 4725 Bougainville Drive, Bldg 631
(On the left side of the NEX Mall)
Honolulu, HI 96818

- **Barbers Pt (White Plains Beach)**

- Essex Road
Located at White Plains Beach
Ewa Beach, HI 96706

- **Wahiawa Annex**

- Saipan Drive, Bldg 551
(Enter via Wahiawa Annex front gate)
Wahiawa, HI 96786

- **Use of Outdoor Recreation Facilities, Beaches, Marinas, and Rentals; Auto Skills Center; Bowling Alleys and Base Theaters**

- **Child Development Centers (CDCs)**

- Offers both full time and hourly care to military, DoD Civilians, and contractors. Full Time care is based on family income. Centers are designed to be a home away from home for children of working parents while providing a safe, healthy learning environment where children ages 6 weeks to 5 years (not in kindergarten) can discover, explore and learn about the world around them.

- <https://jbphh.greatlifehawaii.com/family/child-development-centers>

INJURY COMPENSATION

“Workers Comp” or “FECA”

WHAT to do if you're injured on -the-job?

- Report an occupational injury/illness to your immediate supervisor.
- Obtain authorization (dispensary permit if required/appropriate) from your supervisor and report to the Occupational Health Unit (OHU) or your private physician for medical treatment.
- Follow the dispensary's instructions as far as treating the injury and/or going to see your personal physician.
- You will need to charge at least 1 hour of “Date of Traumatic Injury Leave - LU” to your timecard for your absence from work while at the dispensary. If the dispensary takes less than an hour, one full hour still has to be charged. If the dispensary takes longer than an hour, charge the appropriate amount of time to “LU” on the timecard.

WHEN and HOW to file a claim?

- Report the injury to the NAVFAC Federal Employee Compensation Act (FECA) Center of Expertise (COE). **Report ALL injuries regardless how small or insignificant the injury may appear.**
- File a CA-1 within 2 days of injury or within the timelines provided in your collective bargaining agreement, if applicable. Provide the completed CA-1 to your supervisor.
- Complete CA-1 form **blocks 1-15. Provide completed form to your supervisor to review and complete** blocks 17-38.
- Supervisors will submit the completed CA-1 form along with any medical documentation to the FECA COE at NAVFACFECA@navy.mil.
- The COE will complete the agency coding and forward the claim electronically to the Department of Labor.

WHY you should file a claim?

- Ensure receipt of continuation of pay (COP), if appropriate. Ensure coverage of medical expenses related to your injury. Ensure receipt of compensation if COP expires.
- Ensure documentation of injuries/medical condition in case of further injury or occupational disease.

WHERE do I file a claim?

- Supervisors/employees must submit all claims under the injury compensation program to the NAVFAC FECA Center of Expertise (COE) at NAVFACFECA@navy.mil

FECA COE Contact Information:

- **Toll Free Phone Number: 1-866-837-9954**
- **Email Address: NAVFACFECA@navy.mil**
- **Mailing Address:**
- NAVFAC Southwest Human Resources Office
ATTN: Injury Compensation Center of Expertise
1220 Pacific Highway, Bldg. 127, San Diego, CA 92132
- **Hours of Operation: 5 AM PST – 4 PM PST (2 AM HST – 1 PM HST)**
- **If you have FECA questions, please contact:**
 - **Mary Kay Stupeck, ICPA, (619) 532-4524 at FECA COE (HRO Southwest)**

POLICY STATEMENTS

Alcohol Abuse and Drug Use

Naval Facilities Engineering Command, Hawaii



ALCOHOL ABUSE AND DRUG USE POLICY STATEMENT

Our mission and the work we do is too important to be undermined by alcohol abuse or drug use.

We all make personal decisions on whether or not to consume alcohol. If we choose to consume alcohol, we must do so in a responsible manner and fully consider the consequences of our decisions.

BOTTOM LINE ON ALCOHOL USE: The use of alcohol is forbidden during working hours. Being under the influence of alcohol during work hours is strictly forbidden.

As for drug use, the Navy's policy is "ZERO TOLERANCE". Members determined to be using, possessing, promoting, manufacturing, or distributing drugs and/or drug paraphernalia will be disciplined as appropriate and processed for administrative separation.

BOTTOM LINE ON DRUG USE: Prohibited at all times.

If you think you might have a problem with alcohol or drugs, I'd ask that you be courageous and honest enough to seek assistance from your chain of command, the Command Drug and Alcohol Program Advisor (DAPA), LCDR Trevor Bingham, (808) 368-0731; or from a Navy Substance Abuse Counselor at Building 1, 2nd Floor, Room 23B, JBPHH, HI; phone (808) 471-3789. Additional support can also be found on the website via <https://DONCEAP.foh.psc.gov>, phone: 1-844-366-2327.

Mahalo,


J. G. MEYER
CAPT, CEC, USN
Commanding Officer

POLICY STATEMENTS

Equal Opportunity (EO)

Naval Facilities Engineering Command, Hawaii



EQUAL OPPORTUNITY POLICY STATEMENT

References:

- (a) OPNAVINST 5354.1G, Navy Equal Opportunity Policy
- (b) NAVREG Article 1150, Redress of Wrong Committed by a Superior
- (c) NAVREG Article 1164, Equal Opportunity and Treatment
- (d) UCMJ Article 138, Complaints of Wrongs
- (e) NAVPERS 5354/2, Navy Equal Opportunity and Sexual Harassment Formal Complaint Form
- (f) OPNAVINST 5300.13, Navy Sexual Harassment Prevention and Response
- (g) OPNAVINST 5370.2D, Navy Fraternization Policy

Per reference (a), discriminatory practices and behaviors, including racism, sexism, or use of inappropriate jokes or slurs erode our effectiveness as a Team, are prohibited and will absolutely NOT be tolerated.

One of our common bonds is the choice we each made to serve our great country. Each member of NAVFAC Hawaii is entitled to be treated with dignity and respect and to work in an environment free of harassment and unlawful discrimination. Equal Opportunity is critical to mission accomplishment, unit cohesiveness, and military readiness. Each of us will be afforded the opportunity to perform to our maximum ability and to develop and advance regardless of race, color, ethnicity, national origin, sex, religion, age, sexual orientation, physical/mental disability, or genetic information.

References (a) through (g) provide guidance and explain the prescribed steps and timelines to be followed in successfully resolving and/or reporting any equal opportunity issue.

All members of this command have the right to present a legitimate equal opportunity complaint without fear of reprisal, intimidation, or harassment. Any equal opportunity complaint will be investigated promptly and appropriate action will be taken.

If you have any questions about equal opportunity, please contact NAVFAC Hawaii's Command Managed Equal Opportunity (CMEO) Program Manager LT Sean Jung at (808) 448-2890 (shin.jung@navy.mil), or EEO Office at (808) 471-0640/5754/1749 and Advice Line at (800) 253-0931. Thank you for your service. Be proud, be professional, and set the example!

Mahalo,



J. G. MEYER
CAPT, CEC, USN
Commanding Officer

POLICY STATEMENTS

Equal Employment Opportunity (EEO)

Naval Facilities Engineering Command, Hawaii



EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Every person in this command comes from a different and diverse background, with different perceptions and ideas. It is this diversity of thought and experience that allows us to form an inclusive team more capable and impressive than any of us individually.

As your Command Equal Employment Opportunity (EEO) Officer, I affirm and continue to remain personally committed to ensuring that each employee and applicant for employment have a fair and equal opportunity in all facets of employment regardless of race, color, national origin, sex (including pregnancy, gender identify, and sexual orientation), religion, age, physical/mental disability, or genetic information. Reprisal for engaging in prior EEO complaint activity or opposing a discriminatory practice will not be tolerated. I support the right of all employees to exercise their civil rights under the civil rights statutes.

Every individual will have the freedom to compete on a fair and level playing field with equal opportunity for competition and afforded the opportunity to develop and advance, commensurate with their abilities, initiative, and performance.

Equal opportunity covers all personnel/employment programs, management practices, and decisions, including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation. Barriers to equal employment opportunity will be immediately identified and promptly eliminated.

Members of NAVFAC Hawaii will avoid discriminatory behavior/conduct, and will also appropriately challenge and report such behavior/conduct – we will not ignore it. Further, each supervisor is expected to support this program by vigorously pursuing my goal of a discrimination-free work place.

All members of this command have the right to present a legitimate EEO complaint without fear of intimidation, reprisal, or harassment. Workplace harassment will not be tolerated, and the agency will correct the harassing conduct before it becomes severe or pervasive.

If you have any questions or concerns about EEO, please contact the NAVFAC Hawaii Deputy EEO Officer at (808) 471-0640, 471-5754 or 471-1749. Thanks for everything you do...every day. Be proud, be professional, and set the example!

Mahalo,


J. G. MEYER
CAPT, CEC, USN
Commanding Officer

POLICY STATEMENTS

Occupational Safety & Health

Naval Facilities Engineering Command, Hawaii



OCCUPATIONAL SAFETY AND HEALTH POLICY STATEMENT

The health and safety of everyone in this command is our top priority. There is nothing we do in peacetime that is worth risking the lives or health of our people. The preventable loss or injury of any of us is absolutely unacceptable.

At all levels, leaders and employees will be engaged and proactive in eliminating injury, illness, and safety mishaps by aggressively and proactively using Operational Risk Management (ORM) at all times, whether on or off duty.

We will comply with, and enforce, all safety policies and guidelines, be meticulous in our procedural compliance and hold ourselves and our people accountable for violations of safety standards. Safety is an individual and team effort with everyone having the responsibility to follow correct safety procedures and practices for mishap prevention.

Each individual must immediately stop, then report, unsafe or unhealthful conditions without fear of restraint or reprisal. We will praise such actions and create a culture where safety is focal to everything we do and not an afterthought.

Never allow our operational requirements to create an excuse for risk taking or short cuts. All of you are too important to this Command, each other and your families to expose ourselves to unnecessary risks.

My commitment to the safety and health of the workforce is paramount and unwavering.

Mahalo,


J. G. MEYER
CAPT, CEC, USN
Commanding Officer

POLICY STATEMENTS

Sexual Harassment

Naval Facilities Engineering Command, Hawaii



SEXUAL HARASSMENT POLICY STATEMENT

Reference: (a) SECNAVINST 5300.26E, Department of the Navy Policy on Sexual Harassment

The Naval Facilities Engineering Command, Hawaii (NAVFAC Hawaii) is committed to maintaining a high standard of conduct in the workplace and providing a work environment free from sexual harassment. Per reference (a), sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

The victim or the harasser may be a woman or man, of the same or opposite sex, and a federal employee, contractor or a visitor to our command. Each civilian employee and military member have the responsibility to refrain from unacceptable conduct in the workplace. Managers & supervisors bear the responsibility for taking prompt and appropriate action to enforce this policy when they become aware of incidents involving sexual harassment.

Any NAVFAC Hawaii employee who is found to have engaged in sexual harassment is subject to disciplinary action, up to and including removal from federal service. Managers and supervisors who fail to appropriately respond to reports of sexual harassment may be disciplined for failure to take prompt and effective corrective actions.

Preventing sexual harassment is everyone's responsibility. All reports of sexual harassment will be taken seriously and handled appropriately. Confidentiality will be maintained to the maximum extent possible. Any individual who experience or witness sexual harassment should:

- Notify a management official and/or the NAVFAC Hawaii's Anti-Harassment POC at (808) 471-4530 or the Navy's Equal Opportunity Advice Line at (800) 253-0931.
- Contact the EEO Office at (808) 471-5754, 471-1749 or 471-0640 for additional avenues of redress. If filing a complaint, individuals must contact the EEO Office within 45 calendar days of the alleged incident of harassment.
- For military members, contact the Command Managed Equal Opportunity (CMEO) Program Manager LT Sean Jung at (808) 448-2890 or (201) 528-3499 and/or the Navy's Equal Opportunity Advice Line at (800) 253-0931.

If something doesn't seem right, it probably isn't, and it is our responsibility to step up, step in and take action to correct it. Be proud, be professional, and set the example!

Mahalo.



S. G. MEYER
CAPT, CEC, USN
Commanding Officer

POLICY STATEMENTS

Workplace Violence

Naval Facilities Engineering Command, Hawaii



WORKPLACE VIOLENCE POLICY STATEMENT

It is the policy of the United States Federal Government to promote a safe environment for all employees. NAVFAC Hawaii is committed to maintaining a work environment free from violence, threats of violence, harassment, intimidation, bullying and other disruptive behavior period.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. As such, all reports of incidents will be taken seriously and will be dealt with appropriately and promptly. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from premises and may be subject to disciplinary action, criminal penalties, or both.

I need your help to successfully implement and effectively maintain a safe working environment for all. If you observe violent, threatening, harassing, intimidating, bullying or other disruptive behaviors by anyone, report it immediately to a supervisor or manager. Do not ignore a problem or be lulled into thinking it will just go away – it won't, Take Action!

Supervisors and managers should seek advice from the Human Resources Office, Labor and Employee Relations Branch at (808) 474-1426 regarding investigating the incident and initiating appropriate action. Threats or assaults that require immediate attention should be reported immediately to the police at 911 and our local Security Officer at (808) 471-3793.

Workplace violence is unacceptable. We will exercise the full range of remedies allowed in dealing with violent, threatening, harassing, intimidating, bullying or other disruptive behavior in our workplace.

Mahalo,

A handwritten signature in black ink, appearing to read "J. G. Meyer".

J. G. MEYER
CAPT, CEC, USN
Commanding Officer

TRAINING REMINDER

DON Civilian SAPR Training

DON CIVILIAN SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING (SAPR)



- Employees new to the Navy are required to complete this training within their first 30 days
- For FY22 the online content has been redeveloped and released as one stand-alone session.
 - *Required face to face training is waived until content is released for supervisors to discuss with their new employees*
- New employees should log into TWMS and search for Course ID: TWMS-691361
- No computer account? Contact your supervisor for assistance.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

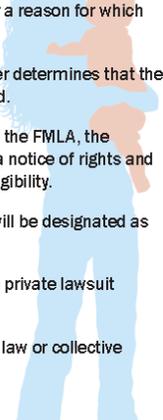
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

