



# NEW EMPLOYEE HUMAN RESOURCES BRIEF

Presented to you by NAVFAC NW Human Resources Office

# Benefits

# Benefit Election Timeframes

- New employees have **60 days from the date of appointment** to select and enroll in benefits.
- Employees who transfer have **60 days from the date of transfer** to make changes in benefits.
- It takes **1 week** before the systems update and elections can be made.

# Open Season

- Annual opportunity to make changes to Health, Dental, Vision, or Flexible Spending Accounts.
- Begins every year on Monday of the 2<sup>nd</sup> full workweek in November and runs through the Monday of the 2<sup>nd</sup> full workweek in December.

This Year: November 2023 – December 2023

- Open season elections will be effective on the first full pay period in January (2024).

# Civilian Benefits Center (CBC)



The CBC is the centralized organization within Department of the Navy that administers the Federal benefits and retirement programs for civilian employees.

The CBC is responsible for the education and individual counseling of employees.

Call a Benefits Representative:

1-888-320-2917

Monday through Friday between the hours of  
4:30 a.m. and 4:30 p.m. PST

# Civilian Benefits Center (CBC)



- The Benefits Line responds to email inquiries within five business days from receipt.
- Please do not send duplicate emails as this will delay the process.
- When emailing, you must include your full name, pay plan, grade, and your contact telephone number.
- Do not include Controlled Unclassified Information containing Personally Identifiable Information such as your date of birth or social security number in your emails to the CBC.

Email a Benefits Representative:

[navybenefits@us.navy.mil](mailto:navybenefits@us.navy.mil)

# Government Retirement & Benefits (GRB) Platform



- All civilian employees have access to the GRB Platform which is an online self-service tool to review current benefits and retirement information, make transactions on health and life insurance, generate retirement estimates, and share documents securely with the Civilian Benefits Center.
- The GRB Platform offers several useful videos and resources such as Federal Employees Health Benefits Program, New Employee Benefits Orientation, Insurance Benefits, Health Care Plan comparison tools and much more.

# **Federal Employee Health Benefits Program (FEHB)**



# Federal Employee Health Benefits Program (FEHB)



- The Federal Employees Health Benefits program is an employer-sponsored group health insurance program for Federal employees and their families.
- Employees can choose from Fee-for-Service plans, Health Maintenance Organizations, Consumer-Driven Health Plans, and High Deductible Health Plans.
- Employees can enroll, make changes, or cancel coverage during the annual Federal Benefits Open Season or if the employee experiences a qualifying life event.

# Federal Employee Health Benefits Program (FEHB)



- Permanent employees and certain temporary employees are eligible for coverage unless their appointment is excluded from coverage by law or regulation.
- The Office of Personnel Management has the overall responsibility for the administration of the FEHB Program.
- Premiums are based on the plan and option an employee chooses and are shared by the employee and the employing Agency.
- The employing Agency's share is set by law and cannot exceed 75% of the total premium.
- Part-time employees receive a prorated contribution and temporary employees are responsible for the full amount of the premium.
- Premiums are paid on a pre-tax basis (known as premium conversion) unless the employee waives this option.

# Federal Employee Health Benefits Program (FEHB)



- 3 Enrollment Types:
  - Self Only
  - Self Plus One Family Member
  - Self and Family
- Coverage is effective the first day of the first pay period after you enroll.
- Definition of **Family Member** for FEHB:
  - Spouse;
  - Children under age 26, including natural children, legally adopted children, and stepchildren; and
  - A child age 26 or over who is incapable of self support because of a mental or physical disability that existed before age 26.

# Federal Employee Health Benefits Program (FEHB)



Visit the FEHB Program online at:

<http://www.opm.gov/healthcare-insurance/healthcare/>

## **OPM.gov is where you get information on:**

- Current insurance rates
- How to compare and choose among health plans
- Health plan website and plan brochures
- How to file a disputed claim request

**Enroll through Civilian Benefits Center or GRB**

# Federal Employee Dental & Vision Insurance Program (FEDVIP)

# Federal Employee Dental & Vision Insurance Program (FEDVIP)



- FEDVIP provides a comprehensive dental insurance plan to ensure that you and your family maintain healthy oral care.
- Employee pays 100% of the premium. There is no government contribution to the premium.
- You can choose from 6 nationwide and 4 regional dental plans covering basic services such as exams, x-rays, and cleanings; intermediate services such as fillings and extractions; major services such as crowns and root canals; and orthodontics services for dependents under age 19.
- Each plan is subject to a plan's waiting period.

# Federal Employee Dental & Vision Insurance Program (FEDVIP)



- Some of the dental plans do not provide out-of-network benefits such as not paying for services furnished by doctors with whom they have not contracted. This means that you must use an in-network provider to receive benefits. Each plan has a separate network.
- Generally, you cannot cancel your dental coverage outside of Open Season. Your provider leaving the network, our retirement, or your inability to afford premiums are not qualifying life events permitting cancellation.

# Federal Employee Dental & Vision Insurance Program (FEDVIP)



- Your FEDVIP enrollment automatically carries over from year to year. You do not need to reenroll. If you wish to cancel or change enrollment you must do so with BENEFEDS during the Open Season.
- Your FEDVIP coverage will continue into retirement. There is no eligibility requirement that you are covered for 5 years prior to retirement.
- You must make any changes to your name, address, dependents, etc. through BENEFEDS. Your HR office cannot make these changes for you.



# Enrolling in FEDVIP

- If you are enrolled in the Federal Flexible Spending Account Program, you may submit your dental copayments and deductibles as eligible expenses to your FSA account.
- You must make your election on the BENEFEDS website by visiting <https://www.benefeds.com> or calling 1-877-888-3337.

# More Info on FEDVIP



- Visit [opm.gov/healthcare-insurance/dentalvision/plan-information/](https://opm.gov/healthcare-insurance/dentalvision/plan-information/) for Dental plan brochures and access to a Compare Plans Tool that allows comparison of benefits of up to four plans in one view.

# **Federal Employees' Group Life Insurance Program (FEGLI)**

# Federal Employees' Group Life Insurance



- FEGLI provides group term life insurance.
- You are **automatically enrolled** in Basic Life Insurance.
- FEGLI **is not** part of the annual Federal Benefits Open Season.
- You can **reduce or cancel the coverage at any time.**
- You can enroll or increase coverage by taking a physical exam or with a Qualifying Life Event.

# Federal Employees' Group Life Insurance



- Basic insurance coverage is effective on the day you enter on duty in pay status (**today!**).
- Basic coverage is your annual rate of pay, rounded up to the next \$1,000, plus \$2,000.

**Example:**            Basic Annual Pay = \$42,600  
                              Basic Insurance Amount = \$45,000

- Employee pays 2/3 of the premium (government pays 1/3).
- Employee pays 100% of the premium for Optional insurance.

# Federal Employees' Group Life Insurance



- Optional Insurance

Option A – *Standard*: \$10,000 of additional coverage

Option B – *Additional*: 1, 2, 3, 4, or 5 Xs your annual base pay

Option C – *Family*:

- Spouse for *up to* \$25,000
- Eligible children for *up to* \$12,000

- Definition of **Family Member** for FEGLI Option C:

- Spouse
- Unmarried Dependent Children under Age 22

# Federal Employees' Group Life Insurance



Visit FEGLI online at:

<http://www.opm.gov/healthcare-insurance/life-insurance/>

**OPM.gov is where you can get information on:**

- FEGLI Rates
- FEGLI Calculator
- Program information

Make changes to your FEGLI through  
**Benefits Center or GRB Platform**

# Federal Flexible Spending Account Program (FSAFEDS)



# Federal Flexible Spending Account Program (FSAFEDS)



- FSAFEDS is a pre-tax benefit that can save employees money.
- Employees contribute money from salary BEFORE taxes are withheld.
- It's a way to save money on day care and health care services and items for employees and their families.
- *Example: Savings for a person earning \$50,000 who contributes \$2,000 into an FSA account is approximately \$600 per year. That means employees get \$2,000 worth of health care purchasing power PLUS pay about \$600 LESS in Federal taxes.*

# Federal Flexible Spending Account Program (FSAFEDS)



## Health Care

2 Types of Health Care Accounts:

### **1. Health Care Flexible Spending Account**

- a) For eligible health care expenses not paid by FEHB, FEDVIP, or other insurance. *Do not have to be enrolled in FEHB or FEDVIP.*

### **2. Limited Health Care Flexible Spending Account**

- a) For those enrolled in or covered by a High Deductible Health Plan with a Health Savings Account. Only eligible dental and vision expenses not paid by FEHB or FEDVIP. *Must be enrolled in FEHB.*

# Federal Flexible Spending Account Program (FSAFEDS)



- Must elect a minimum of \$100 into the account.
- The maximum contribution for 2022 is \$2,850.
- Have from 1 January – 31 December to incur eligible expenses for reimbursement. There is no grace period to incur these expenses.
- May carry over \$570 of unused elections into the next plan year (must re-enroll to use carryover). Any amount over \$570 is forfeited.
- Must re-enroll every year during Open Season.

# Federal Flexible Spending Account Program (FSAFEDS)



- **When your insurance only covers part of an expense, or doesn't cover it at all, you're stuck with the bill. Joining FSAFEDS is like getting a 30% discount on what you, your spouse, and your eligible children under 26 spend on:**
  - Prescriptions Deductibles & copayments Office visits
  - Lab tests
  - Ambulance Transportation (if it's a purely medical trip)
  - Contact Lenses Laser
  - Eye surgery
  - Orthodontics
  - Massage Therapy
  - Sunblock First aid kits
  - Diabetes testing supplies
  - Hand sanitizer And more!
  
- **You can also use FSAFEDS pre-tax dollars to save about 30% on your family's dependent care expenses. It's like a 30% discount on, for your children under age 13:**
  - Day care
  - Summer day camp
  - Babysitting
  - Before and after school care
  - Housekeeper whose duties include child care
  - Non-medical care for any adult who is mentally or physically incapable of self-care, who you claim as a dependent on your tax return, and who lives with you.
  
- **You file claims by mail, fax, or online. Some insurance plans will file claims automatically for you. FSAFEDS quickly reimburses you for these expenses with pre-tax dollars you've set aside from your pay.**

# Eligible Health Care FSA (HC FSA) Expenses



Example of Medical Expenses and how to know if they are allowed for FSA reimbursement.

✓		Emergency (medical) kits
✗		Emergency (non-medical)/disaster survival kits
⚠	📄	Ergonomic home office furniture and accessories (for treatment of a medical condition)
✗		Exceed Plan Maximum
✗		Excessive Mileage
⚠	📄	Exercise equipment or program (as treatment for a medical condition)
⚠	℞	Eye drops and treatments (over-the-counter)
✓		Eye examinations
✓		Eyeglasses (prescription)
✗		Face lifts
✗		Feminine hygiene products
✓		Fertility monitor (over-the-counter)
✓		Fertility treatment (for employee, spouse or dependent)
✗		Fertility treatment (for non-dependent surrogate)
✗		Finance Charges

✓ = Eligible with a detailed receipt

✗ = Not eligible

⚠ = Eligible with appropriate documentation:

℞ = Requires Prescription from your doctor, plus detailed receipt

📄 = Requires letter of Medical Necessity signed by your doctor, plus detailed receipt

# Federal Flexible Spending Account Program (FSAFEDS)



## Dependent Care

For eligible day care expenses (childcare, eldercare) so you (or your spouse) can work, look for work, or attend school full-time.

- Must elect a minimum of \$100 into the account.
- The maximum for DCFSA is \$5,000/household or \$2,500 if filing taxes separately.
- There is a 2 ½ month grace period to incur expenses.
- There is no carry over of unused elections into the next plan year. Any amount not used is forfeited.
- Must re-enroll every year during Open Season.

# Enrolling in FSAFEDS



Two ways to enroll:

- [www.FSAFEDS.com](http://www.FSAFEDS.com)
- 1-877-FSAFEDS

FSAFEDS Benefits Counselor can be consulted at:

**1-877-FSAFEDS**

Monday – Friday, 6 a.m. until 6 p.m. PT

# Federal Long Term Care Insurance Program (FLTCIP)



# Federal Long Term Care Insurance Program (FLTCIP)



- FLTCIP helps cover the costs of high cost long term care services. It can help ensure your independence and reduce your reliance on loved ones.
- FEHB plans and Medicare provide LIMITED coverage for long term care expenses.
- Long Term Care includes services such as:
  - Nursing home care
  - Home health care
  - Assisted living facilities
  - Adult day care
  - Personal/homemaker care

# Federal Long Term Care Insurance Program (FLTCIP)



- FLTCIP is not part of the annual Federal Benefits Open Season.
- You can apply for coverage at any time using the full underwriting application; you do not have to wait for Open Season. New employees have 60 days to apply using abbreviated underwriting.
- The premium is based on your age on the date your application is received and on the benefit options you select.

## Definition of Family Member for FLTCIP:

- Spouse
- Same-Sex Domestic Partner
- Adult Children over Age 18
- Parents
- Step Parents
- Parents-In-Law

# Federal Long Term Care Insurance Program (FLTCIP)



To enroll or for more information:

1-800-LTC-FEDS

or visit

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

You can enroll at ANY TIME!

# Federal Employees Retirement System (FERS)

# Federal Employees Retirement System Further Revised Annuity Employees (FERS)



FERS-FRAE is a three-tiered retirement plan.

The three components are:

- Basic Benefit Plan
- Social Security Benefits
- Thrift Savings Plan

The three components of FERS-FRAE work together to give you a strong financial foundation for your retirement years!

# Thrift Savings Plan (TSP)



- The TSP is a tax-deferred retirement savings and investment plan.
- The automatic enrollment percentage for is 5% of pay for all **new hires** who are eligible to participate in the TSP. This change will not affect the contribution rates in place for employees currently participating in the TSP prior to 1 October 2020.
- Three types of contributions that may be made to your account:
  1. Agency Automatic 1% Contributions
  2. Employee Contributions (currently 5%)
  3. Agency Matching Contributions
- Consider contributing at least 5% of your basic pay to your TSP account so that you can receive the full amount of agency matching contributions.

# Thrift Savings Plan (TSP)



## Changing Contribution Amount from (5%)

- Call Civilian Benefits Center or go online to GRB Platform.
- Can contribute percentage (%) of base pay or whole dollar (\$) amounts.

## Changing Contribution Allocation

- Login to your account at [www.tsp.gov](http://www.tsp.gov) or call: 1-TSP-YOU-FRST
- Can contribute to any of the funds.
- Can make inter-fund transfers.

# Pay Days, Holidays, & Leave



# 2023 Holiday Schedule (11 Federal Holidays)



Date	Holiday
Monday, January 02 *	New Year's Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20 **	Washington's Birthday
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth National Independence Day
Tuesday, July 04	Independence Day
Monday, September 04	Labor Day
Monday, October 09	Columbus Day
Friday, November 10 *	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	Christmas Day

# Annual Leave

- Annual Leave Accrual Rate per pay period:

<b><i>Years of Service</i></b>	<b><i>Hours</i></b>	<b><i>=</i></b>	<b><i>Days</i></b>
< 3 years	4	=	13
> 3 years	6	=	20
> 15 years	8	=	26

- Can be used for vacations, personal business, or emergencies.
- 240 hours can be carried from year to year.
- Requires supervisor approval.
- Prior Active Duty Military (separated not retired) time counts towards Service Computation Date (SCD) for Leave.
- Retired Military time spent in non-wartime campaigns and expeditions counts towards SCD-Leave. Must submit SF-813 to HRO.

# Sick Leave

- Sick Leave Accrual Rate per pay period:

<i><b>Years of Service</b></i>	<i><b>Hours</b></i>	<i><b>Days</b></i>
All Years	4	= 13

- Can be used for illness, injury, medical/dental appointments, or to take of a family member.
- No carry over limit from year to year.
- Requires supervisor approval.

# Disabled Veteran Leave



- Crediting of Disabled Veteran Leave is Accordance with 5 U.S.C. 6329.
- Is used only for service connected disability appointments.
- Leave is available during the first 12 months of employment may not be carried over and will be forfeited.
- Unused leave during the first 12 months of employment may not be carried over and will be forfeited.
- Additional information is available at:  
<https://www.chcoc.gov/content/wounded-warriors-federal-leave-act-2015>

# Family & Medical Leave Act (FMLA)

## (After being employed for 12 months)



You are entitled to a total of up to **12 work weeks (480 hours)** of *\*unpaid leave* during any 12-month period (*after being employed for 12 months*) for the following purposes:

- The birth of a child;
- The placement of a child for adoption or foster care;
- The care of a spouse, child, or parent who has a serious health condition; or
- A serious health condition that makes you unable to perform the essential functions of your positions.

***\* You may elect to use annual or sick leave instead of unpaid leave.***

# Electronic Official Personnel File (eOPF)

## What is eOPF?

- The eOPF solution provides electronic, Web-enabled access for all Federal Agency staff members to view eOPF documents.
- All employees are able to view their own OPF through the eOPF solution. eOPF includes security measures to ensure the integrity of the system.
- For example, users are able to view their own eOPF documents, but not modify the documents.
- All activity performed in the eOPF solution is logged and can be accessed through various reports by authorized users.
- The eOPF provides an audit trail capability, including a mandatory log that documents when and why an authorized user has reviewed an eOPF.

## Key Benefits of eOPF:

- Enhanced portability and security of personnel records.
- Provides increased employee awareness and accountability through email notification of Personnel Actions (SF-50s).
- Immediate access to OPF forms and information for a geographically dispersed workforce.

**Website:** <https://eopf.opm.gov/navy/>

# **Electronic Official Personnel File (eOPF) and MyBiz+**

# MyBiz+



- MyBiz+ allows employees access to view information from their official personnel records including appointment, position, personal info, salary, benefits, awards and bonuses, performance, and personnel actions (view/print SF50's).
- MyBiz+ also allows supervisors to add employees to their "team." This information flows to other systems like TWMS and milConnect.
- In addition, employees may update their telephone number and email address, emergency contact information, disability codes, and Race and National Origin codes. Employees may also request employment verification through MyBiz+.

Website: <https://compo.dcpds.cpms.osd.mil/>



# Building Safety

# Responsibilities

- **It is each person's actions that will save lives during an emergency. Preparation means knowing what is expected prior to an emergency. The following responsibilities pertain to ALL personnel who work in, or visit, buildings 1101, 007, and T-076.**
- **Everyone has the authority and responsibility to activate an alarm to warn others, notify the Fire Department (911), and notify building management in the event of an emergency.**

# Emergency Action Plan (EAP)



- **Emergencies include fire, flood, earthquake, potential structural collapse, bomb, bio-terrorism, or any other emergencies where Command officials deem it necessary to order an immediate building evacuation.**
- **An emergency may involve hazardous materials, as well as suspicious people, objects, or packages.**

# Emergency Procedures



- In any emergency, if safe to do so, **CALL 911!**
- Remain calm
- Calmly and quickly follow the instruction of emergency
- Be familiar with the EAP and what their roles and responsibility are during an emergency.

NAVAL FACILITIES ENGINEERING COMMAND NORTHWEST  
**EMERGENCY PROCEDURES**

**ALL EMERGENCIES – CALL 911**

<p><b>EVAQUATION</b></p> <ul style="list-style-type: none"> <li>• REMAIN CALM</li> <li>• IF SAFE – SECURE any hazardous material or equipment before leaving</li> <li>• Take personal belongings</li> <li>• WALK DO NOT RUN</li> <li>• DO NOT USE ELEVATOR</li> <li>• DO NOT SMOKING</li> <li>• ASSIST others as needed</li> <li>• Proceed immediately to muster location</li> <li>• DO NOT re-enter building</li> <li>• Quickly and quietly follow instructions</li> </ul>	<p><b>EARTHQUAKE</b> <b>DROP, COVER, HOLD</b></p> <ul style="list-style-type: none"> <li>• REMAIN CALM</li> <li>• AFTER shaking has stopped, EVACUATE the building</li> <li>• DO NOT USE ELEVATORS</li> <li>• Proceed immediately to muster location (if safe)</li> <li>• DO NOT attempt to leave the base</li> <li>• Quickly and quietly follow instructions</li> </ul>	<p><b>FIRE</b> <b>RACE – P.A.S.S.</b></p> <ul style="list-style-type: none"> <li>• REMAIN CALM</li> <li>• Follow direction of Fire Wardens</li> <li>• Assist people as needed</li> <li>• Proceed immediately to muster location</li> <li>• Follow instructions of emergency personnel</li> </ul> <p>*See NAVFAC NW EAP</p>
<p><b>SHELTER IN PLACE</b></p> <ul style="list-style-type: none"> <li>• REMAIN CALM</li> <li>• Stay inside the building</li> <li>• Quickly close doors and windows</li> <li>• Remain where you are until directed otherwise by emergency personnel</li> </ul>	<p><b>POWER OUTAGE</b></p> <ul style="list-style-type: none"> <li>• REMAIN CALM</li> <li>• Turn off your computer and any other electronics</li> <li>• Remain in building until directed otherwise by your supervisor or Chain of Command</li> </ul>	
<p><b>HAZARDOUS MATERIAL</b></p> <p>If an emergency call 911</p> <ul style="list-style-type: none"> <li>• Move away from hazard to a safe location</li> <li>• Alert others to stay away</li> <li>• Notify emergency personnel if you were exposed to the hazard</li> <li>• Follow instructions of emergency personnel</li> <li>• Notify the command</li> </ul>	<p><b>LOCKDOWN</b> <b>EXTREMELY IMPORTANT TO REMAIN CALM</b></p> <ul style="list-style-type: none"> <li>• Pass the word in your IMMEDIATE area</li> <li>• Close, lock doors and place wood door jam</li> <li>• Turn off lights</li> <li>• ONLY IF SAFE – close blinds</li> <li>• REMAIN SILENT</li> <li>• TURN OFF YOUR CELL PHONE</li> <li>• Stay out of sight – HIDE</li> <li>• Plan actions if threat comes into your area</li> <li>• Quickly, calmly follow directions of law enforcement personnel</li> </ul> <p>Review Active Shooter poster located throughout building</p>	<p><b>ANYTHING SUSPICIOUS IMMEDIATELY CALL 911</b></p> <p><b>PERSON</b></p> <ul style="list-style-type: none"> <li>• Note appearance, height, clothes, etc.</li> <li>• DO NOT ENGAGE</li> <li>• Only remain in area if SAFE!</li> <li>• Notify Command Suite</li> </ul> <p><b>OBJECT/PACKAGE</b></p> <ul style="list-style-type: none"> <li>• LEAVE ALONE</li> <li>• Call 911 from a LANDLINE not a Cell phone!</li> <li>• Notify Command Suite AFTER calling 911 from a landline (you or someone else – do not use cell phone)</li> <li>• Keep people away from area until evacuation is activated</li> </ul>

# New Hire References



If you see anything suspicious -  
**IMMEDIATELY** report it to the  
Command Security Managers in  
Building 1101, Room 207, OR your  
supervisor

Command Suite: 360-475-0043

Assistant Operations Officer:  
360-315-2652

Emergency Manager: 360-396-0872

Command Security Managers:  
360-396-0214



Naval Facilities Engineering Command  
Northwest

## EMERGENCY ACTION PLAN BUILDINGS 1101, 2007 AND T-076

The Command encourages all personnel to maintain a  
basic level of preparedness for all potential hazards.

These procedures will be used during actual emergencies  
and drills. Emergencies include fire, flood, earthquake,  
potential structural collapse, bomb, bio-terrorism, or any  
other emergencies where Command officials deem it  
necessary to order an immediate building evacuation.



# Department of the Navy Civilian Employee Assistance Program **(DONCEAP)**

# Presentations

- **The Department of the Navy Civilian Employee Assistance Program provides a wide range of services to employees and their families.**

- **DONCEAP offers the following presentations to employees:**

- Anger Happens
- The Art of Parenting
- Balancing Work and Personal Life
- Burnout and Stress Management
- Civility in the Workplace
- Contending with change
- Coping with Downsizing and Job Loss
- Dealing with Challenging Interactions
- Dealing with Conflict
- Dealing with Difference
- Depression
- Domestic Violence
- Dynamics of Addiction
- Effective Communication
- Elder Care
- Navigating Loss
- Retirement: Into the Unknown
- The Road to Resilience
- Stress and Trauma Exposure:
- Strategies for coping
- Stress Management
- Substance Abuse
- Suicide Awareness
- Time Management
- Transitions in the workplace for employees
- Ups and Downs of the Holiday Season

# Access DONCEAP



- **Employees can access services 24/7 through the DONCEAP website or by phone. A professionally staffed call center can provide answers to questions, research information, link employees to a wide variety of qualified local services and provide licensed confidential support to help with difficult issues.**
- **Contact DONCEAP at**
  - 1-844-DONCEAP (1-844-366-2327)**
  - TTY 1-888-262-7848**
  - International 1-888-262-7848**
  - <https://donceap.foh.psc.gov/>**



# New Employee Checklist

# New Employee Checklist



- **This checklist is intended to outline the tasks new employees should complete by the end of their first week onboard.**
- **Please continue to work closely with your supervisor and sponsor to complete these and other requirements you may have that are not listed here.**
- **While the completion dates may vary depending upon various factors, it's critical you complete them as soon as possible.**

# New Employee Checklist

Who	What	When
All	Complete Cyber Awareness training and send completion certificate to your supervisor (supv).	After accepting Tentative Offer
A, *B	Submit a Base Authorization and Visit Request (BAVR) for temporary base access badge. <i>If you don't already have base access (DoD CAC, etc.) and only for access to Bangor or Whidbey.</i>	5 business days before report date
All	Complete day 1 HR Indoc.	Day 1
A, B	Obtain your @navy.mil email address. <i>If not provided on day 1, wait for your supv to provide.</i>	Day 1
B	Associate navy email with non-DON DoD CAC.	Receipt of email
All	Obtain & review your SF-50.	Day 1
A	Go get your Common Access Card (CAC) - <i>If you don't already have a DoD CAC.</i> <ul style="list-style-type: none"> <li>• If SF-50 provided, go direct to PSD to pick up CAC, skip getting temporary access badge.</li> <li>• If SF-50 not provided, wait for supv to provide and go get temporary access badge.</li> </ul> <i>Note: DoD transfers keep their DoD CAC to/from overseas.</i>	Receipt of SF-50
All	Schedule & complete new employee security indoc.	w/n first 4-days
All	Sign SAAR-N in TWMS, dual-CAC access req'd.	After CAC
All	Pick up your computer. <i>If your supv didn't already pick it up.</i>	After supv signs your SAAR-N
All	Validate and update your contact information & supervisor	After you have CAC & email
All	Complete anonymous new employee survey	Last step

# Anonymous New Employee Survey



- **Who:** For new employees
- **When:** After onboard
- **Why:** Helps us identify where we're meeting and not meeting our objectives of helping you on-boarding within your first week.
- **How:** Scan the QR code attached or visit:

<https://www.surveymonkey.com/r/NAVFAC-New-Employee>



SCAN ME