



NAVFAC Southwest New Employee Orientation Handbook



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WELCOME

Welcome to the NAVFAC federal civilian community. Like anything else, you will find it takes time to acclimate to your new role. This handbook, developed through a team effort of the NAVFAC Southwest Human Resources Office (HRO), will provide you with the basics to get you started in your new position.

Many people believe that the federal workplace is one filled with acronyms, codes, and mystery when it comes to understanding your job status and benefits. We want to get you started on the right foot. This handbook is not intended to cover all circumstances or situations. It is simply the ground floor that you can build upon.

Welcome aboard!



IMPORTANT PHONE NUMBERS

Staffing and Classification Job Announcements, Recruitment, Position Descriptions	(619) 705-5086
Labor and Employee Relations Performance Management, Awards, Telework, Time and Attendance, Employee Assistance Program	(619) 705-5077
Equal Employment Opportunity (EEO) EEO Complaints, Reasonable Accommodation (RA), Alternative Dispute Resolution (ADR)	john.t.gant.civ@us.navy.mil cheryl.b.meadows.civ@us.navy.mil
Total Workforce Development Defense Acquisition Workforce Improvement Act (DAWIA), Training and Development Programs	(619) 705-5193
Federal Employment Compensation Act (FECA) Injured Worker Compensation Benefits	(619) 705-5065 (619) 705-5068
Security Personnel Security, Physical Security, Information Security, Base Access	(619) 705-5053 (619) 705-5053 (619) 705-4801
Defense Travel System (DTS) Government Travel Charge Card (GTCC)	(619) 705-5058 (619) 705-4883
Office of Inspector General (IG) Investigation of Fraud, Waste, Abuse	(619) 705-4500
Command Information Office (CIO) Information Systems, Information Assurance, Cybersecurity, Information Technology	(619) 705-6624
Public Affairs Office (PAO)	(619) 705-4678



NAVFAC SOUTHWEST HUMAN RESOURCES OFFICE (HRO)

Human Resources Office (HRO) - Provides comprehensive advice, guidance, and support to the workforce for a full spectrum of civilian personnel services.

Staffing and Classification – Responsible for recruiting, reassignments, realignments, promotions, name changes, retirements, new employee check-in, job announcements, position management, and the classification of position descriptions.

Labor and Employee Relations – Employee Relations Specialists provide advice and guidance to supervisors on employee conduct, performance management, and quality of life programs.

Labor Relations Specialists provide advice and guidance to supervisors on local Collective Bargaining Agreements (CBAs), as well as the Federal Service Labor-Management Relations Statute, 5 U.S.C. 7101-7135, which prescribes the rights and obligations of employees, bargaining units, and agencies under the Labor-Management Relations Program.

FECA – The FECA Center of Expertise is responsible for servicing the entire NAVFAC Enterprise's workers' compensation needs, excluding overseas locations.

Total Force Development – Total Force Development Specialists provide advice, guidance, and assistance for Mandatory Training for employees and supervisors, routing training request forms to pay for commercial training (SF-182), Defense Acquisition Workforce Improvement Act (DAWIA), Community Management Plans (CMP), non-technical training plans, technical training plans, Individual Development Plans (IDP), Tuition Assistance program, payment for professional credentials or licenses, leadership programs, coaching, mentoring, rotations, and shadowing. Total Force Development hosts the New Employee Orientation course and the Human Resource Management for Supervisors course. Total Force Development manages TWMS accounts and the Waypoints learning management system for access and troubleshooting.



YOUR CAREER IN THE FEDERAL SERVICE

YOUR APPOINTMENT

One of the first documents that you will receive upon appointment is the Notification of Personnel Action, Standard Form 50 (SF-50). It's important to check your Appointment SF-50 for detailed information on benefits eligibility.

Questions concerning your appointment should be directed to your servicing Staffing representative (your Point of Contact during the on-boarding process).

- Career-Conditional appointments are permanent appointments. Career-conditional employees serve a 1-year probationary period. A career-conditional appointee converts to a career employee after 3 years of continuous service.
- Career appointments are permanent appointments.
- Term appointments are utilized when the need for an employee's services is not permanent, however, is expected to last for more than 1 year but not more than 6 years. A term appointment does not confer eligibility to be converted non-competitively to a career-conditional appointment.
- Temporary appointments are utilized when the need for an employee's services is not permanent, is expected to last for one year or less, but may be extended for up to three years. A temporary appointment does not confer eligibility to be promoted, reassigned, transferred, or converted non-competitively to a career-conditional appointment.
- Excepted appointments are under the excepted service. Appointees are eligible for non-competitive conversion to career-conditional after successful completion of a 2-year trial period.



COMMON ACCESS CARD (CAC)

The Common Access Card (CAC), a "smart" card is a standard identification card for Active-Duty uniformed service personnel, Selected Reserve, DoD civilian employees, and eligible contractor personnel. It is also the principal card used to enable physical access to buildings and controlled spaces, and it provides access to DoD computer networks and systems.

PASS AND ID OFFICE

To reserve a Common Access Card (CAC) appointment, go to the following website to schedule an appointment at one of the various Pass and ID office locations:

<https://idco.dmdc.osd.mil/idco/>

When you go to a Pass and ID office you must bring two forms of identification, in original form.

After obtaining your CAC and signing on to your computer for the first time, you will need to contact the **NMCI Helpdesk at 1-866-843-6624** to have them guide you through the "First Time User Set-Up." This 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.

RULES FOR YOUR CAC:

1. Be sure to carry your CAC with you when leaving your area for identification purposes.
2. Do not provide your CAC for photocopying.
3. Do not use your CAC in lieu of a driver's license while off of base.

More specific questions on your CAC should be directed to your Command Security Office staff.



CONCEPT OF OPERATIONS (CONOPS) & STRATEGIC DESIGN

The CONOPS is NAVFAC's authoritative document that describes its operating philosophy and organizational construct. It is intended to educate and guide command efforts to ensure NAVFAC remains ready to provide critical services and expeditionary support to the Fleet, US Marine Corps (USMC) and Combatant commanders. The CONOPS is available at:

<https://flankspeed.sharepoint-mil.us/sites/NAVFAC-SW/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FNAVFAC%2DSW%2FShared%20Documents%2FSW%20Home%20Page%20Content%2FHome%20Page%20Files%2FCmd%20Strat%20Guidance%2FCONOPS%5F2023%2Epdf&parent=%2Fsites%2FNAVFAC%2DSW%2FShared%20Documents%2FSW%20Home%20Page%20Content%2FHome%20Page%20Files%2FCmd%20Strat%20Guidance>

NAVFAC STRATEGIC DESIGN 2.0

The NAVFAC Strategic Design 2.0 provides a broad roadmap for NAVFAC and is intended to communicate organizational goals, the actions needed to achieve those goals, and all of the other critical elements developed during the planning exercise. You can view the NAVFAC Strategic Design 2.0 at:

<https://flankspeed.sharepoint-mil.us/sites/NAVFAC-SW/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FNAVFAC%2DSW%2FShared%20Documents%2FSW%20Home%20Page%20Content%2FHome%20Page%20Files%2FCmd%20Strat%20Guidance%2FNAVFAC%5FStrategicPlan%5FAUG%202022%2Epdf&parent=%2Fsites%2FNAVFAC%2DSW%2FShared%20Documents%2FSW%20Home%20Page%20Content%2FHome%20Page%20Files%2FCmd%20Strat%20Guidance>



LEARN MORE ABOUT YOUR SW DIRECTORATES, SW DIVISIONS OR SW OPERATIONS

HERE'S WHAT WE DO:

SW OPERATIONS

Operations (OPS) – As the primary supported Commander interface, OPS is responsible for oversight of all Products & Services (P&S) delivery. Provides program coordination, monitors workload and performance, and prioritizes and integrates resources to successfully deliver P&S.

SW DIRECTORATES

Planning, Design & Construction (PDC) - Responsible for the Planning, Design, and Construction of Navy, Marine Corps, and other supported Command's facilities and infrastructure. Provides the full range of strategic shore planning, project development, and technical engineering support through four NAVFAC P&S: Strategic Planning and Project Development, Design, Construction, and Specialized Technical Services. PDC consists of the following: Programs and Project Management, Resource and Business Management, Planning, Design, and Construction. The PDC Director also reports directly to the Commanding Officer as the Chief Engineer, the Authority Having Jurisdiction for shore infrastructure.

Public Works (PW) – Responsible for providing technical and business expertise for facilities, utilities, energy, transportation, and infrastructure support services. PW consists of the following: Resources & Assessment, Facilities Support Contracts, Data Hub & Systems Management, Facilities Maintenance & Sustainment, Utilities Management, Transportation, and Energy.



LEARN MORE ABOUT SW DIRECTORATES, SW DIVISIONS OR SW OPERATIONS (cont'd)

SW DIVISIONS

Business Directorate (BD) – The BD is the commander’s strategist and business advisor, working to accelerate organizational effectiveness and mission readiness through strategic thinking, robust business analytics, and effective integration of resource management and business processes. The BD includes human capital programs led and integrated by a Total Force Director tasked with the mission to determine staffing requirements, hire the most qualified personnel possible to support the requirement, and continually develop the capabilities of our civilian workforce. OPS and the BD both serve as the command’s integration leaders, BD focuses integration effort to achieve internal efficiency and effectiveness of the command’s structure, processes, future challenges and strategic direction and works with OPS to ensure that structure and processes deliver the desired effect.

Financial Management (FM) – The Financial Management (FM) team at NAVFAC Southwest (SW) is responsible for overseeing a wide range of financial services, including budgeting, accounting, payroll, and fiduciary support for General Fund (GF) financial systems. The team supports strategic financial planning, optimizes resource utilization, and provides critical financial analysis to aid decision-making. They ensure efficient resource allocation, regulatory compliance, and financial transparency to support command objectives and warfighter operational readiness.

Public Affairs Office (PAO) – Responsible for providing internal and external communications support to the Command and advises on all relevant public affairs matters.

Command Information Office (CIO) – Responsible for providing computer, telecommunications, cybersecurity, IT business systems, and facility-related control system operational technology support. Support includes network account creation, provisioning computer, printer and telecom hardware, SharePoint/web services, and cyber incident response



LEARN MORE ABOUT SW DIRECTORATES, SW DIVISIONS OR SW OPERATIONS (cont'd)

Inspector General (IG) – Responsible for improving readiness through inspections, inquiries, and investigations directly supporting NAVFAC mission and goals. The IG acts as the eyes, ears, and conscience of the Command to promote efficiency, effectiveness, and economy in support of the Commander and all subordinate commands. Serves as focal point for issues relating to fraud, waste, and abuse.

Public Private Venture (PPV) – Manages the execution of the Navy and Marine Corps housing private business partnerships in new construction, renovation, maintenance, operation and professional management of housing for military service members and their families. PPV oversees the SW DoN housing portfolio assessing trends, risks and opportunities across the privatized portfolio for over 25,000 home, plus 2 bachelor housing projects with over 2000 units.

Contracting (CON) – Plans, awards, and administers contracts in Planning, Construction, Facility Support, Architect/Engineering, Environmental, organic, and miscellaneous requirements. Provides support and advice, ensures compliance, and establishes contractual practices and policies for all contracts awarded within NAVFAC Southwest and transactions under the Government Commercial Purchase Card Program. Responsibilities include contracting oversight, community management, advocating for the small business program.

Office of General Counsel (OGC) – Responsible for serving as the Command's senior legal advisor and for providing legal advice and services in support of all NAVFAC missions. Staffed by Navy civilian OGC attorneys committed to developing innovative and actionable legal solutions to challenges facing the Navy and Marine Corps. Provides a full range of legal support including Acquisition, Real Estate, Environmental (Restoration, Planning and Compliance), Fiscal, Personnel, Public Private Venture House, Base Realignment and Closure Law, and other necessary support.



LEARN MORE ABOUT SW DIRECTORATES, SW DIVISIONS OR SW OPERATIONS (cont'd)

Real Estate (RE) - Provides comprehensive services to the Navy and Marine Corps worldwide through acquisition, management, and disposal of real property. Real Estate is the trusted service provider, technical authority and execution agent, maintaining the highest standards of knowledge, responsiveness and efficiency.

Environmental (EV) – Responsible for delivering responsive, best value, and sustainable environmental solutions to Navy, Marine Corps, and other supported Commands, ensuring stewardship through compliance, planning, conservation of natural and cultural resources, and restoration. Provides technical expertise and field level execution capability. EV consists of the following: Compliance & Services, Planning and Conservation, Restoration, and Resources and Assessments.

Office of Small Business Programs (OSBP) - Operates to ensure that a fair portion of contract awards is placed with small business enterprises in accordance with governing laws, regulations, and policies.

Safety (SF) – Responsible for providing the technical expertise and guidance to execute a program that eliminates preventable injuries, illnesses, and damages to government property in support of NAVFAC. Operates on the principles of Operational Risk Management and applicable regulatory requirements.



BENEFITS

If you have questions about your benefits, call the **Department of Navy Civilian 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 is 1-866-328-9889.

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 Platform is an automated, secure, self-service web application that allows employees to make health insurance (FEHB), life insurance (FEGLI), and Thrift Savings Plan (TSP) contribution elections and changes, review general and personal benefits information, and calculate federal retirement (FERS) 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 **1-888-320-2917**.

How to access GRB Platform:

GRB website: <https://www.civilianbenefits.hroc.navy.mil>

You will access GRB with your CAC. New employees will have to wait approximately 5 working days to establish an account. The new GRB platform system eliminates the need for a username and password as it requires use of CAC and government computer.



BENEFITS (cont'd)

FEDERAL EMPLOYEES HEALTH BENEFIT (FEHB)

For additional information refer to New Employee Orientation (NEO) packet.

DESIGNATION OF BENEFICIARIES

<http://www.public.navy.mil/DONHR/BENEFITS/DESIGNATIONS/Pages/Default.aspx>

- This will outline your desire to have your benefits paid out in a particular way upon your death.
- The 4 types of benefits for which you can designate a beneficiary are: Life Insurance (FEGLI), Unpaid Compensation of Deceased Civilian Employee, Thrift Savings Plan (TSP) and Retirement.
- Employees cannot change Designation of Beneficiaries via Government Retirement and Benefits (GRB) Platform; original copies must be mailed to the Civilian Benefits Center at the address below:

**OCHR Stennis Operations Center
ATTN: Civilian Benefits Center
9110 Leonard Kimble Road
Stennis Space Center, MS 39522-0002**

TSP-3 DESIGNATION OF BENEFICIARIES

<https://www.tsp.gov/tsp-basics/designating-beneficiaries/>

To designate a beneficiary or beneficiaries, log in to My Account on tsp.gov or call:

ThriftLine Service Center

U.S. (toll-free): 1-877-968-3778

Outside the U.S. and Canada:

+1 404-233-4400 (not toll-free)

Set up online access in My Account to chat with a ThriftLine Representative.



INFORMATION TECHNOLOGY SUPPORT

Information Technology (IT) support will generally be provided by either the Navy-Marine Corps Intranet (NMCI) Help Desk, NAVFAC Information Technology Center (NITC) or NAVFAC Southwest CIO.

When to contact NMCI 24 Hour Service Desk:

Phone: (866) THE-NMCI (866) 843-6624)

Email: servicedesk_NAVY@nmci-isf.com

Problems with desktops, laptops, printers, CAC logon, e-mail, Internet Explorer, MS Office applications (word, excel PowerPoint, Project, etc.), Adobe Professional and other installed software.

If the NMCI Helpdesk representative asks you for your computer asset tag #, you will find it on the front top cover of your laptop on the white sticker. Always record your NMCI ticket number as this number will be required by NMCI or the local Southwest CIO representatives for reference when providing assistance.

When to contact the NITC 24 Hour Operation Watch:

DSN: (312) 551-2555 / (805) 982-2555

email: nitcopswatch@us.navy.mil

Problems with the NAVFAC portal or problems with connectivity to NITC hosted Enterprise applications; help with NAVFAC portal accounts to include lost/forgotten NAVFAC e-application passwords.

When to contact the NAVFAC SW CIO IT Help Desk:

(619) 705-6161

Support Tracking System

Any unresolved NMCI issues that requires escalation, new account requests, IT procurements, NMCI Move-Add-Change (MAC) requests.



INFORMATION TECHNOLOGY SUPPORT (cont'd)

When to use the Support Tracking System (STS):

[https://flankspeed.sharepoint-mil.us/sites/NAVFACCIO/SitePages/Support-Tracking-System-\(STS\).aspx](https://flankspeed.sharepoint-mil.us/sites/NAVFACCIO/SitePages/Support-Tracking-System-(STS).aspx)

The Support Tracking System (STS) is NAVFAC's IT ticketing systems and is used to track requests for both NITC and NAVFAC SW CIO support, as described above.

NAVFAC SW CIO Portal Page:

Additional information on CIO services and initiatives can be found on the CIO portal pages at:

[https://flankspeed.sharepoint-mil.us/sites/NAVFAC_SW_Command_Information_Office/SitePages/Command-Information-Office-\(CIO\).aspx](https://flankspeed.sharepoint-mil.us/sites/NAVFAC_SW_Command_Information_Office/SitePages/Command-Information-Office-(CIO).aspx)



FEDERAL EMPLOYEES' COMPENSATION ACT (FECA) (Workers' Compensation)

What to do if you sustain a work-related injury or illness:

- Report every job-related injury or illness to your supervisor as soon as possible.
- Obtain medical treatment as needed. You have the right to select the first doctor who treats you for your injury. You may select any qualified local physician or hospital, or you can ask your supervisor for a referral to the Navy's Occupational Health Unit (if available). If you would like to see a private physician, contact the physician to see if they accept Federal workers' compensation patients. If you need help finding a physician, you can search for one online at <https://owcpmed.dol.gov>.
- File the appropriate claim form using the Employees' Compensation Operations and Management Portal (ECOMP) at www.ecomp.dol.gov. First-time claimants will need to register for an account. After logging in to your ECOMP account, click on **NEW CLAIM** at the top of the page to file the appropriate form. For traumatic injuries, file a Form CA-1 and for occupational disease claims, file a Form CA-2.
- Once you file your claim, it will be forwarded to your supervisor for review. After your supervisor has reviewed the claim, it will be forwarded to the NAVFAC FECA Center of Expertise (COE). The FECA COE office will perform a final review of the claim and will forward it to OWCP for creation of a case.
- If you have any questions regarding your claim, you may contact the NAVFAC FECA COE office via email at NAVFAC_SW_FECA_UD@us.navy.mil or by calling (619) 705-5065 or (619) 705-5068.



SLDCADA AND PAY

Standard Labor Data Collection and Distribution Application (SLDCADA)

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

SLDCADA is the NAVFAC timekeeping system that provides time and attendance data to the Defense Civilian Pay System (DCPS) each pay period. It is the system you use to:

- Record your time and attendance
- Submit Leave/Overtime Requests
- Record work schedule and shift hours
- Perform any prior pay period adjustments

myPay

<https://mypay.dfas.mil/>

An online tool that allows you to:

- Receive your Leave & Earnings Statement (LES).
- View and print an LES from the last 26 pay periods.
- View and print current year (and up to 4 previous years) W-2 tax statements.
- Start a new allotment and change or stop an existing one. Up to 7 allotments allowed.
- View and change State tax withholding.
- View and change Federal tax withholding.
- Update Direct Deposit account.
- Change home address.

All questions concerning civilian payroll should be directed to:

NAVFAC_SW_Payroll2_UD@us.navy.mil



TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS)

Total Workforce Management Service (TWMS) is a web-based application, which gathers information from several official programs of record (POR). The application combines all this data to allow the user to manage their TOTAL WORKFORCE via one easy-to-use web interface.

TWMS allows employees to view and print their own personnel information, including Notifications of Personnel Action (SF-50s) and required training.

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

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:

1. Go to the following website: <https://twms.dc3n.navy.mil/selfservice/>
2. Select the non-email certificate in the Client Authentication dialog box and click ok
3. Enter your CAC pin when prompted
4. Click on "Self Service"
5. Click submit



QUALITY OF LIFE PROGRAMS

ALTERNATIVE WORK SCHEDULES (AWS) – NAVFAC Instruction 12000.1A

To enable a workforce focused on mission accomplishment, NAVFAC SW utilizes a number of work schedules and related flexibilities to best meet command requirements and employee desires. Discuss available options with your supervisor.

TRANSPORTATION INCENTIVE PROGRAM (TIP)

The Transportation Incentive Program (TIP) is available for employees to help reduce their daily contribution to traffic congest and air pollution, as well as expand their commuting alternatives.

TIP is designed to pay for mass transit costs incurred by personnel in their local commute from residence to permanent duty station.

Apply to the program by signing up at <https://tips.navy.mil>. Applications are submitted monthly and take about 6-8 weeks to process.

Questions? Contact the NAVFAC TIP Administrator, Frederick Killpack at 619-705-5056 or email: frederick.e.killpack.civ@us.navy.mil



QUALITY OF LIFE PROGRAMS (cont'd)

DEPARTMENT OF NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DONCEAP)

www.magellanascent.com

The Department of the Navy values its civilian employees and their families. The Department provides a comprehensive [Civilian Employee Assistance Program](#) (DONCEAP). Some services are provided at no charge. For additional information on DONCEAP, please contact the LER department at (619) 705-5077.

DONCEAP provides assistance 24 hours a day, 7 days a week. To contact, please call:

- 1-844-DONCEAP (1-844-366-2327)
- TTY: 1-800-635-2883
- International: 1-866-829-0270



ETHICS

The foundation for policy on ethical conduct is Executive Order (EO) 12674. Under the EO and Title 5 of the CFR, Part 2635, the following general principles apply to every employee:

- a. Public service is a public trust requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- b. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- c. Employees shall not engage in financial transactions using nonpublic government information or allow the improper use of such information to further any private interest.
- d. An employee shall not, except as permitted by Subpart B of Part 2635, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- e. Employees shall put forth honest effort in the performance of their duties.
- f. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the government.
- g. Employees shall not use public office for private gain.
- h. Employees shall act impartially and not give preferential treatment to any private organization or individual.
- i. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- j. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official government duties and responsibilities.
- k. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- l. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, state, or local taxes that are imposed by law.
- m. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicapping condition.
- n. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in Part 2635. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

Annual Ethics Training is to be completed via your TWMS account.



PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

Performance management is the systematic process by which an Agency involves its employees as individuals, and members of a group, in improving organizational effectiveness in the accomplishment of Agency mission and goals.

Performance management is:

- Planning work and setting expectations
- Continually monitoring performance
- Developing the capacity to perform
- Periodically rating performance in a summary fashion
- Rewarding good performance

DoD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

DPMAP helps employees to understand how the work they perform contributes to organizational goals and the NAVFAC mission. Supervisors meet regularly with employees to communicate expectations, job performance, share ideas, and to motivate employees to continually improve, grow, and excel in their jobs. DPMAP uses a systematic process to plan, monitor, communicate, evaluate, and recognize and reward employees for high quality performance that contributes to organization and mission success.

DPMAP uses a three-tier rating system of “Outstanding” or “Fully Successful” or “Unacceptable”. DPMAP is designed to be fair, credible, and transparent. DPMAP encourages individual as well as group high performance through a recognition and reward system that is available to supervisors throughout the entire appraisal cycle. For further information about DPMAP, you may contact the Labor and Employee Relations (LER) department at (619) 705-5077.



POSITION DESCRIPTION (PD)

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

Your supervisor is responsible for assigning duties and responsibilities. These duties are documented in your PD. You and your supervisor should review your PD together within 30 days of your entrance on duty.



LEAVE

Authority to approve leave is normally delegated to the immediate supervisor. All types of leave discussed below are subject to supervisory approval.

TYPES OF LEAVE

a. Annual Leave

- (1) *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.
- (2) *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.

b. Sick Leave

Refer to NAVFAC Instruction 12000.1A

- c. 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.
- d. Other Types of Leave:** Includes military leave; court leave
- e. Excused Absence:** Employees may be excused from duty without charge to personal accrued 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. (e.g. voting)

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 questions, please contact the LER department at (619) 705-5077 ; [NAVFAC SW Leave Questions@navy.mil](mailto:NAVFAC_SW_Leave_Questions@navy.mil).



LEAVE (cont'd)

Family Medical Leave Act (FMLA): Under the Family and Medical Leave Act of 1993 (FMLA), employees are entitled to a total of up to 12 administrative work weeks (480 hours) of leave without pay (LWOP) during any 12 month period for certain family and medical needs. The employee must have completed at least 12 months of Federal Service. Please refer to NAVFAC Instruction 12000.1A. For FMLA questions, please contact the LER department at (619) 705-5077; NAVFAC_SW_Leave_Questions@navy.mil.

Administrative Dismissals: It is within the administrative discretion of the head of an activity to close parts of an activity for brief periods; this authority is used sparingly. Most commonly used during times of inclement weather, emergencies, or natural disasters.



ACRONYMS

ACQ	Acquisition	GS	General Schedule
AOR	Area of Responsibility	HRO	Human Resources Office
ATFP	Anti-Terrorism Force Protection	HQ	Headquarters
AWOL	Absent Without Leave	IG	Inspector General
AWS	Alternate Work Schedule	IT	Information Technology
BD	Business Director	LES	Leave and Earnings Statement
BL	Business Line	LWOP	Leave Without Pay
BLC	Business Line Coordinator	NFI	Naval Facilities Institute
BLL	Business Line Leader	NMCI	Navy-Marine Corps Intranet
BLTL	Business Line Team Leader	NWCF	Navy Working Capital Fund
BMB	Business Management Board	OCHR	Office of Civilian Human Resources
BMS	Business Management System	OPS	Operations Officer
BRAC	Base Realignment and Closure	ORM	Operational Risk Management
CE	Contingency Engineering	PAO	Public Affairs Office
CEAP	Civilian Employee Assistance Program	PD	Position Description
CFR	Code of Federal Regulations	PLC	Product Line Coordinator
CIO	Command Information Office	PPO	People and Processes Officer
CNIC	Commander, Navy Installations Command	POC	Point of Contact
CNO	Chief of Naval Operations	PRM	Pre-Recruitment Management
CO	Commanding Officer	PW	Public Works
CONOPS	Concepts of Operations	PWD	Public Works Department
CSR	Customer Service Representative	PWO	Public Works Officer
CTR	Contractor	RDO	Regular Day Off
CWS	Compressed Work Schedule	RIF	Reduction-In-Force
DACM	Defense Acquisition Career Management	ROICC	Resident Officer in Charge of Construction
DCPDS	Defense Civilian Personnel Data System	SECNAV	Secretary of the Navy
DoD	Department of Defense	SES	Senior Executive Service
DoN	Department of the Navy	SL	Support Line
DPWO	Deputy Public Works Officer	SLDCADA	Standard Labor Data Collection and Distribution Application
DTS	Defense Travel System	SLL	Support Line Leader
EEO	Equal Employment Opportunity	SME	Subject Matter Expert
ESC	Engineering Service Center	SYSCOM	Systems Command
ESG	Executive Steering Group	TFB	Total Force Board
EV	Environmental	TSP	Thrift Savings Plan
FEC	Facilities Engineering Command	UEM	Utilities and Energy Management
FM	Financial Management	UIC	Unit Identification Code
FMLA	Family and Medical Leave Act	WIGI	Within Grade Increase
FWS	Flexible Work Schedule	XO	Executive Officer
FY	Fiscal Year		
GF	General Fund		