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   (619) 705-5082
Job Announcements, Recruitment,
Position Descriptions

Labor and Employee Relations   (619) 705-5074
Performance Management, Awards, Telework,   (619) 705-5079
Time and Attendance, Employee Assistance Program

Equal Employment Opportunity (EEO)   (619) 705-4152
EEO Complaints, Reasonable Accommodation (RA),
Alternative Dispute Resolution (ADR)

Total Workforce Development   (619) 705-5210
Defense Acquisition Workforce Improvement Act
(DAWIA), Training and Development Programs

Federal Employment Compensation Act (FECA)   (619) 705-5066
Injured Worker Compensation Benefits

Security   (619) 705-5053
Personnel Security, Physical Security, Information   (619) 707-4801
Security, Base Access

Defense Travel System (DTS)   (619) 705-4883
Government Travel Charge Card (GTCC)   (619) 705-5058

Office of Inspector General (IG)   (808) 473-0579
Investigation of Fraud, Waste, Abuse

Command Information Office (CIO)   (866) 843-6624
Information Systems, Information Assurance,
Cybersecurity, Information Technology

Public Affairs Office (PAO)   (619) 705-4105

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.

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 2-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 eligiblity 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 noncompetitively 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://rapids-appointments.dmdc.osd.mil/appointment/default.aspx

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 drivers 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://hub.navfac.navy.mil/webcenter/portal/CONOPS/?_afrLoop=2217454925204947#!%40%40%3F_afrLoop%3D2217454925204947%26_adf.ctrl-state%3Do3nzdtm1_68

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://hub.navfac.navy.mil/webcenter/portal/Strategic_Design

LEARN MORE ABOUT YOUR BUSINESS OR SUPPORT LINE

NAVFAC 101 Course: The 101 course provides information about NAVFAC as a whole. It is not focused on a particular Echelon level or Business Line. It is for everyone, whether they have been here 30 years or 30 days. After completing the course, you will have a broader understanding of the overall mission and goal of NAVFAC as well as knowing where you fit into the puzzle. All courses are taught online so they are FREE, easy, and very interactive. Classes are held in Eastern time on the Total Force Training page at:

https://totalforcetraining.navfac.navy.mil/s_courses.asp?command=lantdiv&course
Select "Process Driven Training," NAVFAC 101, and click on "Register Here."

HERE'S WHAT WE DO:

Business Lines

Asset Management (AM) – Provides full range of strategic shore planning, project development, real property mapping, and real property information management, all ISO the Regional Engineer's support to Supported Commanders. Products & Services (P&S) consists of the following: Real Estate Requirements Generation, Shore Infrastructure Investment Planning, Sustainability and Land Use Planning, Asset Utilization, Geographic Information System Management, and Special Venture Acquisitions ISO Housing. AM is most prominent in the Planning phase of the Base Development Life Cycle, but engages in various ways throughout the life cycle: Planning, Design, Construction, Facilities Sustainment, and Disposal.

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.

Design & Construction (DC) – Responsible for the Design and Construction of Navy, Marine Corps, and other supported Command's facilities and infrastructure. Provides technical engineering support through four NAVFAC P&S: Design, Construction, Ocean Engineering, and Specialized Technical Services. CI consists of the following: Programs & Business Management, Engineering & Design, and Construction.

Environmental (EV) – Responsible for delivering responsive, best value, and sustainable EV solutions to the Department of Navy (DON), Marine Corps, and supported Commands, ensuring stewardship through compliance, planning, Conservation of Natural and Cultural Resources, and restoration. Provides overall Area of Responsibility (AOR)-wide technical expertise and field level execution capability. EV consists of the following: Compliance & Services, Conservation, Restoration, and Resources & Assessment.

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

Support Lines

Contracting (ACQ) – Responsible for establishing contractual practices and policies for all contracts awarded within NAVFAC Southwest and the Government Commercial Purchase Card Program. Plans, awards, and administers contracts in Construction, Facility Support, Architect/ Engineering, Environmental, Asset Management, and Personnel Support.

Command Information Office (CIO) – Responsible for supporting IT business systems and operational technology control systems. Offers support in tracking systems, application support, information assurance, internet/intranet, and more.

Office of General Counsel (OGC) – Responsible for providing legal advice and services in support of all NAVFAC missions. Staffed by Navy OGC civilian attorneys committed to developing innovative legal solutions to challenges facing the Navy and Marine Corps. Provides a full range of legal support including Acquisition, Real Estate, Environmental (Restoration and Compliance), Fiscal Law, Personnel Law, and other miscellaneous support.

Financial Management (FM) – Responsible for providing long-range forecasting, programming, budgeting, allocation, and control of fiscal resources, ensuring the command's fiduciary responsibilities are met. Responsible for the preparation, distribution, and execution of the Resource Allocation Plan (RAP) and aligning the funding received from multiple fund sources.

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.

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.

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 all human capital programs, civilian and military.

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.

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

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

BENEFITS

If you have questions about your benefits, call the **Department of Navy Civlian 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 five working days to establish an account. The new GRB platform system eliminates the need for a username and password, as it requires use of a CAC and government computer.

FEDERAL EMPLOYEES HEALTH BENEFIT (FEHB)

For additional information, refer to the forms and fact sheets included in your New Employee Orientation (NEO) packet.

BENEFITS (cont'd)

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 four 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; originial copies must be mailed to the DON 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/forms/beneficiaryParticipants.html

Designation of Beneficiaries form for TSP are mailed directly to TSP at:

> **Thrift Savings Plan**
> **P.O. Box 385021**
> **Birmingham, AL 35238**
> **Or fax to: 1-866-817-5023**

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: nitcoperationswatch@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, o NMCI Move-Add-Change (MAC) requests.

When to use the Support Tracking System (STS):
https://hub.navfac.navy.mil/webcenter/portal/cio/Support+Tracking+System+(STS)

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://hub.navfac.navy.mil/webcenter/portal/sw/Support_Lines/page1574?_adf.ctrlstate=
rxx6l0xmz_256&_afrLoop=2280602164617541#!

SLDCADA AND MYPAY

Standard Labor Data Collection and Distribution Application (SLDCADA)

https://twms.dc3n.navy.mil/login.asp

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@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/login.asp
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

TELEWORK
NAVFACSWINST 12700.1 establishes the telework policy for NAVFAC Southwest civilian employees. Contact the Labor and Employee Relations (LER) department at 619-532-3771 or visit the LER page on the NAVFAC portal for all forms and instructions for approval of telework. Discuss available options with your supervisor.

ALTERNATIVE WORK SCHEDULES (AWS) – NAVFAC Instruction 12000.1A
NAVFACSWINST 12000.1A outlines policy on Civilian Time & Attendance. To enable a workforce focused on mission accomplishment, NAVFAC Southwest utilizes a number of work schedules and related flexibilities to best meet command requirements and employee needs. Discuss available options with your supervisor.

TRANSPORTATION INCENTIVE PROGRAM (TIP)
The Transportation Incentive Program is available for employees to help reduce their daily contribution to traffic congestion and air pollution, as well as expand 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, Miles Smith at 619-705-4802 or email: miles.smith@navy.mil.

DEPARTMENT OF NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DONCEAP)

https://magellanascend.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 informational on DONCEAP, please contact the LER department at 619-705-5080 or 619-705-5081.

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 prespective 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 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", "Fully Successful", or "Unacceptable". DPMAP is designed to be fair, credible, and transparent. It encourages high individual and group 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 619-705-5074

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. **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. <u>All types of leave discussed below are subject to supervisory approval</u>.

<u>**TYPES OF LEAVE**</u>
  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 employee to determine whether or not leave has been approved prior to beginning any period of leave.
  b. ***Sick Leave***
      Refer to NAVFACSWINST 12000.1A for additional information on Sick Leave.
  c. ***Leave Without Pay (LWOP):*** LWOP is a temporary nonpay status and absence from duty requested by an employee. Approval of LWOP is a matter of administrative discretion.
  d. ***Other Types of Leave:*** Review NAVFACSWINST 12000.1A for information on other types of leave including Court Leave and Military 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. excused absence for 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, and is experiencing a medical emergency of their own or a family member. For VLTP questions, please contact the LER department at NAVFAC_SW_Leave_Questions@navy.mil.

Family Medical Leave Act (FMLA): Under the Family and Medical Leave Act (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. Refer to NAVFACSWINST 12000.1A. For FMLA questions, contact the LER department at 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. This authority is most commonly used during times of inclement weather, emergencies, or natural disasters.

ACRONYMS

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