



# Employee Handbook

*April 2019*

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*Established in 1966 as the successor to the Navy's Bureau of Naval Weapons, the Naval Air Systems Command (NAVAIR), headquartered in Patuxent River, Maryland, is a United States Navy Acquisition Command with both military and civilian personnel serving at NAVAIR's eight principal locations in the continental United States and one site overseas.*



*NAVAIR's mission is to provide full lifecycle support of Naval Aviation aircraft, weapons, and systems operated by Sailors and Marines. This support includes research, design, development, and systems engineering; acquisition; test and evaluation; training facilities and equipment; repair and modification; and in-service engineering and logistics support.*

*NAVAIR provides support (people, processes, and facilities) as needed to major program offices under the oversight of aviation Program Executive Officers (PEOs). The PEOs report directly to the Assistant Secretary of the Navy for Research, Development, and Acquisition, ASN(RD&A), on all matters relating to program execution.*

*NAVAIR's affiliated PEOs are:*

- *PEO for Tactical Aircraft Programs, PEO(T)*
- *PEO for Air Anti-Submarine Warfare, Assault, and Special Mission Programs, PEO(A)*
- *PEO for Unmanned Aviation and Strike Weapons, PEO(U&W)*
- *PEO for Joint Strike Fighter, PEO(JSF),*  
*which alternates service lead with the U.S. Air Force*

*NAVAIR is the principal provider for the Naval Aviation Enterprise (NAE), which fulfills the critical mission of sustaining current readiness while advancing future warfighting capabilities, all at the best cost. Learn more about the NAE at: <http://www.public.navy.mil/airfor/nae>.*

*NAVAIR is one of five Navy Systems Commands. The others include Naval Sea Systems Command (NAVSEA), Space and Naval Warfare Systems Command (SPAWAR), Naval Facilities Engineering Command (NAVFAC), and Naval Supply Systems Command (NAVSUP).*

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# NAVAIR COMMAND OVERVIEW

## MISSION & VISION

Naval Aviation is the cornerstone of our national security. NAVAIR supports the unique mission of Naval Aviation by delivering material readiness and capabilities to Naval Aviation. Our Sailors and Marines depend on timely, capable, and reliable systems and aircraft. NAVAIR develops, acquires, and supports aircraft, weapons and related systems that can be operated and sustained at sea, with a laser focus on executing our mission in support of the Warfighter. NAVAIR embraces the privilege of this immense responsibility to our Sailors and Marines in partnership with all Naval Aviation stakeholders, our fellow systems commands, and industry.

## OUR PEOPLE

The value NAVAIR provides to Naval Aviation is accomplished through its workforce, which includes the talent, experience, and commitment to accomplish the mission. NAVAIR's workforce provides technical expertise and business analysis and decision support for cost / schedule / performance trades and investment decisions. We are committed to providing this workforce with a safe, clean environment and effective tools, training, and support. Part of this commitment includes digital training and tools that enable our people to collaborate and address issues quickly. Additionally, leadership empowers our people to lead, decide, and approve at the lowest possible level, while critical thinking and creative problem-solving are encouraged to achieve successful Program and Fleet outcomes. Our workforce is engaged and determined to get our Sailors and Marines the products they need.

## COMMANDER'S INTENT (AUGUST 2018)

NAVAIR Teammates,

The purpose of this note is to reinforce our shared identity, mission and strategic priorities; and establish clear, measurable goals to guide our efforts in years to come. This is OUR guiding document and represents OUR contribution to goals established by senior Navy and Marine Corps leadership. Together, I am confident we will deliver Naval Aviation capability, capacity and readiness.

### OUR NAVAIR MISSION

We are the providers of Naval Aviation material readiness and capability. We are program managers, engineers, testers, logisticians, business experts, artisans and maintainers. We translate Fleet requirements into aircraft, weapons and related systems the Fleet can use to train, fight and win; and maintain those systems through organic repair and technical sustainment support. We reduce acquisition risk through early technology development, design engineering, prototyping, and limited rate production as well as end-to-end development and delivery of specialized warfighting capabilities. We are active and reserve military, civilians and support contractors working in Warfare Centers, Fleet Readiness Centers, PEOs and Program Offices. Together, we are NAVAIR.

***Our Strategic Imperatives*** are clear and constant: 1) increase material readiness; and 2) increase speed of capability delivery. We will measure our success by Program and Fleet success.

#### 1. Increase Material Readiness

***Keystone Metric: Meet CNO and CMC goals for Mission Capable and Full Mission Capable aircraft and weapons systems.***

- a. We will decrease demands on maintenance and supply by improving reliability of our weapons systems and components. Measure: Improve reliability by 20 percent each year.
- b. We will increase the effectiveness of our Intermediate and Depot-level capabilities. Measures: Improve I-level repair turnaround time by 10 percent per year; Increase production of critical depot-level repair components by 20 percent per year.
- c. We will ensure return on investment for Naval Aviation Enabler accounts. Measure: Reduce maintenance man-hours per flight hour 10 percent each year.
- d. We will become fully integrated into NAVSUP and DLA supply systems. Measure: Reduce number of Issue Priority Group 1 backorders by 20 percent each year.
- e. We will participate in quality processes at other service and industry repair facilities. We will ensure their processes meet Fleet requirements. Measure: Zero quality escapes.

#### 2. Deliver new Capabilities with Increased Speed

***Keystone Metric: On-time delivery of effective and sustainable systems.***

- a. We will increase speed of capability delivery. Measure: Reduce acquisition cycle time by 10 percent each year.
- b. We will ensure quality and reliability through our contracting process. Measure: Reduce quality escapes post-delivery by 20 percent each year.

## OUR PEOPLE

The value NAVAIR provides to Naval Aviation is through our people. Your talent, experience and commitment are vital to mission accomplishment; and you deserve to work in a safe, clean environment with effective tools, training and support. As such, we will develop a comprehensive plan for near- and long- term investments in facilities and equipment maintenance, upgrades and recapitalization; and provide digital training and tools that enable our people to collaborate and solve problems quickly.

Our leaders will empower you to decide and act at the lowest possible level. They will promote critical thinking and creative problem-solving to achieve Program and Fleet outcomes. In turn, you must develop a bias for action and elevate issues quickly to ensure projects remain on schedule. You must also continuously grow your skillsets through broadening experiences and focused training.

## OUR RELATIONSHIPS

We live in an increasingly dynamic, connected, and interdependent world. Our ability to meet the expectations of Navy and Marine Corps leaders and fulfill our commitments to the Fleet is dependent on robust communication, deliberate inclusion and relationships built on transparency and trust.

Our best work is done through high-performing government/industry teams with all members singularly focused on Program and Fleet outcomes. Whatever the context, we will assume good will and treat each other with dignity and respect. We will find ways to effectively and securely collaborate, maintain full visibility of our assets, monitor program and budget execution, and share data for more effective Fleet support. And we will hold each other accountable for the quality, reliability and sustainability of products delivered to the Fleet.

## YOUR CONTRIBUTION

Our targets are aggressive but achievable if we work together with a genuine sense of urgency. I need every member of the NAVAIR team to stay focused on Readiness and Speed. Use the above priorities and goals to guide your teams and individual efforts. Know your contribution to the mission and find meaningful ways to make an impact – every day. Remember. We are all NAVAIR. And we will measure our success by the Fleet's success.

Thank you for what you do every day in the service of our Nation.



VADM Dean Peters

Commander, Naval Air Systems Command

## SHARED FOCUS ON MISSION OUTCOMES

### UNDERSTAND AND ALIGN TO MISSION PRIORITIES

Every decision and action will be taken with urgency and driven by program and fleet outcomes. If it doesn't contribute to the end product; if it doesn't enable increased readiness and lethality; if it unnecessarily slows us down, we will question it, change it or stop doing it.

### VALUE AND SUPPORT OUR PEOPLE

We will create a positive environment based on mutual trust where team members feel empowered to take action and get results; where they understand their contribution to the mission; where they are comfortable elevating ideas and concerns to leadership. We will find creative ways to accelerate learning to ensure our people are competent and confident in their work and provide meaningful learning and development opportunities that enable personal and professional growth. We will accept small failures as learning opportunities. We will take care of each other, promote wellness and maintain a healthy work/life balance.

### EMBRACE NEW IDEAS AND APPROACHES

We will encourage and reward creativity and experimentation and implement suggestions that have potential for improving results.

### DEFINE CLEAR ROLES AND LINES OF RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

- PEOs/PMAs are responsible for the development, delivery and sustainment of the capabilities they deliver on behalf of the fleet and other customers.
- Commands (NAWCs and FRCs) are responsible for providing the people, equipment, laboratories, ranges and facilities required to support the PEOs/PMAs and external customers.
- NAVAIR Headquarters provides guidance and support to the PEOs/PMAs and Commands.

### TRUST AND EMPOWER THOSE CLOSEST TO THE WORK

This is where innovation, critical thinking and creativity happens. We will rebalance our organization, aligning our skills, experience and resources to more directly support programs, command missions and high-priority efforts, including increased emphasis on flight line readiness.

### SIMPLIFY AND STREAMLINE PROCESSES/HANDOFFS

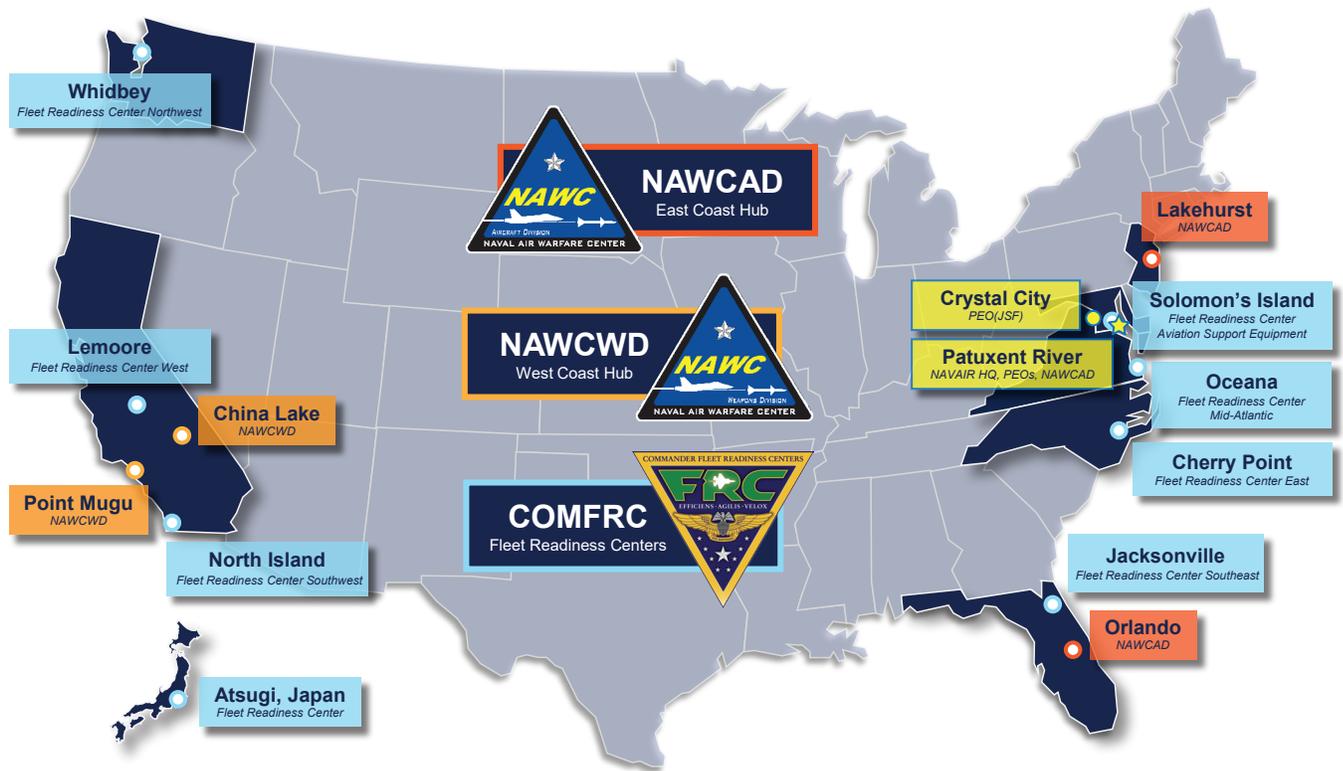
The Mission Aligned Organization will enable tighter integration of functional disciplines to strengthen teamwork, reduce unnecessary layers and hand-offs, and increase effectiveness and speed. Our business and technical experts will work together to provide timely and comprehensive advice that accelerates program execution and mission outcomes.

### WORK TOGETHER, RESPOND QUICKLY, DELIVER OUTCOMES

We will plan, execute, measure, learn, adapt and deliver, always remembering timely delivery — not perfection — is the ultimate goal. We will develop and deliver minimum viable products (influenced by fleet/customer input) with maximum agility and speed, then rapidly iterate and improve based on feedback and emerging needs.

***We will measure our success by program and fleet success.***

## MAJOR SITES



As the Navy's principal research, development, acquisition, test, and evaluation (RDAT&E), engineering, and Fleet support activity for naval aircraft, engines, avionics, support systems, and ship-shore-air integration, NAVAIR's NAWCs (aircraft and weapons divisions) provide the capabilities, facilities (labs and ranges), and specialized expertise necessary for conducting research, development, test, and evaluation (RDT&E) of naval aircraft, weapons, and associated systems.

Aside from Naval Aviation programs, NAWC customers include other organizations within the Departments of the Navy, Air Force, other Defense of Department (DoD) entities, federal agencies, local and regional law enforcement, and international partners under the Foreign Military Sales (FMS) program.

## NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION (NAWCAD)

Website: <http://www.navair.navy.mil/NAWCAD>

NAWCAD is the principal research, development, test, evaluation, and Fleet support activity for manned and unmanned naval aircraft for the Navy and Marine Corps. Known as “the busiest flight test center in the world,” NAWCAD is part of the Department of Defense (DoD) laboratories system and engages in activities ranging from basic research to defense system acquisition support for air vehicles, propulsion systems, avionics, mission systems, software engineering, human systems, aircraft launch and recovery equipment, landing systems, air traffic control, communications, ship / shore / air operations, and training systems.

Located at Patuxent River, Maryland; Lakehurst, New Jersey; and Orlando, Florida, NAWCAD is the steward of the ranges, test facilities, laboratories, and aircraft necessary to support the Fleet’s acquisition requirements. NAWCAD provides a variety of services to the DoD, other federal agencies, and non-federal customers.



- Air Vehicles
- Propulsion & Power
- Avionics & Sensors
- Crew Systems
- Support Systems
- Launch & Recovery
- Human Performance / Simulator Systems

## NAVAL AIR WARFARE CENTER WEAPONS DIVISION (NAWCWD)

Website: <http://www.navair.navy.mil/nawcwd/command/Navy.aspx>

With locations at China Lake, Point Mugu, and San Nicolas Island, California, NAWCWD is the leader in providing innovative, integrated, and dominant warfighting effects for our naval, joint, and coalition forces. NAWCWD is committed to delivering warfighting capabilities that give our naval forces a decisive advantage over our adversaries in a winner-take-all global environment. We are problem-solvers, guided by the Warfighter’s needs and driven by our employees, who represent an asymmetric advantage in this warfighting challenge.

NAWCWD is fully engaged in executing and supporting work across the breadth of RDAT&E. The Command supports a wide variety of business and technical customers and provides substantial resources to continue developing, delivering, and sustaining affordable, quality products and services.

Technology, innovation, research, and development are the cornerstones that allow NAWCWD to counter evolving threats with warfighting capabilities rapidly. Substantial investment and involvement in independent and applied research and core science and technology networks keep us at the forefront of relevant technologies and their application to the mission.

With a variety of state-of-the-art and one-of-a-kind laboratories and facilities, we deliver unparalleled weapons RDAT&E for our nation’s Warfighters 24/7, ensuring on-the-ground service members have the support they need to defend our nation at home and at sea.



- Research and Development
- Ranges and Facilities to Test and Evaluate Navy Systems
- In-service Support / System Phase-out
- Missiles / Freefall Weapons
- Weapons System Integration
- Electronic Warfare Systems
- Land Range / Sea Range
- Non-Lethal Weapons

## COMMANDER FLEET READINESS CENTERS (COMFRC)



Website: <https://myteam.navair.navy.mil/frc/COMFRC/SitePages/Home.aspx>

COMFRC delivers effective and efficient flightline readiness through a globally managed, responsive, and integrated sustainment system. COMFRC's mission is to produce quality airframes, engines, components, and support equipment and provide service that meets the Naval Aviation Enterprise's (NAE's) aircraft ready-for-tasking goals with improved effectiveness and efficiency. COMFRC works with other NAE stakeholders, including NAVAIR program managers, logistics and engineering competencies, and commercial partners, to deliver "best value" in support of Warfighter requirements.

NAVAIR's Fleet Readiness Centers (FRCs), with locations on the U.S. East and West Coasts and in Japan, conduct maintenance, repair, and overhaul of U.S. Navy and U.S. Marine Corps aircraft, engines, components, and support equipment. Each year, roughly 6,500 Sailors and Marines, along with more than 9,500 depot artisans at the FRCs, overhaul and repair nearly 500 aircraft, thousands of engines and engine modules, and nearly 200,000 components valued at approximately \$4 billion.

The foundation of COMFRC is its people, whose technical, business, and leadership excellence sustain the levels of current readiness our Sailors and Marines need today and deliver the future capability they will need tomorrow. COMFRC manages this important responsibility using both organic and partnered industrial capabilities that are fine-tuned to meet the diverse challenges of the 21st century. Process improvement and leadership development are tenets of the COMFRC workforce strategy to support the effective management and application of Command resources.

Establishment of the FRCs is undoubtedly one of the most significant changes in Naval Aviation maintenance history. The FRCs move maintenance, repair, and overhaul capabilities as close to the flightline as possible for greater efficiency, agility, and speed. They provide more responsive and agile "off flightline" repair capability by improving standardization and the ability to replicate best practices across centers.

The Navy's eight FRCs are listed below.



### *Fleet Readiness Center East (FRCE)*

Website: <http://www.navair.navy.mil/frcel/>

For more than 75 years, FRCE, located at Marine Corps Air Station (MCAS) Cherry Point, North Carolina, has played an important part in national defense. The FRCE workforce has earned a reputation of excellence in providing world-class maintenance, engineering, and logistics support for Navy and Marine Corps aviation, as well as other armed services, federal agencies, and foreign governments. The workforce uses state-of-the-art technology to ensure FRCE is unparalleled in providing quality, cost-effective support. FRCE employees take great pride in their work, and this professional spirit is evident in the high quality products.

FRCE stands by its values of innovation, respect, accountability, and teamwork, and this enhances their workforce's capability to take care of their customers, people, and business. FRCE's workforce is comprised of more than 3,500 civilian employees, 38 military personnel, and approximately 500 contractors. It is the largest tenant command aboard MCAS Cherry Point and the largest industrial employer in eastern North Carolina.

FRCE supports more than 200 Navy and Marine Corps activities, 31 foreign nations, five U.S. Air Force activities, three U.S. Army activities, and two other federal agencies.



### ***Fleet Readiness Center Southeast (FRCSE)***

Website: <https://myteam.navair.navy.mil/frc/SouthEast/>

FRCSE is the largest tenant command aboard Naval Air Station (NAS) Jacksonville (JAX), Florida with several offsite locations. Established in 1940, the facilities at FRCSE have repaired and maintained almost every type of Navy aircraft — fighter and attack planes, patrol, antisubmarine, reconnaissance, transport, trainer, special configuration, and helicopters. The overall workload for FRCSE has expanded to include the rework of engines, components, and ground support equipment, plus other support functions vital to the Fleet. With a workforce of more than 4,900 employees comprised of civilian employees, military personnel, and contractors, FRCSE is the largest industrial employer in northeast Florida and southeast Georgia. FRCSE civilian, military, and contractor personnel are a highly diverse and skilled professional workforce representing more than 120 occupations.



### ***Fleet Readiness Center Mid-Atlantic (FRCMA)***

Website: <http://www.public.navy.mil/airfor/frcma/>

In October 2006, FRCMA was established aboard NAS Oceana, Virginia, and realigned under COMFRC and Commander, Naval Air Forces. FRCMA is one of eight Fleet Readiness Centers devoted to the maintenance of Naval aircraft and provides full spectrum aircraft maintenance operations, possessing all the key capabilities required to maintain high-performance tactical aircraft in support of Warfighter readiness.

FRCMA is the industrial leader in the region. It features intermediate and depot-level support, and its workforce is comprised of more than 2,500 military, civil service, and contract personnel who take great pride in their contributions to Fleet readiness and national defense.



### ***Fleet Readiness Center Aviation Support Equipment (FRCASE)***

FRCASE provides agile, relevant, quality support equipment (SE) maintenance, repair, and overhaul (MRO) services to meet NAE entitlements and the Optimized Fleet Response Plan requirements in an efficient and cost effective manner. FRCASE's services provide seamless, integrated MRO services to reduce the cycle time and improve the availability of ready-for-use aviation support equipment assets for U.S. Navy and U.S. Marine Corps activities.



### ***Fleet Readiness Center Southwest (FRCSW)***

Website: <http://www.navair.navy.mil/frcsw/>

FRCSW is located at NAS North Island, “the birthplace of Naval Aviation.” The Command provides comprehensive, quality support to our nation’s aviation Warfighters through the overhaul, repair, and modification of Navy and Marine Corps front line tactical, logistical, and rotary wing aircraft and their components. FRCSW specializes in maintenance, engineering, and logistics support for a wide

range of high-performance aircraft, annually servicing more than 165 airframes and 33,000 components.

FRCSW's workforce of approximately 4,480 personnel includes civilian artisans, military personnel, and contractor support. The Command's highly skilled, talented, innovative, and dedicated employees have an average education level of 14 years, an average experience level of 18 years, and provide untold hours of talent and time to the community through active civic participation. FRCSW and its predecessor organizations have positively influenced the greater San Diego community for more than 99 years. The Command is one of the largest aerospace employers in San Diego County, with an annual payroll in excess of \$220 million and a regional economic impact of more than \$554 million in fiscal year 2017.



### ***Fleet Readiness Center Northwest (FRCNW)***

Website: <https://www.frcnw.navy.mil/>

In October 2008, FRCNW was established aboard NAS Whidbey Island and realigned under COMFRC and Commander, Naval Air Forces. FRCNW is one of eight Fleet Readiness Centers devoted to the maintenance of naval aircraft and provides full spectrum aircraft maintenance operations. FRCNW possess all the key capabilities required to maintain high-performance tactical aircraft in support of Warfighter readiness and to continue the operational success achieved by the EA-18G Growler, the P-3C Orion, the EP-3E Aries, and the P-8A Poseidon Warfighters engaged in Operation Inherent Resolve and the continued fight against terrorism. Meeting the challenge, FRCNW has facilitated peak operational readiness of supported activities.

FRCNW is the premier intermediate maintenance activity of the Pacific Northwest and leads the NAE in the transformation of aviation maintenance. FRCNW provides intermediate and depot-level repair of more than 12,500 different aviation components. Repair services are provided for jet engines, airframes, avionics, armament, aviation life support systems, ejection seats, and more than 2,300 pieces of support equipment for 23 local and deployed squadrons, 10 aircraft carriers, three overseas operational sites, and numerous Pacific Northwest regional commands and activities. FRCNW is comprised of 1,000 Sailors, DoD employees, and contractor personnel. Military members are serving on shore duty, sea operational detachment, van operational detachment, and P-3 / P-8 operational detachment in support of worldwide requirements. In addition to permanently assigned technicians, Naval Reservists receive mobilization training and contribute to the production effort during drill weekends.



### ***Fleet Readiness Center West (FRCW)***

Website: <http://www.frcw.navy.mil/>

FRCW is located aboard NAS Lemoore, California. The Command consists of more than 1,600 dedicated personnel comprised of active duty and reserve Sailors and Marines, civil service employees, and supporting contractors. The FRCW workforce possesses the skills, talent, and innovation to support the Navy's combat mission. Their workforce is sustained through promoting a culture of shared knowledge and peer mentorship.

FRCW's mission is to strengthen the operational readiness and combat capabilities of Naval Aviation weapons systems through the expeditious repair of aircraft, engines, and components. FRCW provides rapid, efficient and effective maintenance, overhaul, and repair services in support of the Navy's mission to man, train, and equip combat-ready Naval forces capable of winning wars, deterring aggression, and maintaining freedom of the seas. As a premier maintenance repair and overhaul organization, FRCW delivers preeminent value, quality products, and rapid return-to-service of critical warfighting capability in peacetime and war, for as long as operational necessity requires, leveraging the full potential of its diverse skills and workforce.



### ***Fleet Readiness Center Western Pacific (FRCWP)***

Website: <http://www.navair.navy.mil/napra/>

FRCWP is located at Naval Aviation Facility (NAF) Atsugi, Japan. FRCWP, inclusive of its detachments in Okinawa and Iwakuni, Japan, South Korea, Malaysia, and Bahrain, as a direct representative of COMFRC, serves as an effective instrument of U.S. foreign policy by initiating and continuing active programs that promote positive relations between the Command and foreign nationals.

FRCWP delivers quality, responsive in-theater depot maintenance, engineering, and logistics in a manner that demonstrates the Command's commitment to excellence and customer satisfaction. FRCWP provides responsive, quality depot maintenance and services delivered on time, at competitive prices, and tailored to our customer's unique requirements. FRCWP's multinational industrial base produces cost-effective, accessible, and efficient peacetime support while posturing critical assets, personnel, and capabilities for wartime / mobilization. The resilient, resourceful, innovative, and dedicated experts at FRCWP provide global coverage that demonstrates a commitment to excellence and customer satisfaction.

The Command conscientiously establishes safe and environmentally sound procedures to protect human and environmental health. FRCWP's processes deliver effectiveness and efficiency through a relentless focus on the foundational drivers of safety, quality, throughput, and cost. By leveraging these drivers, FRCWP accelerates readiness for the Warfighter. FRCWP establishes mutually beneficial long-term relationships with our customers, suppliers, and contractors. From the Mediterranean through the Middle East and Asia to Guam, FRCWP provides depot support where and when it's needed.

# GENERAL EMPLOYEE INFORMATION

## TYPES OF APPOINTMENTS

Your appointment to a position in the Department of the Navy may be one of several kinds. The type of appointment affects the status and length of your job. Most appointments are career-conditional, career, term, temporary, or excepted service appointments. Your appointment type is identified on your initial Notification of Official Personnel Action, SF-50, Block 5A and 5B. Types of appointments include the following:

### CAREER-CONDITIONAL APPOINTMENT

Career-conditional appointments are competitive service, permanent appointments. Career-conditional appointments lead to a career appointment after three years of continuous service.

If you leave the federal service before three years and do not return within 30 days, you would have to complete a new three-year period before you acquired career status. Career-conditional employees have reinstatement eligibility for three years. Veterans with preference on career-conditional appointment retain lifetime reinstatement eligibility.

### CAREER APPOINTMENT

Career appointments are competitive service, permanent appointments. Career status is given to an employee who has completed three years of continuous service.

You have permanent reinstatement eligibility, which means if you leave the federal service, you may be considered for reemployment no matter how much time has elapsed.

### TERM APPOINTMENT

Term appointments are appointments to a position of a project nature that will last more than one year but not more than four years. Under Science and Technology Reinvention Laboratory (STRL), term appointments can be up to six years in length. Term appointments end automatically on the expiration date of the term unless terminated sooner and may be made permanent under certain conditions. Employees serving on term appointments are generally subject to a two-year probationary period.

A term appointment does not confer eligibility to be converted non-competitively to a career-conditional appointment. Employees on term appointments are eligible for federal employee's health insurance and federal employee's group life insurance benefits. Employees on term appointments also participate in the Federal Employees Retirement System and accrue annual and sick leave.

### TEMPORARY APPOINTMENT

Temporary appointments are limited appointments that are non-permanent, non-status appointments to a position for a specified period of time not to exceed one calendar year. The appointment may be extended one additional year for a maximum of 24 months of total service.

Temporary appointments expire automatically unless terminated sooner or converted to a new appointment. A temporary appointment does not confer eligibility to be promoted, reassigned, transferred, or converted noncompetitively to a career-conditional appointment.

Temporary employees are eligible to earn leave (appointment must be 90 days or longer) and are covered by Social Security and unemployment compensation but do not receive the other benefits provided to permanent civil service employees. Temporary employees are eligible to purchase health insurance after they have one year of temporary service, but employees pay the full cost with no government contribution. Employees are not eligible for coverage under the Federal Government Life Insurance Program or the Federal Employees Retirement System.

### ***Excepted Appointment***

Excepted appointments are made under special hiring authorities and are exempt from the competitive requirements of the civil service laws.

#### ***Examples:***

- Veteran Recruitment Appointment (VRA)
- 30 percent or More Compensable Disabled Veterans
- Schedule A, Individuals with Disabilities
- Schedule D, Pathways Program (Student Trainees), Recent Graduates, and Interns

## **CONDITIONS OF EMPLOYMENT**

### **PROBATIONARY PERIOD**

If your appointment has a probationary period, the length of the probationary period is shown in item 45 of your Notice of Personnel Action (SF-50). The probationary period is an on-the-job evaluation period during which your supervisor will work with you to ensure you can perform the job. If your performance or conduct is unsatisfactory, you may be removed from your position and have limited appeal rights.

Probationary periods may vary based on the personnel system under which you are hired (e.g., General Schedule (GS), Science & Technology Reinvention Laboratory (STRL), or Federal Wage System (WG, WL, and WS)). Generally speaking, the probationary periods are as follows: GS positions and Federal Wage System position are two years, and STRL positions are two to three years but may vary based on occupational category.

### **NATIONAL AGENCY CHECK INVESTIGATIONS (NACI)**

Your employment application and an SF-85 or SF-86 (references, prior names used, current and prior marriages, employment and residence history, etc.), along with your fingerprints, are forwarded to the Office of Personnel Management (OPM). The Department of Defense Central Adjudication Facility (DODCAF) reviews the information. If the returned information is favorable, your record will be annotated. If there is a problem, a determination will be made as to whether you will be allowed to continue federal employment. This decision will be based on the sensitivity of the position and the nature and seriousness of the information acquired in the investigation.

### ELECTRONIC OFFICIAL PERSONNEL FILE (eOPF)

One of the first documents you will receive once you are appointed is the Notification of Personnel Action, Standard Form 50 (SF-50). All personnel actions are documented with a SF-50. The SF-50 records information regarding your appointment and position, insurance elections, retirement information, pay adjustments, reassignment, name changes, veterans' preference, etc. Each time you receive a SF-50, take time to review it carefully to ensure all information is accurate. If you find incorrect information on your SF-50, report it to your supervisor or contact your assigned Total Force consultant. For your own records, you should establish a personal file to keep all your important papers, including all your SF-50s.

#### *What is the electronic Official Personnel Folder (eOPF)?*

eOPF is an electronic system for accessing official personnel folder(s) online. The eOPF system combines document management with workflow capabilities. It gives you electronic access to your personnel folder. This file contains specific official documents, which include the following:

- Initial application documents
- Insurance information
- Retirement information
- Disciplinary actions
- Designation of beneficiaries
- All SF-50s

#### *How to access your eOPF:*

1. First you should visit MyBIZ+ (<https://compo.dcpds.cpms.osd.mil>) and ensure your email address is accurate.
2. Once you've confirmed your email address, visit <https://eopf.opm.gov/navyl/>.
3. Select "accept" and you will be prompted to a sign-in page.
4. Click on hyperlink named "Request your eOPF ID" and follow the steps.
5. When your ID has been emailed to you follow step 3 again.
6. Click on hyperlink named "Request a new password."
7. When your OPF password request has been emailed to you, follow the steps and log in using the ID and password you received in the email.

#### *Who has access to the eOPFs?*

Employees can view but not modify their own documents within eOPF. HR staff can access employees' eOPFs within their assigned service area. The eOPF system provides an audit trail that documents when and why an authorized user has reviewed a specific record.

#### *Is there a help feature in eOPF?*

eOPF has an online help function you can view by clicking the word "Help" at the top of most pages within the website. The instructions in help can be printed. If you are having system problems, please contact the eOPF Help Desk at [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com) or 866-275-8518.

You will need to provide the following information:

- Name
- Organization
- Contact information (phone and email)
- The URL impacted
- Severity of problem (high, medium or low)
- Description of problem
- Any specific instructions (if necessary)

### ***I noticed a document in my eOPF is incorrect. What do I do?***

Direct any errors or omissions regarding content to the eOPF helpdesk via [eOPF\\_hd@Telesishq.com](mailto:eOPF_hd@Telesishq.com). If a document in your eOPF is illegible, you will also need to submit a helpdesk ticket.

### ***How can I get email notifications when new documents are added to my eOPF?***

Employees are notified ONLY by email when new personnel documents (SF-50s, DA 3434s, performance ratings, etc.) are added to their electronic official personnel folders. If you want to receive these important notices, you must use a government computer to initially log on to the eOPF web page and obtain a user password as described above. Your supervisor can help make a government computer available to set up your eOPF account. After the initial eOPF access, you may change your notification preference to a personal email address.

## **TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS)**

TWMS is now available to all users. Employees may subscribe voluntarily to any or all of the notifications listed below, and TWMS will email you when the event occurs. To access TWMS, visit <https://twms.navy.mil>. For questions, please contact the TWMS Help Desk at 888-264-4255. Access the service using the Event Notification Service button on the sidebar under the Tools / Actions section.

### ***Notifications:***

- New training requirement
- New SF-50 has been posted
- Command Unit Identification Code (UIC) changed
- Agreement expires
- New agreement or document loaded
- Personal / recall information reminder

For help, read the TWMS self-service notification guidance at:

<https://mynavair.navy.mil/links/TWMSSSSNotifyInst>.

## EMPLOYMENT VERIFICATION

**Employment Verification (EV)** is a self-service MyBiz+ tool that allows employees to email employment and / or salary information to an external organization (business, bank, credit union) or person directly from the Defense Civilian Personnel Data System (DCPDS) in a password-protected document.

All you need is the recipient's email address, along with your work or personal email address, to use as a confirmation and validation of your employment verification.

### ***Employment information that will be sent includes:***

- Employee name
- Current date
- Employer name
- Employer address
- Duty station
- Last four of Social Security Number (SSN)
- Employment status
- Recent start date
- Original hire date
- Total time with employer
- Position title
- Pay rate
- Salary (if selected)
- Reference number

Contact your servicing Total Force consultant / Human Resources Office if you have any questions regarding the accuracy of your employment information.

### ***Steps to Send EV Information:***

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>.
2. Select **MyBiz+** and then **Employment Verification**.
3. Select your details to share, either:
  - a. **Employment Information** or
  - b. **Employment and Salary Information**.
4. Enter recipient's email information in the **To** field.
5. Verify your desired email address is included in the **My Email** field to receive the password.
6. Select **Continue** to preview the information.
7. Select **Acknowledge and Submit** to send your EV information.
8. Confirm your submission.
9. Provide password to recipient to view EV information.
10. Access to the MyBiz+ Employment Verification tool is only available with your common access card (CAC).

To submit employment verification comments and / or suggestions, select **Help** and then **Feedback Page**.

## POSITION DESCRIPTION

### *What is a position description?*

A position description, or “PD,” is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. NAVAIR headquarters (HQs) and Program Executive Offices (PEO) employees who are covered by the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) will have a position requirements document (PRD) associated with their position, vice a PD. While these documents are similar, a PRD contains additional information associated with the AcqDemo environment.

### *What is the purpose of a position description or position requirements document?*

The purpose of a PD / PRD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity performed by the position.

### *What is position classification?*

Position classification is a process through which federal jobs (i.e., positions) are assigned to a pay system, series, title, and grade or band, based on consistent application of position classification standards. The NAVAIR Systems Command employs a variety of pay / performance systems, which include General Schedule (GS), Federal Wage System (WG, WL, and WS), Scientific & Technology Reinvention Laboratory (STRL) (NM, DP, DT, DA, DS, and DG), and the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) (NH, NK, NJ). Duties can be assigned verbally; however, major changes are generally documented in writing.

Each year, the employee and supervisor will review the accuracy of the PD / PRD as part of the annual performance appraisal process and make necessary changes to keep these documents up-to-date. If you have questions about your PD / PRD or its classification, discuss this with your supervisor or an HR representative.

Civil service regulations entitle an employee to appeal his or her job classification, but it is always good practice to discuss concerns with your supervisor first. Contact your local Human Resources Office to obtain more information on the appropriate appeal procedures.

## PERFORMANCE EVALUATIONS

The Naval Air Systems Command employs a workforce that is comprised of employees in various occupations covered by three distinct pay / performance management systems, which include the following:

- Defense Performance Management and Appraisal Program (DPMAP)
- DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)
- Science, Technology, & Reinvention Laboratory (STRL)

## DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

DPMAP is used to rate and recognize employee performance primarily for all General Schedule (GS) bargaining unit employees, for GS non-bargaining unit employees, for Federal Wage System (FWS) employees located at the HQ Commander, Fleet Readiness Center and the individual Fleet Readiness Centers, and GS bargaining unit employees located at the Naval Air Warfare Centers (NAWCs).

Employees under the system will receive an annual rating of record of either “5 – Outstanding,” “3 – Fully Successful,” or “1 – Unacceptable” based on their accomplishments toward their performance plan, which includes defined critical elements.

The performance period is 1 April through 31 March. Supervisors and employees must prepare a performance plan within 30 days of the beginning of the rating cycle (by 1 May).

## DOD CIVILIAN ACQUISITION WORKFORCE PERSONNEL DEMONSTRATION PROJECT (ACQDEMO)

AcqDemo is used to rate and recognize HQ / PEO employee contributions to the mission. AcqDemo is a contribution-based compensation and appraisal system established under Section 1762 of Title 10, United States Code, and is described further in the revised Federal Register Notice (FRN), 82 FR 52104, dated 9 November 2017.

Four main elements of AcqDemo are:

- 1) Contribution-based compensation and appraisal system
- 2) Ties employee contributions to compensation broadband structure
- 3) Employees rated against three contributing factors using discriminators:
  - a. Job achievement and /or innovation
  - b. Communication and / or teamwork
  - c. Mission support
- 4) Rating cycle, 1 October through 30 September

A key feature of AcqDemo is the career paths fitted to NAVAIR HQ and PEO occupations and job series. Those career paths are:

- 1) Business and Technical Management Professional (NH)
- 2) Technical Management Support (NJ)
- 3) Administrative Support (NK)

At the beginning of each cycle, employees under this system will receive an expected overall contribution score (EOCS), which is linked to their base salary. At the end of each cycle, employees will receive an overall contribution score (OCS), used during the pay pool process to inform continuing pay and bonus decisions. Compensation decisions will vary, depending on whether employees end with a positive or negative delta score after comparing their initial EOCS against the final OCS. Recognition can include a contribution rating increase (CRI), contribution award (CA), and / or the General Pay Increase (GPI).

In addition to their contribution score, employees within AcqDemo will also receive an overall quality of performance score of either “5 – Outstanding,” “3 – Fully Successful,” or “1 – Unacceptable.”

Supervisors and employees must prepare a contribution plan within 30 days of the beginning of the rating cycle (by 31 October).

## SCIENCE, TECHNOLOGY, & REINVENTION LABORATORY (STRL)

STRL is a rating system used to rate and recognize employee performance for non-bargaining unit employees within the Naval Air Warfare Centers Weapons Division and Aircraft Division (NAWCAD / WD). STRL is an integrated classification, compensation, staffing, and performance management system. Four main elements of STRL are:

1. Broad-banded pay system
2. Simplified classification
3. Compensation linked to performance
4. Recruitment and staffing changes

A key feature of STRL is the pay bands fitted to NAWC occupations and career progressions, including separate pay bands for supervisors and managers. Pay increase opportunities are linked to performance, and job objectives are linked to mission and goals. The six pay bands are:

1. Scientific & Engineering (DP)
2. Scientific & Engineering Technician (DT)
3. Business & Program Management (DA)
4. Technical Specialist (DS)
5. Administrative Support (DG)
6. Supervision and Management (NM)

Each STRL employee will create and maintain a performance plan in the Performance Plan Tool (PPT). The PPT is also used to develop and modify job objectives, write self-assessments, and designate performance ratings. The PPT is an online tool accessed through the STRL Knowledge Management Portal (KMP): <https://strl.navair.navy.mil/PPT.aspx>.

STRL employees are eligible for annual performance-based pay increases in the form of “payout points” through their pay pool. The value of a payout point varies between pay pools and is awarded to employees in the form of a base salary increase, a bonus, or a combination of the two. The performance period is 1 October through 30 September. Supervisors must prepare a performance plan for each employee within 30 days of the beginning of the rating cycle (by 31 October). An annual performance review occurs at the end of September, and the resulting payouts are effective the first full pay period in January. There are five possible numerical ratings under STRL, which include:

- 5 (Exceptional)
- 4 (Exceeds Mission Expectations)
- 3 (Mission Success)
- 2 (Partial Mission Success)
- 1 (Unacceptable)

Pay points are tied to the rating an employee receives, as shown below:

- 5 ratings are eligible for 5 or 6 pay points
- 4 ratings are eligible for 3 or 4 pay points
- 3 ratings are eligible for 0, 1, or 2 pay points
- Employees who receive a 2 or 1 rating are not eligible for any pay points.

All employees who receive a rating of 2 or higher are eligible to receive the GPI and the locality pay increase, should Congress authorize changes in those rates.

Several factors may influence the number of payout points allocated, including your current salary, the type and level of work you perform, the criticality of your contribution to mission success, the overall performance of your team or organization, and other job-related achievements or contributions.

## ESTABLISHING AN EFFECTIVE PLAN

There are several steps in the development process that are critical to establishing an effective plan. Although each performance management system is unique, the systems share many of the same attributes. DPMAP and STRL require using critical elements / objectives, along with corresponding performance standards. Employees under AcqDemo develop contribution statements that guide their efforts throughout the cycle. These plans are necessary to give you an understanding of what is expected for you to perform at the acceptable / fully successful level or at a level commensurate with your salary.

When you report to your job, your supervisor will meet with you to discuss your performance plan or contribution plan and set elements / objectives in writing. This is normally done within 30 days.

## ANNUAL REVIEW

AcqDemo, STRL, and DPMAP each have a rating cycle, which determines the beginning and ending date of the appraisal period. All employees will be rated at the close of the cycle, except for an employee who has not served 90 days under the performance standards. Your rating of record will be entered into your automated personnel record.

Each year, at the end of the cycle, your supervisor will meet with you to:

- Discuss your performance / contribution during that rating cycle
- Assign an official rating based on your level of achievement
- Review your PD or PRD for accuracy and make any necessary changes
- Set performance goals and standards (or develop contribution statements) for the next rating cycle
- Identify training needs for improved performance and / or contribution

Your performance rating may be used to make employment decisions concerning awards, promotions, and reduction-in-force retention standing.

## PROGRESS REVIEW

In addition to the annual performance appraisal, your supervisor will meet with you at least once, usually at the midpoint of the rating cycle, to conduct a progress review to discuss your progress toward meeting your performance / contribution plan and identify performance strengths, weaknesses, and areas in need of improvement.

## CLOSE-OUT RATING

A close-out rating is conducted when an employee or supervisor leaves a position after the employee has been under established performance standards for at least 90 days. If an employee or supervisor leaves a position within the final 90 days of the rating cycle, a close-out assessment may serve as the employee's annual rating of record.

## AWARDS AND RECOGNITION

The Navy Incentive Awards Program is used to recognize employees for exemplary job performance, successes, and accomplishments that have a beneficial impact on the workplace. Awards are given to encourage creativity and high performance in the workplace.

**There are three broad categories of awards, which include:**

### 1. Monetary Awards:

- Special Act
- On-the-Spot
- Performance Awards
- Quality Step Increase (this is not applicable for FWS and STRL employees)

### 2. Non-Monetary Awards:

- Letters of Appreciation or Commendation
- Command Coins & Plaques
- Trinkets
- Length of Service Certificates
- Career Service and Retirement Certificates
- Time off

### 3. Honorary Awards:

- Meritorious Civilian Service Award
- Superior Civilian Service Award
- Distinguished Civilian Service Award

## ETHICAL CONDUCT

### WHO TO CONTACT FOR ADVICE

The Navy General Counsel is the Designated Agency Ethics Official (DAEO) for Department of the Navy (DoN) employees, both civilian and military. The Judge Advocate General is the Alternate DAEO. The DAEO has appointed deputy DAEOs and ethics counselors within the Navy. The Assistant General Counsel (AGC) (Ethics) is the principal assistant to the DAEO on ethics and standards of conduct matters and is responsible for the day-to-day management of the DoN ethics program. AGC Ethics has appointed ethics counselors at each respective site. NAVAIR personnel should direct their ethics and standards of conduct questions to their local ethics counselor.

#### **IMPORTANT ADVICE:**

*If you're not positive what you're about to do is appropriate, ask your ethics counselor.*

*Disciplinary action for violating the standards of conduct will not be taken against you if you act in good faith reliance on the advice of your ethics counselor as long as you have made full disclosure of the relevant circumstances. If you are unsure of your actions, call your ethics counselor **before** you act.*

## GENERAL PRINCIPLES OF PUBLIC SERVICE (EXECUTIVE ORDER 12764)

DOs	DON'Ts
<ul style="list-style-type: none"> <li>• Place loyalty to the Constitution, the laws, and ethical principles above private gain</li> <li>• Act impartially to all groups, persons, and organizations</li> <li>• Give an honest effort in the performance of your duties</li> <li>• Protect and conserve federal property</li> <li>• Disclose waste, fraud, abuse, and corruption to appropriate authorities</li> <li>• Fulfill in good faith your obligations as a citizen, and pay your federal, state, and local taxes</li> <li>• Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap</li> </ul>	<ul style="list-style-type: none"> <li>• Don't use nonpublic information to benefit yourself or anyone else</li> <li>• Don't solicit or accept gifts from persons or parties that do business with or seek official action from DoD (unless permitted by an exception)</li> <li>• Don't make unauthorized commitments or promises that bind the government</li> <li>• Don't use federal property for unauthorized purposes</li> <li>• Don't take jobs or hold financial interests that conflict with your Government responsibilities</li> <li>• Don't take actions that give the appearance they are illegal or unethical</li> </ul>
<p><b>REMEMBER:</b>  <i>Violating ethics principles may result in disciplinary or corrective action, including criminal prosecution. Protect yourself from disciplinary action by seeking the advice of your ethics counselor.</i></p>	

## MERIT SYSTEM PRINCIPLES AND PROHIBITED PERSONNEL PRACTICES

The foundation of the entire Federal Human Resources Management System is the Merit System Principles. The Merit System Principles can be described as the core values that should be expressed in every employment decision. There are nine Merit System Principles, which can be found in Section 2301 (b) of Title 5, U.S.C. These nine principles are the precursors of good management.

### *Merit System Principles (Adapted from § 2301 (b) of Title 5 U.S.C.)*

1. Recruit, select, and advance on merit after fair and open competition
2. Treat employees and applicants fairly and equitably
3. Provide equal pay for equal work and reward excellent performance
4. Maintain high standards of integrity, conduct, and concern for the public interest
5. Manage employees efficiently and effectively
6. Retain or separate employees on the basis of their performance
7. Educate and train employees if it will result in better organizational or individual performance

8. Protect employees from improper political influence
9. Protect employees against reprisal for the lawful disclosure of information in “whistleblower” situations

Be mindful of all these principles. Failure to uphold the merit principles will derogate our civil service and may lead to individual punitive actions.

There are 12 Prohibited Personnel Practices that can be found in Section 2302 (b) of Title 5, U.S.C.

### ***Prohibited Personnel Practices (Adapted From § 2302 (B) Of Title 5 U.S.C.)***

1. Illegally discriminate for or against any employee / applicant
2. Solicit or consider improper employment recommendations
3. Coerce an employee’s political activity
4. Obstruct a person’s right to compete for employment
5. Influence any person to withdraw from competition for a position
6. Give unauthorized preference or improper advantage
7. Employ or promote a relative
8. Retaliate against a whistleblower, whether an employee or applicant
9. Retaliate against employees or applicants for filing an appeal
10. Unlawfully discriminate for off-duty conduct
11. Knowingly violate veterans’ preference requirements
12. Violate any law, rule, or regulation that implements or directly concerns the merit principles

Be mindful of all these prohibited personnel practices. Failure to abstain from these practices will derogate our civil service and may lead to individual punitive actions.

## **APPEAL RIGHTS**

Employees may appeal many adverse actions, which they believe to be unfairly adverse to them, through the Merit Systems Protection Board. Employees may also grieve any workplace situation under the control of management through the administrative grievance process and / or negotiated grievance process under applicable collective bargaining agreement. For further guidance, contact your first-level supervisor or a representative of your local Human Resources Department.

It is important to keep in mind employees working during their probationary / trial periods generally are not covered under 5 CFR parts 432 or 752 of the Code of Federal Regulations and have limited appeal rights. This is due, in part, to the very nature of the probationary / trial period, which gives supervisors the opportunity to determine whether a new employee will be an asset, rather than a liability, to the organization.

## UNION REPRESENTATION

NAVAIR Systems Command has active unions at each NAVAIR site. Bargaining units negotiate various conditions of employment on behalf of employees, although they generally do not negotiate compensation or other matters deemed to be management's sole prerogative.

You must be in a recognized bargaining unit position to be represented by a union or to join a union as a dues-paying member; however, you do not need to be a dues-paying union member to be represented by a union if you are in a bargaining unit position.

Employees can find their Bargaining Unit Status (BUS) Code by reviewing block 37 on their most recent Notification of Personnel Action (NPA), SF-50. The BUS code is determined by the position, not the employee.

Examples: BUS Code of 8888 – Ineligible for Inclusion in a Bargaining Unit, BUS Code 7777 – Eligible but not in a Bargaining Unit. A code other than 8888 or 7777 reflects you are in a bargaining unit position and entitled to union representation.

### ***POLITICAL ACTIVITIES***

Under the 1993 Hatch Act, federal employees face restrictions on their ability to participate in political activities. Congress amended the Hatch Act in 1993 to permit more political activity, although many restrictions still apply. Certain agencies and categories of employees, primarily in national security and law enforcement, are covered by the stricter rules that predate that amendment.

### ***Generally speaking, federal employees covered by the 1993 amendments MAY:***

- Be candidates for public office in nonpartisan elections
- Register and vote as they choose
- Assist in voter registration drives
- Express opinions about candidates and issues
- Contribute money to political organizations
- Attend political fundraising functions
- Attend and be active at political rallies and meetings
- Join and be an active member of a political party or club
- Sign nominating petitions
- Campaign for or against referendum questions, constitutional amendments, or municipal ordinances
- Campaign for or against candidates in partisan elections
- Make campaign speeches for candidates in partisan elections
- Distribute campaign literature in partisan elections
- Hold office in political clubs or parties

## NAVAIR BARGAINING UNITS



NAVAIR National LMPT

NAWCAD Patuxent River
AFGE Local 1603
NAWCAD Lakehurst
NAGE Local R2-84
AFGE Local 23
NAWCWD
MTC NWC China Lake
NAGE Local 1233 Pt. Mugu
NAWCTSD
AFGE Local 2113
FRCMA
IAM-AW Local 97

FRCMA
IAM-AW Local 97
FRCSW
NAAE Local 5
IFP-TE Local 16
IAM-AW Local 726
NAGE Local 8
IFP-TE / PESO Local 77
FRCSE
AFGE Local 1943
IBT Local 512
NAGI / QAP Unit One
IFP-TE Local 22
NAAE Local 3
FRCE
AFGE & QA Local 451
IAM-AW Local 1859
AFGE Local 2065
NAAE Local 2
IAM-AW Local 2297

***Generally speaking, federal employees covered by the 1993 amendments MAY NOT:***

- Solicit or discourage political activity of anyone with business before their agency
- Solicit or receive political contributions (may be done in certain limited situations by federal labor or other employee organizations)
- Be candidates for public office in partisan elections
- Use official authority or influence to interfere with an election
- Engage in political activity while on duty, in a government office, wearing an official uniform, or using a government vehicle
- Wear political buttons on duty

## HOURS OF WORK & WORK SCHEDULES

Supervisors are responsible for establishing the hours of duty and work schedules for their employees. Employees also receive additional pay for working overtime and holidays. Your supervisor will provide specifics on lunch hours and other types of breaks. Additional information may also be contained in the local section of your handbook.

### TYPES OF WORK SCHEDULES

#### ***Full-Time***

A full-time work schedule requires most employees to work 40 hours during the work week.

#### ***Part-Time***

A part-time schedule requires an employee to work less than full time but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

#### ***Intermittent***

An intermittent work schedule requires an employee to work on an irregular basis with no prearranged scheduled tour of duty.

#### ***On-Call***

An on-call employee works when needed during periods of heavy workload, with expected cumulative service of at least six months in pay status each year.

#### ***Seasonal***

A seasonal employee works on an annually recurring basis for periods of less than 12 months (2,080 hours) each year. Snow removal workers and grounds maintenance crews are examples of seasonal employees.

#### ***Overtime***

You may be asked to work additional hours to take care of increased workloads. You will either be paid at the overtime rate or earn compensatory time, depending on your status under the Fair Labor Standards Act (FLSA). If you are called back to work to perform unscheduled overtime after leaving the work site (or called to work on an off-duty day), you will be paid a minimum of two hours of overtime. If overtime is necessary, your immediate supervisor will notify you. Compensatory time may be earned instead of overtime pay.

## ALTERNATIVE WORK SCHEDULES

### *Flexible Work Schedules*

A flexible schedule splits the workday into two types of time: core time and flexible time. During core time, all employees must be at work. Additional periods of flexible time are established during which the employee has the option of selecting and varying his or her starting and quitting time within limits set by management for the organization or installation.

### *Compressed Schedules*

The tour of duty is defined by the particular schedule the agency chooses to establish. For all compressed work schedules, the tour of duty is arranged in such a way that employees on these schedules fulfill their basic work requirements in fewer than 10 days during the biweekly pay period. Compressed work schedules are always fixed schedules.

## COMPUTER ACCESS

### COMMON ACCESS CARD (CAC)

After an employee has received his / her NMCI email account and Defense Enrollment Eligibility Reporting System (DEERS) account, he / she can be issued a CAC. Wait times for CAC issue vary between locations; consult the local Pass and Identification Office for details. DEERS can be contacted at 1-800-538-9552.

The CAC is a United States Department of Defense smart card, issued as standard identification for active duty military personnel, reserve military personnel, Department of Defense (DoD) civilian employees, DoD contractor employees, and other government employees.

The CAC is used as an identification card as well as for authentication to enable access to DoD computers, networks, and certain DoD facilities. The CAC enables encrypting and cryptographically signing email, facilitates the use of Public Key Infrastructure (PKI) authentication tools, and establishes an authoritative process for using identity credentials.

### NAVY / MARINE CORPS INTRANET (NMCI)

NMCI is the network used by most Department of the Navy (DoN) commands and installations. Users requiring access to the NMCI network will be required to obtain a CAC. The CAC will be encoded with a six-digit PIN, chosen by the user, which will be used to log on to a NMCI machine.

### *Initial CAC Login*

Once a CAC is issued, the end user can access the NMCI network using their CAC and six-digit PIN selected at the time of card issue.

### *User Asset Information Form (UAIF)*

It is recommended for each user to complete a UAIF, which can be obtained from the NMCI Help Desk and is used to authenticate a user when calling the NMCI Help Desk. When completing the UAIF, the user will be asked to provide a secret word and PIN for authentication purposes. Once the form is completed, it must be emailed to the NMCI Help Desk at [helpdesk\\_nrfk@nmci-isf.com](mailto:helpdesk_nrfk@nmci-isf.com).

## ***NMCI Tips***

### ***Software*** (only applies to regular seats)

- DO NOT load any software on your PC.
- DO NOT modify software on your PC.
- DO NOT plug in personal devices (i.e., cell phone, music devices, etc.).

### ***Internet***

- DO NOT download.
- DO NOT visit improper sites (pornography is subject to immediate dismissal).

### ***Take Proper Care of Your PC***

- LOCK your workstation when you are away from your desk. To do this, remove your CAC from the machine (for laptops) or keyboard (for desktops). In the event the user has been placed on the CLO Exceptions List, simultaneously click on Ctrl + Alt + Delete, and then select Lock Workstation. If a notice pops up on your PC to inform you the virus scan is not working, notify the NMCI Help Desk.
- Keep all food and drink away from your PC.
- Contact the NMCI Help Desk at 1-866-843-6624 with any questions.

### ***Problems with NMCI PC***

- As a general rule, most PC-related issues, such as NMCI login, hardware problems, and PC performance, should be reported to the NMCI Help Desk at 1-866-843-6624.
- Whenever you call NMCI, always make sure you are assigned a ticket number.
- For questions or issues regarding Science & Technology seats or local share drives, contact the NAVAIR Help Desk at 301-342-3104 or 1-888-292-5919 (East Coast) and 760-939-1111 (West Coast).

# EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND DIVERSITY

All employees within the federal government play a role in supporting the goals and objectives of EEO and affirmative employment. In order for these goals and objectives to be met, it is necessary for everyone to understand the processes and programs under the EEO purview. Each member of the workforce bears the responsibility to ensure discrimination is not tolerated and diversity is promoted so every individual can contribute to his or her fullest potential to support NAVAIR's mission.

The NAVAIR EEO policies can be found at: [https://myteam.navair.navy.mil/KM/73/leo\\_diversity](https://myteam.navair.navy.mil/KM/73/leo_diversity)

## ANTI-DISCRIMINATION LAWS

Federal employees are protected from discrimination under:

- Equal Pay Act (EPA) of 1963 (as amended by the Lilly Ledbetter Fair Pay Act of 2009)
- Title VII of the Civil Rights Act of 1964
- Age Discrimination in Employment Act (ADEA) of 1967
- Section 501 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA) of 1990
- Americans with Disabilities Act Amendment Act (ADAAA) of 2008
- Genetic Information Nondiscrimination Act (GINA) of 2009

These laws are enforced by the Equal Employment Opportunity Commission (EEOC) and prohibit discrimination (including harassment) in any aspect of employment on the basis of race, color, religion, sex (including pregnancy, gender stereotyping, gender identity, or sexual orientation), national origin, disability (mental and / or physical), age (40 or over), genetic information, or in reprisal for participation in protected activity. If you believe you have been discriminated against, you must contact the EEO Office within 45 calendar days of the alleged discriminatory event.

## COMPLAINTS PROCESS

Civilian employees who believe they have been discriminated against in an employment-related issue based on their race, sex, age, national origin, physical or mental disability, color, religion, or reprisal for prior EEO related activity have the right to file a discrimination complaint under the provisions of 29 CFR 1614.

It is the employee's responsibility to contact a counselor in the EEO office within 45 days of perceived discrimination or 45 days from the date he / she first became aware of discrimination. At this point, the employee is in the pre-complaint stage of discrimination complaints counseling and may remain anonymous. The employee may choose to pursue either traditional counseling or alternative dispute resolution (ADR).

## PREVENTION OF HARASSMENT

Harassment is any unwelcome verbal or physical conduct based on protected bases (race, color, religion, sex, national origin, age (40 and over), disability, and retaliation), as well as sexual orientation, when:

- The conduct culminates in a tangible employment action (significant change in employment status, such as firing, demotion, an undesirable reassignment, or the denial of a promotion), or

- The conduct was sufficiently severe or pervasive to create an environment that a “reasonable person” would find hostile or abusive to the point that it alters the conditions of employment. This is not conduct that is isolated or trivial in nature, general incivility, unprofessional conduct, or rudeness in the workplace.

## PREVENTION OF SEXUAL HARASSMENT

Sexual harassment is defined as a form of discrimination involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The Prevention of Sexual Harassment Policy states:

- Sexual harassment is prohibited.
- All personnel will be provided a work environment free of sexual harassment.
- Can include off-duty or non-duty behavior.

It is the responsibility of each employee and supervisor to recognize, prevent, and stop all forms of prohibited harassment, including sexual harassment.

- Understand harassment will not be tolerated.
- Treat others with respect.
- Expect to be treated with respect.
- Report harassment.

## REASONABLE ACCOMMODATION (RA)

The Rehabilitation Act of 1973 requires federal agencies to provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. While the Rehabilitation Act covers employees in the federal workplace, Title I of the Americans with Disabilities Act of 1990 (the ADA) and the Americans with Disabilities Act Amendments Act of 2008 expands disability accommodation to include all civilians. In general, an accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. There are three categories of reasonable accommodations:

1. Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille)
2. Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters)
3. Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as removing physical barriers in an office cafeteria)

You have the right to request a reasonable accommodation to be considered for a position, to perform the essential functions of a position, and to enjoy equal benefits and privileges of employment.

You may request a reasonable accommodation at any time and may request additional reasonable accommodations if your needs change.

You may request a reasonable accommodation verbally or in writing from your supervisor or, if you are applying for a position, from the contact person identified on the vacancy announcement.

For more information on the RA program, contact your local EEO Office or site reasonable accommodation coordinator. A list of the site reasonable accommodation coordinators can be found at: [https://myteam.navair.navy.mil/KM/73/leo\\_diversity/Pages/ReasonableAccommodation](https://myteam.navair.navy.mil/KM/73/leo_diversity/Pages/ReasonableAccommodation).

# PAY AND BENEFITS

## PAY

Federal employees' pay consists of two primary parts – “**base pay**” and “**locality pay.**” While base pay is the same for each grade and step across the country, locality pay varies by geographic location. Thus, while a GS-9, step 5, employee in Kansas City will earn the same base pay as another GS-9, step 5, employee in Boston, the Boston employee will end up earning approximately \$2,253 more annually because of locality pay. Locality pay is, in essence, the federal government's way of acknowledging in many geographic areas, federal employees are paid less than they would be paid in the private sector for a comparable position, and therefore, locality pay is added to make up for part of the difference. Locality pay is not paid to employees overseas or to those in Hawaii, Alaska, or Puerto Rico.

## LEAVE AND EARNINGS STATEMENT (LES)

Each time you are paid, your LES will itemize your salary and deductions. You can access your LES from the Defense Finance and Accounting Service website: <https://mypay.dfas.mil/mypay.aspx>

You will receive a personal identification number (PIN) from your payroll office. You can request a new PIN from the website. The website also allows you to stop hardcopy mailing of your LES, change your address, change your tax deductions, and access to your W-2.

You are responsible for reporting any errors or discrepancies in your pay or leave status. Discuss pay / leave problems with your immediate supervisor to ensure the time and attendance information has been entered correctly. If the information is correct, then you will need to contact your local customer service representative.

### ***Payroll Deductions***

The following *mandatory* deductions are made from your paycheck:

- Retirement or Social Security
- Medicare
- State taxes (if required by the state)
- Federal income taxes

The following *optional* deductions may be also made if you're eligible and / or have elected to enroll in any of the following:

- Life insurance
- Health benefits or Thrift Savings Plan (TSP)
- Allotments to savings accounts or credit union
- Labor organization dues

## PAY PERIODS / PAY DAYS

A pay period consists of two calendar weeks, beginning on a Sunday and ending the second Saturday of that two-week period. There are typically 26 pay periods in a work year. Most pay actions (promotions, for example) are effective at the beginning of a pay period. Most separation actions are effective at the end of the pay period, although an employee may retire or resign on any day of his / her choosing.

Paydays are every other Friday, starting with the first Friday following the end of the pay period.

Therefore, if you are a new federal employee, you should receive your first paycheck within three weeks of reporting to work.

## MYPAY

MyPay is the automated system where you can access your LES. Rate of pay, current earnings, taxes, Thrift Savings Plan (TSP), retirement benefits, leave, and allotment information is listed on your LES.

MyPay is accessed through: <https://mypay.dfas.mil/mypay.aspx>.

MyPay is used for the following transactions:

- LES
- Address changes
- Direct deposit
- Allotments
- Health Savings Account
- Savings bonds
- Federal and state tax withholdings
- Tax statements (W-2)
- Travel Voucher Advice of Payment (AOP)

Employees must have their paycheck deposited directly to a financial institution of their choice using the direct deposit / electronic funds transfer.

## WITHIN-GRADE INCREASE (WGI) (NOT APPLICABLE TO STRL AND ACQDEMO)

Each grade level has a series of salary steps. Progression from one step to another is called a WGI.

A WGI is not an “automatic” pay increase. You receive a WGI when you meet the following requirements:

- Your supervisor determines your performance is acceptable.
- Your present pay is below the maximum (top step) for the grade.
- You have completed your waiting period. (See the following tables.)

Note: Temporary GS employees do not receive WGIs.

<b>GENERAL SCHEDULE: 10 STEPS WITHIN EACH GRADE</b>		
<b>FOR ADVANCEMENT</b>	<b>STEP</b>	<b>WAITING PERIOD</b>
	2, 3, 4	52 WEEKS
	5, 6, 7	104 WEEKS
	8, 9, 10	156 WEEKS

<b>WAGE GRADE: 5 STEPS WITHIN EACH GRADE</b>		
<b>FOR ADVANCEMENT</b>	<b>STEP</b>	<b>WAITING PERIOD</b>
	2	26 WEEKS
	3	78 WEEKS
	4, 5	104 WEEKS

# GENERAL BENEFITS INFORMATION

## MyBiz+

MyBiz+ offers secure, real-time, online access to view personnel information, including appointment, position, salary, benefits, awards and bonuses, and performance. In addition, certain personal information can be updated, such as your telephone number and email address, disability codes, race and national origin data (ethnicity and race identification), and foreign language proficiency.

To access MyBiz+, navigate to the DCPDS Portal at: <https://compo.dcpds.cpms.osd.mil/> and follow your component or agency common access card (CAC) and non-CAC access login process. This is the authentication page, which allows access, if permitted.

First time smart card (CAC) users will need to register using the user ID and password below.

**USER ID:** The user ID is your SSN with dashes.

**PASSWORD:**

- 1st character – first letter of first name (uppercase)
- 2nd character – second letter of first name (uppercase)
- 3rd character – \$
- 4th character – first letter of last name (lowercase)
- 5th character – second letter of last name (lowercase)
- 6th character – \$
- 7th character – fourth digit of SSN
- 8th character – \$
- 9th character – fifth digit of SSN
- 10th character – \$

You will NOT be able to log into MyBiz+ until your Nature of Personnel Action (SF-50) is processed. It normally takes 24 hours after processing for the system to interface and create the MyBiz+ account. For example, if an employee reports on board on 30 April, the SF-50 is not processed until 8 May. The earliest the employee will be able to access MyBiz+ will be on 9 May.

Once you have registered, you will be able to click on the smart card login. Upon login and acceptance of the Privacy Act Statement, DoD employee users are directed to the MyBiz+ homepage, where you should choose HR MyBiz+ Navy.

Under Help menu, select **User Guides** and then **MyBiz+**. The User Guide will provide additional instructions on what is available and how to navigate the MyBiz+ webpage.

## BENEFITS

The Office of Civilian Human Resources (OCHR) page on the Secretary of the Navy’s private SharePoint portal is your benefits resource information center: <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/default.aspx>.

You should visit it frequently for the most current benefits information. The OCHR page is the portal for accessing government retirement and benefits (GRB). GRB is available 24 hours a day, seven days a week, and is used to make benefits elections for health insurance, life insurance, and Thrift Savings Plan. Paper forms are not accepted. Along with making enrollment elections, in GRB, you may view general and personal information, access various calculators, obtain forms, and much more. The OCHR page also offers easy access to links for retirement information and forms, designation of beneficiary forms, new employee information, and links to other programs.

For assistance, contact the Benefits Line toll free at 1-888-320- 2917 between 7:30 a.m. and 7:30 p.m., Monday through Friday, Eastern Time (except federal holidays). The toll-free Teletypewriter (TTY) phone number for the deaf and hard of hearing is 1-866-328-9889. The Benefits Line provides a customer service representative (CSR) who will answer your questions about health and life insurance and the Thrift Savings Plan and will provide a referral to a retirement specialist, if necessary. The CSR will also assist you with your benefits elections and accessing GRB.

Your eligibility for benefits will vary depending on your appointment. The table below outlines the benefits associated with appointments in the federal government.

Definition of codes used in table: FT – Full-time; PT – Part-time; Int. – Intermittent

ELIGIBILITY FOR EMPLOYEE BENEFITS								
Appointment / Work Schedule		Benefits						
		Health	Life Insurance	Retirement	Social Security	Within Grade Increase	Leave	Holidays
Permanent	FT	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	PT	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Int	No	No	Yes	Yes	Yes	No	No
Temporary	FT	No	No	No	Yes	No / Yes	Yes	Yes
	PT	No	No	No	Yes	No / Yes	Yes	Yes
	Int	No	No	No	Yes	No / Yes	No	No
Term	FT	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	PT	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Int	No	No	No	Yes	Yes	No	No
Excepted	FT	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	PT	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Int	No	No	No / Yes	Yes	Yes	No	No

Explanation of conditions associated with benefits and types of appointments:

- A part-time employee receives holiday pay only for holidays that fall on scheduled workdays.
- The employee becomes eligible to enroll after one year of current, continuous temporary employment.
- A temporary General Schedule (GS) employee does not receive within-grade increases, while a temporary Wage Grade (WG) employee does receive within-grade increases.
- An employee with an intermittent work schedule is excluded from coverage until he or she is converted to a permanent appointment.

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

The FEHB program offers a wide variety of plans and coverage to help you meet your health care needs. FEHB is voluntary, and you do not have to join the FEHB program if you prefer not to enroll in benefits. You may enroll yourself and any eligible family members, and you may select from nationwide fee-for-service plans and participating HMOs. For detailed plan information, listed by state, please visit: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>.

#### **Eligibility**

You may enroll in FEHB if you are:

- A permanent federal employee with a regularly scheduled tour of duty
- A temporary employee with an appointment for longer than one year
- A temporary employee with an appointment limited to one year or less, and you have completed one year of current continuous employment (excluding any break in service of five days or fewer). You must pay both the employee and the government shares of the premium.
- You are not eligible if you are an intermittent employee (non-full-time employee without a regularly scheduled tour of duty.)

#### **Key FEHB Facts**

- Most permanent federal employees are eligible to elect health insurance. Participation in FEHB is voluntary, and you must make an election to be covered.
- You are also eligible to elect health insurance if you are a temporary employee working a full-time work schedule or if you work a seasonal or intermittent work schedule and are expected to work 130 or more hours in a calendar month for at least 90 days. Temporary employees receive the same government contribution as full-time permanent employees.
- If you are a part-time career employee, the government contribution toward your health benefits is prorated in proportion to the percent of full-time service you are regularly scheduled to perform. Contact the Benefits Line for specific information about the cost of your health insurance, depending on your work schedule.
- Once you enroll in a health insurance plan, your enrollment automatically continues each year, as long as you remain eligible for the program. You do not have to reenroll each year. However, if you would like to make a change in your health insurance, you may do so during the benefits open season (November – December) or in conjunction with a qualifying life event.
- Coverage is not automatic. As a new employee, you must elect to enroll in health insurance within 60 days of your entry on duty, or you will not have coverage.
- You share the cost of your health benefits coverage with the government. Most full-time employees pay approximately 25 percent of the total premium.

- If you are a federal employee who is eligible to enroll in the FEHB Program but you do not enroll, or if you cancel your FEHB enrollment, you should be aware of the consequences of such actions, including the following, but not limited to:
  - If you die, you will not have a FEHB Self and Family enrollment for your survivors to continue, even if they are eligible for a survivor annuity.
  - If you retire, you will not have a FEHB enrollment to continue into retirement. Also, to be eligible to continue FEHB coverage after retirement, a retiring employee must be enrolled or covered under the FEHB program for the five years of service immediately before retirement, or, if fewer than five years, for all service since the first opportunity to enroll. Employees may count their coverage under TRICARE toward meeting this requirement. However, the employee must be enrolled in a FEHB health plan on the date of retirement to continue coverage: <https://www.opm.gov/healthcare-insurance/Guide-Me/Retirees-Survivors/>

### ***FEHB and the Affordable Care Act (ACA)***

ACA requires employers provide a notice to employees about coverage options available through the Health Insurance Marketplace. The notice entitled, “New Health Insurance Marketplace Coverage Options and Your Health Coverage,” provides general information about the Health Insurance Marketplace.

If you are ineligible to enroll in the FEHB program, or if you are eligible to enroll in the FEHB program but you are not enrolled because of affordability issues or concerns, or if you are enrolled in the FEHB program and have affordability issues or concerns, then you may wish to visit the Health Insurance Marketplace to review marketplace coverage options at [www.healthcare.gov](http://www.healthcare.gov). Please be aware there is no government or employer contribution to the premiums for Health Insurance Marketplace plans. Also, premiums are paid on an after-tax basis for Health Insurance Marketplace plans.

The ACA establishes a minimum value standard of benefits for employer-sponsored health plans. All health plans in the FEHB program are eligible employer-sponsored health plans. An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. Therefore, the minimum value standard is 60 percent (actuarial value). The health coverage of all the plans in the FEHB program meets the ACA’s minimum value standard for the benefits each FEHB plan provides.

As a comparison point, the actuarial value of most FEHB plans meets or exceeds the actuarial value of the silver plan in the Health Insurance Marketplace.

### ***The Federal Employees Dental and Vision Insurance Program (FEDVIP)***

FEDVIP provides comprehensive dental and vision insurance at competitive group rates. There are six dental plans and three vision plans from which to choose. FEDVIP features nationwide, international, and regional plans.

BENEFEDS is the administrative system authorized by the Office of Personnel Management to handle payroll deduction functions for FEDVIP. BENEFEDS works directly with SHPS, the third party administrator for FEDVIP, and federal agencies to process the payroll deduction for dental / vision premiums.

If you are in a permanent position and not on a temporary appointment, you are eligible to enroll in a dental and / or vision plan with FEDVIP. It does not matter whether you are actually enrolled in FEHB – eligibility is the key. FEDVIP is not the same as FEHB. It is a separate and different program. Participation in FEDVIP is voluntary, and you must elect to be covered.

## ***Enrolling in a FEDVIP Plan will not Reduce Your FEHB Premium***

A dental or vision insurance plan is much like a health insurance plan; you may be required to meet a deductible and provide a co-pay or coinsurance payments for your dental or vision services. With any plan choice, you should look at all the information and find a plan that will best fit your needs. You should also review your FEHB plan brochure to determine what dental and / or vision coverage the FEHB plan provides. For more information, call 1-877-888-3337 or to enroll in FEDVIP, please visit <https://www.BENEFEDS.com>.

### **Cost**

You pay the entire premium. There is no government contribution to the premium. If you are an active employee, your premiums are taken from your salary on a pre-tax basis if your salary is sufficient to make the premium withholding. When you retire, premiums are withheld from your monthly annuity check on a post-tax basis if your annuity is sufficient. Premiums for the nationwide dental plans and one regional dental plan are based on where you live. This is called your rating region.

Your home ZIP code is used to find your rating region. Rating regions vary by carrier. The vision plans do not have rating regions.

## ***Federal Flexible Spending Account Program (FSAFEDS)***

The Federal Flexible Spending Account Program, known as FSAFEDS, is a benefit that may save you money. It offers accounts where you contribute money from your salary BEFORE taxes are withheld, incur eligible expenses, and get reimbursed. It's a way to save money on dependent care and health care services and items for you and your family. For more information, please call 1-877-372-3337 or visit <https://www.fsafeds.com/GEM>.

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

FEGLI is the largest group life insurance program in the world, providing group term life insurance coverage. The program consists of basic life insurance coverage and three types of optional coverage: Option A (standard optional insurance), Option B (additional optional insurance), and Option C (family optional insurance).

### **Key FEGLI Facts**

- The FEGLI Program is not part of the annual federal benefits open season.
- Eligible employees are automatically covered under basic life insurance from the first day of employment, unless they choose to waive that coverage.
- Employees must have basic insurance to have or elect optional insurance.
- FEGLI does not have any cash value, and you may not take a loan out against your life insurance.

### **Eligibility**

As a federal employee, you automatically have basic insurance from your first day in duty and pay status.

Some positions are excluded from FEGLI by law or regulation. For specific information on employees who are excluded, please visit: <https://www.opm.gov/healthcare-insurance/life-insurance/eligibility/>.

### **Enrollment**

As a new employee, you are automatically enrolled in basic life insurance coverage. If you do not want basic insurance, you must waive coverage. If you take no action, you will have basic coverage. You may enroll in optional insurance within 60 days of your appointment. Optional insurance is not automatic;

you must elect it. To elect optional insurance, you must be enrolled in basic coverage.

For more information on the FEGLI program, please visit:

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

## **Coverage**

### Basic Life Insurance:

Coverage is based on your actual current pay. Take your annual rate of basic pay and round it up to the next even \$1,000 (if it is not already an even thousand dollar amount), then add \$2,000.

Example: Annual salary is \$33,781, rounded up to \$34,000, plus \$2,000 equals \$36,000 worth of insurance, at a biweekly cost of \$0.15 multiplied by 36, which equals \$5.40.

### Option A – Standard:

Coverage has an insurance value of \$10,000.

### Option B – Additional:

Coverage comes in 1, 2, 3, 4, or 5 multiples of your annual pay (after your pay is rounded up to the next even thousand). If you choose coverage that is two times your pay, it would be your annual salary rounded up to the next thousand multiplied by the number elected. Example: annual salary \$25,982, rounded up to \$26,000 times two would equal \$52,000 worth of insurance.

### Option C – Family:

Does not give you coverage on your life; it provides coverage for your spouse and eligible dependent children. When you elect Option C, all your eligible family members are automatically covered. The rates are not dependent on the number of children you have or the age of your spouse or children.

You may elect 1, 2, 3, 4 or 5 multiples of coverage. Each multiple is equal to \$5,000 for your spouse and \$2,500 for each eligible dependent child. Example: If you elect three multiples of Option C, and your spouse dies, you would receive \$15,000 (three times \$5,000). If one of your eligible dependent children dies, you would receive \$7,500 (three times \$2,500).

## **Cost**

The cost of basic life insurance is shared between you and the government. You pay two-thirds of the total cost, and the government pays one-third. Your share of the cost for basic life insurance is \$0.15 biweekly, per \$1,000 of coverage. Your age does not affect the cost of basic insurance.

You pay the full cost of optional insurance, and the cost depends on your age. Optional insurance premiums are based on five-year age bands, beginning at age 35. Employees age 35 and younger all pay the same premium. For example: Option A – Standard coverage will cost employees age 35 through 39 approximately \$0.40 biweekly. The amount of your premium increases with age, in five-year increments. Coverage for employees age 40 through 44 is approximately \$0.60 biweekly. Rates may change. For current rates and calculator, visit: <https://www.opm.gov/healthcare-insurance/life-insurance/program-information/#url=Premiums-for-Employees>.

## ***Federal Long-Term Care Insurance Program (FLTCIP)***

FLTCIP offers insurance that helps cover the costs of certain long-term care services. Long-term care is the assistance you receive to perform activities of daily living – such as bathing or dressing yourself – or supervision you receive because of a severe cognitive impairment. Long-term care may be provided in a facility, such as a nursing home, but is mostly provided at home. For information, please call 1-800-582-3337 or visit: <http://www.ltcfeds.com/>.

## Key FLTCIP Facts

- The FLTCIP is not part of the annual federal benefits open season.
- You must apply and answer questions about your health to find out if you are eligible to enroll.
- You may apply for coverage at any time using the full underwriting application; you do not have to wait for an open season.

## Cost

If you are approved for coverage, your premium is based on your age on the date your application is received and on the benefit options you select. You may pay your premiums through deductions from pay or annuity, by automatic bank withdrawal, or by direct bill.

## Enrollment

You apply by completing an application found at <http://www.ltcfeds.com> or by calling 1-800-LTC-FEDS (1-800-582-3337). You must pass a medical screening (called underwriting). Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. By applying while you are in good health, you could avoid the risk of having a future change in your health disqualify you from obtaining coverage. Also, the younger you are when you apply, the lower your premiums.

If you are a new or newly eligible employee, you (and your spouse, if applicable) have 60 days to apply using the abbreviated underwriting application, which asks fewer questions about your health. Newly married spouses of employees also have 60 days to apply using abbreviated underwriting. Open seasons for the FLTCIP are infrequent, but you do not have to wait for an open season – you may apply any time using the full underwriting application.

## THRIFT SAVINGS PLAN (TSP)

TSP is a tax-deferred retirement savings and investment account that is similar to a 401(k) plan that many private corporations offer their employees. Your agency will automatically set up an account for you. TSP is a voluntary, defined contributions plan. You decide how much to contribute to your account and select from a diverse set of investment options. The government will match a portion of your TSP account contributions.

- You are automatically enrolled at 3 percent contribution as soon as you are hired.
- You may elect to start, change, stop, or resume TSP contributions at any time; there is no waiting period.
- You may elect to contribute any dollar amount or percentage (1-100 percent) of your basic pay to TSP; however, your annual dollar total may not exceed the Internal Revenue Service (IRS) elective deferral limit.
- If you are age 50 or older, you may make catch up contributions, up to the IRS elective deferral limit.
- If you are contributing your own money to TSP, your employing activity will make agency matching contributions to your account; there is no waiting period.
- You may invest your TSP account in any of the five individual investment funds or five lifecycle funds.
- Contributions must be made through payroll deductions. However, you may also transfer or roll over eligible funds from a traditional IRA or an eligible employer plan into your TSP account.

Once you elect regular TSP contributions, your election automatically continues each year, as long as you remain eligible to contribute. You do not have to reelect each year. If you elect TSP catch-up contributions, you must reelect these contributions each calendar year.

## ACTION REQUIRED ELECTING CONTRIBUTION TO TSP

- You may elect to contribute to TSP at any time; there is no waiting period.
- You must make your election (any dollar amount or percentage [1–100 percent] of your basic pay) in the GRB or by contacting the Benefits Line at 1-888-320-2917.

Your election using GRB is equivalent to completing the TSP-1 election form mentioned on the TSP website. Department of the Navy policy requires all civilian employees to make changes to their benefits electronically. Paper forms are not accepted for these transactions.

- If you are covered by a FERS retirement plan, TSP is an integral part of your retirement. It is especially important to contribute 5 percent of your basic pay each pay period so you will receive the maximum agency matching contributions. If you elect a 5 percent contribution and determine it is more than you can afford, you may change the election at any time. It is also important to make contributions each pay period. If you reach the Internal Revenue Service limit before the end of the year, your contributions (and consequently, your agency matching contributions) will stop.
- If you are already contributing the maximum amount to TSP regular employee contributions and you will be turning age 50 in the calendar year, you may also elect TSP catch-up contributions using GRB. Your election using GRB is equivalent to completing the TSP-1-C election form mentioned on the TSP website.
- Your election will be effective at the beginning of the next pay period after your election.

## ACTION REQUIRED MAKING INVESTMENT TRANSACTIONS

- Your initial TSP contributions will be invested in, and remain in, the government securities (G) fund unless you make an interfund transfer.
- An interfund transfer moves the money already in your account among the TSP investment funds. Each calendar month, your first two interfund transfers may redistribute money in your account among any or all the TSP funds. After the first two, your interfund transfers may only move money into the G fund.
- If you want your future contributions invested in funds other than the G fund, you must make a contribution allocation. A contribution allocation specifies how you want to invest new money going into your TSP account. You may make a contribution allocation at any time.
- You can make an interfund transfer once you receive a TSP account number.
- Once TSP receives the first contribution to your TSP account, you will receive a welcome letter with your account number. You will also receive a Web password and personal identification number (PIN) in the mail.

## RETIREMENT

Most employees hired in a retirement covered position before January 1984 are covered by the Civil Service Retirement System (CSRS). Most employees hired in a retirement covered position after January 1984 are covered by the Federal Employees Retirement System (FERS). To determine your retirement plan, look at your most recent SF-50, Notification of Personnel Action in Block 30. The one-character code represents your current retirement plan and a definition of the code.

## CIVIL SERVICE RETIREMENT SYSTEM (CSRS)

CSRS covers most permanent employees who were hired before 1984. It is a defined benefit, contributory retirement system.

### CSRS OFFSET

The CSRS Offset covered employees rehired on or after 1 January 1984 who had a break in CSRS coverage of more than 365 days and had at least five years of creditable service by the end of 1986. CSRS Offset employees are covered by CSRS and Social Security.

## FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)

FERS is a retirement plan that provides benefits from three different sources: A basic benefit plan, Social Security, and the Thrift Savings Plan (TSP). Two of the three parts of FERS (Social Security and the TSP) may go with you to your next job, if you leave the federal government before retirement.

Retirement eligibility is determined by your age and number of years of creditable service. To be eligible for immediate retirement benefits, you must be 62 years of age with five years of service, 60 years of age with 20 years of service, or meet the minimum retirement age (MRA), which is between 55 and 57 years of age with 30 years of service. FERS employees may retire at their MRA with at least 10 years of service with reduced benefits. The reduction is 5 percent for each year under age 62.

### *Social Security*

Social Security is a basic retirement plan for almost all American workers and their dependents who qualify as beneficiaries under the Old-Age Survivors and Disability Insurance (OASDI) programs. Fully insured employees are eligible for benefits as early as age 62, but benefits are permanently reduced for each month of entitlement before the full benefit retirement age. Full retirement age is 67 if you were born in 1960 or later. For more information about the Social Security portion of your retirement benefits, please visit: <https://ssa.gov>.

### *Medicare*

Most federal employees and annuitants are entitled to Medicare Part A hospital insurance coverage at age 65 without cost. Medicare, combined with the Federal Employee Health Benefits Program (FEHB), provides a comprehensive package of health insurance at a low cost. Medicare has four parts, options A, B, C, and D, and each part provides different coverage.

## SERVICE CREDITS

### CIVILIAN

You may make a payment for the following types of service to credit it toward your retirement:

- Any period of creditable civilian service performed before 1989 during which no retirement deductions were withheld from your pay
- Any period of civilian service during which retirement deductions were withheld from your pay and refunded to you based on an application you filed before you became covered by FERS
- Any period of Peace Corps or VISTA volunteer service (excluding training time) regardless of when the service was performed

## MILITARY

If you have active duty military service, it is potentially creditable toward your civilian retirement. To receive credit for military service performed after 1956, you must pay a deposit. The amount of the deposit is:

Dates of Service	Amount of Deposit Due
Through 31 December 1998	3.00 percent of military basic pay
01 January 1999 through 31 December 1999	3.25 percent of military basic pay
01 January 2000 through 31 December 2000	3.40 percent of military basic pay
01 January 2001 to the present	3.00 percent of military basic pay

If you are entitled to have part of your retirement computed under CSRS Rules, military service performed before your transfer to FERS comes under the following CSRS deposit rules:

- The CSRS deposit is 7 percent of your military basic pay.
- There is a two-year interest-free grace period on deposits. After the two-year period, interest is assessed and compounded annually on the balance due in the deposit account as of the day before the employee's interest accrual date. More information on service credit may be found at: <https://www.opm.gov/retirement-services/fers-information/service-credit/>.

## DESIGNATION OF BENEFICIARY

A designation of beneficiary is a legal document outlining your desire to have your benefits paid out in a particular way upon your death. There are four types of benefits for which you may designate a beneficiary: life insurance, retirement, Thrift Savings Plan, and unpaid compensation. It is not required to designate a beneficiary for your benefits. If the order of precedence (see below)\* meets your needs, you do not need to do anything.

If you choose to complete beneficiary forms, then the designation must be in writing, signed, witnessed and sent to the appropriate address at:

<https://www.opm.gov/healthcare-insurance/life-insurance/designating-a-beneficiary/>.

Benefits for life insurance, retirement, Thrift Savings Plan, and unpaid compensation that are due and payable will normally be paid out in the following standard order of precedence:

- First:* to your widow or widower
- Second:* to your child or children, with the share of any deceased child distributed among descendants of that child
- Third:* if none of the above, to your parents in equal shares or the entire amount to your surviving parent
- Fourth:* if none of the above, to the executor or administrator of your estate
- Fifth:* if none of the above, to your other next of kin as determined under the laws of the state where you lived

An exception to the order of precedence is for Federal Employees' Group Life Insurance (FEGLI). If you assigned ownership of your FEGLI, benefits will be paid:

- First:* to the beneficiaries designated by your assignees, if any
- Second:* if there is no beneficiary, to your assignees

*If you did not assign FEGLI ownership, and there is a valid court order on file, benefits will be paid according to that court order.*

## TRANSIT INCENTIVE PROGRAM (TIP) SUBSIDY

The Department of the Navy (DoN), in compliance with Executive Order 13150 of 21 April 2000 and the Department of Defense (DoD) policy letter of 13 October 2000, implemented the TIP Outside the National Capital Region (ONCR), effective July 2001. The program is intended to reduce federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives. The Department of Transportation (DoT), on behalf of DoD, purchases and distributes transit vouchers and / or fare media to DoN participants. For those areas not serviced by DoT, the DoN program manager will approve using the SF-1164 (Claim for Expenditures on Official Business) as an alternative method for reimbursement.

Participants are eligible for reimbursement up to the annually approved congressional ceiling per month in qualified mass transportation costs, not to exceed actual costs.

### ELIGIBILITY REQUIREMENTS

- All Navy and Marine Corps military members and federal DoN civilian employees, including non-appropriated fund (NAF) employees
- Part-time federal employees and interns
- Reservists on active duty for more than 30 days are entitled to the same benefits and are to apply for this benefit in the same manner as is applicable to members/employees in the same geographic area
- Reservists who are performing active duty for 30 days or fewer are eligible under the SF-1164 reimbursement method

The following recognized mass transportation systems qualify for the benefit:

- Commuter bus
- Commuter train
- Subway / light rail
- Van pool
- Ferry (foot passengers only)

Carpools, POVs, motorcycles, bicyclists, airplanes, and / or walkers solely using these methods do not qualify for the benefit.

### REIMBURSEMENT PROCESS / DISTRIBUTION OF FARE MEDIA

Transit benefits are distributed monthly or quarterly. Once your application has been approved, DoT will send fare media or a TRANServe debit card to your installation / command reviewing official (RO). Participants will need to sign for their benefits when they pick them up from their RO. TRANServe debit cards are automatically loaded on the tenth of every month for the commuting expenses of the following month. For example, benefits loaded on 10 January are to be used for February commuting expenses. Benefits loaded on the tenth of every month are only available until midnight on the ninth of the following month. Participants who do not use their benefit by the ninth of the month forfeit their benefits for that month.

Your monthly benefit amount may not exceed your actual monthly commuting cost using mass transportation. Parking fees and tolls may not be included in the amount you claim for reimbursement. Enter the calculated total onto your application form, even if the total exceeds the maximum benefit amount.

To enroll in TIP, employees must create or complete an online application at <https://tips.navy.mil>. All applicants must be a current Department of the Navy employee with an active CAC and have access to the Internet. Once the applicant has submitted an application, the application will be reviewed and validated by his or her supervisor and reviewed and approved by a local RO.

### ***Important Policies***

- The transportation fringe benefit program is a benefit, not an entitlement. Therefore, there is no retroactive reimbursement. Vouchers are issued beginning in the month after enrollment.
- Before withdrawing from the program, you are required to return all unused fare media / vouchers to your POC.
- If you used fare media / vouchers after your effective departure date, the government must be reimbursed by money order, made payable to the U.S. Treasury, and forwarded to the Office of Financial Operations for processing.
- Your Command may require you to relinquish your parking pass while participating in this program. Parking pass policies are determined locally.
- You are required to submit an updated application when:
  - The amount you are claiming changes
  - You transfer to another Command
  - Any personal information changes
  - Your military status (active / reserve) changes
- Making a false, fictitious, or fraudulent certification on the application is subject to criminal prosecution, civil penalty action, and agency disciplinary action up to and including dismissal.

## **DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM**

Department of the Navy employees are busy juggling work and family, so it is not unusual to encounter difficulties with stress, family, relationships, alcohol, work, or other issues that impact their quality of life. The Department of the Navy values its employees and has partnered with the Department of Health and Human Services Federal Occupational Health (FOH) to provide a centralized employee assistance and work / life program for employees and their families. The Department of the Navy Civilian Employee Assistance Program (DONCEAP) provides a wide range of services to employees and their families.

Some of the programs offered include:

- Access to licensed counselors who provide in-person, short-term counseling
- Family or relationship concerns
- Emotional issues
- Problems at work
- Legal and financial troubles
- Crisis management
- Supervisor and management coaching
- Childcare (daycare, preschools, etc.)
- Eldercare (assisted living, in-home care, etc.)
- Daily life (relocation, event planning, etc.)
- Family (adoption, prenatal, etc.)
- Educational (nursery to graduate school)

Employees may access services that may 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. Those services are available 24/7 through the DONCEAP website at <https://donceap.fob.psc.gov>, by phone at a professionally staffed call center (1-844-DONCEAP), via TTY (1-888-262-7848), or internationally (1-888-262-7848).

## ON THE JOB INJURY — WORKERS' COMPENSATION

The federal employees' compensation program provides federal employees who sustain work-related injury or illness with benefits such as medical care, wage loss replacement, and help in returning to work. Our goal is to provide the proper benefits as quickly as possible.

Civilian employees who are hurt on the job must contact the Injury Compensation Program Administrator (ICPA) in your servicing Total Force Strategy and Management Department as soon as possible so appropriate claims forms may be completed. A list of the site ICPAs can be found at: <https://myteam.navair.navy.mil/KM/73/Total%20Force%20Management/Employee%20and%20Labor%20Relations/Site%20POCs%20for%20FECA.pdf>.

If injured on the job, you have the right to seek medical care with the physician of your choice. Unless you require immediate emergency care, you should consult with your site ICPA to ensure proper procedures are followed when seeking medical treatment. If you require immediate emergency care, you or someone on your behalf should contact your site ICPA as soon as possible so all the appropriate paperwork and procedures are followed.

## LEAVE PROGRAMS AND PAY

You are expected to be at work during your established work hours unless you have permission to be absent. Requests for leave must be submitted to your supervisor and approved in advance, except in cases of unforeseen circumstances. If you are unable to obtain advance approval because of an emergency or sickness, notify your supervisor as soon as possible before the work shift following local policy and procedures. Failure to make proper notification could result in you being placed in an unauthorized absence (UA) status.

As a federal employee, you have various types of leave available, including annual, sick, leave without pay, military leave (if applicable), and leave programs such as leave transfer and family medical leave. Employees accrue annual and sick leave each biweekly pay period. You may find your leave balance and pay information on every leave and earnings statement (LES), which you can access on the MyPay website: <https://mypay.dfas.mil/mypay.aspx>.

The federal government also provides a variety of other types of paid and non-paid leave for specific purposes, including emergency situations and expected periods of extended absence.

For additional information on specific leave programs, visit: <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Fact>.

## FEDERAL HOLIDAYS

The following 10 days are paid holidays for federal employees:

New Year's Day	01 January
Martin Luther King Jr.'s Birthday	3rd Monday in January
President's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	04 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

## ANNUAL LEAVE

Annual leave is paid time off for vacations, rest and relaxation, personal business, or emergencies. A maximum of 240 hours (30 days) of annual leave may be carried over each year.

The following table outlines accrual rates for annual leave:

ANNUAL LEAVE ACCRUAL RATES		
CREDITABLE SERVICE	WORK SCHEDULE	ACCRUAL RATE PER PAY PERIOD
Less than 3 years	Full-time	4 hours per pay period (13 days per year)
	Part-time	1 hour per 20 hours in a pay status
3-14 years	Full-time	6 hours per pay period (+10 hours in last pay period of the year (20 days per year))
	Part-time	1 hour per 13 hours in a pay status
15 years and over	Full-time	8 hours per pay period (26 days per year)
	Part-time	1 hour per 10 hours in a pay status

Although you are entitled to use your annual leave, your supervisor must approve when you use it. After leaving federal service, you are paid in full for any accumulated, unused annual leave hours based on your pay rate when you separate.

## SICK LEAVE

Sick leave is for absences because of illness, doctor visits, or other health-related reasons. In some instances, you may use sick leave to care for family members who are ill. Full-time employees accrue four hours of sick leave every two weeks, or a total of 13 days per year. Each year, all sick leave accrued that is not used accumulates for use in succeeding years. There is no limit on how much sick leave may be accumulated.

Sick leave may be used for the following: medical, dental, or optical examinations or treatments; incapacitation by physical or mental illness, injury, pregnancy, or childbirth; exposure to a communicable disease that may jeopardize the health of others by your presence on the job; absence from work for adoption-related activities. In addition, you may use a limited amount of sick leave to provide care for a family member as the result of physical or mental illness, injury, pregnancy,

childbirth, or medical, dental, or optical examination or treatment; or make arrangements necessitated by the death of a family member or attend the funeral of a family member.

The following relatives are family members for sick leave purposes:

- Spouse and spouse's parents
- Children, including adopted children and their spouses
- Spouse's children
- Parents and their spouses
- Brothers and sisters and their spouses
- Grandparents and grandchildren and their spouses
- Domestic partner and his or her parents, including domestic partners of any of the individuals listed above
- Any individual related by blood or affinity who has the equivalent of a family relationship

An employee may use sick leave for:

*Personal Medical Needs*

- When an employee is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth, receives medical, dental, or optical examination or treatment; or would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease

*Care of a Family Member*

- Most federal employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to:
  - Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth
  - Provide care for a family member as a result of medical, dental, or optical examination or treatment
  - Make arrangements necessitated by the death of a family member or attend the funeral of a family member

*Care of a Family Member with a Serious Health Condition*

- Most federal employees may use a total of up to 12 administrative work weeks of sick leave each leave year to care for a family member with a serious health condition. If an employee previously has used any portion of the 13 days of sick leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she may not use an additional 13 days in the same leave year for general family care purposes. An employee is entitled to a total of 12 weeks of sick leave each year for all family care purposes.

For absences in excess of three days, an activity may require a medical certificate or other administratively acceptable evidence.

<b>SICK LEAVE ACCRUAL</b>	
<b>Full-time Employees</b>	<b>1/2 day (four hours) for each biweekly pay period.</b>
<b>Part-time Employees</b>	<b>One hour for each 20 hours in a pay status.</b>
<b>There are no limits on the amount of sick leave that may be accumulated. Unused sick leave accumulated by employees will be used in the calculation of their annuities.</b>	

## VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

VLTP allows civilian employees to donate unused annual leave to other civilian employees who have a medical emergency. Sick leave may not be donated.

### LEAVE RECIPIENT

A current employee who has been approved by the VLTP administrator can receive annual leave from annual leave accounts of one or more donors. To be a leave recipient in the VLTP, an employee:

- Must be affected by a medical emergency. Medical emergency is defined as a medical condition of an employee or an employee's family member that requires the employee's absence from work for a prolonged period of time and results in a substantial loss of income to an employee because of unavailability of paid leave.
- Must have used all their annual and sick leave and be on LWOP or expect to be on LWOP at least 24 hours
- Must list the anticipated duration of the medical emergency and, if it is a recurring one, the approximate frequency of the medical emergency
- Must complete an OPM-630, attach medical documentation to support their request to be in the VLTP, and submit all documentation to their supervisor

### LEAVE DONOR

The leave donor program is for employees whose written request to transfer annual leave has been approved by the VLTP administrator to transfer annual leave to a leave recipient. To be a leave donor, an employee:

- Must submit an OPM-630A (Within Agency) or OPM-630B (Outside Agency) – Request to Donate Annual Leave to Leave Recipient under the VLTP
- Attach a copy of the employee's latest LES
- Submit application and LES to the VLTP administrator

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA provides up to 12 weeks of unpaid leave in any 12-month period for the following conditions:

- Birth of a son or daughter and care of a newborn
- Placement of a son or daughter with you for adoption or foster care
- Care for a family member with a serious health condition
- A serious health condition that makes you unable to perform the duties of your position

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and / or sick leave for any unpaid leave under the FMLA. The amount of sick leave that may be used to care for a family member with a serious health condition is limited to 12 weeks each year. FMLA leave is in addition to other paid time off available to an employee.

## LEAVE WITHOUT PAY (LWOP)

LWOP is a temporary non-pay status and absence from duty that may be granted on an employee's request and the supervisor's approval. LWOP may be granted to employees who have sick or annual leave balances to their credit; however, compensatory time credited to an employee must be used before granting LWOP. An employee loses federal service credit if more than a total of six months of LWOP is used in a 12-month period. Employees should be advised excessive LWOP may impact matters such as within-grade increases (WGIs), health and life insurance, tenure and retirement credit, and leave accrual. For further information on the effects of LWOP, please visit:

[http://www.opm.gov/oca/leave/html/LWOP\\_eff.asp](http://www.opm.gov/oca/leave/html/LWOP_eff.asp).

Additionally, activities are required to authorize up to 90 days of LWOP to employed family members of transferring military or civilian personnel for the purpose of seeking employment at their new duty stations.

## MILITARY LEAVE

Full-time federal employees serving in the National Guard or in the Reserves accrue 120 hours (15 days) of military leave in a fiscal year. An employee may be charged military leave when ordered to active duty or active-duty training for hours during which the employee would otherwise have worked and received pay. Unused military leave accumulates for use in the succeeding years, but no more than 15 days may be carried forward into each fiscal year. For further information regarding military leave, please visit: <http://www.opm.gov/oca/leave/html/military.asp>.

## COURT LEAVE

An employee is entitled to paid time off without charge to leave for service as a juror or as a witness in a non-official capacity in a suit where the federal, state, or local government is one of the parties. An employee who is summoned as a witness in an official capacity on behalf of the Federal government is on official duty, not court leave.

Employees must reimburse to their agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses that are in the nature of "expenses" (e.g., transportation) do not have to be reimbursed to the agency.

If you are summoned to attend court for service as a witness or in the capacity of serving on a jury, you should notify your immediate supervisor as soon as possible. Upon return to duty from serving on jury duty, you will be required to provide a certification of attendance verifying your jury duty.

## OTHER FORMS OF LEAVE

Other forms of leave include compensatory time off, excused absences without loss of pay and charge to leave, seven days of paid leave each calendar year (in addition to annual or sick leave) to serve as a bone marrow donor and 30 days to serve as an organ donor, time off as a form of performance recognition, and religious leave.

## COMPENSATORY TIME OFF (COMP TIME)

Comp time is time off with pay in lieu of overtime pay. Comp time must be approved by your supervisor and used within one year of the accrual date. Unused comp time off will be paid out.

## COMPENSATORY TIME OFF FOR TRAVEL (TRAVEL COMP)

Travel must be for work purposes and must be approved by an authorized agency official. Travel comp time is credited when approved work travel takes place outside regular working hours. Employees must comply with their agency's policies and procedures for scheduling and using travel comp time. Compensatory time off for travel is forfeited if not used within one year of when the time was earned.

## ADVANCE SICK LEAVE

While sick leave may be advanced, the amount of advanced sick leave may not exceed 240 hours at any time. To be eligible for advance sick leave, you must exhaust all available sick leave, and there must be a reasonable assurance you will return to duty and will work long enough to repay the advanced leave.

## ADOPTION-RELATED PURPOSES

An employee may use sick leave for purposes related to the adoption of a child. The agency may advance up to 30 days of sick leave for adoption-related purposes.

## BONE MARROW OR ORGAN DONORS

Federal employees electing to serve as bone marrow or organ donors are authorized additional paid leave off from duty. Please contact your servicing Total Force Strategy and Management Department / HRO for additional guidance.

## EXCUSED ABSENCES

An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. There must be legal or regulatory authority for absence from duty during the basic workweek. The following are examples of appropriate situations to grant excused absence:

### TARDINESS AND BRIEF ABSENCES

Infrequent tardiness or brief absences of less than one hour may be excused by your immediate supervisor.

### REGISTRATION AND VOTING

You may be excused for a reasonable time, when practicable to do so without seriously interfering with operations, to vote or register in any elections or referenda on civic matters in your community. In areas where polls are not open at least three hours, either before or after your regular hours of work, an amount of excused time will be granted that will permit you to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.

### BLOOD DONATION

If you donate blood, you may be granted excused absence to cover travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover you if you give blood for your own use or receive compensation for giving blood.

## **EMPLOYMENT INTERVIEWS**

If you are competing for a position within the Department of Defense, you may be granted excused absence for merit placement interviews. This provision does not cover travel time for job searches and interviews outside the commuting area.

## **COUNSELING**

Excused absence may be granted to permit you to attend the initial counseling session resulting from a self-referral under the Civilian Employee Assistance Program (CEAP). You may elect to use sick leave, annual leave, or leave without pay for subsequent visits.

## **PHYSICAL EXAMINATIONS FOR ENLISTMENT OR INDUCTION**

You may be granted excused absence to undergo medical examinations required by appropriate military authorities for enlistment or induction into the United States Armed Forces. This provision does not cover travel time outside the commuting area or situations in which you receive military compensation; may use military leave; or undergo additional tests, examinations, or treatment for conditions discovered or suspected as a result of the examinations.

## **ATTENDANCE AT CONFERENCES OR CONVENTIONS**

You may be granted excused absence to attend conferences or conventions of professional organizations when it is determined attendance will serve the interests of the government. Such excusals are limited to five workdays per calendar year and should be limited to those employees who officially represent the organization or participate in the program attending or participating in the conference or convention. Excusal is not authorized for attendance at conferences or conventions of political parties or partisan political groups. Excused absence to attend union-sponsored training or conventions is governed by terms of the applicable collective bargaining agreement.

# TRAINING AND CAREER DEVELOPMENT

## GENERAL INFORMATION

### THE CAREER DEVELOPMENT OFFICE'S KNOWLEDGE MANAGEMENT PORTAL

Take charge of your career by visiting the Knowledge Management Portal for information about required training, acquisition position requirements and certification, mentoring, internal and external developmental programs, and rotational assignments:

<https://myteam.navair.navy.mil/KM/73/CareerDevelopment>

You will also find links to training points of contact.

While you're exploring the Career Development portal, visit the Leadership Learning Portal, view the "getting started" video, then create your individual development plan (IDP), and share it with your supervisor:

<https://myteam.navair.navy.mil/KM/73/IDP/SitePages/default.aspx>

### ***NAVAIR Career Guidebook***

The NAVAIR Career Guidebook provides an overview of the NAVAIR organization, including knowledge, skills, and abilities aligned to mission critical requirements. Additionally, the guidebook offers required and suggested training, formal and informal developmental opportunities, and rotational assignments for consideration. Some individuals may experience a career progression that slightly differs from the path depicted in the guidebook. Therefore, the guidebook should not be used for classification, incentive pay, or performance rating purposes. However, the guidebook will promote and foster high performance at all levels by emphasizing a renewed focus on employee training and development.

To access the guidebook, visit: [https://myteam.navair.navy.mil/KM/73/navair\\_career\\_guidebook](https://myteam.navair.navy.mil/KM/73/navair_career_guidebook) or download the app from the NAVAIR Mobile App Store at: <https://appstorer.navair.navy.mil/#/>.

### ***Mandatory Training***

Certain training is REQUIRED for all NAVAIR employees. The training requirements generally originate from the Office of Personnel Management, Department of Defense, and the Department of the Navy, and courses must be completed within established timeframes. Watch for announcements throughout the year. Information about mandatory training and points of contact is available at:

<https://myteam.navair.navy.mil/KM/73/novt/Pages/MandatoryTraining.aspx>

### ***NAVAIR University (NAVAIRU)***

NAVAIRU offers a single interface for training and employee development and includes more than 2,500 courses and events for all NAVAIR employees. The university is comprised of eight functionally-aligned colleges and one enterprise-aligned college.

Regardless of your professional background, we encourage students to enroll in courses within any of the nine NAVAIRU colleges, if you meet the prerequisites. This type of cross-training helps you build on the skills and knowledge required to do your job at NAVAIR. Additionally, the acquisition workforce can access an array of courses with associated continuous learning points to assist with certification requirements.

The NAVAIRU website provides a one-stop shopping experience, where you can explore courses at each college, register for classes and events, and track what you've completed or need to complete. The website is accessible to all CAC holders and must be accessed from an NMCI computer.

Explore the NAVAIRU website and take advantage of the myriad learning and developmental opportunities available at: <https://navairu.navair.navy.mil>.

## LEADERSHIP DEVELOPMENT PROGRAMS

### GENERAL INFORMATION

There are many methods to acquire and master leadership skills and grow and develop your career. NAVAIR sponsors several formal leadership development programs, offers tools and resources to plan your career path, a mentoring program, and more:

<https://myteam2.navair.navy.mil/KM/73/CareerDevelopment/Pages/DevProgramsOpportunities.aspx>

### THE JOURNEY LEADERSHIP DEVELOPMENT PROGRAM (JLDP)

JLDP is a competitive Command-wide two-year program for both civilian and military personnel who are at the journeyman level of their careers. JLDP helps participants enhance their productivity skills, develop a more robust personal network, increase their organizational knowledge, and gain opportunities for professional growth and advancement.

JLDP focuses on developing the competencies of “Leading Self” and “Leading Team/Projects,” as per the Department of Defense Instruction 1430.16: Growing Civilian Leaders. Participants attend four semiannual core leadership courses in their region. They also complete initiative-based developmental activities, such as job shadowing assignments, senior leader interviews, diversity and leadership events, professional reading, and networking.

#### **JLDP ELIGIBILITY CRITERIA:**

Based on current full-time civilian or military status:

- Civilian: GS 9-13 or other pay systems (e.g., STRL, FWS, AcqDemo, DPMAP, etc.) with salary equivalent from GS 9/4 to less than GS 14/4
- Military: O-1 to O-3; E-4 to E-6

**\*\*NOTE:** You must be on permanent NAVAIR rolls to be eligible to apply.

For more information on JLDP visit <https://myteam.navair.navy.mil/KM/73/jldp> or contact your local JLDP site POC.

### THE NAVAIR LEADERSHIP DEVELOPMENT PROGRAM (NLDP)

NLDP is also a competitive program designed for high performing mid- to senior-grade level NAVAIR workforce members who have demonstrated potential to fully develop their leadership, management, and productivity improvement skills. NLDP focuses on the “Lead People” and “Lead the Organization” competencies of the Department of Defense Instruction 1430.16: Growing Civilian Leaders. The NLDP is intended to give participants the opportunity to broaden their knowledge of the organization’s initiatives and to establish valuable networks with peers and senior leaders across the Command and throughout the Navy and Department of Defense (DoD).

Participants will spend three to five years taking five core leadership courses held throughout the NAVAIR enterprise, complete a six-month job rotational assignment, complete initiative-based developmental activities, such as job shadowing assignments and mentoring, attend diversity and leadership events, and engage in professional reading and networking.

The program provides a systematic and logical approach to clarifying your career goals. It broadens participants' "world view," sharpens networking skills, teaches current management and leadership philosophies, and provides real-time project experience that will foster creativity and benefit the way we do business.

### **NLDP ELIGIBILITY CRITERIA:**

Based on current full-time civilian or military status:

- Supervisory civilians GS-12 (GS-12 step 4 equivalent for other pay bands, i.e., STRL/FWS) who have graduated from the Journey Leadership Development Program (JLDP)
- Civilian GS 13-15 or other pay systems (e.g., STRL, FWS, AcqDemo, DPMAP, etc.) with salary equivalent from GS 13/4
- Military E-7 to E-9, CWO2 to CWO5, and O-4 and above

\*\*NOTE: You must be on permanent NAVAIR rolls to be eligible to apply.

For more information on NLDP visit <https://myteam2.navair.navy.mil/KM/73/nldp> or contact your local NLDP site POC.

## **EXTERNAL DEVELOPMENT PROGRAMS**

NAVAIR also supports numerous external development programs aimed at developing Department of Defense employees at all levels of their careers. Each program differs in its goals, participant eligibility, and requirements for the application and attendance; for more information visit <https://myteam2.navair.navy.mil/KM/73/external/Pages/Home.aspx>.

## **COMMANDER, FLEET READINESS CENTERS (COMFRC) NATIONAL APPRENTICESHIP PROGRAM**

This program helps develop Department of Labor (DoL) and Department of Navy (DoN) certified journey-level workers to support the COMFRC's mission.

The goal is to produce skilled tradespersons capable of filling key artisan, managerial, and supervisory positions in our FRC's future.

This program will best help the Command keep pace with attrition for the most populous skill sets at the FRC sites. It will also give new personnel a clear path of training requirements and performance expectations by incorporating accredited academic instruction, trade theory instruction, and on-the-job learning for job skill acquisition. After completing the four-year program successfully, participants will be DoL / DoN-certified skilled personnel equipped with the necessary skills to be highly productive.

## NAVAIR ROTATIONAL ASSIGNMENT PROGRAM (NRAP)

NRAP helps employees use their talents across multiple work environments and learn how NAVAIR communities work together to support the warfighter. Rotational assignments also allow employees to attain cross-functional technical and leadership skills.

Rotational assignments are advertised through the Developmental Assignment Registry (DAR). The DAR is available to all NAVAIR civil service employees. Supervisors can add developmental assignments, and employees looking for an assignment can search for and apply to assignments that interest them. DAR guidelines and frequently asked questions (FAQs) have been developed to provide guidance and answer common questions about developmental assignments. Site points of contact (POCs) can assist you when adding or applying for an assignment.

To access the DAR, go to <https://myteam.navair.navy.mil/corpapps/dar/default.aspx>.

## MENTORING PROGRAM

The objective of the NAVAIR Mentoring Program is to provide the workforce with the opportunity for personal growth, professional development, and the transfer of knowledge and expertise through mentoring relationships. Mentoring can increase productivity, improve morale, and increase organizational communication within the Command. It also supports the CNO's goals of developing the workforce to better serve the naval mission, improve retention, enhance quality of work life, and help employees develop a broader understanding of NAVAIR's mission and tenets. All NAVAIR employees (civil service, military, and CSS) are eligible to participate in this program. Learn more by visiting the Mentoring Knowledge Management Portal (KMP) at:

<https://myteam.navair.navy.mil/KM/73/mentoring/Pages/Home.aspx>.

NAVAIR's Mentoring Program features:

- On-site representatives / points of contacts
- Dedicated program manager to ensure continuous improvement and dedicated support
- Support from the NAVAIR Commanding Officer and all levels of management and supervisors

Once you are familiar with the Mentoring Program, explore the iMentor tool. iMentor allows you to register as a mentor, mentee, or both; select information pertaining to the goals, expertise, and skills a mentor has to share, or that a mentee is looking for; and lets you either browse all the registered mentors in the database or use a matching function where iMentor preliminarily matches mentors and mentees, based on their goals, expertise, and skills.

## CONTINUING EDUCATION

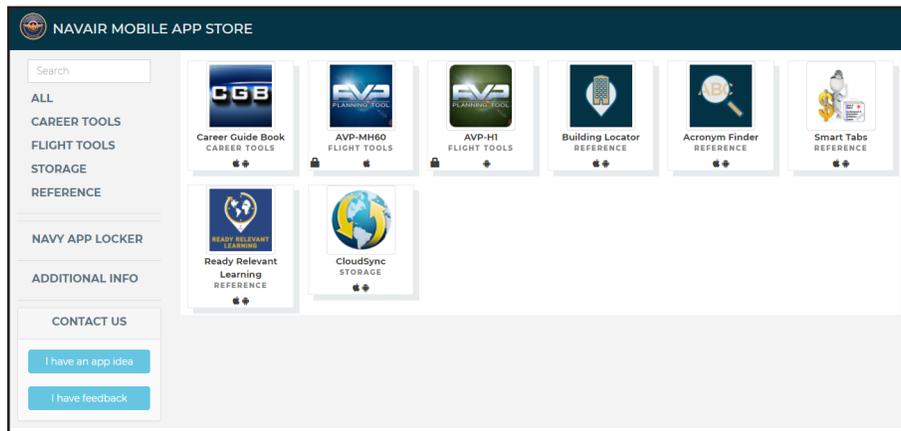
Employees are encouraged to increase their knowledge, skills, and abilities to serve NAVAIR's mission. Formal education or training events and experiential learning opportunities are available. Mission-related training events (whether on-site training or college) can generally be funded with government funds. Employees should discuss training requirements with their supervisors, to ensure training funds are available, before registering for any training event.

Individuals assigned to acquisition positions must earn 80 hours of continuous learning every two years. Since the process for requesting and paying for training varies from site to site, consult your supervisor or site training lead for the appropriate process at your location.

# NAVAIR MOBILE APP STORE

The **NAVAIR Mobile App Store** contains the ever-growing list of mobile apps available to the NAVAIR community for both Apple and Android devices. Current available apps support career tools, flight tools, storage, and reference. More are in development!

<https://appstorer.navair.navy.mil/#/>



## *APP Examples:*



**NAVAIR Building Locator** is the go-to mobile application to find where you need to go at any NAVAIR site. This application allows you to search any building number and gives you the ability to immediately navigate using iOS / Google Maps or email / text directions to a friend.



**NAVAIR Acronym Finder** gives you a quick way to look up NAVAIR acronyms used in your day-to-day work environment. You can filter down to a particular source of an acronym list to make searching more precise and relevant.