

# **NEW EMPLOYEE HANDBOOK**



## **Carderock Division**

Welcome to the Naval Surface Warfare Center, Carderock Division. This handbook is a general reference tool for the policies, procedures, rules and regulations that affect your employment and the programs and services available to you as a Federal employee. Links are presented throughout the handbook so that you may access additional information on a particular topic. These links, in addition to your supervisor, administrative officer, Human Resources Office, mentor and co-workers will be valuable resources for you in navigating your Federal career.

We wish you every success in your new career and look forward to providing you with effective and efficient personnel service.

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## GENERAL NAVY INFORMATION

The following chart presents an overview of the organization of the Department of the Navy. The U.S. Navy was founded on 13 October 1775, and the Department of the Navy was established on 30 April 1798. The Department of the Navy has three principal components: The Navy Department, consisting of executive offices mostly in Washington, D.C.; the operating forces, including the Marine Corps, the reserve components, and, in time of war, the U.S. Coast Guard (in peace, a component of the Department of Homeland Security); and the shore establishment. The U.S. Navy currently has ~320,000 personnel on active duty, ~70,000 in the Navy Reserve, and a civilian workforce of over 200,000. It operates ~285 ships in the active service and more than 3,700 aircraft. The U.S. Navy is the largest in the world as its tonnage is greater than that of the next 13 largest navies combined.

Mission statement of the United States Navy: “The mission of the Navy is to maintain, train and equip combat-ready naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.”

### SHIPS AND SUBMARINES



#### CARRIERS (CVN)

Aircraft carriers are warships designed with the primary mission of deploying and recovering aircraft, and acting as a seagoing airbase. An example is the USS Enterprise (CVN-65), a 93,500 ton nuclear powered super carrier commissioned in 1961; it was the first nuclear powered aircraft carrier.



#### AMPHIBIOUS SHIPS (LHA, LHD, LSD, LPD, LCC)

Amphibious ships carry military personnel and supplies. They typically have capabilities that allow them to quickly deploy troops/supplies on shore.



#### CRUISERS (CG)

A cruiser is a large multi-mission warship capable of engaging multiple simultaneous targets and employed in force support or independent action. For most of the 20<sup>th</sup> century, cruisers were a navy’s long-range force projection weapons. The main role was to attack enemy merchant vessels. In the later 20<sup>th</sup> century, the decline of the battleship left the cruiser as the largest and

most powerful surface combatant. More recently, the primary role of the cruiser is to provide air defense.



### SUBMARINES (SSN, SSBN, SSGN)

A submarine is a watercraft capable of independent operation below the surface of the water. Subs are often referred to as boats instead of ships. Most large submarines comprise a cylindrical body with hemispherical ends and a vertical structure, usually located amidships, which houses communications and sensing devices as well as periscopes.



### DESTROYERS (DDG)

A destroyer is a fast and maneuverable yet long-endurance warship intended to escort larger vessels in a fleet to defend the fleet against smaller, short-range but powerful attackers.



### FRIGATES (FFG)

Frigates (according to the modern classification of U.S. navy warships) are ships smaller than destroyers. They are designed primarily to protect other ships (such as merchant convoys), and perform some Anti-Submarine Warfare duties.

### CARRIER STRIKE GROUP (CSG)

First, it is important to note that there really is no real definition of a strike group. Strike groups are formed and disestablished on an as-needed basis, and one may be different from another. However, they all are comprised of similar types of ships. Typically a carrier strike group might have:

- **A Carrier** – The carrier provides a wide range of options to the U.S. government from simply showing the flag to attacks on airborne, afloat and ashore targets. Because carriers operate in international waters, its aircraft do not need to secure landing rights on foreign soil. These ships also engage in sustained operations in support of other forces.
- **A Guided Missile Cruiser** – multi-mission surface combatant. Equipped with *Tomahawks* for long-range strike capability.
- **Two Guided Missile Destroyers** – multi-mission surface combatants, used primarily for anti-air warfare (AAW)
- **An Attack Submarine** – in a direct support role seeking out and destroying hostile surface ships and submarines
- **A Combined Ammunition, Oiler, And Supply Ship** – provides logistic support enabling the Navy's forward presence; on station, ready to respond

## CARRIER AIR WING (CVW)

The typical air wing aboard a U.S. Navy aircraft carrier usually contains four FA-18 squadrons, one S-3 squadron, one EA-6B squadron, one E-2C squadron, and one helicopter squadron.

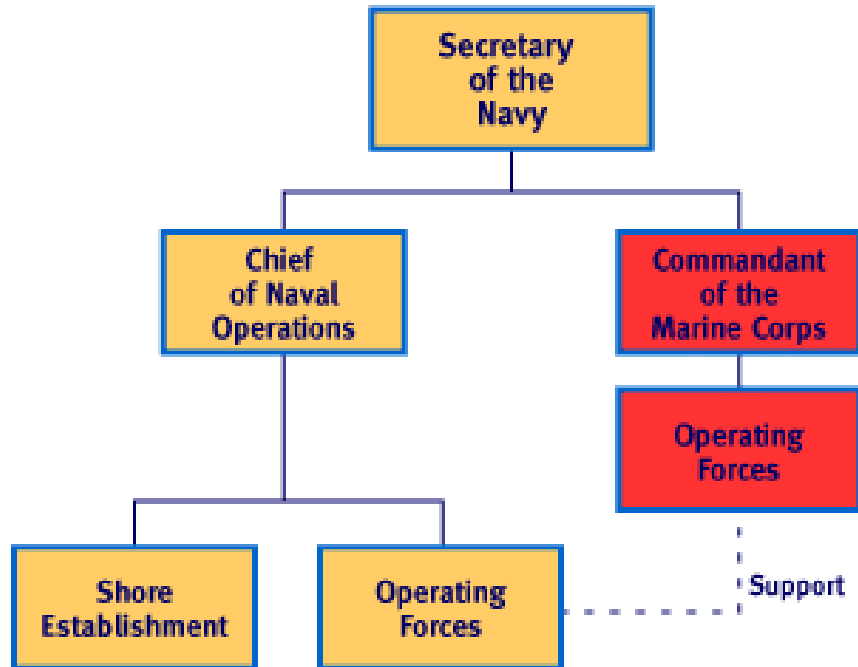
## EXPEDITIONARY STRIKE GROUP (ESG)

The Expeditionary Strike Group (ESG) centers on the flexibility and readiness of a combined expeditionary unit and an amphibious readiness group (ARG). The total ESG provides operational freedom and expanded warfare capabilities, not only by land with embarked Marines, but at sea, as well. The exact make-up of an Expeditionary Strike Group is in the process of being defined, but currently consists of:

- **An Amphibious Assault Ship** – Primary landing ships, resembling small aircraft carriers, designed to put troops on hostile shores. In a secondary role, using AV-8B *Harrier* aircraft and anti-submarine warfare helicopters, these ships perform sea control and limited power projection missions.
- **An Amphibious Transport Dock Ship** – Warships that embark, transport, and land elements of a landing force for a variety of expeditionary warfare missions.
- **A Dock Landing Ship** – Dock Landing Ships support amphibious operations including landings via Landing Craft Air Cushion (LCAC), conventional landing craft and helicopters, onto hostile shores. The three classes of LSDs are the *Harpers Ferry* class, *Whidbey Island* class, and *Anchorage* class.
- **Guided Missile Cruiser** – multi-mission surface combatant. Equipped with *Tomahawks* for long-range strike capability.
- **Guided Missile Destroyer** – multi-mission surface combatant, used primarily for anti-air warfare (AAW)
- **Frigate** – primarily for anti-submarine warfare (ASW)
- **Attack Submarine** – in a direct support role seeking out and destroying hostile surface ships and submarines
- **A Marine Expeditionary Unit (Special Operations Capable)** – missions range from humanitarian assistance and disaster relief to major theater war
- **AV-8B Harrier II** – Attack and destroy surface targets under day and night visual conditions.
- **CH-53E Super Stallion helicopters** – Transportation of heavy equipment and supplies during the ship-to-shore movement of an amphibious assault and during subsequent operations ashore.
- **CH-46D Sea Knight helicopters** – Medium lift assault helicopter, primarily used to move cargo and troops.
- **AH-1W Super Cobra helicopters** – Provides fire support and fire support coordination to the landing force during amphibious assaults and subsequent operations ashore.

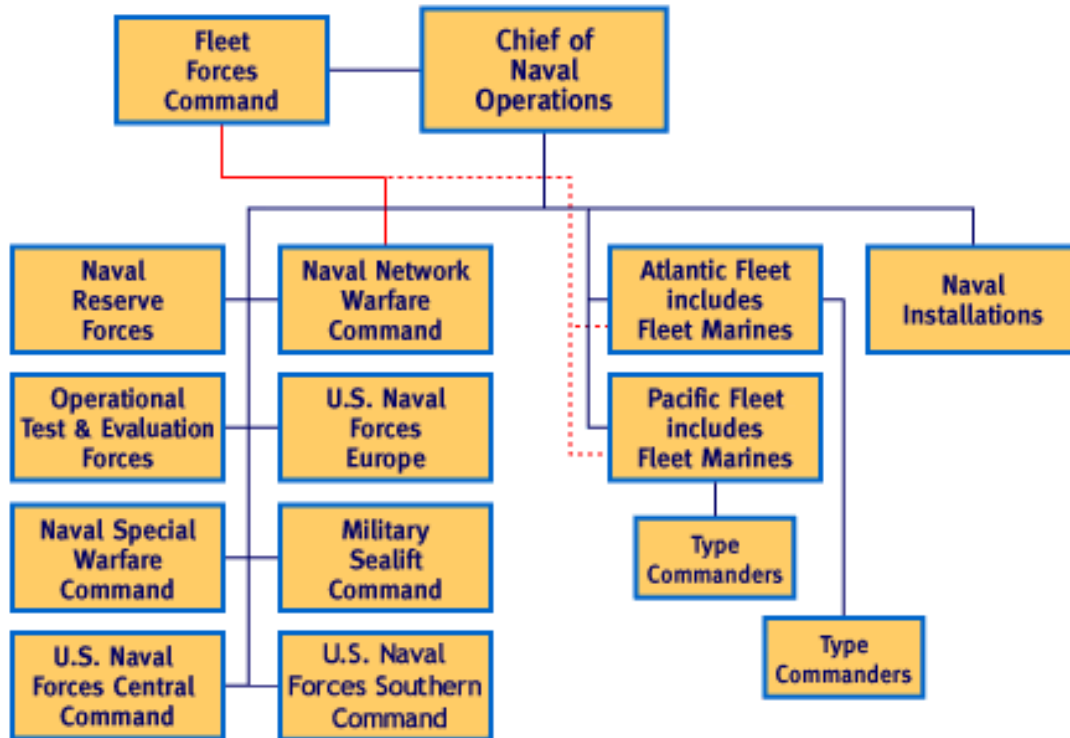
## NAVY STRUCTURE

The following chart presents an overview of the organization of the Department of the Navy. The dashed line marked "Support" indicates the cooperative support of the Navy-Marine Corps team. Each of the operating forces supports the other.



## THE OPERATING FORCES

The operating forces commanders and fleet commanders have a dual chain of command. Administratively, they report to the Chief of Naval Operations and provide, train, and equip naval forces. Operationally, they provide naval forces and report to the appropriate Unified Combatant Commanders. Commander Fleet Forces Command commands and controls fleet assets on both the Atlantic and Pacific coasts for interdeployment training cycle purposes. As units of the Navy enter the area of responsibility for a particular Navy area commander, they are operationally assigned to the appropriate numbered fleet. All Navy units also have an administrative chain of command with the various ships reporting to the appropriate Type Commander.



## U.S. NAVY COMMANDS

### U.S. NAVAL FORCES CENTRAL COMMAND (COMUSNAVCENT)

COMUSNAVCENT is the United States Navy element of United States Central Command (USCENTCOM). Its area of responsibility includes the Red Sea, Gulf of Oman, Persian Gulf, and Arabian Sea. It consists of the United States Fifth Fleet and several other subordinate task forces, including Combined Task Force 150, Combined Task Force 158 and others. COMUSNAVCENT units provide the ability to respond immediately to any emerging crisis, from peacekeeping and humanitarian missions to asserting necessary force in regional conflicts. Naval forces have been deployed to this region since the end of World War II.

### U.S. NAVAL FORCES EUROPE COMMAND (COMUSNAVEUR)

COMUSNAVEUR provides overall command, operational control, and coordination of U.S. Naval Forces in the European Command area of responsibility and provides forces for United States African Command. These areas include approximately half of the Atlantic Ocean, from the North Pole to Antarctica; as well as the Adriatic, Baltic, Barents, Black, Caspian, Mediterranean and North Seas. As the Navy component in Europe, COMUSNAVEUR, plans, conducts, and supports naval operations in the European theater during peacetime, contingencies, in general war and as tasked by Commander, U.S. European Command. With its headquarters now at Naval Support Activity Naples, Italy, COMUSNAVEUR directs all its naval operations

through Commander, U.S. Sixth Fleet based in Gaeta, Italy, and support activities ashore through Commander, Navy Region Europe, headquartered in Naples, Italy.

#### U.S. NAVAL FORCES SOUTHERN COMMAND (USNAVSO)

USNAVSO is the naval element of United States Southern Command (USSOUTHCOM). Its areas of operation include South America, Central America, the Caribbean and surrounding waters. Its headquarters are located at Naval Station Mayport, Florida. USNAVSO consists of the United States Fourth Fleet and several other subordinate task forces. USNAVSO's strategy focuses primarily upon cooperation with other nations and includes multi-national exercises, port visits, humanitarian missions, disaster relief, and counter-drug operations. USNAVSO is also involved in the annual UNITAS deployment in South America.

### TYPE COMMANDS

All ships are organized into categories by type. Aircraft carriers, aircraft squadrons, and air stations are under the administrative control of the appropriate Commander Naval Air Force. Submarines come under the Commander Submarine Force. All other ships fall under Commander Naval Surface Force. Also, you will note that the Atlantic and Pacific Fleets mirror one another. Normally, the type command controls the ship during its primary and intermediate training cycles and then it moves under the operational control of a fleet commander.

#### COMMANDER U.S. PACIFIC FLEET

U.S. Pacific Fleet protects and defends the collective maritime interests of the United States and its allies and partners in the Asia-Pacific region. In support of U.S. Pacific Command and with allies and partners, U.S. Pacific Fleet enhances stability, promotes maritime security and freedom of the seas, deters aggression and when necessary, fights to win.

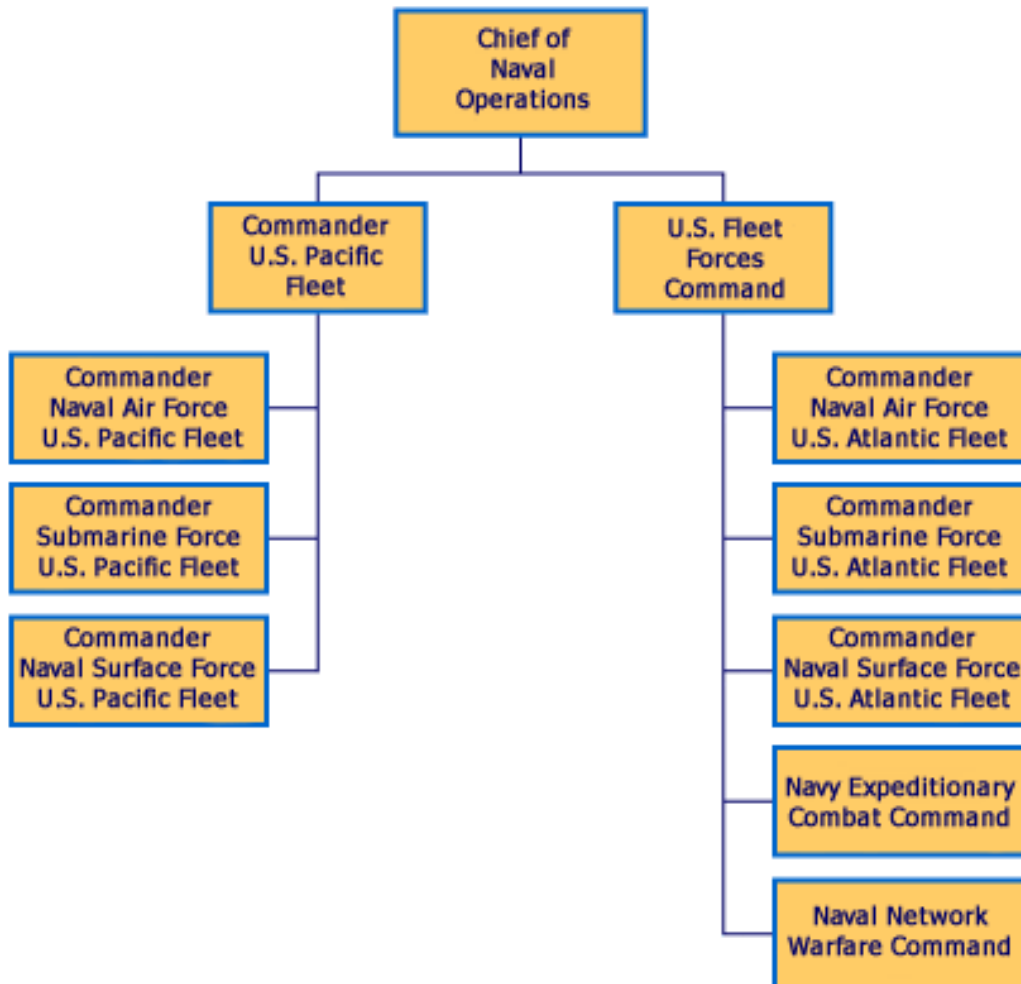
#### U.S. FLEET FORCES COMMAND

United States Fleet Forces Command supports both the Chief of Naval Operations and Combatant Commanders worldwide by providing responsive, relevant, sustainable Naval forces ready-for-tasking. The command provides operational and planning support to Combatant Commanders and integrated warfighter capability requirements to the CNO. Additionally, U.S. Fleet Forces Command serves as the CNO's designated Executive Agent for Anti-Terrorism/Force Protection (ATFP), Individual Augmentees (IA), and Sea Basing

In collaboration with U.S. Pacific Fleet, U.S. Fleet Forces Command organizes, mans, trains, maintains, and equips Navy forces, develops and submits budgets, and executes readiness and



personnel accounts to develop both required and sustainable levels of Fleet readiness. Additionally, the command serves as the unified voice for Fleet training requirements and policies to generate combat-ready Navy forces per the Fleet Response Plan using the Fleet Training Continuum (FTC).



## U.S. FLEETS

### SECOND FLEET

United States Second Fleet operates in the Atlantic Ocean from the North to South Pole, from the Eastern United States to Western Europe and Africa, and along both the eastern and western shores of Central and South America. Second Fleet is the sole numbered operational fleet within Fleet Forces Command, providing forces to Joint Forces Command (USJFCOM). Second Fleet is based in Norfolk, Virginia.

## THIRD FLEET

United States Third Fleet's jurisdiction is the Northern, Southern, and Eastern Pacific Ocean along with the West Coast of the United States. Normally, units assigned to Third Fleet undergo training cruises prior to deployment with either the Fifth Fleet or Seventh Fleet and are not intended for immediate use in battle. Only in the event of general war does Third Fleet participate in active combat operations. Forming part of the Pacific Fleet, Third Fleet is a part of Pacific Command (USPACOM) and is based in San Diego, California.

## FOURTH FLEET

The United States Fourth Fleet is a major command in the South Atlantic, operating as a component of the joint U.S. Southern Command and U.S. Fleet Forces Command. Fourth Fleet is based at Mayport Naval Station in Jacksonville, Florida and is responsible for U.S. Navy ships, aircraft and submarines operating in the Caribbean, and Atlantic and Pacific Oceans around Central and South America. The Fleet began operations again in the summer of 2008, but was not fully staffed until 2009, in keeping with a manpower study conducted by U.S. Fleet Forces Command. According to the United States Department of Defense, the Fourth Fleet's aim is to assist in narcotics interdiction efforts, humanitarian and goodwill interventions, and joint training with regional security partners.

## FIFTH FLEET

Fifth Fleet's area of responsibility is the Middle East, including the Persian Gulf, Red Sea, Gulf of Oman, and parts of the Indian Ocean. Consisting of around 25 ships, including a carrier strike group and an expeditionary strike group, Fifth Fleet is effectively fused with Naval Forces Central Command, which is the naval component of the larger Central Command (USCENTCOM). Fifth Fleet is headquartered at Manama, Bahrain.

## SIXTH FLEET

United States Sixth Fleet is deployed in the Mediterranean Sea and Black Sea, under the administrative direction of Naval Forces Europe (NAVEUR), and the operational command of European Command. Sixth Fleet is based in Naples, Italy and its flagship is USS *Mount Whitney* (LCC-20). Sixth Fleet also provides the Mt Whitney as an Afloat Command Platform for Naval Striking and Support Forces NATO, a Naples-based Maritime headquarters that serves as a deployable Maritime Component Commander as directed by Supreme Headquarters Allied Powers Europe (SHAPE).

## SEVENTH FLEET

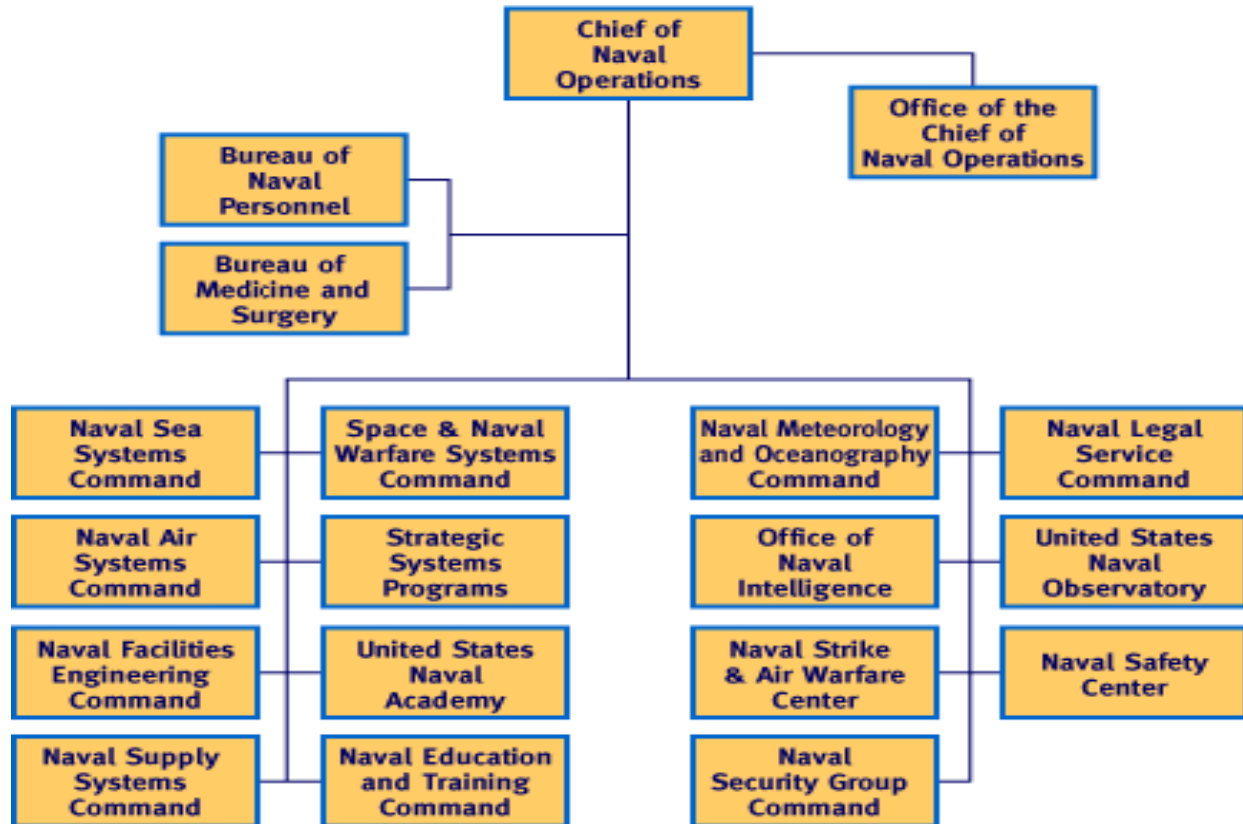
United States Seventh Fleet, the largest forward-deployed U.S. fleet, operates in the Western Pacific and the Indian Ocean, stretching to the Persian Gulf and including much of the east coast of Africa. It forms the fully combat ready part of the Pacific Fleet and provides naval units to the United States Pacific Command. At any given time, Seventh Fleet consists of 40-50 ships operating from bases in South Korea, Japan, and Guam. It is headquartered at Yokosuka, Kanagawa, Japan with USS *Blue Ridge* (LCC-19) as its flagship.

## TENTH FLEET

The Tenth Fleet has functional responsibility to achieve the integration and innovation necessary for warfighting superiority across the full spectrum of military operations in the maritime, cyberspace and information domains. Tenth Fleet has operational control of Navy cyber forces to execute the full spectrum of computer network operations, cyber warfare, electronic warfare, information operations and signal intelligence capabilities and missions across the cyber, electromagnetic and space domains. Tenth Fleet also partner with and support other fleet commanders to provide guidance and direction to ensure coordinated, synchronized and effective preventative and response capability in cyberspace. U.S. Fleet Cyber Command / U.S. Tenth Fleet is a subcomponent of U.S. Cyber Command.

## SHORE ESTABLISHMENTS

The shore establishment provides support to the operating forces (known as "the fleet") in the form of: facilities for the repair of machinery and electronics; communications centers; training areas and simulators; ship and aircraft repair; intelligence and meteorological support; storage areas for repair parts, fuel, and munitions; medical and dental facilities; and air bases.



## NAVAL SEA SYSTEMS COMMAND (NAVSEA)

The Naval Sea Systems Command is comprised of command staff, headquarters directorates, affiliated Program Executive Offices (PEOs) and numerous field activities. Together, we engineer, build, buy and maintain ships, submarines and combat systems that meet the Fleet's current and future operational requirements.

Naval Sea Systems Command (NAVSEA) is the largest of the Navy's five system commands. With a fiscal year budget of nearly \$30 billion, NAVSEA accounts for one quarter of the Navy's entire budget. With a force of 60,000 civilian, military and contract support personnel, NAVSEA engineers, builds, buys and maintains the Navy's ships and submarines and their combat systems. To accomplish this, NAVSEA manages 150 acquisition programs and manages foreign military sales cases that include billions of dollars in annual military sales to partner nations.

Today, the NAVSEA organization has 33 activities in 16 states. NAVSEA strives to be an efficient provider of defense resources for the nation, and it plays an important role in the Navy Enterprise. As a Provider Command, it has the responsibility of directing resource sponsors into

the proper mix of manpower and resources to properly equip the fleet. NAVSEA has the further responsibility of establishing and enforcing technical authority in combat system design and operation. These technical standards use the organization's technical expertise to ensure systems are engineered effectively, and that they operate safely and reliably.

NAVSEA has two warfare centers—the Naval Surface Warfare Center (NSWC) and the naval Undersea Warfare Center (NUWC). The warfare centers supply the technical operations, people, technology, engineering services and products needed to equip and support the fleet and meet the warfighter's needs. In addition, the warfare centers are the navy's principal research, development, test and evaluation (RDT&E), analysis and assessment activities for ship and submarine platform and machinery technology for surface combat systems, ordnance, mines, and strategic systems and products and support.

The Naval Surface Warfare Centers include:

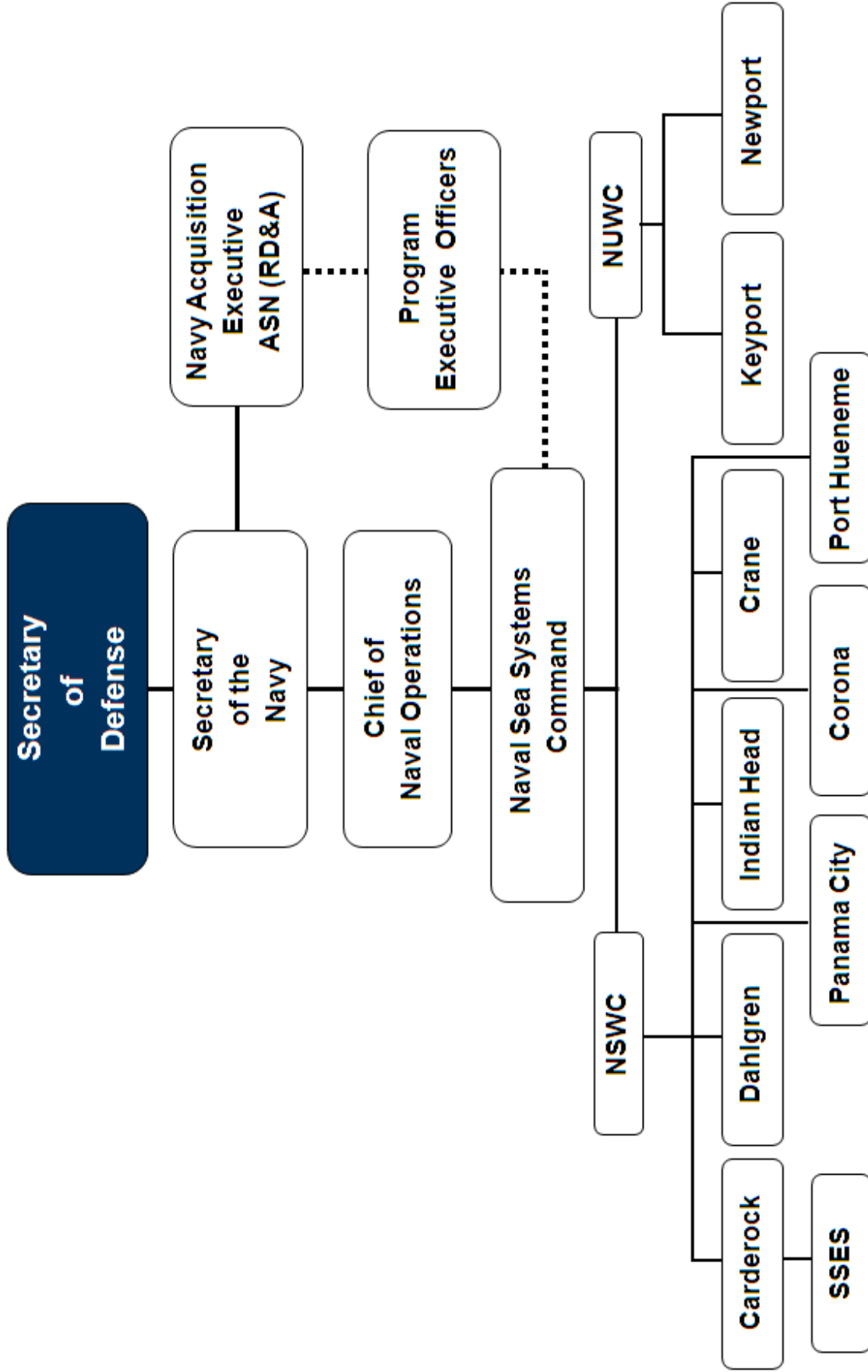
- Carderock Division (MD and PA)
- Corona Division (CA)
- Crane Division (IN)
- Dahlgren Division (VA)
- Indian Head Division (MD)
- Panama City Division (FL)
- Port Hueneme Division (CA)

The Naval Undersea Warfare Centers include:

- Keyport Division (WA)
- Newport Division (RI)

Naval Shipyards perform logistic support and work in connection with ship construction, conversion, overhaul, repair, alternation, dry docking, outfitting, manufacturing research, re-development and test work. Under the NAVSEA's "One Shipyard" concept, the naval shipyards level the workload and mobilize the work force across the yards to best ready the Fleet and stabilize a vital industrial base for our nation's defense. The Naval Shipyards include:

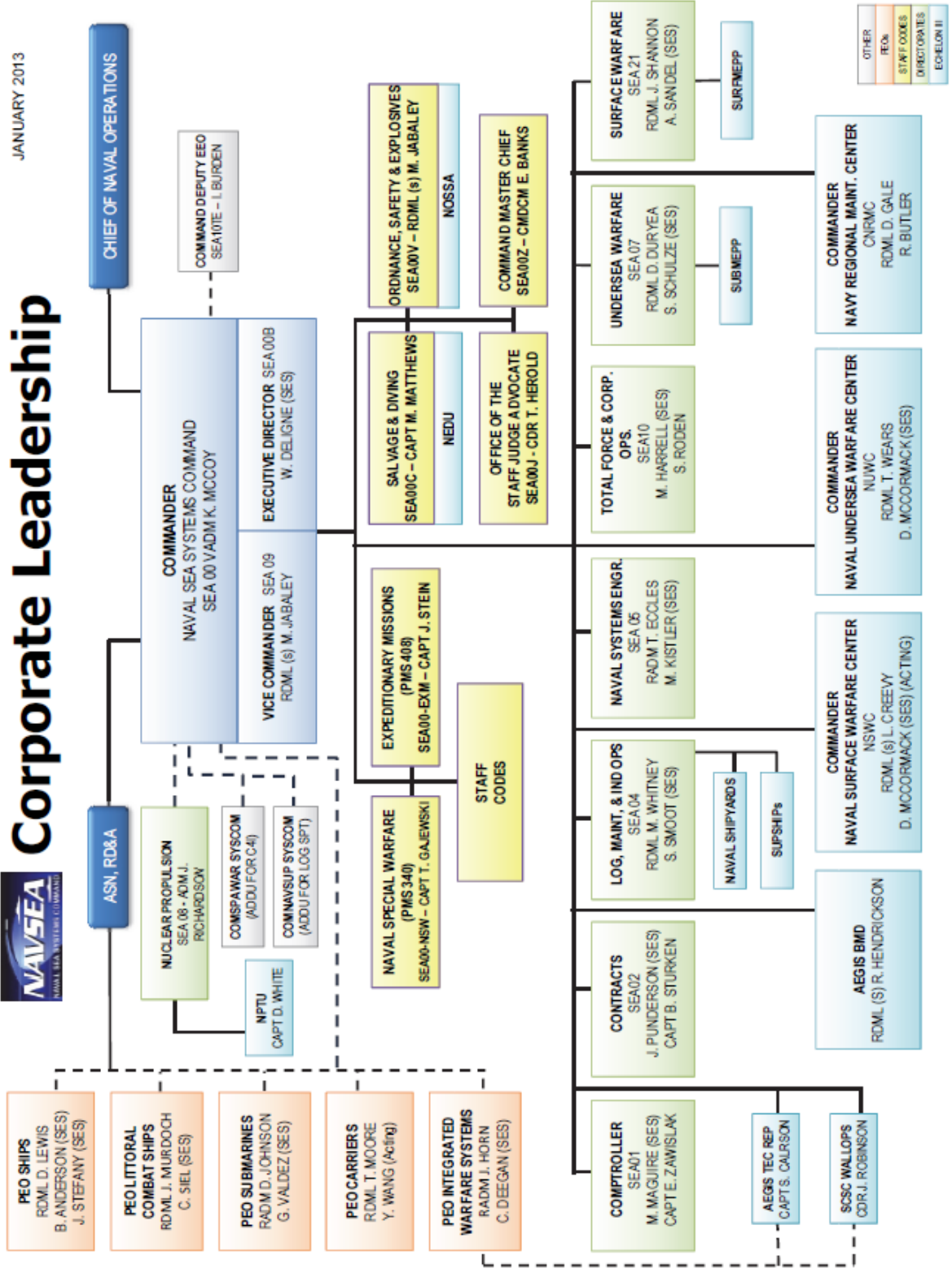
- Norfolk Naval Shipyard (VA)
- Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (HI)
- Portsmouth Naval Shipyard (ME)
- Puget Sound Naval Shipyard and Intermediate Maintenance Facility (WA)





# Corporate Leadership

JANUARY 2013



## MILITARY RANK AND INSIGNIA

Personnel in the military are grouped into two basic categories; Commissioned Officers and enlisted personnel. Commissioned officers hold ranks from Ensign (O-1) up to Admiral (O-7 to O-10) as well as the Warrant ranks (CW02-CW05). Enlisted personnel hold ranks from Seamen recruit (E-1) up to Master Chief Petty Officer (E-9). Navy commissioned officers wear their rank devices in different places on their uniforms, depending upon the uniform.

The following are the three types of uniforms worn by the Navy and the situations they are worn:

**DRESS UNIFORMS** - Formal occasions and ceremonies.

**SERVICE UNIFORMS** - Office environments and positions that interact with the public as well as watch situation.

**WORKING UNIFORMS** - Worn at sea and industrial environments ashore.

Some common uniforms and the type of rank devices are detailed as follows:

**KHAKIS** - There is a Service Khaki and a Working Khaki but they are primarily worn by Officers and Chief Petty Officers. Rank devices are pinned on the collar.

**WHITES** - There is a Dress White and a Service Summer White. Officers wear shoulder boards with this uniform, while chiefs wear metal insignias and junior enlisted wear rating badges.

**DRESS BLUES** - This is a Dress Uniform where the stripes are sewn on the lower sleeve.

**NAVY WORKING UNIFORMS (NWUs)** - This is a camouflage patterned uniform with varying shades of blue and gray. This uniform was recently introduced into the Navy and it is intended for shipboard use.

**UTILITIES** - This is a working Uniform that consists of a light blue shirt and navy blue trousers.






















The collar devices are also worn on the right side of the garrison cap (a miniature officer's crest is worn on the left) and slightly larger devices are worn on the epaulets of the raincoat and working jacket.

The primary uniform of an enlisted sailor depends on their rank. The Seamen and Petty Officer ranks (E-1 through E-6) primarily wear the Utilities Uniform consisting of blue trousers, a light blue button shirt and baseball cap with their ship's name on it. The rank can be seen on the sleeve of the shirt. Blue coveralls are also worn in potentially dirty situations.

The military rank names listed below are specific to the Navy; the Army, Air Force, and Marines have different names for their ranks.



# NAVY OFFICER RANKS AND GS EQUIVALENTS

O1 (GS 7)	O2 (GS 8, 9)	O3 (GS 10, 11)	O4 (GS 12)	O5 (GS 13, 14)	O6 (GS 15)
Ensign ENS	Lieutenant Junior Grade LTJG	Lieutenant LT	Lieutenant Commander LCDR	Commander CDR	Captain CAPT
					
O7 (SES, GS 16, 17, 18)	O8 (SES, GS 16,17,18)	O9 (SES)	O10	If you see one, be amazed.	
Rear Admiral - Lower RDML	Rear Admiral - Upper RADM	Vice Admiral VADM	Admiral ADM	Fleet Admiral (Reserved for wartime only)	
					
E2 (GS 1, 2, 3)	E3 (GS 1, 2, 3)	E4 (GS 4)	E5 (GS 4)	E6 (GS 5)	
Seaman Apprentice	Seaman	Petty Officer Third Class	Petty Officer Second Class	Petty Officer First Class	
					
E7 (GS 6)	E8 (GS 6)		E9 (GS 6)		
Chief Petty Officer	Senior Chief Petty Officer	Master Chief Petty Officer	Fleet/Command Master Chief Petty Officer	Master Chief Petty Officer of the Navy	
					

## SHIP WORK BREAKDOWN STRUCTURE (SWBS)

The Ship Work Breakdown Structure (SBWS) is the Navy Standard structure used to cost, design, and understand a ship. Note that combat systems, mission packages, and even industry often use different structures. For the SWBS breakdown, a reference to a car is made where applicable. Keep in mind the way you break down a car's components will be completely different than the manufacturer, repair man, or outside user. Typically, you see the car as steering wheel, gas, brake, and accessories. The manufacturer will typically break the car down into its production line assembly – so there is stage one assembly, stage 2, stage 3, and so on. The repair shop will typically view your car as a hierarchy of functional components. For example, you need (what you break the car down as) a new side mirror. The repair person cannot simply purchase a new mirror as it also has an electronic motor that connects to the battery and to your arm rest, thus allowing you to adjust the mirror. For the repair person, your mirror is a complex subassembly that reaches into the depth of the car. It is important to understand that the breakdown we typically use is not universal and you must be careful when working with other groups, because there is a potential to double count or omit items depending on how each group buckets them.

Further, there are many other aspects to a ship outside of SWBS – crew, operating and support costs, training, technical packages, and so on. Provided below is a general breakdown of SWBS, which do not include these other elements. There are more detailed SWBS dictionaries available that provide much greater detail and understanding of a ship, combat system, or mission package.

### 100 – GENERAL HULL STRUCTURE

The general hull structure is the backbone of the ship. It provides the shell for which the rest of the ship fits into. This is similar to the body of a car – the steel frame, supports, and plastic outer covering.

### 200 – PROPULSION PLANT

The propulsion plant is what makes the ship “go”. It can be a conventional combustion engine, nuclear propulsion, or a combination of multiple systems. This is similar to the engine in a car.

### 300 – GENERAL ELECTRIC PLANT

The electric plant provides power to all the systems operating in the ship. This includes lighting, air conditioning, combat systems, and backup generators. This is similar to the battery and alternator in a car.

#### 400 – COMMAND AND SURVEILLANCE

The Command and Surveillance group is what keeps the ship in contact with the rest of the world. It provides satellite, radar, and sonar interfaces to keep the ship updated on what is going on in its surroundings. It allows communication both within the ship and to outside sources. This is similar to a GPS, cell phone, reverse sensors, and windshield in a car.

#### 500 – AUXILIARY SYSTEM

The auxiliary system provides air conditioning, fresh water, heat, fuel and lubrication, and ship control. Note that many of these systems are more extensive than providing comfort to the crew as many of the ship systems in group 400 are extremely sensitive to heat and outside conditions. This is similar to the air conditioning, cooling system, heater, and steering wheel of a car.

#### 600 – OUTFIT AND FURNISHINGS

Outfit and furnishings provide paint, living spaces, working spaces, stowage, and special purpose areas of a ship. Ships can be at sea for extended periods of time. As such, they must be essentially self sufficient for such long periods. This is similar to the cabin of a car including the seats, arm rests, cup holders, TVs, and other amenities in a car.

#### 700 – ARMAMENT

Armament includes all the systems that provide offensive and defensive capabilities in a ship. This includes guns, missiles, rockets, depth charges, mines, and special purpose systems. The cars with missiles that James Bond always seems to have are a good comparison. In the real world, not many current cars have a parallel to group 700.

#### 800 – INTEGRATION AND ENGINEERING

Group 800 and 900 are slightly different than groups 100-700 as they are not typically part of a ship. Group 800 includes elements like ship drawings, 3D models, quality assurance, certification standards, facilities, and training. This is similar to state inspections, schematics, driver training, and other support efforts that guarantee a car is safe to operate and operated correctly.

#### 900 – SHIP ASSEMBLY AND SUPPORT SERVICES

Group 900 includes all the efforts dockside that are required to build a ship and ensure it is sea worthy. This includes scaffolding to help build, insurance, launching a ship, sea trials, and other elements. This is similar to the car construction plant and driver insurance in a car.

OFFICIAL U.S. MILITARY ALPHABET CODE

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

# NAVAL SURFACE WARFARE CENTER

## CARDEROCK DIVISION (NSWCCD)

The Carderock Division consists of approximately 3,500 scientists, engineers and support personnel working in more than 40 disciplines ranging from fundamental science to applied/in—service engineering. We are the Navy's experts for maritime technology. Headquartered in West Bethesda, Maryland, the Division houses world-class facilities and laboratories. A major operating site in Philadelphia is recognized as the center for naval machinery. The Division also conducts research and development at several remote sites across the country.

As a major component of the Naval Sea Systems Command, the Carderock Division provides cradle-to-grave support for its technical products over an enormous range of scientific areas related to surface and undersea platforms. The Division addresses the full spectrum of applied maritime science and technology, from the theoretical and conceptual beginnings, through design and acquisition, to implementation and follow-on engineering. This includes all technical aspects of improving the performance of ships, submarines, military water craft, and unmanned vehicles, as well as research for military logistics systems. In addition, the Division is uniquely chartered by Congress to support America's maritime industry.

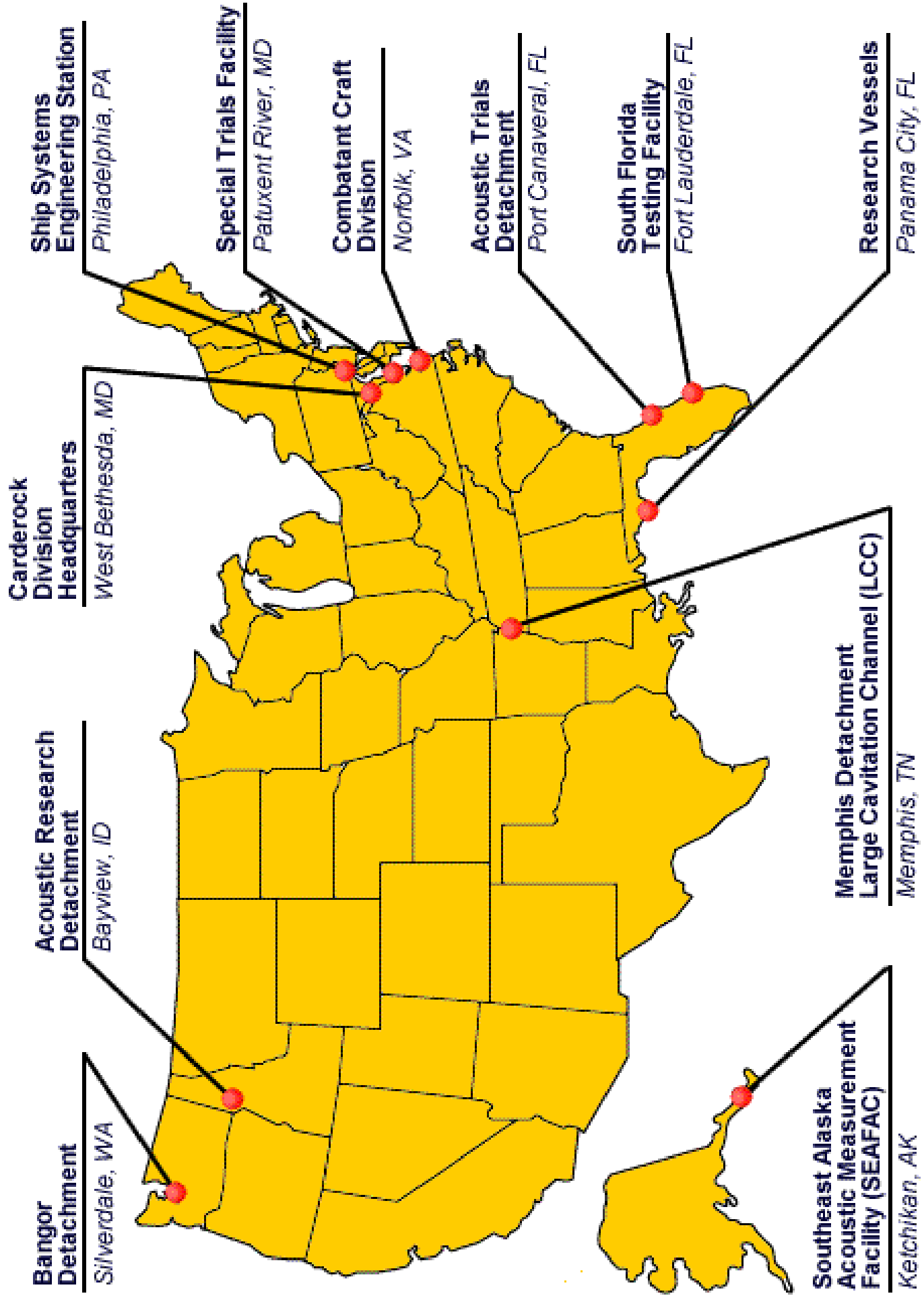
**Mission:** Provide research, development, test and evaluation, analysis, acquisition support, in-service engineering, logistics and integration of surface and undersea vehicles and associated systems. Develop and apply science and technology associated with naval architecture and marine engineering, and provide support to the maritime industry.

**Vision:** Our Vision is to be the worldwide technical leader for naval architecture and marine engineering.

**Value Statement:** We are the Navy's principal provider of Hull, Mechanical and Electrical expertise. We deliver Naval Architecture and Marine Engineering technical solutions to develop, build and maintain a dominant, ready and affordable Fleet.

The NSWC Carderock Division encompasses the following installations in the U.S.:

- Carderock Division Headquarters (West Bethesda, MD)
- Ship Systems Engineering Station (Philadelphia, PA)
- Combatant Craft Division (Norfolk, VA)
- Puget Sound Detachment (Silverdale, WA)
- Acoustic Research Detachment (Bayview, ID)
- Special Trials Facility (Patuxent River, MD)
- Acoustic Trials Detachment (Cape Canaveral, FL)
- South Florida Testing Facility (Fort Lauderdale, FL)
- Research Vessels (Panama City, FL)
- Large Cavitation Channel (Memphis, TN)



## NAVY WORKING CAPITAL FUND

The Naval Surface Warfare Center (which includes Carderock Division) is a Navy Working Capital Fund (NWCF). A NWCF is comprised of activities, or business areas, that provide goods and/or services that support the missions and objectives of the Department of the Navy (DON), and the Department of Defense (DoD), and operate under business financial management principles in a buyer-and-seller approach. To be included in a Working Capital Fund, a business activity must meet four criteria:

- The business operations of the activity must produce identifiable outputs, either goods or services, which serve Military Department or Defense Agency requirements.
- The activity must have an accounting system capable of collecting the costs of production and assigning these costs to the appropriate outputs.
- The activity must be able to clearly identify its customers and to align its resources to best meet the requirements of these customers.
- The activity must have evaluated the advantages and disadvantages of the buyer-seller relationship and assessed the customer's ability to influence the activity's cost by changing demand.

## COMMAND PERSONNEL

### **Vice Admiral William H. Hilarides** **Commander, Naval Sea Systems Command**



Vice Admiral Hilarides became the 43rd Commander of Naval Sea Systems Command (NAVSEA) on June 7, 2013. As NAVSEA Commander, he oversees a global workforce of more than 56,000 military and civilian personnel responsible for the development, delivery and maintenance of the Navy's ships, submarines, and systems.

Raised in Chicago, Vice Admiral Hilarides graduated from the U.S. Naval Academy in 1981 with a Bachelor of Science degree in Physics. After graduation, he served as master of the Naval Academy Sailing Squadron sloop Avenger, competing in numerous offshore racing events.

Prior to command, he served at sea aboard USS Pargo (SSN 650), USS Gurnard (SSN 662) and USS Maryland (SSBN 738), deploying to the North Atlantic, Mediterranean, Arctic and Western Pacific, as well as conducting several strategic deterrent patrols. Ashore, he served on the staff of Commander Submarine Force, U.S. Atlantic Fleet; Bureau of Naval Personnel; Joint Staff; and the Staff of the Chief of Naval Operations.

Vice Admiral Hilarides commanded USS Key West (SSN 722) from May 1998 to November 2000 in Pearl Harbor. In command, he deployed to the Western Pacific and conducted a major shipyard maintenance period.

Since becoming an Acquisition Professional in 2002, he has served as Director, Advanced Submarine Research and Development, Program Manager of the SSGN Program and Program Executive Officer for Submarines, where he was responsible for all new construction submarine programs, along with the acquisition and life cycle maintenance of submarine weapons, countermeasures, sonar, combat control and imaging systems.

He holds a Master's Degree in Engineering Management from the Catholic University of America, completed the Air Force Command and Staff College, the MIT Seminar XXI Program in International Security Affairs, and numerous acquisition schools.

Vice Admiral Hilarides has received various personal and campaign awards, including the Distinguished Service Medal, the Defense Superior Service Medal, the Legion of Merit, and the Meritorious Unit Commendation.



## **Rear Admiral Lorin Selby** **Commander, Naval Surface Warfare Center**



Rear Admiral Lorin Selby was born in Baltimore, Maryland, and graduated from the University of Virginia in Dec. 1986 with a Bachelor of Science Degree in Nuclear Engineering and earned his commission through the Navy's ROTC program. He also holds a Master of Science and an Engineer's Degree in Nuclear Engineering from the Massachusetts Institute of Technology.

Selby assumed command of the Naval Surface Warfare Center (NSWC) in Oct. 2014. In this position, he is responsible for leading more than 16,000 scientists, engineers, technicians and support personnel, both civilian and active duty, within seven NSWC divisions located across the country. NSWC provides research, development, test, and evaluation for the future Navy as well as in-service engineering and logistics support for the operational fleet.

His shipboard tours include USS Puffer (SSN 652), USS Pogy (SSN 647), and USS Connecticut (SSN 22). From July 2004 to May 2007 he commanded USS Greenville (SSN 772) in Pearl Harbor, Hawaii. During these assignments, Selby conducted several deployments to the Western Pacific, Northern Pacific, Northern Atlantic and Arctic Oceans.

Ashore, Rear Adm. Selby's staff assignments include duty as a company officer and instructor at the U.S. Naval Academy, service as the deputy director of the Navy's liaison office to the U.S. House of Representatives, and duty as the Submarine Platforms and Strategic Programs branch head in the Submarine Warfare Directorate on the Navy Staff. Following selection as an acquisition professional, he served as a principal assistant program manager for the Advanced Undersea Systems Program Office (PMS 394), and assignment as the program manager for both the Submarine Imaging and Electronic Warfare Systems Program Office (PMS 435) and the Advanced Undersea Systems Program Office (PMS 394).

Rear Adm. Selby is authorized to wear the Legion of Merit (two awards), Meritorious Service Medal (four awards), the Navy and Marine Corps Commendation Medal (six awards) and the Navy and Marine Corps Achievement Medal (three awards) in addition to various unit awards.

## **Captain Richard Blank, USN Carderock Division Commanding Officer (Code 00)**



Captain Richard Blank assumed command of Naval Surface Warfare Center Carderock Division, July 2, 2013. He is the 36th Division Commander to lead the organization since its founding as the Experimental Model Basin in 1898. As the NSWC Carderock Division Commander, Captain Blank leads more than 3,000 employees who provide the Navy a broad range of technical support specializing in hull, mechanical and electrical engineering.

Captain Blank was born and raised in Connecticut. In 1987 he graduated from Worcester Polytechnic Institute with a Bachelor of Science Degree in Mechanical Engineering. He received his ROTC commission from the College of the Holy Cross in 1987. After commissioning he served aboard USS Suribachi (AE 21) as Auxiliary and Electrical Division Officer and later as STREAM (Replenishment at Sea) Division Officer. While aboard, he completed two deployments to the Mediterranean Sea and Indian Ocean and participated in Operation Desert Shield.

In September 1993, Captain Blank graduated from Naval Postgraduate School with a Masters of Science Degree in Mechanical Engineering. After completing Basic Diving and Salvage Officer School and Engineering Duty Officer School, he reported to Pearl Harbor Naval Shipyard in August 1994. He initially served as the Docking and Diving Officer and later as Deputy Business Operations Officer for Emergent Work.

In November 1997, Captain Blank reported to COMNAVSURFLANT as the Auxiliary Type Desk Officer. He later served as the LHA/LHD Type Desk Officer until October 2000. During this tour he assisted USS La Moure County (LST 1194) as a senior salvage engineer after her grounding in Chile.

From October 2000 to August 2003, he was assigned to NAVSEA 05 and was matrixed to PMS 500. He served as Deputy Ship Design Manager and then as Deputy for Test & Evaluation on the DD(X) Program.

In September 2003, Captain Blank reported to United States Special Operations Command (USSOCOM) serving as the Deputy Program Manager and Chief Engineer for the Combatant Craft Program Management Office. In 2007, he served an Individual Augmentee tour as an Engineering Planning Officer for the Combined Security Transition Command Afghanistan. He was then selected as the Program Executive Officer Maritime for USSOCOM, serving from February 2008 to June 2011.

In July 2011, Captain Blank returned to the Naval Systems Engineering Directorate (SEA05) and assumed duty as Technical Director for Surface Ship Design and Systems Engineering (SEA05D).

Captain Blank's personal decorations and awards include the Defense Superior Service Medal, Defense Meritorious Service Medal, Meritorious Service Medal, Navy Commendation Medal, and Navy Achievement Medal.

## **CAPTAIN COPPEANS**

### **NSWCCD-SSES Commanding Officer (Code 01)**



CAPT Coppeans was commissioned as an Ensign from the United States Naval Academy in 1990 with a Bachelor's Degree in Systems Engineering. Following his graduation, he reported to Pre-Commissioning Unit ARLEIGH BURKE (DDG-51) as part of the Plankowner crew. He served almost four years as Electronic Warfare Officer, Communications Officer, and Auxiliaries/Electrical Officer. During his time onboard, he earned his Surface Warfare, Anti-Submarine Warfare evaluator, and Engineering Officer of the Watch (EOOW) qualifications.

In 1994, CAPT Coppeans reported to Naval Postgraduate School in the Combat Systems Science and Technology curriculum. He graduated in December of 1996 with a Master's Degree in Physics. Exercising his Engineering Duty Officer option, CAPT Coppeans transitioned to the Engineering Duty Officer (EDO) at graduation and reported to the Ship Repair Facility (SRF) Detachment, Sasebo, Japan for his qualification tour. During that tour, he served as Ship Superintendent, Assistant Repair Officer, and CNO Availability Project Officer, and qualified as a Docking Officer and Engineering Duty Officer.

After Japan, CAPT Coppeans reported to USS KEARSARGE (LHD-3) as Combat Systems Officer. He served from January 2001 through February 2003, and deployed to the Mediterranean twice. CAPT Coppeans then reported to the LPD-17 Program Office (PMS 317) as the Requirements Officer. CAPT Coppeans was the primary interface to the OPNAV resource sponsor and worked a variety of issues dealing with LPD Combat Systems and C4I requirements, as well as initial planning of Shock Trials for LPD -19.

In 2005, CAPT Coppeans reported to the Chief of Naval Operations staff in the N810 branch as the Acquisition Section Head. His section processed all JCIDS requirements documents for the Navy. During that time, CAPT Coppeans spearheaded changes to the process which cut

document processing time by over 100 days. As well, he was instrumental in facilitating standing up of the Naval Capabilities Board (NCB) and Resources and Requirements Review Board (R3B). From there, CAPT Coppeans reported to Supervisor of Shipbuilding Detachment, Marinette Wisconsin as the Littoral Combat Ship (LCS-1) Program Manager's Representative. CAPT Coppeans supervised the construction of the first LCS from Launch to Delivery to Sailaway. In January 2009, CAPT Coppeans reported to the LCS Mission Module Program Office (PMS 420) as the Test and Evaluation Assistant Program Manager, and spearheaded testing of the first 30mm Gun Mission Module to support LCS-1 early deployment, as well as risk reduction end-to-end testing of the MCM Mission package in 2010.

In April 2011, CAPT Walt Coppeans was assigned to the Naval Systems Engineering Directorate as the Surface Ship Design and Systems Engineering, In-Service Ships, Deputy Division Director (SEA 05D5). In July 2013, CAPT Coppeans assumed command of the Naval Ship Systems Engineering Station, Naval Surface Warfare Center, Carderock Division, (NAVSSSES).

CAPT Coppeans personal decorations include the Meritorious Service Medal, Navy Commendation Medal, Navy Achievement Medal, and various unit awards and citations.

**Dr. Joseph T. (Tim) Arcano Jr.**  
**Carderock Division Technical Director (Code TD)**



Dr. Joseph T. (Tim) Arcano, Jr., a member of the Senior Executive Service since November 2011, was appointed as the Technical Director (TD) for Naval Surface Warfare Center (NSWC) Carderock Division in May 2013. As the NSWC Carderock Division TD, Dr. Arcano leads more than 3,000 employees who provide the Navy a broad range of technical support specializing in hull, mechanical and electrical engineering.

Prior to his assignment as the NSWC Carderock Division TD, Dr. Arcano served as the director of the National Oceanic and Atmospheric Administration (NOAA) Office of Ocean Exploration and Research (OER) from November 2011 to May 2013. In this capacity, he was responsible for advising NOAA and the U.S. Department of Commerce in the field of ocean exploration, research and advanced technology development.

Prior to his assignment at NOAA, he served as Corbin A. McNeill Endowed Chair in Naval Engineering at the U.S. Naval Academy, and as Deputy Chief of nuclear safety at the U.S. Department of Energy (DOE). He also served as Technical Director and Technical Authority (Ship Design Manager) for the VIRGINIA-class Submarine Program, as Technical Authority for advanced submarines at Naval Sea System Command (NAVSEA) and as a program manager on

technical staff at the Defense Nuclear Facilities Safety Board. For the National Science Foundation, he served as a member of the Replacement Human Occupied Vehicle (HOV) Oversight Committee, overseeing the development of the replacement for the HOV ALVIN.

Dr. Arcano served for 30 years of active and Reserve commissioned service in the Navy as an engineering duty officer qualified in submarines, as a salvage diving officer and as an acquisition professional. Active duty tours included serving as the senior ship superintendent for the last overhaul of USS Gato (SSN 615) at Portsmouth Naval Shipyard and ship design manager for the conversion of USS Memphis (SSN 691) as the Navy's research and development submarine. He also commanded five reserve units including: a Joint Reserve Unit for the Director, Defense Research and Engineering and a Navy Reserve Unit for Director of Ocean Engineering, Supervisor of Salvage and Diving, USN. He retired as a Navy captain.

He earned a Bachelor of Science degree in ocean engineering from the U. S. Naval Academy, a Master of Science degree in mechanical engineering and an Ocean Engineer degree from the Massachusetts Institute of Technology; a Master of Science degree in national resource strategy from the National Defense University Industrial College of the Armed Forces; and a Ph.D. in civil and environmental engineering from the University of Maryland. He is a graduate of the Harvard University John F. Kennedy School of Government Senior Executive Fellows Program and a member of the Tau Beta Pi Engineering Honor Society, the Sigma Xi Scientific Research Society and the Phi Kappa Phi honor society. He is a Fellow of the American Society of Mechanical Engineers, and a licensed Professional Engineer in Maryland.

His personal awards include the Defense Superior Service Medal, Legion of Merit (two awards), Meritorious Service Medal (two awards), Navy Commendation Medal (five awards) and Department of the Navy Meritorious Civilian Service Award.

## CARDEROCK DEPARTMENTS

### DEPARTMENT 01 – COMPTROLLER OFFICE

The Comptroller Office is located in Bethesda, MD and Philadelphia, PA. Department 10 is responsible for executing the fiscal responsibilities of the Command by providing overall funds administration for all Department of Defense, non-DOD government agencies; and private party funding and orders received, and the administration and execution of the Command Navy Working Capital accounts.

### DEPARTMENT 10 – OPERATIONS DEPARTMENT

The Operations Department supports the Carderock Division and its technical departments by providing timely and cost efficient business, tactical and strategic services.

### DEPARTMENT 02 - CONTRACTING AND ACQUISITION DEPARTMENT

The Contracting and Acquisition Department supports the Carderock Division mission by providing the highest quality acquisition products and services on a timely basis while simultaneously satisfying public policy objectives.

### DEPARTMENT 60 – SURVIVABILITY, STRUCTURES & MATERIALS

The Carderock Division's Survivability, Structures and Materials Department is the recognized leader in full-spectrum science and engineering of materials and structures, environmental compliance, and survivability of naval ships and submarines. Department 60's people apply their knowledge to research, development, test, evaluation, acquisition and fleet support problems facing the U.S. Navy. Along with industrial, academic, and DoD partners, Department 60 provides the U.S. Navy with the technical depth and specialized knowledge necessary to maintain the technical edge for the world's leading naval fleet.

### DEPARTMENT 70 – SIGNATURES

Stealth is the ability of a ship, submarine, water craft, or unmanned vehicle to operate undetected. The Carderock Division's Signatures Department is the world leader in developing superior stealth technologies through signature control and silencing, greatly reducing the vulnerability of Navy vessels to mines, torpedoes, and other dangers. The Signatures Department is engaged in developing basic technology, engineering solutions and supporting acquisitions of signature technology for all classes of ships. Beyond that, the department supports the Fleet's signatures throughout the ships' lives. Department 70's scientists and engineers make measurements of our ships in order to maximize their effectiveness in locations in the United States and overseas. In addition, department employees travel throughout the world to support

our ships. The department develops a wide variety of measurement systems, on-board systems, and signature training for our ships and submarines.

## **DEPARTMENT 80 – NAVAL ARCHITECTURE & ENGINEERING**

The Naval Architecture and Engineering Department undertakes surface ship, combatant craft, and submarine research, engineering, systems integration, and technology development in the areas of design integration and management, conceptual design, preliminary & contract design, analysis of alternatives, naval architecture design and analysis, general arrangements design and analysis, Reliability, Maintainability, and Availability (RMA), specifications development, hydromechanics design, analysis, model testing and other experimentation, developmental and operational testing, technical information systems, sailor support systems, design and analysis tools and methods, and other naval engineering. The Department also provides cradle-to-grave full engineering and lifecycle support for small craft and boats.

## **DEPARTMENT 90 – MACHINERY RESEARCH & ENGINEERING**

The Carderock Division's Machinery Research and Engineering Department, located in Philadelphia PA, provides the facilities and expertise for developing concepts, technologies, equipment, systems and procedures necessary to enable current Navy ships to operate reliably, affordably, and effectively to meet performance and mission requirements. Department 90's knowledge of machinery engineering commences at the earliest stages of shipboard equipment and component product development; continues through new ship construction; and supports In-Service engineering for ships and ship systems currently in the Fleet.

In support of future all-electric Navy ships, Department 90 is an active hands-on participant in the community of world-class scientists and engineers who are developing the technology and hardware needed to integrate electric propulsion systems and all-electric ship concept for further surface ships and submarines. Fundamental scientific investigations and engineering research are being conducted in many areas including medium voltage power distribution, power generation, pulse power, energy storage, thermal management, and advanced automation and controls.



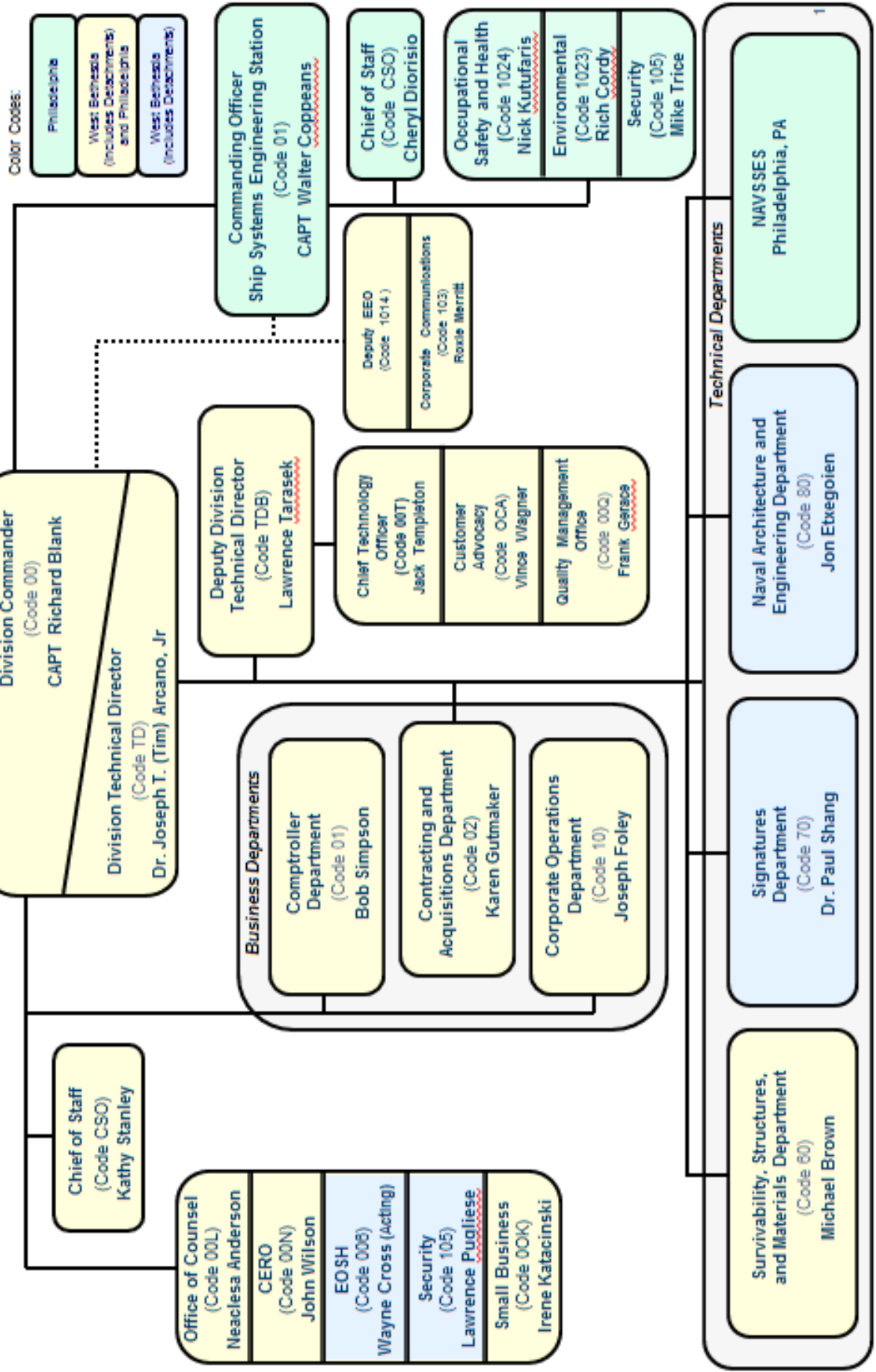
# Naval Surface Warfare Center

## Carderock Division

### Organization



As of October 2014





## DEPARTMENT 01 – COMPTROLLER OFFICE

### Department Overview:

The Comptroller Office is located in Bethesda, MD and Philadelphia, PA. Department 10 is responsible for executing the fiscal responsibilities of the Command by providing overall funds administration for all Department of Defense, non-DOD government agencies; and private party funding and orders received, and the administration and execution of the Command Navy Working Capital accounts.

### Robert S. Simpson Comptroller Office (Code 01) Department Head



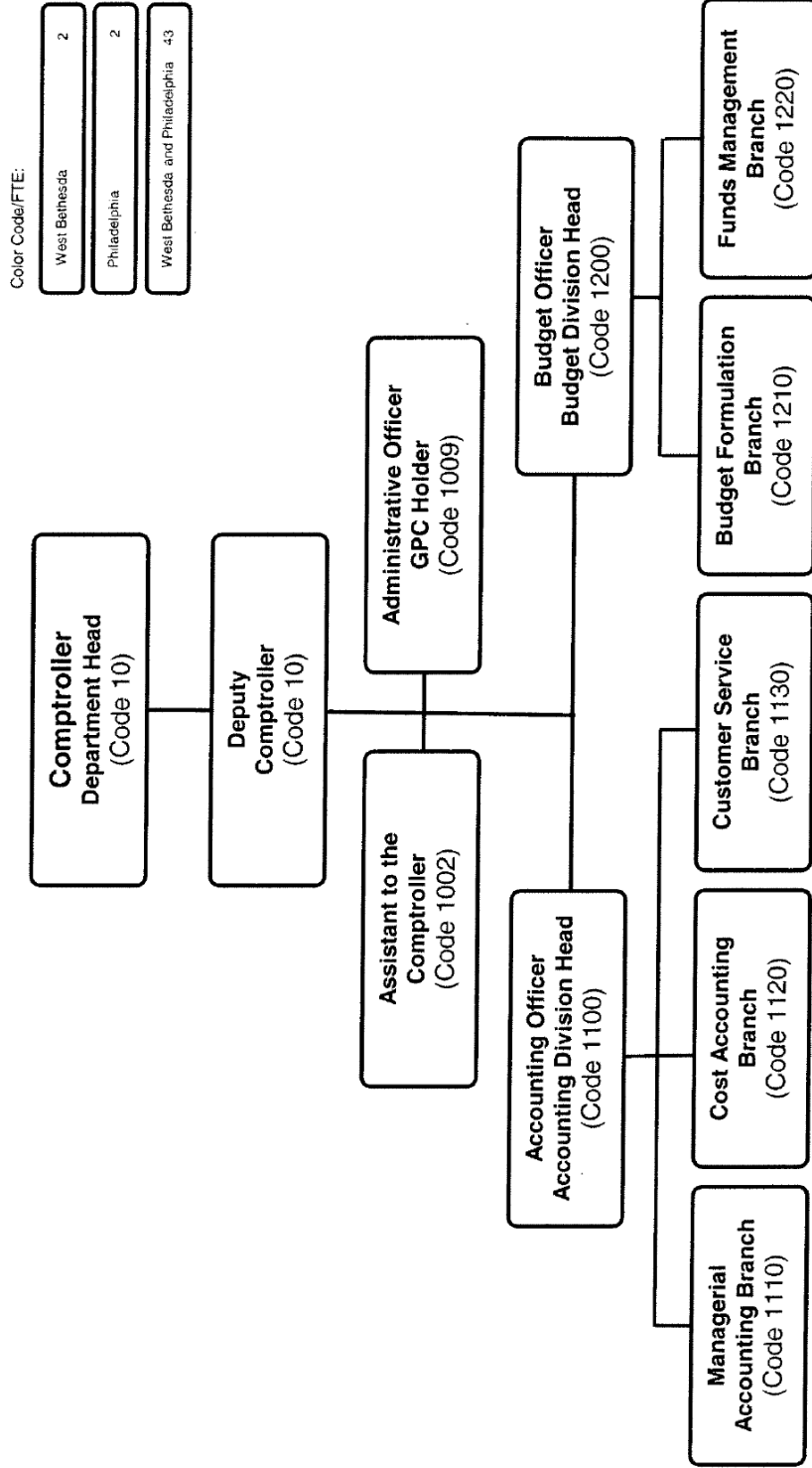
In January, 2011, Robert S. Simpson was selected as the Carderock Division Comptroller. Mr. Simpson joined the Carderock team in October, 2010 as Carderock Division Deputy Comptroller. Mr. Simpson brings years of Navy Working Capital Fund experience to the position, having begun his career in 1998 as an intern in the Financial Management Career Program, moving into the Defense Finance and Accounting Service (DFAS) community and then working at SPAWAR Systems Center Atlantic.

Before coming to Carderock, Mr. Simpson started his career as an accountant at the Naval Air Warfare Center-Aircraft Division in Patuxent River, MD. He transitioned to the Technology Service Organization Patuxent River (TSOPR) as an analyst working on the Defense Industrial Financial Management System (DIFMS). During his time at TSOPR Mr. Simpson led several conversions of legacy accounting systems to the DIFMS. In July, 2004 Mr. Simpson moved to SPAWAR Systems Center Charleston where he served as the Senior Systems Accountant on the DIFMS prior to SSC Atlantic transitioning to Navy ERP in October 2009. Mr. Simpson was the Data Conversion and Finance Module Lead for Navy ERP conversion at SPAWAR Systems Atlantic.

Mr. Simpson holds a Bachelor of Business Administration degree in Accounting from Bellevue University and a Masters degree in Organizational Management from the George Washington University. He is a member of the American Society of Military Comptrollers, the Association of Government Accountants, a Certified Defense Financial Manager with Acquisition subspecialty and a Lean Six Sigma Black Belt. He is retired from the U.S. Navy.



# Comptroller Department (Code 10)



**Code 11:** Accounting Officer/Accounting Division:

The division is responsible for providing fiscal oversight, accounting and related financial operations; including managerial, cost, and general accounting services, and implementing statutory, regulatory, and procedural accounting policy.

**Code 12:** Budget Officer:

The division is responsible for providing budgetary oversight, advice, interpretation, dissemination, implementation, guidance, and processes to ensure compliance with policies and guidance issued by higher authority.

## Code 10 - Operations Department

### Department Overview:

The Operations Department supports the Carderock Division and its technical departments by providing timely and cost efficient business, tactical and strategic services. Our mission is to provide efficient and effective business solutions to facilitate and enable the Naval Surface Warfare Center, Carderock Division in achieving its strategic direction and technical mission while maintaining the public trust at the lowest cost. Our vision is to achieve a diverse, highly motivated workforce that delivers on-time, quality business solutions and service excellence to our customers through partnering and continuous process improvement.

### Joseph Foley



### Operations Department (Code 10) Department Head

In September 2010, Joseph Foley was selected as the Operations Department Head, Code 30. He joined the Carderock Team in July 2008 as the Acquisition Division Head, Code 33, in Philadelphia, Pa.

Mr. Foley began his federal career at the Naval Inventory Control Point (NAVICP) in the early 1980s, mostly supporting aviation acquisition. Over the years, he ran the helicopter contracting division and the F/A-18 contracting section. During his career at ICP, he held several positions, including a term as Head of Marketing and New Business Development, an assignment resulting from his involvement in NAVSUP's Corporate Management Development Program. During this three-year assignment, he marketed the Navy's logistics supply support function to ship and aviation contractors to ensure the continuation of in-house expertise and integrity of the supply system. In 2005, he took a position at Naval Air Warfare Center Aircraft Division (NAVAIR), Lakehurst, N.J., where he worked on special programs, missions, and communications, as well as supporting contracts for older, aging aircraft support equipment.

Mr. Foley holds a bachelor's degree in business from Rutgers University and is certified in purchasing management through Penn State University. He is DAWIA Level 3 certified and is a member of the Acquisition Professional Community. He was also a member of the National Association of Purchasing Managers and was active in the Philadelphia chapter as a leader of the trade show committee.

The new department head has been the Chief of Contracts at Carderock Division for the last two years. During this time contract obligations increased from \$691M in FY08 to \$849M in FY10.

He was awarded the Meritorious Civilian Service Award for his marketing efforts and NAVICP; the Bronze Medal for Excellence in Government Awards-Supervisory Rookie of the Year; the

Bronze Medal for Excellence in Government Award-Economy in Government Operations; many special act awards, certificates of appreciation, as well as numerous awards for outstanding and superior performance. He is very employee- and customer-oriented.

Mr. Foley will be working out of our SSES office, and will be traveling to our West Bethesda campus on a regular basis.

## Human Resources Division

The Human Resources Division is responsible for the overall management of the Human Resources Division (HRD) following legal and regulatory requirements. The division head serves as the principal official for all Carderock Division corporate human resource management issues, and as the principal internal advisor on all equal employment opportunity (EEO) matters.

## Corporate Information Services Division

The Corporate Information Services Division (CISD) is responsible for providing Corporate Information Technology (IT) solutions and services to the Carderock Division. The CISD provides the Division with IT strategic vision, leadership, technical expertise, and enterprise solutions.

## Facilities and Model Fabrication Division

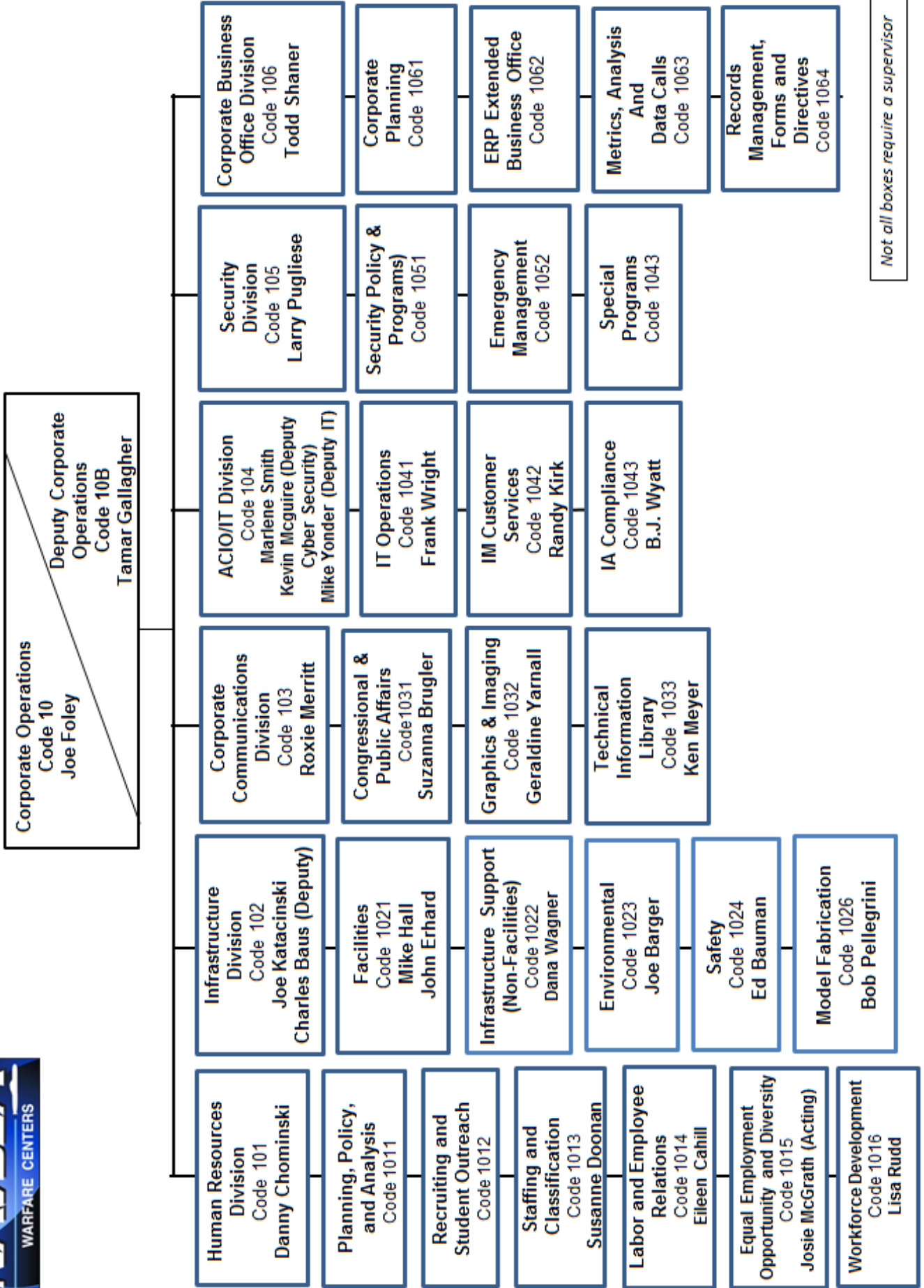
The Facilities and Model Fabrication Division is responsible for managing and supporting the Carderock Division's facilities assets, maintaining model fabrication/specialized manufacturing capability, and providing industrial support to technical codes.

## Corporate Communications Division

The Corporate Communications Division is responsible for the Naval Surface Warfare Center, Carderock Division's (NSWCCD) processes and products related to internal and external communications and information services other than those services associated with Information Technology. The Corporate Communications Division is the staff agency responsible for planning and executing integrated and synchronized communications support for NSWCCD, Naval Ship Systems Engineering Station (NAVSSSES), and all subordinate sites. The Corporate Communications Division focuses on the information functions that create, deliver, store, and maintain information content related to NSWCCD. The Corporate Communications Division also performs and manages direct work as requested by technical customer.



# Carderock - Corporate Operations Department



Not all boxes require a supervisor

## DEPARTMENT 02 – CONTRACTING & ACQUISITION

### Department Overview:

The Contracting and Acquisition Department supports the Carderock Division by providing the highest quality acquisition products and services on a timely basis while simultaneously satisfying public policy objectives.

### Karen B. Gutmaker

#### Contracting and Acquisition (Code 02) Department Head



Ms. Gutmaker has earned a Masters degree in Management and brings with her over 27 years of specialized experience in the contracts arena. She joined the Carderock Division in 2001 and served at the Head of the SeaPort-e office during implementation.

Ms. Gutmaker has been the Philadelphia Acquisition Branch Head since 2007. As the Philadelphia Branch Head, Ms. Gutmaker has demonstrated her dedication to customer service and timely processing of acquisition actions.

In addition to her experience at the Carderock Division, she also served in contracting positions at the Oklahoma City Air Logistics Center and the Defense Commissary Agency.

### R & D Acquisition Division

The Research & Development Acquisitions Division (West Bethesda (WB)) is responsible for the procurement of services, hardware, equipment, and materials, in support of the Carderock Division and the Fleet through a variety of authorized acquisition procedures, including Large Purchase, Simplified Acquisition Procedures, Government Purchase Card, and SeaPort. Functions as the West Bethesda Site Lead.

### Hull, Mechanical and Electrical Acquisition Division

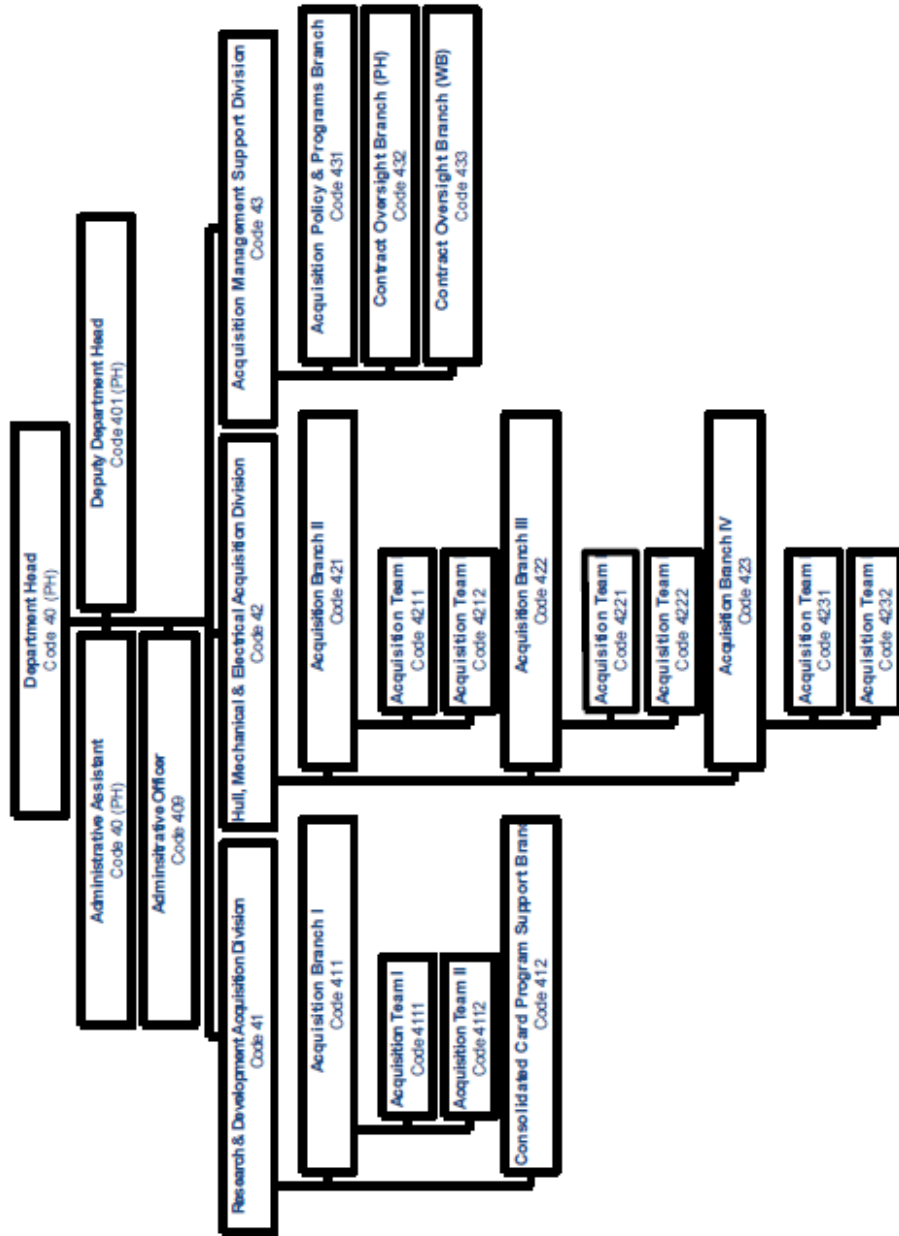
The Hull, Mechanical & Electrical Acquisition Division (Philadelphia (P)) is responsible for the procurement of services, hardware, equipment, and materials, in support of the Carderock Division and the Fleet through a variety of authorized acquisition procedures, including Large Purchase, Simplified Acquisition Procedures, and SeaPort. Functions as the Philadelphia Site Lead.

### Acquisition Management Support Division

The Acquisition Management Support Division (P) supports the Acquisition Divisions serving as the central point of advice, expertise and assistance on acquisition management, data, procurement systems, contract oversight and acquisition policy related matters.



## Contracting and Acquisitions Department Code 40



## **DEPARTMENT 60: Survivability, Structures and Materials**

### **Department Overview:**

The Carderock Division's Survivability, Structures and Materials Department is the recognized leader in full-spectrum science and engineering of materials and structures, environmental compliance, and survivability of naval ships and submarines. Department 60's people apply their knowledge to research, development, test, evaluation, acquisition and fleet support problems facing the US. Navy. Along with industrial, academic, and DoD partners, Department 60 provides the US. Navy with the technical depth and specialized knowledge necessary to maintain the technical edge for the world's leading naval fleet.

### **Michael S. Brown**

#### **Survivability, Structures and Materials (Code 60) Department Head**



Mr. Michael S. Brown graduated from the University of Utah in Mechanical Engineering in 1985 and started his career at NSWC Carderock Division with the Submarine Structures Division, Composite Materials Branch. He led the mechanical design effort of an Advanced Concept Sail Design in the Carderock Innovation Center.

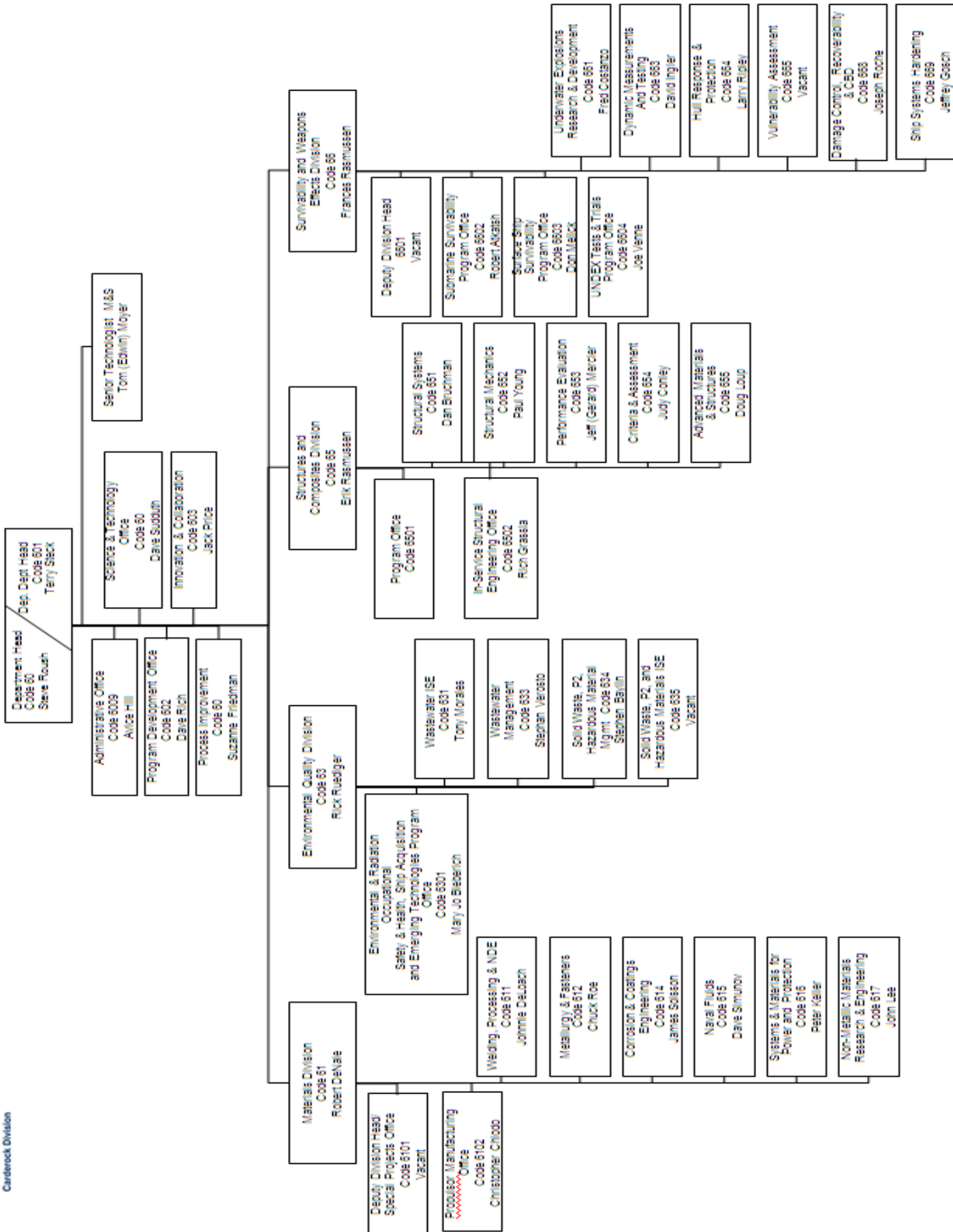
Mike joined the VIRGINIA Class Program in 1993 as the Sail Major Area Team Leader and worked in a variety of positions before becoming the Ship Design Manager in 2000. He managed over 30 Major Area and System Integration Teams and provided the government approval and technical authority for design and R&D products being developed by Electric Boat and the government labs. In 2002, he was selected to lead the SSGN Program to convert four (4) OHIO Class Ballistic Missile submarines into a littoral Special Operations Forces and Cruise Missile platform. In 2004, he was named the SSGN Technical Director to oversee all of design, logistics and test and evaluation for the program.

In 2007, Mike was tasked to start a new office in New London Connecticut and become the Common Missile Compartment Program Manger representative on-site at the Led Design Yard in support of both the U.S. and UK governments. He managed a staff comprised of UK Ministry of Defense, UK private industry, Strategic Systems Program Personnel and Electric Boat in a collaborative international effort.

Recently Mike has been working as the Design for Affordability Manager for the OHIO Replacement Program. He has lead an effort to reduce the overall design, constructions and Operations and Support costs at Electric Boat and PMS397 for the OHIO Replacement Submarine.



# Survivability, Structures, and Materials Department



## CODE 61 - MATERIALS DIVISION

### **Division Overview:**

The Materials Division develops high performance, affordable materials for use in ship and ship systems. This work spans a broad spectrum from basic research to shipboard application of metallic and nonmetallic materials, associated processes and their applications to Naval requirements.

### **Capabilities and Expertise:**

- Development of naval alloys (ferrous, non-ferrous and welding consumables)
- Development of polymer and metal matrix composites and processing
- Arc welding and non-destructive evaluation
- Fatigue and fracture assessment, failure analysis
- Marine corrosion (aqueous and marine gas turbines), coatings and corrosion control
- Signature control materials
- Fire safe materials (focused organic composites)
- Ceramic and magnetic materials
- Electrochemical and alternative power sources RDT&E

## CODE 63 - ENVIRONMENTAL QUALITY

### **Division Overview:**

The Environmental Quality Division develops and implements onboard and pier side pollution prevention, waste management and safety processes and systems, including radiation detection technologies and personal dosimetry. Efforts include concept development, research, development, testing and evaluation, equipment selection, acquisition, logistics support, maintenance, repair and disposal.

### **Capabilities and Expertise:**

- Pollution prevention, solid and liquid waste management and treatment, hazardous waste management and disposal
- RDT&E (system concept to full-scale prototype and commercial assessment)
- Radiation effects, detection, dosimeter standards and calibration
- Pier side and shipboard data collection and testing of waste technologies
- In-service engineering, life-cycle management and acquisition support
- Shipboard system evaluation, installation, start-up and certification
- System safety
- Environmental, Safety and Occupational health integration for ship acquisition

## CODE 65 - STRUCTURES AND COMPOSITES DIVISION

### **Division Overview:**

Structures & Composites Division develops and assesses advanced structural materials and designs (with a focus on composites) for combatant, non-combatant surface ships, submarines and other maritime applications. This full spectrum RDT&E provides concept development, modeling, materials and design analysis, testing/evaluation in lab/large scale/at-sea in addition to In-Service Engineering and Fleet support.

### **Capabilities and Expertise:**

- Computational structural mechanics, design and analysis, and physical structural modeling
- Structural reliability databases and structural integrity risk analysis for affordable design
- Design procedure and criteria development
- Experience in structural loads and response (seaway, ice, air, and UNDEX)
- Hull and component strength (including propulsors)
- Ship and submarine structural concept development
- Large-scale structural laboratory testing and at-sea evaluations

## CODE 66 - SURVIVABILITY AND WEAPONS EFFECTS

### **Division Overview:**

Survivability and Weapons Effects Division develops vulnerability assessments of ships and submarines and provides the technology base (with a focus on testing: scaled-model, full scale and at-sea analysis) required to enhance survivability and recoverability.

### **Capabilities and Expertise:**

- Ship/Submarine protection concepts against dynamic loading
- Design guidance for damage tolerant structures and system recoverability
- Underwater and Air Explosion (UNDEX/AIREX) testing, trials and analysis
- Shock trials, total ship survivability trials, surrogate ship tests, and full and scaled system/component tests
- Vulnerability and recoverability analyses and assessments
- Weapon's loading and effectiveness assessments
- Hardening of hulls and equipment to UNDEX/AIREX threats
- Damage Control, Firefighting and Chem-Bio Defense equipment and IPE

## **DEPARTMENT 70 - SHIP SIGNATURES**

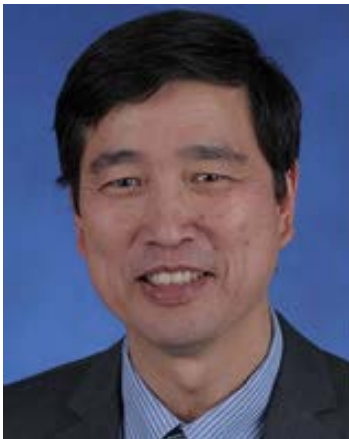
### **Department Overview:**

The mission of the Ship Signatures Department is to assure that surface ships, submarines and other navy vehicles have signature characteristics, which will ensure their operational superiority over other navies. In support of the mission, the Department conducts research and development in the fields of underwater acoustics and non-acoustic signature control. Their staff supports the Fleet in establishing signature requirements. They oversee fundamental research and applied research in hydro-acoustics, structural acoustics, mechanical vibrations, target strength reduction, radar cross section (RCS) reduction, infrared reduction, electro-optical (EO) detection and advanced signal processing. As a result of this work, modifications are recommended for reducing the signatures of existing classes of ships and submarines, and guidance is provided on how to incorporate advanced signature control technologies into the design and construction of new vessels.

Department personnel conduct full-scale acoustics, vibrations, radar cross section, infrared and electro-optical measurements on ships and submarines. To accomplish the tasks, new techniques and data acquisition systems are developed for measuring the characteristics of signatures, including radiated noise, target strength, sonar self noise, RCS, infrared, and EO. From this work, operational and maintenance guidance are provided to the ships and type commanders.

### **Dr. Paul Shang**

#### **Ship Signatures (Code 70) Department Head**



Dr. Paul Shang is the Director of the Ship Signatures Department for the Naval Surface Warfare Center Carderock Division. He is responsible for management of the complete spectrum capabilities of full-scale acoustics, vibrations, magnetic, electromagnetic, radar cross section, infrared and electro-optical measurements on ships, submarines and small craft for the U.S. Navy. As the director, he provides guidance on how to incorporate advanced signature control technologies into the design and construction of new vessels.

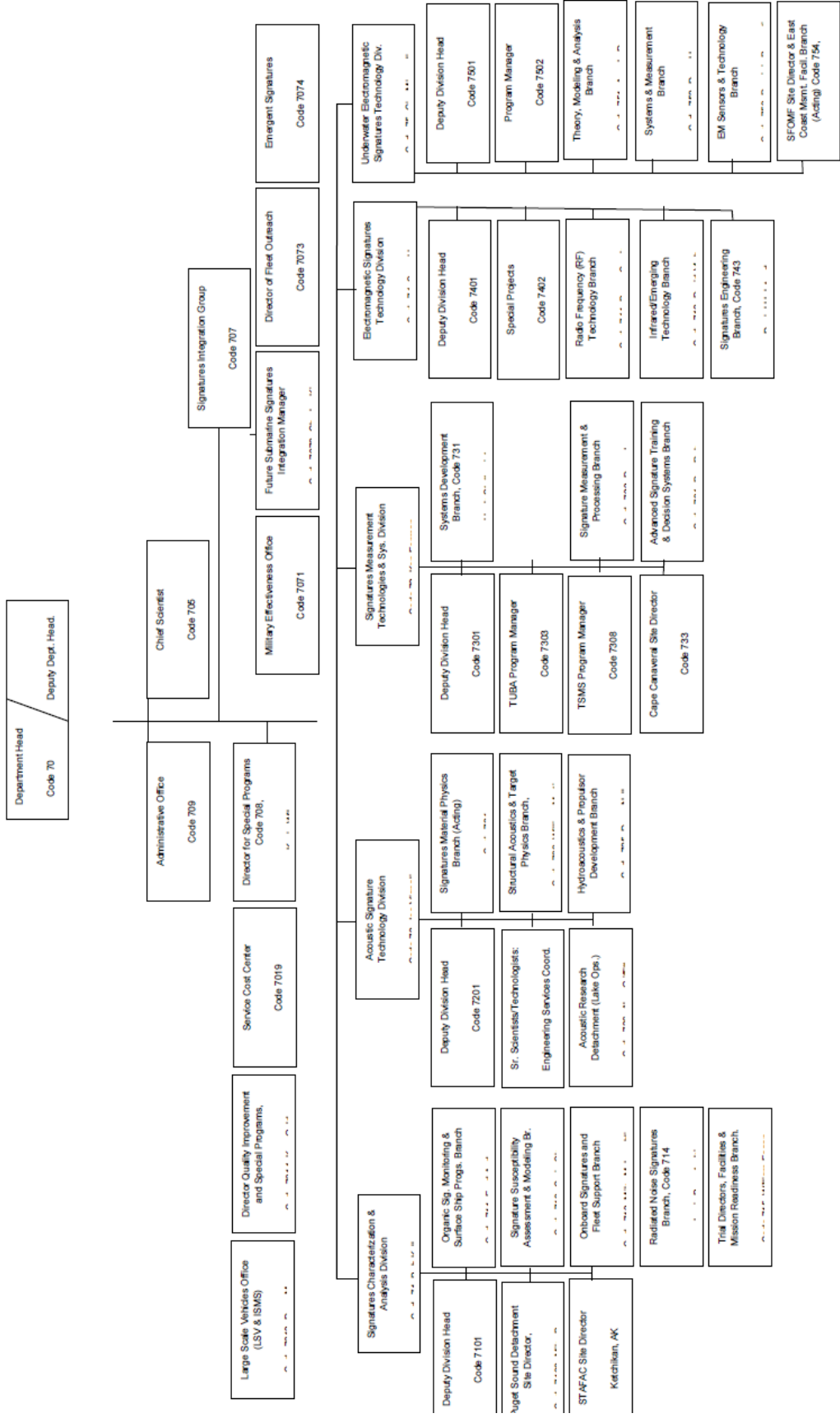
From October 2007 to February 2011, Shang was the head of the Signatures Integration Group, where he was responsible for the development and coordination of multi-spectral signature programs. From December 1999 to October 2007, Shang headed the Acoustic Signatures Technology Division, providing leadership and oversight of technology development and engineering applications for ship and submarine acoustic signatures. Since 1984, he has held numerous positions within the Carderock Division performing flow-noise and

structural acoustic analysis for the Seawolf Class submarine program. He also led Carderock Division's radiated noise and sonar self-noise research and design efforts for the Virginia Class submarine program.

Shang received his bachelor's degree and doctorate in mechanical engineering from Rutgers University in New Jersey.



# Ship Signatures Department



## CODE 71 - SIGNATURE CHARACTERIZATION AND ANALYSIS DIVISION

### **Division Overview:**

The mission of the Signature Characterization and Analysis Division (NSWCCD Code 7100) is to fully characterize the acoustic signatures of Navy ships and submarines. This is accomplished by planning and providing the lead for the conduct of acoustic trials on ships, submarines and marine vehicle trials, and the subsequent analysis of the acoustic data acquired.

The division performs analyses of radiated noise, target strength, sonar self and structureborne noise to determine individual sources contributing to the overall signatures. It supports both research and development programs and operational programs by evaluating the effectiveness of research initiatives, ship alterations and Fleet signature maintenance efforts. They analyze the technical information that is pertinent to assessing the effectiveness of the research programs in mitigating ship's signatures. Based upon test results, the division recommends corrective actions in terms of required research programs, operational tactics, and, again, ship alterations and Fleet maintenance actions. This will lead to reduced vulnerability to detection and increased detection capability.

Division staff performs measurements and analyses of vibration and airborne noise of ships, submarines and marine vehicles, and evaluates the effectiveness and utility of signature control in support of requirement development. The signatures are associated with acoustic radiation and re-radiation, sonar self-noise and structureborne noise.

The division serves as the repository of the Navy's acoustic signatures databases. They are responsible for managing the facilities used to acquire full scale trial information and establishing requirements for new data acquisition and information processing systems included therein.

### **Capabilities and Expertise:**

- Perpetuates the United States Navy's asymmetrical advantage in mobility and reach capability through innovation and maintenance of acoustic stealth.
- Supports Sea Power 21 with innovative approaches to fusing the measurement of operational effectiveness with acoustic objectives during at-sea testing.
- Empowers the warfighter to monitor real-time acoustic stealth, through training and distance support.
- Teams up with Department of Defense and civilian technology leaders to promote research and development efforts to advance the Navy's acoustic and target strength capacity.
- Coordinates with the Navy's intelligence community to maintain a technical database for present and future enemy acoustic capability and vulnerability.
- Provides strategic guidelines to Fleet operations.
- Identifies, prioritizes and provides early, preventative identification of maintenance actions.
- Provides measurements to verify ORD, TEMP, and shipbuilder performance objectives.

## CODE 72 - ACOUSTIC SIGNATURES TECHNOLOGY DIVISION

### **Division Overview:**

The Acoustic Signatures Technology Division's mission is to conduct research and development, and provide engineering services in structural acoustics, materials development, and hydroacoustics leading to effective and affordable control of ship acoustic signatures. They provide engineering analysis, prediction, and design for signature control techniques for acoustic target strength, hull radiation and associated transfer functions, flow-noise, and propulsor signatures. They determine and assesses the technical feasibility of acoustic signature requirements of marine vehicles. They develop, operate, maintain, and upgrade large scale-models to improve the Navy's ability to evaluate technological developments for the advancement of stealth technologies. The division provides expert engineering and technical services and experienced personnel necessary to support the Naval Sea Systems Command, and resource sponsors in acoustic silencing. They define the physical properties of materials and applications for the control of ship acoustic signatures and team and cooperate with other Department and Division organizations to perform its mission efficiently and at reduced cost.

### **Capabilities and Expertise:**

- Provide expert knowledge and guide investigations of structural acoustics, hydroacoustics, and target strength for ship silencing.
- Directs the development of the required signature control materials, in cooperation with other branches, other departments, other divisions and industry.
- Develops a full range of application techniques, equipment, and installation technologies for signature control materials and conducts performance effectiveness tests of signature control materials.
- Evaluates design with full-scale installations on in-service naval ships.
- Develops performance requirements for signature control materials, which encompass the full range of acoustical and physical properties.
- Provides engineering analysis, prediction, and design for signature control techniques.
- Provides technical support for submarine and surface ship stealth programs.
- Conducts hydroacoustics/hydrodynamic measurements of both full-scale and model-scale propulsor hardware.
- Develops new facilities and capabilities; operates and maintains models, barges, boats, and facilities for operations at Lake Pend Oreille, ID.

# CODE 73 - SIGNATURE MEASUREMENT TECHNOLOGIES AND SYSTEMS DIVISION

## **Division Overview:**

The Signature Measurement Technologies and Systems Division's mission is to design, develop, and support systems used for the measurement, acquisition, processing, and analysis of ship signature data. They design hardware and software to meet customer requirements for signature characterization, signal processing, signal imaging, and advanced algorithm development. They assesses the vulnerability of ship signatures for exploitation by threat sensors utilizing advanced, unconventional signal processing techniques and ensure commonality and interchangeability of data and systems.

The division designs, develops, and supports systems used by the operating Fleet support activities for the acquisition, processing and analysis of signature data. They develop interfaces between these systems and other ship systems and sensors and develop the techniques and processing for the collection, acquisition, processing, and analysis of signature data under deployed conditions by Fleet personnel.

## **Capabilities and Expertise:**

- Designs, develops, and supports systems for the measurement, acquisition, processing, and analysis of ship signature data in support of full-scale and model-scale trials including systems for radiated noise, sonar self-noise, hullborne-noise, airborne-noise, and acoustic target strength.
- Designs, develops, and supports shaker systems for use in full-scale and model-scale trials and in support of fleet training and evaluation requirements.
- Designs, develops, and supports systems used by the operating Fleet and other Fleet activities for the acquisition, processing, and analysis of signatures data.
- Develops techniques, procedures and special sensors for the acquisition, monitoring, processing, and analysis of data by Fleet personnel under deployed conditions.
- Provides engineering and technical support to the Department, Systems Commands, Fleet Commands, and other activities in the application and exploitation of ship signature measurement technology, systems, sensors, visualization and devices.
- Operates, maintains, and manages data acquisition, processing and network facilities within the Department. Assures affordable data processing and provides life-cycle support for the Department's major data processing facilities, systems, and networks. This includes the budgeting and contract support for these systems.
- Operates, maintains, and upgrades Large Scale Vehicle (LSV) Guidance Navigation and Control Systems, radiated and on-board data acquisition and processing systems.
- Conducts research and development on high fidelity, range dependent, synthetic signature generation for acoustic, optical, infrared and other wavelength-based domains.
- Designs, develops, delivers and supports signature guidance systems that accurately estimate vulnerability at range as a function of signature, range-dependent sound speed profiles, and oceanographic conditions.

## CODE 74 - ELECTROMAGNETIC SIGNATURES TECHNOLOGY DIVISION

### **Division Overview:**

The Electromagnetic (EM) Signature Division's mission is to further cost-effective EM signature control on U.S. Navy ships, submarines, and craft. Their mission is accomplished by a full range of scientific, engineering, measurement, and Fleet-support services which include: Science and Technology; Research and Development; System Demonstration; Signature Prediction; Engineering, Application, and Acquisition Support; Measurement System Development; Full-Scale and Scale-Model Measurement; Measurement Analysis; Signature Data Basing and Information Technology Services; and Military Impact Analysis. The division supports the development of electromagnetic signature requirements by evaluating and assessing the utility of signature control and assessing the technical feasibility of their requirements.

### **Capabilities and Expertise:**

- Researches the full range of radio frequency technology issues as they influence ship signatures.
- Maintains a radar cross-section (RCS) development plan that includes a road map for the development of future RCS measurement system
- Provides end-to-end prediction, measurement, and analysis services for electromagnetic signatures.
- Develops and maintains computer databases for all electromagnetic signatures.
- Researches the full range of infrared, optical, and electro-optical technology issues as they influence ship signatures.
- Explores, researches, and develops new, emerging electromagnetic signature technologies.
- Conducts a full-range measurement program for infrared and optical signatures.
- Applies signature control measures to ships, submarines, craft, and systems.
- Provides cross-signature program management and program support for signature efforts throughout the U. S. Navy and other government agencies.
- Conducts analyses that support RCS reduction engineering, application, and acquisition.
- Performs high level RCS modeling and simulation LO platform requirements analysis and design.

## CODE 75 - UNDERWATER ELECTROMAGNETIC SIGNATURE TECHNOLOGY DIVISION

### **Division Overview:**

The Underwater Electromagnetic (EM) Signature and Technology Division's mission is to provide full spectrum capabilities for research, development, design, testing, acquisition support, and in-service engineering for electromagnetic signature reduction and related technologies for all platforms. The division supports the NAVSEA Engineering and Technical Authority and the Technical Warrant Holders. The division develops EM signature requirements for NAVSEA 05T and OPNAV and evaluates concepts and systems for platform compliance.

The division is the Technical Development Authority (TDA) and In Service Engineering Agent (ISEA) for equipment, procedures, and technology for all Magnetic Silencing Facilities. They support the fleet with underwater measurements, on-board system calibrations, and signature characterization of magnetic and electric signatures utilizing Magnetic Silencing Facilities, portable systems, and RDT&E measurement systems.

### **Capabilities and Expertise:**

- Manages all underwater electromagnetic programs for the division and provides a review for all deliverables
- Provides theory, modeling and analysis capabilities for research, development, design, testing, acquisition support, and in-service engineering for electromagnetic technology and silencing and for fleet magnetic silencing facilities, AIMS deployable measurements systems, and Fleet units.
- Conducts assessments of the threats for all surface and undersea Navy platforms resulting from electromagnetic field emissions, including benefits of possible on-board systems countermeasures.
- Develops state-of-the-art sensors that are used to detect, localize and classify military targets as well as aid in the development of countermeasures.
- Performs physical model tests and measurements with NSWCCD's magnetic fields laboratory and electrolytic tank facilities. Designs, builds, tests, and evaluate EM sensors on-board platforms and at measurement sites.
- Supports the Navy with underwater EM measurements, on-board system calibrations, and signature characterization of magnetic and electric signatures utilizing Magnetic Silencing Facilities, portable systems, and RDT&E measurement systems.
- Operates and maintains the Magnetic Fields laboratory at Carderock Division (CD)
- Maintains acoustic and electromagnetic signature measurement capability in support of US Navy surface ships and submarines.
- Provides ocean engineering expertise and services for special, unique, and/or critical RDT&E projects for a wide variety of customers.

## DEPARTMENT 80 – NAVAL ARCHITECTURE & ENGINEERING

### Department Overview:

The Naval Architecture and Engineering Department (Code 80) undertakes surface ship, small craft and boat, and submarine research, engineering, systems integration, and technology development and integration in the areas of design integration and management, conceptual design, preliminary & contract design, analysis of alternatives, naval architecture design and analysis, general arrangements design and analysis, RMA, specifications development, hydromechanics design, analysis, model testing and other experimentation, developmental and operational testing, technical information systems, sailor support systems, design and analysis tools and methods, and other naval engineering. The Department also provides cradle-to-grave full engineering and lifecycle support for small craft and boats.

### Jon F. Etxegoien

#### Naval Architecture & Engineering (Code 80) Department Head



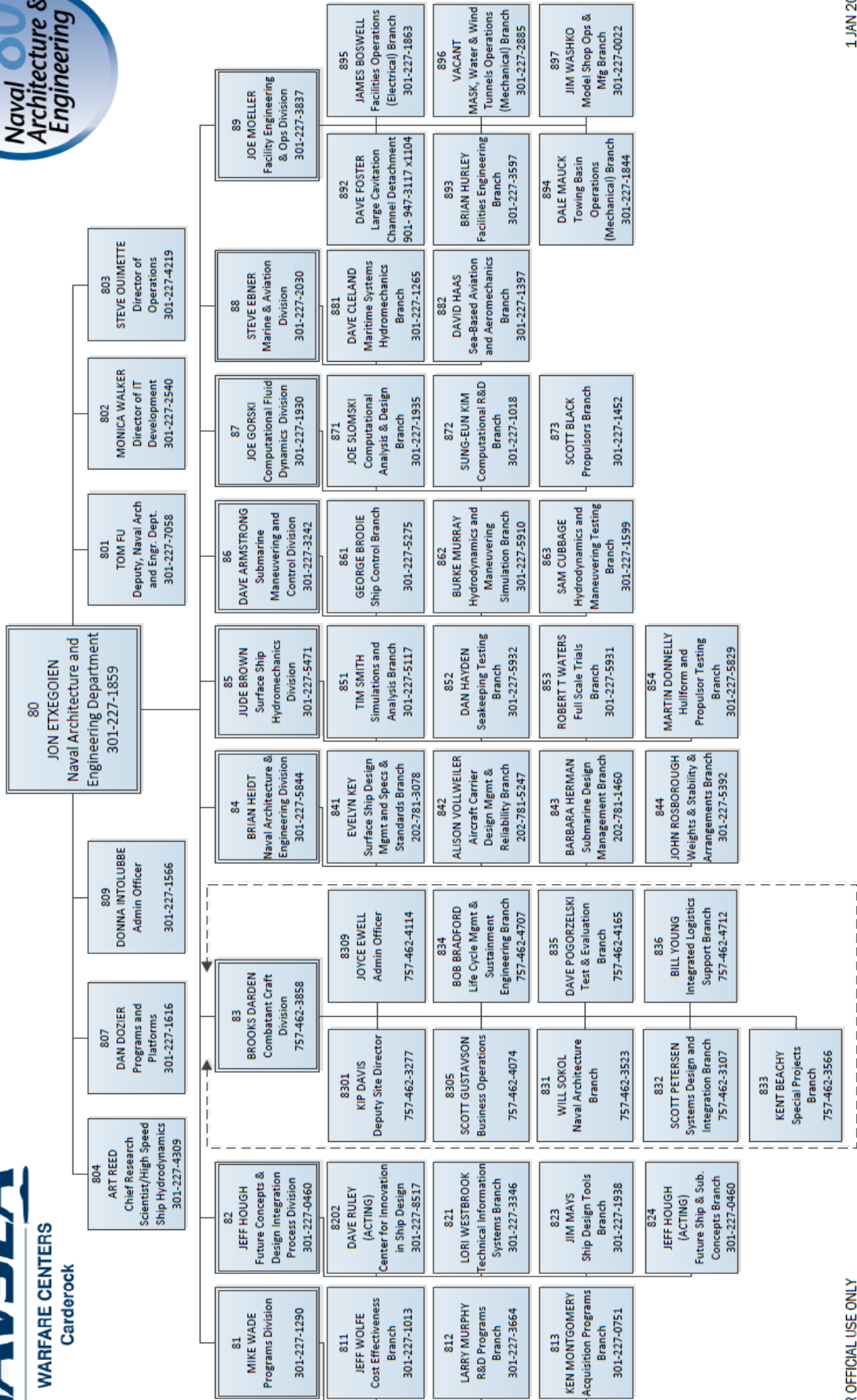
Mr. Jon F. Etxegoien graduated from Florida Institute of Technology in 1980 with a degree in Ocean Engineering and spent the following year in the Oceaneering Commercial Diving school in California learning Hard Hat Diving and Bell/Saturation diving techniques. Upon completion of that training he returned to the East Coast and took a job with the Towed Systems Branch here at the Naval Surface Warfare Center Carderock Division. Mr. Etxegoien spent 19 years with the Towed Systems Branch working on all manner of towed vehicles, towed and bottom mounted arrays, towing of salvaged vessels and a in a variety of Ocean Engineering projects that allowed him to work with many other Warfare Centers, other Navy organizations and many private concerns.

In 1999, Mr. Etxegoien took an Assistant Program Manager position with the Program Executive Office for Littoral and Mine Warfare at the Navy Yard and spent the next 4 years leading the AQS-20A Minehunting Sonar program. While in PEO LMW, Mr. Etxegoien was one of the NAVSEA employees selected to attend the Naval Post Graduate School's Product Development/System Engineering Masters program which he completed in 2002.

In 2004, Mr. Etxegoien returned to Carderock Division as Director of Operations for the Hydromechanics Department, a staff position that dealt with many of the Department's business functions. In 2009, he was selected as the Department Head for Hydromechanics. The Hydromechanics Department is the oldest Department here in West Bethesda, having come here from the Washington Navy Yard shortly after World War II when the towing tanks were completed and can trace its roots back to Admiral David W. Taylor and the first Navy towing tank which opened at the Navy Yard in 1899.



# Naval Architecture and Engineering Department



Little Creek

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## CODE 81 – SHIP & SUBMARINE ACQUISITION ENGINEERING DIVISION

### **Division Overview:**

The Ship and Submarine Acquisition Engineering Division (Code 81) provides technical support to acquisition programs in the areas of HM&E ship systems and cost engineering.

### **Capabilities and Expertise:**

- The assessment, development, transition and integration of new technologies into ship, submarines, and expeditionary platforms.
- Subject matter expertise of major acquisition milestones including performing Technology Readiness Level Assessments (TRLA), Technology Transition Planning (TTP), developing Systems Engineering Management Plans (SEMP), Test Evaluation Master Plans (TEMP), stewarding shipboard applications of modularity and open systems architecture, and managing Program Protection Plans (PPP).
- Generating Program Life Cycle Cost Estimates (PLCCE), program specific risk assessments, and leading total ownership cost reduction initiatives.

## CODE 82 – FUTURE CONCEPTS & DESIGN INTEGRATION PROCESS DIVISION

### **Division Overview:**

The Future Concepts and Design Integration Process Division (Code 82) supports early stage ship and submarine design and acquisition for US Navy, NAVSEA, USCG and NSWC-Carderock through research, design, assessment, and application of advanced technology, tools, processes, and computational methods to achieve mission capable and affordable ships, submarines and other maritime vehicle designs.

### **Capabilities and Expertise:**

- Exploratory (pre-milestone A) ship and submarine design including performing total ship technology integration and assessment studies, analysis of alternatives, and future naval vehicle feasibility design studies including tradeoff and sensitivity analyses and technology impact assessments.
- Engineering agent for NAVSEA 05 Technical Warrant Holders for Advanced Surface Ship Design, Advanced Submarine Design, and engineering agent for tool development, implementation and integration.
- Developing design analysis tools, product data exchange standards, and CAD/CAM technology integration in support of US Navy ship and submarine design and acquisition programs, projects and tasks.
- The planning, directing, coordinating, and development of technical information systems and technologies including graphical user interfaces, electronic displays, database structures, expert systems, digital product data technology, network and communications technology, sailor performance support technology, and product acquisition and life-cycle support for Navy applications ashore and afloat.

- Managing, planning and executing Navy programs in Automated Technical Information, such as, interactive electronic technical manuals, automated maintenance environment, and automated conversion, and providing representation on Navy, DOD, national and international committees for advanced technical information technologies and standards.
- Staffing, managing and executing the goals and mission of the US Navy's Center for Innovation in Ship Design (CISD). An organization chartered by NSWC, NAVSEA 05 and Office of Naval Research (ONR), CISD is a hub for a national collaborative enterprise combining the best ideas and experience of government, industry, and academia for naval ship design. CISD's mission is to ensure the future capability (people, tools and knowledge) of the nation to develop innovative ship designs to effectively meet defense needs.

## CODE 83 – COMBATANT CRAFT DIVISION

### **Division Overview:**

The Combatant Craft Division (Code 83) provides total systems engineering and integration support for all types of manned and unmanned combatant craft, boats, and advanced marine vehicles.

### **Capabilities and Expertise:**

- Naval Architecture of craft including hull design, hydrodynamics, stability, seakeeping, arrangements, structures and total platform integration.
- Design and engineering of craft mechanical, electrical, and electronic systems, transportation and launch and recovery systems, as well as mission and weapon system integration, including design specifications and packages, component selection, interface requirements, standards, and certification/verification criteria to ensure craft safety and mission effectiveness.
- Engineering assessment and integration of signatures technologies onto craft including planning and coordination of signature measurements and crew training.
- Human Systems Integration ensuring requirements and considerations of human elements influence craft design, plus assessments and studies associated with human performance and acute, chronic and fatigue injury in high speed craft.
- Instrumented trials on new or extensively modified craft hull, electrical, mechanical, and propulsion systems to quantify performance characteristics, and to determine compliance with contract and other requirements, safety, and mission effectiveness. Provide unbiased independent assessment in support of requirements definition and acquisition risk management.
- Integrated Logistics Support products and services including Boat Inventory Manager, Technical Support Activity, and Technical Manual Maintenance Activity for U.S. Navy boats, providing effective planning, development, implementation and management of craft or craft system support strategy and logistics products.
- Technology research and development based on specific craft program needs and operational command science and technology objectives including future concepts and technology transition into fielded craft. Conduct research to advance understanding and development of high performance craft hydrodynamic analysis and hull design techniques.
- Craft acquisition engineering including requirements and specification development, source selection, design review, contract oversight, acceptance and fielding.

- Craft In-Service Engineering Agent and Planning Yard functions including timely direct fleet support, distance support, engineering analysis and design, 2-D, 3-D and solid model detailed engineering drawing development, alteration installation prototyping, repair consultation, purchasing and contracting coordination, and industrial services specification development and oversight.

## CODE 84 – NAVAL ARCHITECTURE & ENGINEERING DIVISION

### **Division Overview:**

The Naval Architecture and Engineering Division (Code 84) provides quality naval architectural and ship design services to the U.S. Navy.

### **Capabilities and Expertise:**

- Support to surface ship programs in design management, naval architecture, systems engineering and integration, as well as development, certification and maintenance of specifications and standards for the U.S. Navy programs of record.
- Support to aircraft carrier programs in design management, naval architecture, systems engineering and integration, as well as reliability, maintainability and availability analyses and support for the U.S. Navy programs of record.
- Support to submarine programs in design management, naval architecture, and systems engineering and integration.
- Providing weights, stability and arrangements support to submarine and surface ship platforms through all phases of the ship's lifecycle.

## CODE 85 – SURFACE SHIP HYDROMECHANICS DIVISION

### **Capabilities and Expertise:**

- Execution of duties as NAVSEA Engineering Agent for Surface Hydrodynamics and for Surface Ship and Submarine Resistance and Propulsion testing.
- Maintaining the Navy's core capability to experimentally evaluate ship resistance and ship propulsors for surface ships, submarines, advanced craft, and other marine vehicles from concept formulation, final design and full scale validation, through solving unforeseen operational problems.
- Conducting fundamental and applied research, development, and evaluation of the dynamic behavior, including seakeeping and maneuvering, of surface ships, small craft, floating platforms, and high performance vehicles, such as hydrofoil craft, air-cushion vehicles, surface effect ships, planning craft, small waterplane area ships, and twin hull ships.
- The utilization and development of computer based simulations to predict the seakeeping, maneuvering and dynamic stability performance of ships on the surface of the water using both analytical and empirical models for surface ships.
- The planning, directing, and conducting of full-scale surface ship powering, seakeeping and maneuvering trials using experimental, analytical, computational, and simulation techniques

to study seakeeping qualities, dynamic stability, maneuvering in smooth and rough water, integration of vehicles with control systems, design evaluation, operational assessment, and to provide operator guidance.

- Developing technology for measuring, predicting, and improving seakeeping and maneuvering qualities (including loads), and applying this and related technology to evaluating specific ship designs, identifying design faults, and providing assistance in correcting and improving such designs.
- Conducting research, development, characterization, and evaluation of the resistance and powering of ships, submarines, advanced craft, and other vehicles of interest to the Navy and industry, from concept formulation to final design using experimental techniques.
- Predicting, reviewing and evaluating the resistance and powering performance characteristics of proposed designs of hulls and propulsors, and identifying areas for potential improvement using analytical and experimental techniques.
- Conducting model and full-scale evaluation experiments for resistance, propulsion, turbomachinery, and fluid systems.

## CODE 86 – SUBMARINE MANEUVERING & CONTROL DIVISION

### **Division Overview:**

The Submarine Maneuvering and Control Division (Code 86) provides the U.S. Navy with accurate maneuvering and control guidance, reliable ship control systems, and solutions to complex problems using world class engineers and scientists, testing techniques, and analysis tools.

### **Capabilities and Expertise:**

- Execution of duties as NAVSEA Engineering Agent for Submarine Hydrodynamics and Submarine Ship Control, which includes support of the applicable technical warrant holders.
- Cradle to grave support of submarine ship control systems (SCS) and submarine Fly-By-Wire Ship Control System (FBW SCS) Program to include ship control systems design and evaluation, development and integration, installation and certification, and life-cycle maintenance.
- Conducting full-scale submarine trials to obtain validation data for the ship control system, algorithm performance, maneuvering simulations, and hydrodynamic performance of the submarine.
- Developing, documenting, and validating digital simulations of Navy submarines and other submerged vehicles for the purpose of analysis, fleet support, development of submerged operating envelopes (SOEs), and use in ship control trainers and ship control software development test facilities.
- Designing, developing, and validating simulation tools that support the characterization of marine vehicles and the prediction of hydrodynamic loads on the hull, control surfaces, and other external appendages.
- Development, life cycle support and program management of U.S. Navy Submarine Ship Control Operator Trainer (SCOT) and the operations and maintenance of the Dynamic Control System Simulator (DCSS) Facility.

- Develop and maintain Captive and Free-Running submarine models which contain state-of-the-art instrumentation and measurement systems that are utilized to develop submerged operating envelopes; maneuvering, stability and control characteristics; emergency recovery procedures; and understand the basic physics of submarine hydrodynamics.

## CODE 87 – COMPUTATIONAL FLUID DYNAMICS DIVISION

### Capabilities and Expertise:

- Maintaining the Navy's capability for developing and applying high-end theoretical and computational fluid dynamics techniques for the solution of the governing equations describing the physics of real fluid flow around submarines, surface ships, and propulsors. Maturing these techniques to the point where they can be effectively used for day to day use and working with the other divisions to accomplish this.
- Maintaining and executing the Navy's core capability to design and analyze ship resistance and propulsors for surface ships, submarines, advanced craft, and other marine vehicles from concept formulation, final design and full scale validation, through solving unforeseen operational problems.
- Provide computational capability to research the hydrodynamics of hull forms, propulsion, and ship dynamics to provide the foundation for new ship and submarine designs and design techniques, such as shape optimization, particularly for novel concepts.
- Developing technology for efficient integration of hull and propulsor, and applying this technology in the design of specific hulls and propulsors in calm water and in waves.
- Working with and supporting other Divisions in the Department in using high-end computational techniques for evaluating and analyzing new ship, submarine and propulsor designs and modifications with a variety of computational tools to characterize the hydrodynamics of marine vehicles in core areas related to resistance, powering, propulsion, maneuvering and seakeeping.
- Reviewing and evaluating the resistance and powering performance characteristics of proposed designs of hulls and propulsors, and identifying areas for potential improvement.
- Predicting the resistance and powering performance of full-scale ships, submarines, advanced craft, and other vehicles.
- Developing and validating analytical and numerical techniques for advancing resistance and powering prediction procedures and for improving the design and evaluation capabilities for propulsion, propulsor inflow, cavitation, vibration, efficiency, hydro-acoustic forcing functions, and propulsor forces for all types of hull forms, propulsors, control surfaces and turbomachinery systems during design, off-design, transient and unsteady conditions.
- Conducting fundamental and applied research, development, and evaluation of computational techniques related to, but not limited to: solution of the Navier-Stokes equations using Reynolds Averaged, Large Eddy Simulation, Detached Eddy Simulation, and Direct Numerical Simulations and the extension of these techniques to multi-disciplinary areas such as fluid structure interaction and hydroacoustics.
- Developing theoretical and computational methods for linear and non-linear analysis of free surface flows past bodies moving in or near a free surface, in deep or shallow water.

- Integrating and applying advanced numerical tools in the form of algorithms, computer codes, interactive graphic systems, and grid generation techniques to the solution of the governing equations describing the physics of real fluid flow around submarines, surface ships, and propulsors.

## CODE 88 – MARINE & AVIATION DIVISION

### **Capabilities and Expertise:**

- Conducting RDT&E of towed/tethered systems and platforms; moored devices and platforms; and special hydrodynamic systems and subsystems including unmanned undersea vehicles (UUVs), non-lethal ship stopping systems, subsurface energy generation systems, and environmental and oil spill systems.
- Performing analytical and experimental evaluations of aeromechanical designs and simulations of various air and sea platforms and weapons systems. Conduct predictive modeling and simulations using unique and proven in-house developed software tools.
- Developing and implementing model experiments in the wind tunnel and towing basins for specific aerodynamic and hydrodynamic evaluations and performance predictions of systems in a working environment.
- Modeling, simulating, analyzing and evaluating the dynamic interaction of towed, tethered, or moored systems with surface ships and other dynamic surface, subsurface and air platforms, cable handling systems, unmanned air and underwater vehicles, and the ocean environment, including surface waves and currents.
- Applying basic aeromechanics and hydromechanics and related technologies toward the design, development, and evaluation of naval and aviation systems including special devices and the solutions of Navy, industrial, and maritime problems.
- Providing advanced engineering and scientific support including feasibility and engineering assessments, design trade-off studies and concept developments for marine and aviation systems for the Systems Commands and other Governmental and industrial agencies.

## CODE 89 – FACILITY ENGINEERING & OPERATIONS DIVISION

### **Capabilities and Expertise:**

- Ensuring the safe and effective technical and administrative direction of all the Department test facilities, including the Large Cavitation Channel facility in Memphis; acquisition of new facilities; production of wood and composite models, equipment management; and instrumentation procurement. Coordinating efforts with and supporting all other departments.
- Ensuring maintenance, operation, and effective utilization of Department test facilities and other resources.
- Planning, designing, and implementing upgrades and capital improvements to the test facilities.
- Planning, designing and producing wood and composite: ship, submarine, craft, and vehicle models.

## DEPARTMENT 90 – MACHINERY RESEARCH AND ENGINEERING

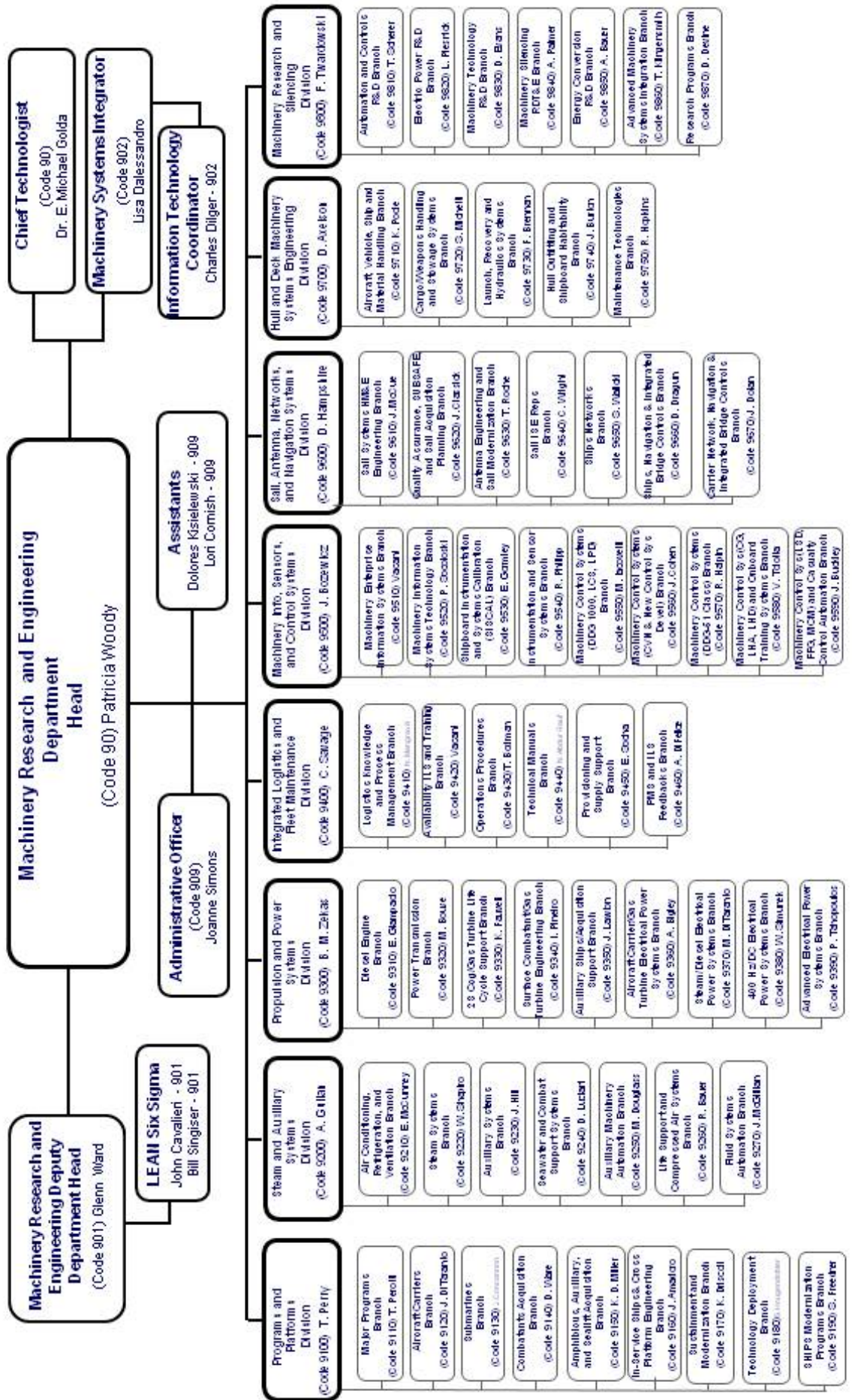
### **Department Overview:**

The Carderock Division's Machinery Research and Engineering Department is responsible for overall technical and managerial direction for all machinery programs related to all ships, submarines and vehicle systems, encompassing full-spectrum technical capabilities (facilities and expertise) for research, development, design, shipboard and land-based test and evaluation, acquisition support, in-service engineering, fleet engineering, integrated logistics support and overall life-cycle engineering.



# NAVSEA Machinery Research & Engineering Dept.

WARFARE CENTERS Philadelphia





## CODE 91 - PROGRAMS & PLATFORMS DIVISION

### Division Overview:

We are responsible for:

- Managing all major machinery systems T&E programs, S&T / R&D programs and the Navy's Marine Gas Turbine (MGT) program.
- Management of platform customer support efforts with PEO SHIPS and the Fleet and PEO Carriers and Subs.
- Management of the MACHALT Program and coordinating Fleet Modernization efforts.
- Providing focus for emerging HM&E operational concepts, technologies, and processes.

### Branch Functions:

- **911 - Major Programs**
  - R&D
  - DDG 51 LBES
  - IPS
  - Operation & Industrial Management
  - DS/Networks
  - Marine Gas Turbine (MGT)
  - ICAS
- **912 - Aircraft Carriers**
  - New Construction
  - In-Service Carriers
  - ICAN/DDCN
  - Smart Carrier
  - RCOH Program
  - Future Planning Acquisition
- **913 - Submarines**
  - In-Service Submarines
  - SSN 688; SSBN 726; SSN 21; SSN 23 Jimmy Carter
  - Sub Rescue Systems
  - Sub Research Vessels
  - SSGN Conversion
  - Undersea SOF Systems
  - ASDS and DDS
  - SSN 774 Virginia
  - SUBSAFE
- Design & System Engineering
- In-Service HM&E Tech Authority
- TYCOM Reps
- COMSUBFOR
- COMSUBPAC
- **914 - Combatants Acquisition**
  - DDG 51
  - Building Yard Reps
  - DD(X)
  - LCS
  - CG(X)
- **915 - Amphibious, Auxiliary, and Sealift Acquisition**
  - LPD-17
  - SEALIFT Acquisition
  - JHSV
  - MPF(F)
  - LHD 8
  - LHA 6
  - LCAC
  - Sea Base to Shore Connector (SSC)
  - MSC In-Service
  - FMS - SEA63 In-Service and PMS 336 Ship Transfer
  - US Coast Guard In-Service and Deepwater Acquisition

- Technical Watch
- Program Analyst
- **916 - Ships Fleet Support**
  - DDG – 51
  - CG - 47
  - FFG - 7
  - LSD / LCC
  - LHA / LHD
  - LPD
  - MCM / PC
  - Tech Authority Critical Safety
  - Energy
  - In-Service Engr - Cross-Platform
  - CLASSRON
  - TYCOM
  - PMR
  - TMA/TMI
  - Fleet Reps
  - MSG Center
- **917 - Sustainment and Modernization**
  - Ships Avail Planning
  - SHIPMAIN & Alteration Policy
- ECDIS-N / Scalable IBS
- FFG-7 MOD
- DDG-51 CL Alts
- QMS / QA
- HAZMINCEN
- Army
- Service Craft
- Field Reps - CG ISC PMRs; CG Hull Mgrs; LSD ML Reps
- **918 - Technology Deployment**
  - Environmental Program Alts
  - Equipment Alts
  - Submarine Alts
  - Carrier Alts
  - ICAS Upgrades
  - Kitting and Staging Facility
- **919 - SHIPS Modernization Programs**
  - MOD Programs: CG – 47; DDG – 51; LSD – 41
  - Development

## CODE 92 - STEAM & AUXILIARY SYSTEMS DIVISION

### **Division Overview:**

We are the navy's principal provider of life cycle engineering and the engineering technical authority agent for steam propulsion and auxiliary machinery. We provide full spectrum engineering services supporting the development, design, acquisition, test, installation and maintenance of ships' systems. Through the pursuit of excellence in engineering, we strive to ensure the operational readiness and logistic support of forces afloat, reduce total ownership costs, and introduce improved and new capabilities and technologies for the defense and maritime industry.

## Branch Functions:

- **921 - Air Conditioning, Refrigeration, and Ventilation**
  - Air Conditioning Systems
  - CFC Conversion
  - Refrigeration Systems
  - Ventilation Systems
  - All Related Ductwork
  - Thermal Management
  - Collective Protection System
- **922 - Steam Systems**
  - Steam Systems
  - Propulsion and Auxiliary Boilers and WHB's
  - Condensers
  - Main Propulsion Turbines
  - FDB/SSTG
  - CVN Secondary Steam/Cat Accumulators
  - HP Waterjet Support
  - BIRMIS Program Support
  - SGPI Program Management
  - FMS/MS/MARAD Steam Support
  - Stationary Plant Boiler Inspection
  - Reboilers
- **923 - Auxiliary Systems**
  - Centrifugal Pumps
  - Positive Displacement Pumps
  - Assoc Pump Components
  - Auxiliary Turbines
  - Fuel Oil and Lube Oil Systems
  - Purifiers
  - Ballast/Deballast System
  - Related Piping, Valves, Comp & Actuators
  - Submarine Fluid Systems and Aux Machinery
  - SUBSAFE Design
- Desalination Systems
- Heat Exchangers
- Main Feed/Cond/Booster Sys
- Fresh Water Sys
- Reverse Osmosis Technology
- **924 - Seawater and Combat Support Systems**
  - Sea Water Sys
  - Fire Main Sys
  - Biofouling Technology
  - VLS
  - Chilled Water Sys
  - Electronic Cooling Water Sys
  - Sonar Dome Pressurization Sys
  - SW/FM/ECWS Actuators
  - Smart Valves
  - Related Piping, Valve and Components
  - Bleed Air/Prairie Masker
  - Mounts/Piping System Acoustics
- **925 - Auxiliary Machinery Automation**
  - Main Boiler and Steam Plant Controls
  - CVN Secondary Steam Plant Controls
  - Catapult Steam Charging System Controls
  - FMS/MS/MARAD Automation Support
  - Compressed Air /AC&R/ Ventilation System Controls
  - Submarine Life Support Controls
  - SSP Support
- **926 - Life Support and Compressed Air Systems**
  - Automated Electrolytic Oxygen Generator
  - Oxygen Generating Plant
  - LP Electrolyzer
  - Integrated LP Electrolyzer

- Central Atmosphere Monitoring Sys
  - Gas Management Systems
  - CO2 Scrubber
  - CO-H2 Burners
  - O2N2 Plants
  - VSA Oxygen Producers
  - Membrane Nitrogen Producers
  - Compressed Air Systems
  - Deballast Compressors
  - HP Air Flasks
  - Sea Water/Chilled Water/Fire Main /Electric Cooling Water Systems Controls
  - Sonar Dome Pressurization Sys Controls
  - Fuel Oil/Lube Oil System Controls
  - Ballast/Deballast Controls
  - SSP Support
  - Tank Level/Smart Valve Controls
  - Potable Water Sys Controls
- **927 - Fluid Systems Automation**

## CODE 93 - PROPULSION & POWER SYSTEMS DIVISION

### **Division Overview:**

We are responsible for the overall management of shipboard propulsion machinery, power generating, and electrical distribution systems, and provide new acquisition/design, in-service engineering, land based testing, and life cycle management support to NAVSEA, the Fleet, waterfront support activities, other Government agencies, and Naval support contractors. The equipments and systems for which we are responsible include diesel and gas turbine engines, reduction gears, main propulsion shafting and bearings, propellers and propulsors, associated engine room auxiliaries, shipboard electric propulsion motors, electrical power generation systems, distribution and conversion systems, aviation electrical support systems, and shipboard lighting.

### **Branch Functions:**

- **931 - Diesel Engines**
  - Main Propulsion
  - Ships Service
  - Emergency Generators
  - Engine Auxiliary Systems
  - Exhaust Emissions
  - DEI Program Management
  - Couplings
  - Main Shafting
  - Shaft Bearings
  - Propellers/Propulsors
  - Waterjets
- **932 - Power Transmissions**
  - Gears
  - Clutches
  - Shaft Brakes
- **933 - 2S Cog/Gas Turbine Life Cycle Support**
  - 2S Cog Mgmt
  - Depot Engineering
  - Configuration Mgt Autolog/Weblog
  - Mod Kit Mgmt
  - LBES

- Metrics
- **934 - Surface Combatants / Gas Turbine Engineering**
  - LM 2500
  - 501K17/34
  - KS-250
  - MT5S
  - LM500
  - LM6000
- **935 - Auxiliary Ships / Acquisition Support**
  - New Acquisition:
    - LHD/LHAR
    - LCS
    - DDG-1000
    - SSC
    - TF40B/ ETB40B
    - Solar
    - MT30
    - LM 2500+
    - LM1600
    - Intake/Exhausts
- **936 - Aircraft Carrier / Gas Turbine Electrical Power Systems**
  - CVN 60Hz Equipment
  - SSGT's/ EDG's
  - AEGIS Power Systems
  - GTG Controls/FADC
  - Line Voltage Regulators
  - SFMG's
  - 4160V Transformers
- **937 - Steam / Diesel Electrical Power Systems**
  - Turbine / Diesel Generators
  - Static Excitation Systems
  - Voltage Regulators
  - Governor Controls
  - New Acquisition (LPD-17, LHD-8)
  - SSN/SSBN Elect Power Systems
  - Midlife Upgrade
  - EPS Designs
- **938 - 400 Hz/DC Electrical Power Systems**
  - 400 Hz and DC MG Sets
  - MG Starters
  - Voltage and Freq. Monitors
  - Available Load Monitors
  - Static Frequency Converters
  - Current Limiting Devices
  - Degaussing Systems
  - Variable Speed Drives AESS/HESS
- **939 - Advanced Electrical Power Systems**
  - DDG SCM Support/FLT IIA
  - COTS Switchboards/CB's
  - 3000KW SSGTG
  - DD(X) New Acquisition Support
  - DD(X) LBES/EDM Testing
  - MFMIII
  - DDG Midlife Support
  - DDG PSA Support

# CODE 94 - INTEGRATED LOGISTICS AND FLEET MAINTENANCE DIVISION

## **Division Overview:**

We are responsible for providing the U. S. Navy integrated logistics data, products and training for Hull, Mechanical and Electrical (HM&E) systems which are delivered to the fleet in a fully automated and interactive environment. Additional responsibilities include providing administrative, organizational, and technical management to the largest technical data repository in the world.

## **Branch Functions:**

- **941 - Logistics Knowledge and Process Management**
  - ILS Knowledge Management
  - Distance Support
  - Metrics
  - LPA
- **942 - Availability ILS & Training**
  - Availability ILS
  - Products & Certifications
  - Configuration Management
  - Training
- **943 - Operations Procedures**
  - Steam Procedures
  - Diesel Procedures
  - Gas Turbine Procedures
- **944 - Technical Manuals –**
  - Surface Ship TMs
  - Submarine TMs
  - Carrier TMs
- **945 - Provisioning and Supply Support**
  - Surface Ship
  - Submarine
  - Carrier
  - Fleet Support
- **946 - PMS and ILS Feedbacks**
  - Surface Ship PMS
  - Submarine PMS
  - Carrier PMS
  - ILS Feedbacks Processing
  - Specifications & Standards Management

## CODE 95 - MACHINERY INFO, SENSORS, AND CONTROL SYSTEMS DIVISION

### Division Overview:

We are the principal providers of life cycle management and full spectrum engineering for Machinery Information, Sensors and Control Systems. We improve reliability and maintainability, reduce total ownership cost, and introduce enhanced and new capabilities/technology for the Defense and Maritime Industry. Our focus is on: (1)Condition assessment and monitoring techniques, technologies, and products. These include machinery parameter measurements, data acquisition systems and instrumentation, equipment condition databases and information systems, and automated screening, diagnostic and prognostic analysis tools; (2)Sensor systems and instrumentation engineering including shipboard instrumentation and system calibrations for all permanently installed shipboard sensor systems, instrumentation and test equipment; and (3)Design and development of shipboard Machinery Control and Monitoring Systems for propulsion and electric plants, auxiliary systems and damage control automation systems; Software development and maintenance for machinery control systems, onboard system trainers and other systems as required.

### Branch Functions:

- **9501 - MCS Life Cycle Management**
  - Overall MCS Life Cycle Management
  - TWH Support
  - Software Certification and Safety
  - CMMI-based Standard Software-based-system Process
  - Software-based-system QA
  - Support SEA 05Z on NVR
  - MCS Commonality Initiatives
  - Obsolescence Management and ILS Processes
- **951 - Machinery Enterprise Information Systems**
  - LCM for Condition Assessment & Monitoring Sys
  - HM&E Intelligent Video Monitoring
  - Mission Readiness Systems
  - Maintenance Monitoring and Decision Support Systems
- Automated Screening, Diagnostic and Prognostic System Development and Integration
- **952 - Machinery Information Systems Technology**
  - DAS Engineering: Hardware and Software
  - Development, Operation and Maintenance of TOAC Data Acquisition Sys
  - Specialized Data Measurements and Analysis Techniques
  - Automated Screening and Diagnostic Tool Development & Integration
  - Legacy Fleet Maintenance/Logistics Info Systems
- **953 - Shipboard Instrumentation and Systems Calibration**
  - Calibration of Installed Instrumentation, Machinery Cont Systems and Diagnostic Data Acquisition Sys

- CRL
- PMS (MRC) Calibration Procedures
- System Calibration Procedures (SCPs)
- **954 - Instrumentation and Sensor Systems**
  - TLIs
  - Wireless Sensors
  - Environ. Testing – Shock, Vibration, etc.
  - Thermal Imaging
  - JP-5 Console Certification
  - Electromagnetic Interference/ Compliance (EMI/EMC)
  - Flow, Temperature, and Pressure Sensors
  - Arc Fault
  - Salinity Indication Systems
- **955 - Machinery Control Sys (DDG-1000, LCS, LPD, MHC)**
  - Systems Engineering and Systems Integration
  - Software Development, Maintenance and Certification
  - CMMI-based Standard Software-based-system Process
  - LPD 17 SSA Lab
  - SETA MCS Lab Development
  - MHC 51 Class M/SCS SSA Lab
  - New Ship Design Support
  - **956 - Machinery Control Systems (CVN & New Control System Development)**
    - All Phases of Carrier Control System Support
    - Machinery Control Sys Design and Development
    - Systems Engineering and Systems Integration
    - System Architecture Design
    - Software Design and Development
- CMMI-Based Standard Software Based System Process
- Hardware Design & Development
- System Integration and Test
- Software-Based Machinery Plant Trainers
- Software/Hardware Maintenance and Certification
- CVN Integration Lab
- **957 - Machinery Control Systems (DDG-51 Class)**
  - Propulsion Controls, Supervisory Electric Plant Controls & Data Logging for entire DDG Class
  - Systems Engineering and Systems Integration
  - Software Development, Maintenance and Certification
  - OEM Software/Hardware Testing
  - DDG 51 LBES Configurable to Flt I/II, Flt IIA MCS
  - DDG Modernization/Backfit
  - CMMI Based Standard Software Based System Process
- **958 - Machinery Control System (CG, LHA, LHD) and Onboard Training Systems**
  - CG 47 Integrated Ship Control – GTSLBES
  - LHD 8 Onsite Support
  - Systems Engineering and Systems Integration
  - Software Development, Maintenance and Certification
  - Acquisition Support
  - Software-Based Machinery Plant Trainers
  - Machinery Simulations
  - CMMI-based Standard Software Based System Process



- **959 - Machinery Control Systems (LSD, FFG, MCM) and Casualty Control Automation**

- Damage Control Automation
- Programmable Logic Controller Programming
- Systems Engineering and Systems Integration

- Software Development, Maintenance and Certification
- Software-Based Machinery Plant Trainers
- Machinery Simulations
- CMMI-Based Standard Software Based System Process

## CODE 96 - SAIL, ANTENNA, NETWORKS, AND NAVIGATION SYSTEMS DIVISION

### Division Overview:

We are responsible for providing Life Cycle Management (LCM) and full spectrum engineering and logistics support for Submarine Sail and Antenna Systems and Surface Ship and Carrier Mission-Critical Networks, Ship Control, Steering and Integrated Bridge/Navigation Systems. LCM responsibilities include support for Ship Acquisition programs, Research and Development (R&D) initiatives, Hardware and Software Engineering, Machinery Integration, Test & Evaluation (T&E) and Integrated Logistics (ILS) as well as direct customer support efforts with the Fleet and Program Executive Offices for Ships, Submarines and Carriers. Engineering responsibilities include provision of Technical Warrant Holder ownership and support for Submarine Sail HM&E Systems as well as execution of Engineering Agent (delegated Technical Authority) functions assigned by NAVSEA 05Z and 05H Machinery Control and Networks Technical Warrant Holders.

### Branch Functions:

- **961 - Sail Systems HM&E Engineering**

- LCM, ISE for Periscope, EW, WLR-9, NAVID & NAVSAT HM&E Systems
- LCM & ISE for Antenna, Towed System, Radar & Snorkel HM&E
- SUBSAFE Engineering and Analysis
- System Acoustic Improvements
- SHIPALT & TEMPALT Design and Installation
- SPECOPs Design & Installation
- UMM Engineering & Testing
- Submarine Sail Land Based Test Site

- Virginia Class/SSGN NAVSEA Onsite Support
- Field Change and Block Upgrade Development, T&E
- **962 - Quality Assurance, SUBSAFE, and Sail Acquisition Planning**
- SUBSAFE Certification
- Level 1 Material Certification
- Product Quality Assurance Program
- Integrated Logistics Support
- Technical Manual Development
- Private Party SUBSAFE Qualification and Oversight

- MSD Onsite Support
- Tech Mgmt of Sail & Deployed Depot
- Mgmt for Technical Acquisition Programs
- Value Engineering Implementation for Sail & Deployed Systems
- SUBSAFE & Level I Material Handling and Storage
- **963 - Antenna Engineering and Sail Modernization**
  - Mast Antennas – OE-538 & OE592 MFM; AN/BRA-34 & OE-207 MFM; OE-562/HDR MMC; AN/BLQ-10 EW Outboard Sensor
  - RF Distribution & Controls Systems (RFDACS)
  - Deployed Antennas – BRR-6 & BRR-6B Buoy, AN/BRA-24 FWA
  - RTOF
  - Antenna/RF RDT&E Support
  - RF/Electronics Technical Services
  - Sail Modernization
  - Sail Maintenance and General Support
- **964 - Sail ISE Reps**
  - Submarine Fleet TYCOM Tech Reps
  - Tech Support of Squadrons, Maintenance Activities and Repair Facilities
  - Emergent Fleet Technical Assist
  - Shipyard Liaisons
  - Sail Zone and Install/FC Coordination Support
  - Sail Maintenance & Repair Evaluations, Test & Inspections
  - Sail System Training & Logistic Product Development Support
  - Fleet Reqts & System Performance Feedback (Sail and System)
  - SSIT
  - Failure and Config Data (Metrics and Monitoring)
- Field Engr and Tech Support
- System Design, Prog, & SUBSAFE Core Team
- **965 - Networks**
  - Mission Critical Network LCM/ISEA
  - Network Design/Specs/ABS-NVR
  - Network User System Integration
  - Network Mgmt and Monitoring
  - Network Security/Firewall
  - Network Systems Security Cert & Accreditation
  - Fiber Optic Cable Plant Verification
  - Fiber Optic Component Qualification
  - Fiber Optic Specs & Standards
  - LBTS Support:
    - LBES, CSEDS,
    - Wallops Island,
    - ICSTD, GLNTC,
    - LM-STS, MPIF
- **966 - Navigation Systems & Integration Bridge Controls**
  - Navigation Systems LCM/ISEA
  - Integrated Bridge Controls LCM/ISEA
  - Ship Control Systems
  - Ship Control Display Systems
  - Steering Control Systems
  - Integrated Bridge Systems
  - Scalable Integrated Bridge Systems
  - Nav Crit Distribution Systems
  - Navigation Display Systems
  - Electronic Charting Display Information System – Navy
  - Integrated Navigation and Radar System Simulation
  - Situational Awareness Bridge Display System

- **967 – Carrier Network, Navigation & Integrated Bridge Controls**

- CVN Navigation Systems and Integrated Bridge Controls ISEA, SSA and Modernization
- CVN Bridge/Navigation Displays and Nav Crit Distribution Systems
- Control System (PLC) and HMI Development Support CVN HM&E

- Networks for Navigation, Critical Data and Ship/Machinery Controls
- CVN Network Monitoring System, IA, PSSA
- Norfolk Fleet and Modernization Support Office

## CODE 97 - HULL AND DECK MACHINERY SYSTEMS ENGINEERING DIVISION

### Division Overview:

We are the Navy’s principal engineering agent for shipboard weapons and cargo handling systems, aircraft and land vehicle handling systems, launch and recovery systems, cranes, hydraulic systems, shipboard habitability and hull outfitting. We provide engineering services to support the development, design, acquisition, test, installation and maintenance of machinery systems for the Fleet, NAVSEA and the naval community to ensure the operational readiness and logistic support of forces afloat, reduce total ownership costs, introduce new capabilities and technologies to enhance readiness, and achieve mission requirements.

### Branch Functions:

- **971 - Aircraft, Vehicle, Ship and Material Handling**

- Aircraft Elevators/Doors
- Vertical Package Conveyors
- Amphibious Assault Systems
- Powered Closures
- Anchoring, Mooring and Towing

- **972 - Cargo/Weapons Handling and Stowage Systems**

- Cargo, Weapons, Personnel & Medevac Elevators
- 5” Ammunition Hoist System
- Torpedo Hoists/Monorails Bridge Cranes /Misc Hoists, Lifts and Handling Systems /Dumbwaiters
- Torpedo Strikedown Life System
- Magazines

- Ready Service Lockers
- Universal Tie Down Systems
- Aviation Ordnance Handling Systems

- **973 - Launch, Recovery and Hydraulics Systems**

- Shipboard Cranes
- Towed Body Handling and Stowage
- Boat Handling and Stowage
- Surface Ship Steering
- Surface & Submarine Hydraulics

- **974 - Hull Outfitting and Shipboard Habitability**

- Surface Ship and Submarine Hull Outfitting
- Habitability

- **975 - Maintenance Technologies**
  - HM&E Systems Maintenance Engr.
  - MSC Material Handling Equipment

## CODE 98 - MACHINERY RESEARCH AND SILENCING DIVISION

### **Division Overview:**

We are responsible for S&T and R&D of shipboard machinery systems. The division technical thrust areas are aimed toward cost effective, rapid insertion of machinery system technologies for the present and the future Navy that meet stated or implicit requirements for: new or extended depth, range, speed and improved control; rapidly re-configurable systems; reduced manning through automation; reduced total life cycle cost; and greater life, reliability, and safety. The Machinery Research and Silencing Division is the only naval organization that has the development of naval machinery systems as its primary function. The major support of the department comes from the Naval Sea Systems Command (NAVSEA) and Office of Naval Research (ONR), however, other activities within DOD such as Advanced Research Projects Agency, etc., use the unique competencies of the division for new machinery developments.

## **Branch Functions:**

### **981 - Automation and Controls R&D**

- Machinery Systems Automation
- Control Systems
- Control Systems Software
- Modeling and Simulation of Control Systems
- Intelligent Agent Based Control Systems
- Advanced Sensors
- Survivable Wireless Controls Comms.
- Autonomic Auxiliary Systems
- Control Systems HMI
- Smart Valve Technologies

### **• 982 - Electric Power R&D**

- Generation
- Distribution
- Propulsion
- Motors & Drives
- Actuators
- Conversion
- Energy Storage
- Power Electronics
- Protection
- Power Management
- Machinery Analysis
- Architecture Analysis

### **• 983 - Machinery Technology R&D**

- CVN21 Class Mach. Sys Advanced Architectures
- NNP System Advanced Develop. Program
- S9G/ANPS Common Power Electronics and Controls
- Medium Voltage Conversion/ Distribution Equipment
- Electric Sys Modeling and Simulation
- Energy Storage Equipment & Sys
- Fluid System Silencing
- Advanced Acoustic Measurement
- Structural and Acoustic Modeling

- Electric Motor Acoustic Modeling
- Submarine Life Support Systems
- Hydraulics/Actuators
- **984 - Machinery Silencing RDT&E**
  - Machinery Silencing Design
  - Airborne and Structure borne Sys Silencing
  - Structural & Acoustic Modeling
  - Machinery Noise Isolation
  - Acoustic Data Acquisition
  - Acoustic Data Analysis
  - Machinery Vibration Acquisition and Analysis
  - Machinery Micro Balancing
  - New Ship Design Machinery Acoustic Assessments
- **985 - Energy Conversion R&D**
  - Fuel Cells
  - Reformer
  - Hydrodesulfurizers
  - Zinc Oxide Beds
  - Thermal Management
  - HVAC
  - Refrigerants
  - High Temperature Superconductivity
  - Cryogenic Cooling
  - Integrated Power Systems
  - Advanced Engines
  - Metal Fiber Brush
  - Modeling and Testing
  - Large Experimental UUV Systems
- **986 - Advanced Machinery Systems Integration**
  - Machinery Tradeoff Analysis
  - System Level M&S
  - System Optimization
  - Ship System Synthesis Models
  - Design of Experiments (DOE)
  - Total Ship System Thermal Modeling
  - 3-D Modeling – Virtual & Immersive Environments

- Conduct Scale Model Experiments to Evaluate Machinery Concepts
- **987 - Research Programs**

## GENERAL INFORMATION: POLICIES/PROCEDURES/PROGRAMS

### BUSINESS CARDS

Business cards are readily available from the Code 30 Graphics Department and can be acquired by providing a Job Order Number (JON).

<https://crbewebappdev.dt.navy.mil/intra/code10/code103/graphics.html>

### COMMON ACCESS CARD (CAC)

The Common Access Card (CAC) is a United States Department of Defense (DoD) smart card issued as standard identification for active-duty military personnel, reserve personnel, civilian employees, other non-DoD government employees, state employees of the National Guard, and eligible contractor personnel.

The CAC is used as a general 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, facilitating the use of PKI authentication tools, and establishes an authoritative process for the use of identity credentials.

Whether you're getting a CAC for the first time or renewing your current CAC, the same process is required. Use the following link to setup an appointment at a local facility to receive your CAC. Everyone who is age 21 and older must have two (unexpired) forms of ID to receive a new CAC. One must be a state/government issued photo ID. Please visit <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf> for a complete list of acceptable forms.

<https://rapids-appointments.dmdc.osd.mil/appointment/default.aspx>

### CARDEROCK WEBSITES

Carderock Intranet website: <https://crbewebappdev.dt.navy.mil/>

Carderock Division Internet website: <http://www.navsea.navy.mil/nswc/carderock/default.aspx>

Philadelphia Navy Yard website: <http://navyyard.org/>



## CELLULAR PHONE POLICY

This policy applies to all NSWCCD military and civilian personnel, contractors, visitors, and tenant activities. Personally-owned mobile/cellular phones, including those with photographic, video, and voice recording capabilities are permitted at all NSWCCD sites; however, their use is restricted to voice and text only. The taking of photographs or use of video or audio recording functions is prohibited unless specifically authorized by the Security Office. Violation of this policy may result in confiscation of the device in addition to disciplinary action. Cell phones and other electronic devices will continue to be prohibited in sensitive areas where classified information is stored or discussed. All personnel have a responsibility to adhere to and enforce this policy. Any incident of noncompliance should be challenged and immediately reported to the Security Office. This policy sets the minimum permissible standards for such devices.

## DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)

In 1985 the Department of Defense conducted an extensive study on the education and training of DoD employees. When the study revealed that acquisition workforce was inadequately trained and inexperienced, Congress enacted the Defense Acquisition Workforce Improvement Act (DAWIA). DAWIA ensures that personnel performing acquisition duties receive the appropriate education, training and experience. The Defense Acquisition University (DAU) was established to provide educational and professional developmental activities to the acquisition workforce through classroom instruction, on-line training modules and other associated activities.

- Management determines whether a position is designated DAWIA based on position duties and the amount of time performing acquisition functions.
- There are a total of 13 career fields under DAWIA.
- Each career field has three levels of certification: Level I (Basic), Level II (Intermediate) and Level III (Advanced).
- If you occupy a designated position, you are required to meet certification requirements for that position within 24 months of assignment into the position.
- You are required to participate in Continuous Learning (CL) activities to stay current and proficient in your functional disciplines. Each acquisition workforce member is required to acquire 80 CL points, bi-annually.

For DAU and CL course registration, certification requests, tuition assistance and Acquisition Corps membership, go to <https://www.atrrs.army.mil/channels/registernow/rnswitch.asp>. For a catalog of DAU courses, go to <http://www.dau.mil/catalog/>

## DRUG FREE WORKPLACE POLICY

The Department of the Navy (DON) Drug-Free Workplace Program (DFWP) implements Executive Order 12564, which made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance.

The information sheet on the DFWP includes information on types of drugs tested, types of testing, Testing Designated Positions, random testing procedures and results, safe harbor and DONCEAP.

[https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/DFWP\\_Fact\\_Sheet\\_June\\_2012.pdf](https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/DFWP_Fact_Sheet_June_2012.pdf)

## DEPARTMENT OF NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DONCEAP)

The DONCEAP is a comprehensive program to assist employees and their families with challenges that many may face in today's environment. It is not uncommon to be overwhelmed or stressed by relationships, school, health, finances, work, family or other issues which could impact an employee's quality of life at work and at home. The DONCEAP also includes an extensive work/life program with support for issues such as finance, eldercare, identity theft, legal services, child care, alcohol and substance abuse, parenting advice and care kits for college, wellness and more. Employees can access webinars, podcasts, program information and data online at the DONCEAP website:

<http://donceap.foh.hhs.gov/>

Confidential assistance is available 24/7 at a toll free number, 1-844-DONCEAP (1-844-366-2327).

## ENTERPRISE SAFETY APPLICATIONS MANAGEMENT SYSTEM (ESAMS)

ESAMS is web based Occupational Safety and Health (OSH) training for the Naval Forces. Your email address was provided to ESAMS by your command safety office. The purpose of these messages is to remind you of Navy Occupational Safety and Health training that you are required to complete per OPNAVINST 5100.23F. Contact us at 1-865-693-0048 or your safety office for details.

ESAMS training requirements are in accordance with the DON Safety and Occupational Health Policy. All training requirements are given to employees by either their supervisor or a

Safety/Training Manager. Users who question why they are required to take a specific course or series of courses will be directed to gain this information from their supervisor or Safety/Training Manager. A list of mandatory training requirements can be found at the ESAMS website:

[https://esams.cnmc.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx)

## EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS)

EBIS is a secure website that provides employees access to general and personal benefits information and the ability to receive retirement estimates. Employees can enroll, change or stop benefits and make open season changes thru EBIS. The Department of Navy has automated all of its benefits systems so no hard copy forms are submitted through our Human Resources Office. All benefits changes are process through EBIS.

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

## EMPLOYEE RESOURCE GROUPS (ERG)

The Division values and respects the strengths and differences among our employees. Because our employees are more diverse today than ever before, we must be positioned to understand and create work solutions to meet their needs. Employee Resource Groups (ERGs) play an important role in supporting and sustaining this effort. ERGS are open to all employees and provide an environment by which employees can share their experiences and expertise, network with senior management; and learn career-building skills. The ERGs also foster a mentoring environment.

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/eoo.html#erg>

## EMPLOYMENT VERIFICATION

Employees have the ability to release their own employment verification information via email through their MyBIZ account. Two choices of information are available to send out – employment information or employment and salary information. DCPDS MyBiz is a CAC-enabled application.

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

## ENVIRONMENTAL STEWARDSHIP

NSWCCD's ability to conduct its mission requires daily operation in the land, water and air environments. Protection of the environment is an integral part of accomplishing our mission. All NSWCCD employees and contract workers have a responsibility to protect the environment.

NSWCCD's Environmental Policy states the command's commitment to ensuring the protection of the environment and maintaining full environmental compliance. Consistent with that policy, NSWCCD maintains an extensive recycling program, carefully manages hazardous waste and seeks ways to reduce energy use. As an employee, you have an important role in these and other programs.

An Environmental Management System (EMS) is a set of systematic processes and practices that enable an organization to reduce environmental impacts and increase operating efficiency. An EMS also recognizes actions that provide positive environmental impacts, such as recycling and vanpools. Your work may require use of procedures to help reduce the environmental impact of a significant aspect identified through our EMS.

## INTERNET SAFETY REMINDERS

Here are a few tips to consider when posting information accessible to the worldwide web:

- Think before you post - once it's out there it's gone!
- Don't post inappropriate or embarrassing information about yourself or others. Use caution when posting photographs.
- Establish security protocols on your blog or web page such as encryption or password protection.
- If you don't want bad guys to know where you are, or where your family member is deploying to, or what goes on there don't post it on your site.
- If you are going to speak about your role in DoD, state that your views do not necessarily reflect those of DoD.

Realize criminals use the internet too. Don't post information about yourself or your family members that would increase the risk of identity theft or other forms of exploitation. And remember to use caution when posting information about DoD activities.

## MENTORING NETWORK PROGRAM

Naval Surface Warfare Center Carderock Division launched a new Mentoring Program on June 7, 2013, with the goal of fostering an environment where individuals share organizational knowledge, experiences and expertise to assist with personal and professional growth. The Division Mentoring Program will play a key role in increasing communication throughout the division, foster career development and acquisition of knowledge along with building a greater sense of community, and foster diversity. There are numerous benefits for both the mentor and

mentee including receiving valuable career advice, expanding networks, developing lifelong personal and professional skills and a sense of accomplishment. Mentors also gain a personal satisfaction of helping others discover and reach their own potential.

Claudette Armstrong in West Bethesda and Lane Daniels in Philadelphia, mentoring coordinators from the Workforce Development Branch have been assigned to administer the program. Their responsibilities include matching mentoring pairs, monitoring the mentoring relationships and providing any assistance needed to the mentoring pairs.

Employees interested in becoming a Mentor or Mentee must fill out a short survey which is available at the "Mentoring Web Page" on the Division Intranet homepage: <https://crbewebappdev.dt.navy.mil/> or click on the Mentoring Intranet site at: <https://crbewebappdev.dt.navy.mil/intra/code10/hr/mentoring.html>.

## MyBIZ

The Oracle Self Service application is used to view information about your appointment, position, personal salary, benefits, awards and bonuses and performance. Employees can update their telephone number and email address, handicap code, race and national origin and foreign language proficiency. For new MyBiz users:

1. Go to <https://compo.dcpds.cpms.osd.mil/>
2. Select non-email certificate then "OK"
3. Select "OK" on the DoD Notice and Consent Banner
4. Select "Register" under Smart Card Access
5. Select "Yes" to be redirected to the registration
6. Enter social security number and select "Register"

## NETWORK ACTIVITY (NWA) NUMBER

Carderock Division utilizes an integrated business management system called Navy Enterprise Resource Planning (ERP) that standardizes Navy business operations, processes and business rules across NAVSEA and other System Commands. This includes management of funds, projects, *workforce and material (contracts and supply)*. *Within Navy ERP Network Activity numbers are used as chargeable objects for labor, purchases and other costs in support of approved tasking and workload. The network activity number is a control feature for identifying each "activity" within a task and is a means of accumulating departmental labor, material, indirect costs, shipping, etc. for each task that is represented by a work breakdown structure element in an ERP project. Network activity numbers are important to understand, since we use them to track the amount of labor, material and other costs that we allocate to particular jobs/tasks. For all the work that we do, we need to have a network activity number. There are*

three basic types of network activity numbers that are used in 4 types of projects. A separate and unique network activity is used to plan and execute labor, purchase requisitions (contracts, material, etc.) and other general costs (travel, shipping, etc.). All three types are used in four different project types which include Direct (DR) projects, Service Center (SC) projects, Overhead (OP) projects and Capital Investment (CP) projects. A direct project NWA is used when labor, material and other costs are directly attributed to and specifically charged to a task funded by a sponsor. The indirect project NWAs for OP and SC projects are used when an expense is prorated and equitably charged to customers. The CP NWAs are used for capital investment projects that upgrade and modernize our command's material assets.

## OCCUPATIONAL SAFETY AND HEALTH PROGRAM

NSWCCD provides a safe and healthful work environment for all personnel. The Occupational Safety and Health (OSH) Program is designed to safeguard our people. Every manager, supervisor and employee has a responsibility to integrate safety and health principles into their daily decision-making processes and work habits. Detecting and reporting unsafe/unhealthful working conditions at the earliest possible time – and making prompt corrections of the hazards at the lowest possible working level – are essential elements of the Division's OSH Program. Your supervisor is responsible for your safety. If you identify an unsafe or unhealthful working condition, contact your supervisor or the Resource Protection Office. Navy policy requires that personnel who are engaged in hazardous operations or working in hazardous areas be provided with the proper safety equipment, including, but not limited to:

- Safety shoes
- Safety glasses
- Hard hats
- Hearing protection (earplugs and/or earmuffs)
- Respirators

Consult the Division's Intranet website (*Business Information* link or <https://crbewebappdev.dt.navy.mil/intra/code10/eosh/>) for points-of-contact, regulations, safety equipment and safety issues.

## ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF)

The eOPF solution provides electronic, Web-enabled access for all Federal Agency staff members to view eOPF documents. All employees are able to view their own OPF through the eOPF solution. eOPF includes security measures to ensure the integrity of the system. For example, users are able to view their own eOPF documents, but not modify the documents. All

activity performed in the eOPF solution is logged and can be accessed through various reports by authorized users. The eOPF provides an audit trail capability, including a mandatory log that documents when and why an authorized user has reviewed an eOPF.

#### Key Benefits of eOPF:

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

## OUTREACH

Carderock Division offers a number of different outreach programs with which scientists and engineers can become involved.

Science, Technology, Engineering, and Math (STEM) outreach takes many different forms across the sites of the Carderock Divisions. These efforts are focused on getting young students interested in STEM and helping them to consider higher level education in STEM disciplines. These efforts are supported by both Carderock G&A funds and DoD's National Defense Education Program (NDEP) K-12 Initiative. Not included in this section are our employee's participation in the numerous science fairs or career days or our site sponsored bring-your-child-to-work-days which are also a form of outreach with a STEM focus. The other more formal STEM outreach activities include:

For Inspiration and Recognition of Science and Technology (FIRST) – Division employees volunteer with partner schools to mentor student participation in regional, state, and national competitions sponsored by FIRST <http://www.usfirst.org/>. There are several different levels of STEM activities within the framework of FIRST that span from 6 year olds to 18 year olds. Some employees may volunteer with schools unrelated to the Division's coordinated effort. The Division's coordinated efforts focus on FIRST LEGO League (ages 9-14). Division employees also volunteer at the FIRST Robotics Regional Competitions (age 14-18).

MATHCOUNTS – Division employees may volunteer with schools to mentor students. The West Bethesda Site hosts an annual competition, prior to their competition season, among local middle schools. The competitions are sponsored by the MATHCOUNTS Foundation <http://mathcounts.org/>. MATHCOUNTS focuses on middle school students.

SeaPerch – Division employees volunteer with partner middle schools to mentor students in the creation of underwater robots. West Bethesda site invites schools to visit the site to exercise their creations in the test tanks. Philadelphia, Bayview, NSWC Indian Head, US Naval Academy and other sites sponsor and/or support local competitions. The competitions are sponsored by the Society of Marine Architects and Naval Engineers (SNAME) and the Office of Naval Research (ONR) <http://www.seaperch.org/index>.

Calculator-Controlled Robots – Division employees volunteer with middle school students and teachers to engage them in introductory robotics using a mini robot which is controlled by a TI graphing calculator. Division employees also train teachers in Virginia, Maryland, and the District of Columbia, in TI-Basic programming and robot construction.

[http://www.nasa.gov/audience/foreducators/topnav/materials/listbytype/Calculator-Controlled\\_Robots.html](http://www.nasa.gov/audience/foreducators/topnav/materials/listbytype/Calculator-Controlled_Robots.html)

Model Sea Glider – Developed at Carderock by a team of engineers and a teacher, this high school level engineering project introduces students to buoyancy engines, Arduino programmable electronics, while building a model of the Scarlet Knight sea glider which transited the Atlantic Ocean in 2009.

Carderock Summer Institute for High School STEM Teachers - During the summer of 2010, the Carderock Division hosted the first week-long summer STEM institute for local high school teachers. The teachers were given a glimpse into the world of Naval Engineering by Carderock Division scientists and engineers. They were also introduced to technology which they could use to infuse engineering relevance into their classroom. During the summer of 2011 the program has been expanded to include elementary school teachers.

## PERFORMANCE SYSTEMS

### *Personnel Demonstration Project (DEMO)*

Part of the Carderock Division uses a pay-for-performance incentive system. The system is the Department of Defense Science and Technology Laboratory Demonstration Program (called DEMO).

A demonstration project provides a means for testing and introducing beneficial change in Government-wide human resources management systems. A Federal agency obtains the authority from the Office of Personnel Management to waive existing Federal human resources management law and regulations in title 5, United States Code, and title 5, Code of Federal



Regulations, to propose, develop, test, and evaluate interventions for its own human resources management system that shape the future of Federal human resources management. The DoD S&T Lab Demonstration Program (Lab Demos) was authorized by section 342 of the National Defense Authorization Act for Fiscal Year 1995 (P.L. 103-337). This legislation enabled DoD, with the approval of OPM, to conduct personnel demonstration projects at DoD S&T reinvention laboratories. The purpose of the Lab Demos is to improve the effectiveness of the DoD laboratories through a more flexible and responsive personnel system. The demonstration program was part of DoD's Laboratory Quality Improvement Program. The Lab Demos program includes eight individual demonstration projects, one of which is Naval Sea Systems Command Warfare Centers. These projects follow most of the requirements of chapter 47 of title 5, United States Code, but section 342 of P.L. 103-337 removed any mandatory expiration date, removed the limitation on the number of employees covered, and removed the limitation on the number of lab demonstration projects that can be in effect at one time. OPM continues to track the Lab Demos in order to maintain a base of longitudinal data.

The S&T Lab Demonstration Program is designed to achieve the following key objectives:

- Improve the effectiveness of DoD laboratories through a more flexible, responsive personnel system
- Increase line management authority over human resource management
- Recruit, develop, motivate and retain a high quality workforce
- Adjust workforce levels to meet strategic program and organizational needs

DEMO is an Incentive Pay System that is designed around the concept of aligning total compensation with performance expectations. The greater the expectations, the greater should be the compensation; conversely, performance expectations increase as salary increases. By the time one's salary reaches the upper portion of the pay band, a high level of performance is expected in order for the individual's performance to be rated acceptable.

The objective of incentive pay is to incentivize the improvement of an employee's capabilities enabling greater contributions to the goals of the organization. As the capabilities increase total compensation increases through the award of continuing pay points or through promotion. As pay increases within a pay band, the level required for acceptable performance also increases. When current salary is in equilibrium with the level of performance expectations, then the employee's performance is rated "acceptable" and he/she becomes eligible for incentive pay awards based on the value of his/her contributions to the organization. Once performance expectations (based on salary within a pay band) are met and the employee's performance is rated as acceptable, the decision on the award of incentive pay points is based on the value of the

employee's contribution to the organization. The contribution is evaluated in two dimensions-employee attributes and product attributes.

When the employee and product attributes are in balance, the employee may be awarded 0 to 4 continuing pay points. When the attributes are strongly over balanced to either the employee attribute or product attribute dimension then 0 to 4 bonus points may be awarded. When a moderate imbalance occurs, a combination of 0 to 4 continuing and bonus points may be awarded.

Performance incentives encourage and reward employees for their contributions. Under the traditional General Schedule (GS), employee contributions are sometimes recognized by special monetary rewards such as cash awards or by letters of commendations. Under the Demonstration Project as described above, employee contributions are recognized by incentive pay. An employee should consider each and every one of these incentives provided to them throughout the rating period when setting their expectations for rewards based on their evaluation of their contribution. In other words, DEMO bonus and continuing points are only one element of the performance incentive system and should not be considered the only indication of their annual performance.

DEMO consists of three career paths: Science and Engineering (ND); Administrative and Technical (NT); and General Support (NG). Each career path is comprised of five or six pay bands, which correspond to the salaries of two or more GS grade levels.

ND Career Path Levels	GS Grades Covered	NT Career Path Levels	GS Grades Covered	NG Career Path Levels	GS Grades Covered
1	1-4	1	1-4	1	1-4
2	5-8	2	5-8	2	5-6
3	9-11	3	9-10	3	7-8
4	12-13	4	11-12	4	9-10
5	14-15	5	13-14	5	11-12
6	SSTM	6	14-15		

*Performance Appraisal System (PAS)*

This system applies to all civilian employees of the Naval Surface Warfare Center, Carderock Division (NSWCCD) who are in General Schedule or Federal Wage System positions, regardless of site location. It does not apply to employees covered by the Personnel Demonstration Project (DEMO). The Performance Appraisal System (PAS) is evaluated on an annual basis for regular employees and at the end of co-op cycles by your supervisor. A blank PAS evaluation form will be given to you by your supervisor to give you information on the job performance criteria on which you will be assessed. Each branch has their own criteria for PAS. Information on performance appraisal and merit awards can be found at the following website:

<https://crbewebappdev.dt.navy.mil/intranet/instr/d12430-7a.htm>

## PERSONALLY IDENTIFIABLE INFORMATION (PII)

PII is defined as any information that is unique or personal to an individual. It is also any information which can be used to distinguish or trace a person's identity. PII includes, but is not limited to: name, address, social security number (full and truncated), age, date of birth, mother's maiden name, military rank, civilian grade, marital status, race, salary, home/personal cell phone numbers, employment history, or other demographic, biometric, medical, and financial information. You must ensure that information entrusted to you in the course of your work is kept secure and protected.

## PRIVACY ACT

The Privacy Act limits an agency's collection and sharing of personal data. The Privacy Act requires that all Executive Branch agencies follow certain procedures when collecting personal information, creating and maintaining databases containing personal identifiers, and disseminating information containing personal data. When asked for your personal information, you must be advised of:

- why the government is seeking the information,
- what use the government intends to make of the information,
- the authority under which the information is solicited, and
- whether disclosure is mandatory or voluntary.

Our maintenance of your personal information must be timely, accurate and complete. We protect the confidentiality of your information and use it solely for the purposes designated. We take appropriate disciplinary action in cases of inappropriate use. If you work with Privacy Act material you should carefully follow the above responsibilities and review this information at least once a year.

As an employee, you play a very important role in assuring DON complies with the provisions of the Privacy Act. Accordingly,

- DO NOT collect personal data without authorization.
- DO NOT distribute or release personal information to other employees unless you are convinced they have an official need-to-know.
- DO NOT be afraid to challenge "anyone" who asks to see PA information for which you are responsible.
- DO NOT transmit personal data without ensuring it is properly marked. Use 'FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE.

Privacy data should be marked: "For Official Use Only Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal penalties". Be aware that privacy data may not always be marked as such. If you have questions about whether data is protected under the Privacy Act, ask your supervisor.

If Privacy Act Data must be transported, you can use Ground Mail or Email by following the listed procedures:

- Using Ground Mail:
  - Never use messenger-type envelopes to send Privacy sensitive data.
  - You may double wrap using an inner and outer envelope if you deem if appropriate.
  - Mark the envelope to the attention of an authorized recipient
  - Never indicate on the outer envelope that it contains Privacy Data.
- Using E-mail:
  - Use Common Access Card procedures.
  - Announce in the opening line of text that you are relaying FOUO material.

Privacy Act Data should be stored as follows:

- Don't leave privacy data in the open for anyone to view.
- Ensure information is not accessible to individuals that do not have an official need to know.
- Don't store it in a public folder.

## SCIENTIST-TO-SEA PROGRAM

The Scientists to Sea (STS) Program is your first step in getting your shipboard experience. Carderock Division scientists and engineers routinely take advantage of the program, as it gives them unprecedented access to operational Navy assets they may be developing systems for. A little known fact, you don't have to be a scientist or engineer to visit a Navy vessel! Also, if you work in a division such as Contracting, Safety, Security, or Facilities, the only justification you need to validate your visit to a ship is the desire to make such an experiential learning visit.

The Scientists To Sea Program is for all civilian employees and is intended to provide participants with the opportunity to go to sea to gain an appreciation of shipboard life and an insight into Fleet needs, as well as operational factors which affect system design performance. Generally, riders are selected on a first-come basis, but preference may be given to those who can show that the ship ride is connected to accomplishing a specific work project.

If interested in visiting and riding an operational Navy vessel, inform your Branch Head and then fill out the Scientist-to-Sea form located on the following website.

[https://crbewebappdev.dt.navy.mil/intra/code10/hr/training/scientist\\_to\\_sea.html](https://crbewebappdev.dt.navy.mil/intra/code10/hr/training/scientist_to_sea.html)

## SIGN-IN/SIGN-OUT SHEETS

Each day upon arrival and departure you are required to sign in and out. The sign-in/sign-out sheet is completed chronologically. If you are leaving the base you are required to sign out and state where you are going.

Time worked over 10 hours in a single work day or more than 80 hours during a pay period must be taken as overtime or compensatory time. Overtime will be paid out in the next billing cycle at the hourly rate of the employee. Compensatory time is similar to annual leave in that it can be used as scheduled paid leave. Compensatory time will expire 1 year after it is acquired, in which it will be paid out as overtime. Compensatory time nearing expiration will be noted on your Leave and Earnings Statement (LES). Accrued compensatory time should be used before using annual leave.

The Administrative Workweek is Monday through Friday, 0730 to 1600. This means that every organizational unit must be open for business all of those hours, and occupied by some member of the unit. Permissible hours for work are from 0600 to 1800. Core Hours are from 0930 to 1430, Monday through Friday. Attendance is required during all core hours except for lunch and/or other authorized absences.

For any employee working more than six hours on any given day, a lunch period of thirty minutes must be charged. ONLY the AWS 5 work schedule allows absences longer than thirty

minutes for lunch. Employees on the AWS 5 schedule are limited to absence of 10 core hours during a pay period, without being charged leave, as long as eighty hours are worked.

The following time chart shows the conversion from military time to civilian time. You will use military time when you sign in for and out of work and in various communications. Using military time, the day is divided into 24 hours and all numbers higher than 1200 constitute PM except 2400 which is midnight.

<b>Military = Civilian</b>	<b>Military = Civilian</b>
<b>0001 = 12:01 am</b>	<b>1300 = 1:00 pm</b>
<b>0100 = 1:00 am</b>	<b>1400 = 2:00 pm</b>
<b>0200 = 2:00 am</b>	<b>1500 = 3:00 pm</b>
<b>0300 = 3:00 am</b>	<b>1600 = 4:00 pm</b>
<b>0400 = 4:00 am</b>	<b>1700 = 5:00 pm</b>
<b>0500 = 5:00 am</b>	<b>1800 = 6:00 pm</b>
<b>0600 = 6:00 am</b>	<b>1900 = 7:00 pm</b>
<b>0700 = 7:00 am</b>	<b>2000 = 8:00 pm</b>
<b>0800 = 8:00 am</b>	<b>2100 = 9:00 pm</b>
<b>0900 = 9:00 am</b>	<b>2200 = 10:00 pm</b>
<b>1000 = 10:00 am</b>	<b>2300 = 11:00 pm</b>
<b>1100 = 11:00 am</b>	<b>2400 = 12 Midnight</b>
<b>1200 = Noon</b>	

## TOASTMASTERS INTERNATIONAL

The Carderock Division offers Toastmasters International clubs at the West Bethesda and Philadelphia sites. Toastmasters International empowers people to achieve their full potential and enhance their leadership skills by learning the arts of speaking, listening and thinking. The Model Basin Toastmasters Club meets twice a month on Tuesdays in West Bethesda, Building 19. The Sub-n-Surface Toastmasters Club meets every other Wednesday in Philadelphia, Building 4. For additional information, consult the Division's Intranet site or

[www.toastmasters.org](http://www.toastmasters.org)

## TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS)

The Total Workforce Management System is a PKI/CAC enabled application designed to assist in a variety of human resource processes, from command human resource operations to contract and manpower management. TWMS capabilities include general information on employee's records such as position, benefits, pay, leave, pay history, training, awards, work history and security clearance. Employees can view and print their Standard Form SF-50.

<https://twms.nmci.navy.mil/selfservice>

## WASHINGTON NAVY DISTRICT (NDW) WIDE AREA ALERT NETWORK (WAAN)

All military, civil service, and contractor personnel with a NMCI user account and assigned to the NDW Headquarters, subordinate installations, and tenant activities are required to register their office email address and phone number, at minimum, in the NDW WAAN. All personnel are strongly encouraged to register personal emergency contact information as well.

The WAAN alerts registered users to various hazards, emergencies, traffic conditions, and force protection condition (FPCON) changes, etc., both during and after working hours. The automated telephone notification system (ATNS), a sub-system of the WAAN, enables a registered user to receive telephonic, email, and text alerts on devices they designate. Self-registration is easy, but must be done on a NMCI computer/laptop, using the AtHoc Self-service Client application. Personally identifiable information (PII) the user provides is safeguarded. Users can update their AtHoc profile at any time. General information about the NDW WAAN, including graphically illustrated registration instructions and answers to frequently asked questions, is available on the following NDW website:

<http://www.cnmc.navy.mil/regions/ndw.html>

## Registration Instructions:

1. Right-click on the AtHoc Self-service Client icon (purple globe), which should be displayed in the user system tray in the bottom right-hand corner of the computer screen;
2. Select (left-click on) the "Access Self-service" from the pop-up menu after it displays on the screen;
3. When the AtHoc Self-service Client application opens, select (left-click on) the "My Info" tab, and update your last name, first name, display name, building number, and command name in the data fields, and then left-click on the "Save" button; and lastly,
4. Select (left-click on) the "Devices" tab, and enter contact information in the mandatory and optional data fields as required/desired, and then left-click on the "Save" button.

Users whose computer does not have the AtHoc Self-service Client icon (purple globe) displayed in the system tray, or the purple globe is "grayed" out, must call the NMCI Service Desk to resolve. The NMCI Service Desk can be reached at 1-866-843-6624."

## WORK SCHEDULE

Carderock Division offers three categories of work schedules for full time employees. Part time employees are on a set work schedule. Employees are required to take a 30 minute lunch between the hours of 1100 to 1300 when working more than 6 hours. For example, an employee working 9 regular hours must take a 30 minute lunch, which means he/she will be at work for 9.5 hours and claim 9 hours of time. For easy reference, work hours are provided below:

Work Schedule: 0600 - 1800 hours  
Core Hours: 0930 - 1430 hours  
Night Differential: 1800 - 0600 hours

AWS-0: The basic Division work schedule (AWS-0) is five 8-hour days, Monday through Friday, 40 hours per week and 80 hours per pay period. A fixed daily arrival time (0730) and a fixed daily departure time (1600) is required. A period of 30 minutes must be taken for lunch between the hours of 1100 and 1300.



AWS-1: FLEXITOUR is a Flexible Work Schedule that requires a full-time employee to work 8 hours a day, 40 hours a week, and 80 hours a biweekly pay period, with a fixed arrival time established for each employee between 0600 through 0930. The full-time employee adheres to a designated start/stop time each day (8 hours per day and 40 hours per week) in accordance with the work schedule established with the supervisor.

AWS-2: GLIDING SCHEDULE is a Flexible Work Schedule that requires work 8 hours a day, 40 hours a week, and 80 hours a biweekly pay period, with start times that may vary daily without notification within the established flexible band of 0600-0930. Employees must work the core hours, Monday through Friday from 0930 to 1430 hours.

AWS-5: MAXIFLEX SCHEDULE is Flexible Work Schedule that has a basic work requirement of 80 hours each biweekly pay period. Employees may work fewer than 5 days per week and/or fewer than 10 days biweekly, may vary arrival/departure times, and must fulfill the core hour requirement defined below. The maximum number of regular hours that can be worked in any given day is 10. Employees on this schedule must meet the biweekly requirement for regular hours before earning overtime or compensatory time (on a day without regular hours). The flexibility of core hours applies only to this schedule. During the 50 core hours that occur in a two-week pay period, an employee may be absent for no more than 10 core hours without being charged leave, assuming the employee will have worked those hours at other times during the pay period under an authorized AWS-5 schedule. The absences resulting from flexing the 10 AWS-5 core hours can take place over one or more days. An employee may be absent either before or after the AWS-S core hours without a charge to leave, assuming the 80-hour requirement has otherwise been met. Core hours apply from 0930 to 1430 hours.

AWS-6: Compressed Work Schedule or 5/4-9 Schedule (AWS-6 enables the employee to complete the basic work requirement of 80 hours in fewer than 10 days. There are no flexible times in this schedule. Times of arrival must be established within the flexible time band of 0600 to 0830 thereby enabling the employee to complete the 9-hour days by 1800; however, once established, there is no flexibility in the established arrival or departure time. All absences after the fixed daily start time must be charged to an appropriate approved leave category. A full-time employee prevented from working on a holiday (or an "in lieu of" holiday) is entitled to pay for the number of hours of the Compressed Work Schedule for the employee on that day. A full-time employee works eight 9-hour days and one 8-hour day for a total of 80 hours in a biweekly pay period. The one Regular Day Off (RDO) can be either a Monday or Friday of either week and opposite the 8-hour day.

## WEST BETHESDA SITE

### BASE ACCESS

Employees gain access to our facilities using their Common Access Card (CAC). Since new hires do not receive their CAC until the second week, they will be issued a 30-day visitor/vehicle pass in addition to their NAVSEA badge. New employees must show their offer letter, car registration and proof of insurance to obtain the 30-day pass. The Security and Visitor Center is located in Bldg. #20.

### CAFETERIA

The cafeteria is located in Building 40. The cafeteria is open Monday through Friday, except for holidays. Breakfast is served from 0630-1030 and lunch is served from 1100-1400. The Carderock Café includes assorted Grab & Go items, assorted breakfast pastries, specialty sandwiches, Panini sandwiches, Quesadilla of the Day, and a full Subway counter.

### COLORS (FLAG ETIQUETTE)

The ceremonial hoisting of the national ensign at 0800 and lowering at sunset is referred to as morning and evening colors. The observance of colors is a Navy tradition to honor all soldiers in harm's way and honor those who died for our country. It is also a requirement of ships and shore commands per U.S. Navy Regulations.

Every day at 0755, "First Call to Colors" will be sounded over the loud speaker system. At 0800 "Attention" will be sounded, followed immediately by the National Anthem, during which the flag will be hoisted. At the conclusion of the anthem, "Carry On" will be sounded.

Five minutes prior to sunset, "First Call" will be sounded. At sunset, "Attention," "Retreat (Evening Colors)," and "Carry On" will be sounded in order. The flag will be hauled down slowly as "Retreat" is played.

During morning and evening colors, all personnel who are outdoors and within sight or hearing are expected to render honors. Military personnel in uniform shall stop, stand at attention facing the flag and salute. The appropriate response for civilian personnel is to stop, stand facing the flag, remove their hat and hold it over their heart. If not wearing a hat, civilians place their right hand over their heart. Drivers pull over and stop their vehicles. No traffic will enter or exit the gates. At the sounding of "Carry On," all activity will resume.

## CREDIT UNION

For your banking needs, the Constellation Federal Credit Union is available and located in Building 20. For more information you can check out the website <https://www.constellationfcu.org>

### **NSWC Carderock Branch:**

Bldg 20 (at security gate)  
Monday-Friday, 0800 to 1500  
301-227-4840

Employees are also eligible to join the Navy Federal Credit Union that has various local banks and ATMs in addition to their Washington Navy Yard location.

### **Washington Navy Yard - DC**

Navy Federal Credit Union  
Located at the Naval District Washington, Ground Floor  
9th and M Street SE  
Bldg 218 Ground Floor  
Washington, DC 20374  
Phone: 888-842-6328

## GATE HOURS

Main Gate (Clara Barton Parkway) – 301-227-2617

- 20 hours/day (0400 - 2400 hours) Monday thru Friday; and
- 18 hours/day (0400 - 2200 hours) weekends and holidays;

Visitor's Center (Bldg. 20, near front gate)

- 10 hours (0600 – 1600)

## EMERGENCY DISMISSAL AND CLOSURE PROCEDURES

NSWCCD will follow the Washington Area, Office of Personnel Management (OPM) guidance pertaining to this topic. You may also refer to the following radio and TV stations:

Radio Stations:  
WTOP-FM 103.5  
WTWP-AM 1500

TV Stations:  
WRC-TV-4  
WJLT-TV-7

Closing information may also be found on our recorded announcement by dialing 1-877-679-2231 or at <http://www.opm.gov/status/> . To receive email notification of OPM status visit the following site: [http://apps.opm.gov/listserv\\_apps/list-sub.cfm?targetlist=operatingstatus](http://apps.opm.gov/listserv_apps/list-sub.cfm?targetlist=operatingstatus)

## EMPLOYEE SERVICES ASSOCIATION

Carderock Division has an Employee Services Association (ESA) that sponsors different activities for the center. Such activities include: Friends and Family Day, Thanksgiving Dinner, and Ice Cream Socials. Information on these events is generally posted throughout the center or distributed via email.

## FITNESS CENTER

The Carderock Fitness Center is available to West Bethesda employees. Women's and Men's locker rooms feature showering and bathroom facilities along with a changing room and lockers. The Fitness Center has a workout room and exercise area for classes and warm-up use.

The gym is located in Building 1 (basement), Room B132 and is open 24 hours per day. Membership is free.

## HEALTH CLINIC

The health clinic for West Bethesda is located in Building 22. The phone number is 301-227-1585.

## KNOWLEDGE CENTER

One excellent resource for employees is our Knowledge Center. The Knowledge Center has three primary components. We have Scribe which is our Digital Database that contains all of the reports, documents and technical manuals that have been produced by the Division. The second part is our library and offices that are located in Bldg. #2, Room 210. Third is the Technical Information Section which contains all of our classified collection. The Knowledge Center is open from 0700 to 1630. You may visit in person, or email or phone for assistance with professional journals, resources for scientists and engineers, or with extensive access to several databases and a large collection of books for circulation.

## PARKING

Parking is free. Reserved parking spaces are issued per building. Division Heads/Department Heads/and higher level employees (NT-06/GS-15) are usually issued these reserved spots. Unreserved parking spots are on a first come basis. Employees must not park in loading zones and reserved parking spaces.

## SECURITY RULES

Please observe the following basic security rules while on site:

- No cameras are allowed unless prior authorization has been obtained
- Display your badge above your waist at all times
- Parking in numbered or otherwise marked reserved spaces is prohibited (unless it is your assigned space)
- Do not enter restricted areas
- The speed limit on base is 25 MPH unless otherwise posted

## SPORTS LEAGUES

West Bethesda hosts the following sports leagues: Golf, Softball, Tennis, Ultimate Frisbee, Volleyball, and Soccer. Emails will be sent to Carderock employees before each sport's season to elicit participation. Reminders will also be shared on the Carderock Intranet website.

## MASS TRANSIT REIMBURSEMENT

The Mass Transportation Benefit Program was established in October 2000 and is offered to eligible employees and military service members, to the extent authorized by law and regulation, to reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives.

Under this program, participating employees in the National Capital Region (NCR) receive "transit passes" in amounts equal to their personal commuting costs, not to exceed \$130 per month (parking costs not included). To receive this benefit, employees must relinquish any federally subsidized parking permit, and may not be listed as part of a DoD carpool for purposes of qualifying for a parking pass.

To view information on the Mass Transit Benefit Program and how to apply for, claim, or spend your benefits please use the following link:

<http://www.whs.mil/mass-transportation-benefit-program>

Please direct all questions, comments, suggestions, and requests for additional information to the WHS Mass Transportation Benefit Program Office via e-mail at [WHSNCRTransitbenefit@mail.mil](mailto:WHSNCRTransitbenefit@mail.mil) or call 571-256-0962. Please note that e-mail queries are returned within 3 business days.

## VANPOOL

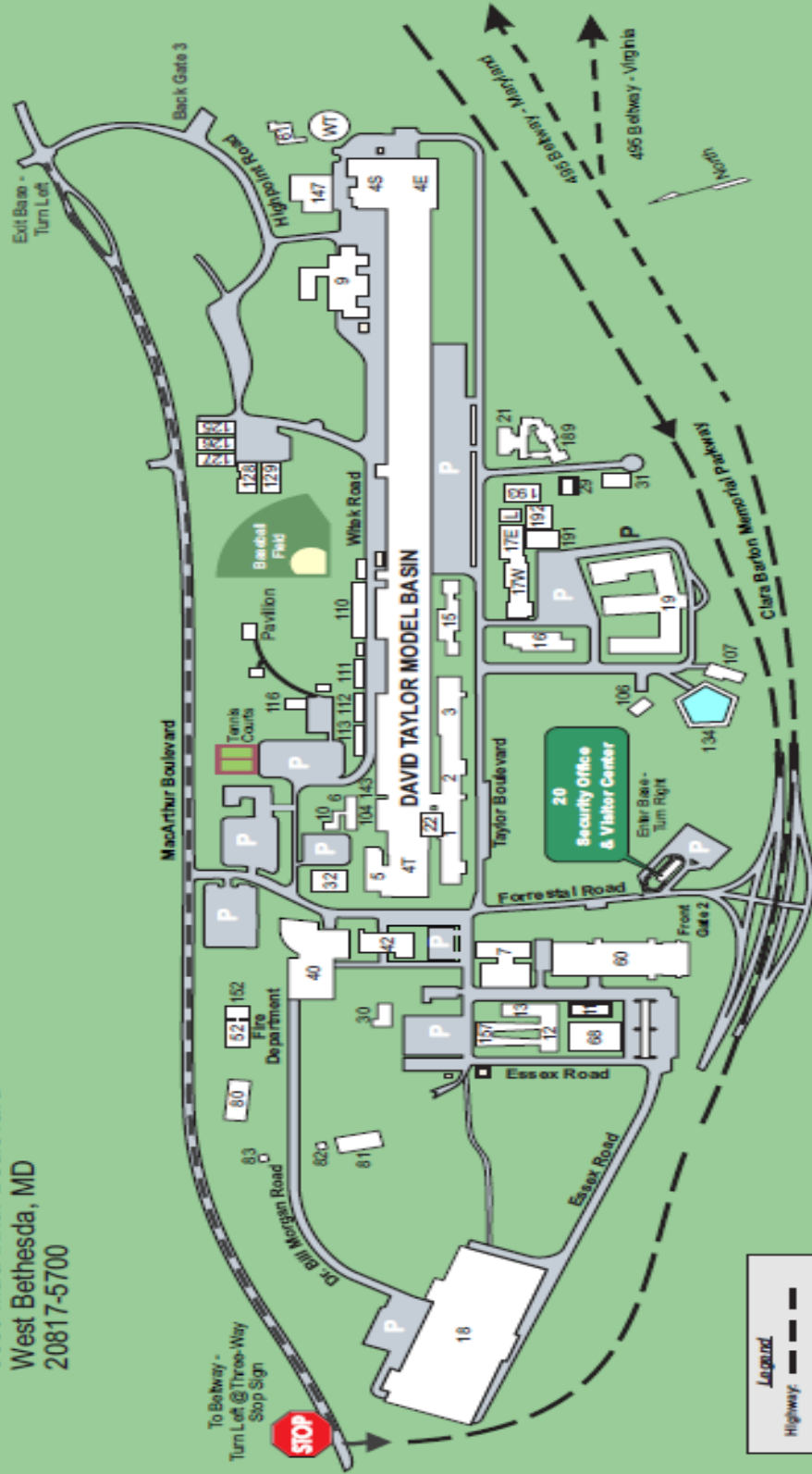
The vanpool is the closest thing to having a chauffeur drive you to work. It does require some compromise. Although the van gets about 15 mpg, if you multiply that by an average of 10 passengers, that is 150 passenger/mpg. That is pretty good mileage, especially when someone else is paying for the gas. Use the following link and reference table to join a vanpool in your area.

<https://crbewebappdev.dt.navy.mil/intra/rideshare/>

## IMPORTANT PHONE NUMBERS

Disposal of NON-NMCI Equipment	For pickup call 301-227-1330 Or deliver equipment to Bldg 143
NMCI Help Desk	1-866-843-6624
Telephone No. Password Change	301-227-3128
OPM Phone Number	202-606-1900
Constellation Federal Credit Union	301-227-4840
Emergency	202-433-3333
Visitor's Center	301-227-1500
Front Gate	301-227-2617
Back Gate (Gate 3)	301-227-1551
Police Department	301-227-1502
Fire Department	301-227-1550
Security Office	301-227-1408
Health Clinic	301-227-1585
Human Resources Office	301-227-2276
Shipping/Receiving Office	301-227-4062/1840
NCIS Agent	301-227-3563
Public Works Service (Trouble) Desk	301-227-1330
Legacy Network Help Desk	301-227-3000
Carderock Snow/Emergency No.	1-877-679-2231

**NSWC, Carderock**  
 9500 MacArthur Boulevard  
 West Bethesda, MD  
 20817-5700



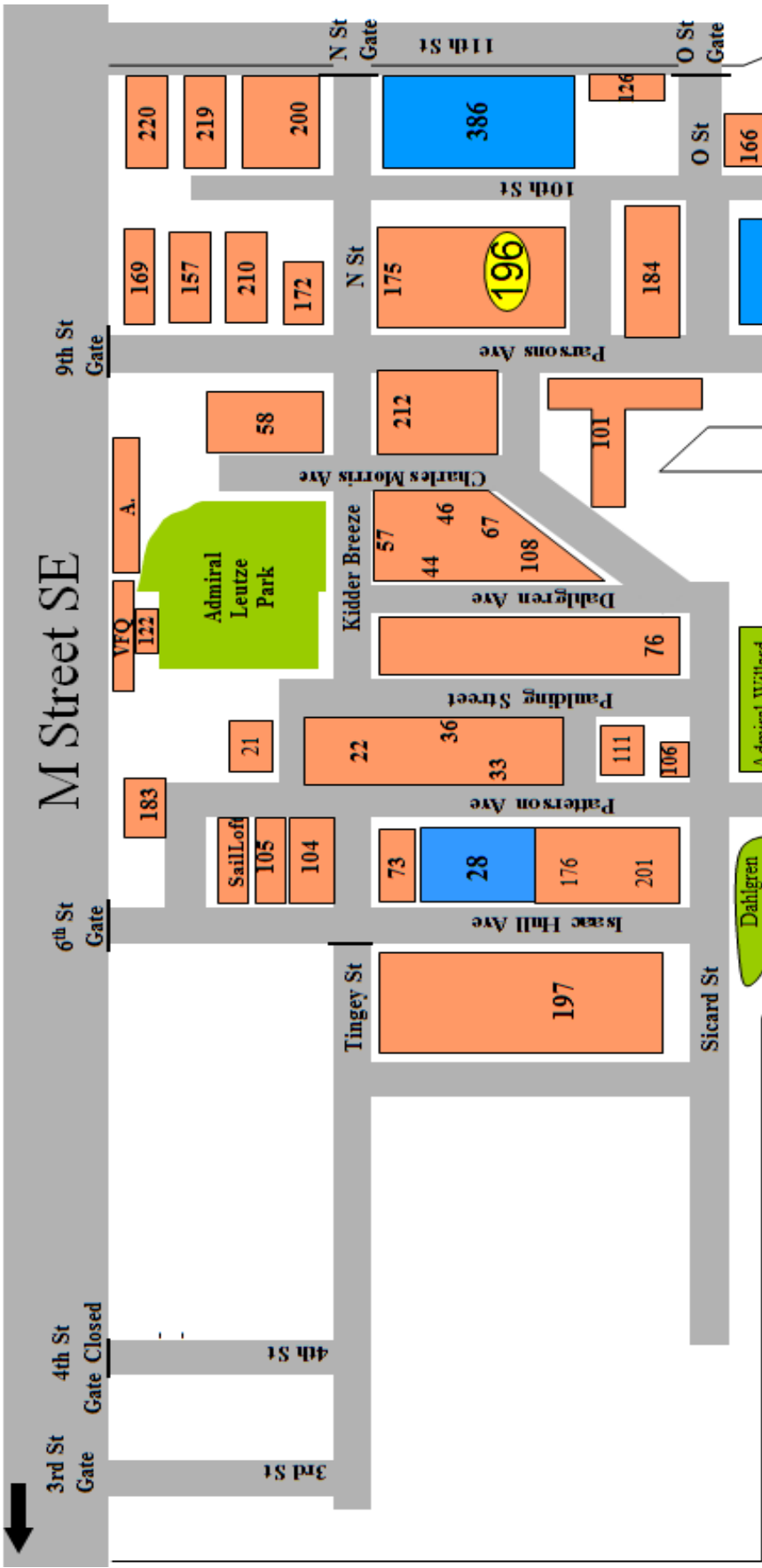
As of 18 June 2012



# Metro

3 Blocks at the corner of New Jersey Ave and M Street

# Washington Navy Yard



## WNY - PLACES OF INTEREST

**Parking Garages:**

Building 28, 386 & 405

**Points of Reference:**

Building 22 - ADM Gooding Center

Building 184 - Subway/DaVisin Donuts (east) Navy Exchange (west)

Building 200 - NSAW HQ

Building 211 - Catering and Conference Center

Building 175 - Medical/Dental Clinic

Building 106 - Chapel

Building 218 - NFCU

Building 126 - Pass & ID Visitor Control Center



Destroyer Ship Barry

**N875 SSTEP Conference Room 311-C is located in Bldg. 196/10<sup>th</sup> St.**  
 (Take elevators to 3<sup>rd</sup> floor), 3 right turns to 311-C, left side.  
 If meeting is in Director's office, proceed to 311-A (end of hall).  
 For Access: Phone: (202) 433-4563, or (202) 433-4564  
**For Pre-Coordinated parking (W-166), you must stop by the Visit Center in bldg. 126 (adjacent O. Street Guard Station)**

## PHILADELPHIA SITE

### CREDIT UNION

For your banking needs, employees are eligible to join the Navy Federal Credit Union.

Navy Federal Credit Union

<http://www.navyfcu.org/>

Monday-Friday, 0730-1930

1-800-914-9494



An ATM is located at the Business Center.

### EMERGENCY DISMISSAL AND CLOSURE PROCEDURES

NSWCCD typically does not close during inclement weather. The Naval Surface Warfare Center, Carderock Division, NAVSESS Philadelphia must be specifically mentioned on the TV or radio if we are going to close or have a late arrival. Typically during inclement weather, employees are on a Liberal leave policy. You may also refer to the following radio station: KYW 1060.

Closing information may also be found on our recorded announcement by dialing 215-897-7669.

### FITNESS CENTER

The fitness center is located on the 2<sup>nd</sup> floor of Building 1000 in Philadelphia. You must have swipe card access to Building 1000 (you cannot request just to go to the gym). There are three rooms: a cardio room, a basketball court, and a weight room. The membership options are as follows: one year (\$90), and six months (\$60).

### HEALTH CLINIC

The health clinic for Philadelphia is located in Building 615. The phone number is 215-897-8147.

### SECURITY RULES

Please observe the following basic security rules while on site:

- No cameras are allowed unless prior authorization has been obtained
- Display your badge above your waist at all times
- Parking in numbered or otherwise marked reserved spaces is prohibited (unless it is your assigned space)

- Do not enter restricted areas
- The speed limit on base is 25 MPH unless otherwise posted

## MASS TRANSIT REIMBURSEMENT

The Department of Defense Instruction 1000.27 establishes a mass transit benefit program for outside the National Capital Region. In accordance with this Instruction the Department of the Navy (DON) has implemented the Transportation Incentive Program (TIP) for DON employees to help reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives. Effective January 1, 2014, DON members are eligible for transit benefits up to \$130.00 per month (parking fees are not included) for specific pre-approved commuter mass transit transportation costs not to exceed actual expenses.

TIP is designed to pay for mass transit costs incurred by personnel in their local commute from residence to permanent duty station. Participants must accurately claim an amount that reflects their actual commuting cost failure to do so will result in a fraudulent certification on the application and is subject to criminal prosecution. This program is a benefit, not an entitlement; thus, there is no retroactive reimbursement.

To apply online, please visit the Transportation Incentive Program website:

<https://tips.navy.mil/>

Use the "Login for Participants and New Applicants receiving/requesting Mass Transportation Benefits". On the website, you will find helpful tutorials here to instruct you on everything you need to know in order to navigate the site.

The Philly Navy Yard offers a shuttle service, free of charge, to pick up/drop off employees at designated locations outside of the Navy Yard to make the use of public transportation more convenient. Please view both shuttle routes below.

<http://navyyard.org/information-and-directions/the-navy-yard-shuttle>

# THE NAVY YARD

## EXPRESS SHUTTLE



MONDAY THROUGH FRIDAY  
AM SERVICE

10th St between Market & Filbert	League Island Blvd (LIB) & Crescent Dr	League Island Blvd (LIB) & Kitty Hawk Ave	Broad St & Kitty Hawk Ave	Broad St & Intrepid Ave	The Navy Yard Broad St Gate	10th St between Market & Filbert
6:18	6:28	6:29	6:30	6:31	6:32	6:51
6:40	6:53	6:54	6:55	6:56	6:57	7:13
6:53	7:05	7:06	7:07	7:08	7:09	7:26
7:17	7:30	7:31	7:32	7:33	7:34	7:50
7:28	7:41	7:42	7:43	7:44	7:45	8:01
7:40	7:53	7:54	7:55	7:56	7:57	8:13
7:54	8:07	8:08	8:09	8:10	8:11	8:27
8:05	8:18	8:19	8:20	8:21	8:22	8:38
8:21	8:30	8:31	8:32	8:33	8:34	8:54
8:31	8:44	8:45	8:46	8:47	8:48	9:04
8:43	8:56	8:57	8:58	8:59	9:00	9:16
8:56	9:08	9:09	9:10	9:11	9:12	9:29
9:09	9:22	9:23	9:24	9:25	9:26	9:42
9:20	9:33	9:34	9:35	9:36	9:37	9:53
9:32	9:45	9:46	9:47	9:48	9:49	—
9:47	10:00	10:01	10:02	10:03	10:04	10:20
9:58	10:11	10:12	10:13	10:14	10:15	—
10:24	10:37	10:38	10:39	10:40	10:41	—

PM SERVICE

League Island Blvd (LIB) & Crescent Dr	League Island Blvd (LIB) & Kitty Hawk Ave	Broad St & Kitty Hawk Ave	Broad St & Intrepid Ave	The Navy Yard Broad St Gate	10th St between Market & Filbert	League Island Blvd (LIB) & Crescent Dr
2:30	2:31	2:32	2:33	2:34	2:47	3:03
3:07	3:08	3:09	3:10	3:11	3:24	3:40
3:30	3:31	3:32	3:33	3:34	3:47	4:03
3:52	3:53	3:54	3:55	3:56	4:09	4:25
4:05	—	—	—	4:06	4:22	4:38
4:30	4:31	4:32	4:33	4:34	4:52	5:08
4:44	4:45	4:46	4:47	4:48	5:11	5:27
5:05	—	—	—	5:06	5:32	5:48
5:12	5:13	5:14	5:15	5:16	5:39	5:55
5:31	5:32	5:33	5:34	5:35	5:58	6:14
5:52	5:53	5:54	5:55	5:56	6:19	6:35
5:59	6:00	6:01	6:02	6:03	6:26	6:42
6:18	6:19	6:20	6:21	6:22	6:45	7:01
6:40	6:41	6:42	6:43	6:44	7:07	—
6:46	6:47	6:48	6:49	6:50	7:13	7:29
7:05	7:06	7:07	7:08	7:09	7:27	—
7:33	7:34	7:35	7:36	7:37	7:50	—

Schedules are subject to change without notice.  
Revised and effective 02/01/15.

[navyyard.org/shuttle](http://navyyard.org/shuttle)

# THE NAVY YARD

## LOOP SHUTTLE



MONDAY THROUGH FRIDAY

AT&T Station (Broad & Pattison)	League Island Blvd (LIB) & Crescent Dr	League Island Blvd (LIB) & Kitty Hawk Ave	Broad St & Kitty Hawk Ave	21st St & Kitty Hawk Ave	26th St (Tasty Baking circle)	The Navy Yard Broad St Gate	AT&T Station (Broad & Pattison)
<b>AM SERVICE</b>							
5:38	5:43	5:45	5:47	5:49	5:53	5:54	5:56
6:03	6:08	6:10	6:12	6:14	6:18	6:19	6:21
6:25	6:30	6:32	6:34	6:36	6:40	6:41	6:43
6:47	6:52	6:54	6:56	6:58	7:02	7:03	7:05
7:09	7:14	7:16	7:18	7:20	7:24	7:25	7:27
7:31	7:36	7:38	7:40	7:42	7:46	7:47	7:49
7:53	7:58	8:00	8:02	8:04	8:08	8:09	8:11
8:15	8:20	8:22	8:24	8:26	8:30	8:31	8:33
8:37	8:42	8:44	8:46	8:48	8:52	8:53	8:55
8:59	9:04	9:06	9:08	9:10	9:14	9:15	9:17
9:21	9:26	9:28	9:30	9:32	9:36	9:37	9:39
9:43	9:48	9:50	9:52	9:54	9:58	9:59	10:01
10:05	10:10	10:12	10:14	10:16	10:20	10:21	10:23
10:27	10:32	10:34	10:36	10:38	10:42	10:43	10:45
10:49	10:54	10:56	10:58	11:00	11:04	11:05	11:07
11:11	11:16	11:18	11:20	11:22	11:26	11:27	11:29
11:33	11:38	11:40	11:42	11:44	11:48	11:49	11:51
11:55	12:00	12:02	12:04	12:06	12:10	12:11	12:13
12:17	12:22	12:24	12:26	12:28	12:32	12:33	12:35
<b>PM SERVICE</b>							
12:38	12:43	12:45	12:47	12:49	12:53	12:54	12:56
1:00	1:05	1:07	1:09	1:11	1:15	1:16	1:18
1:22	1:27	1:29	1:31	1:33	1:37	1:38	1:40
1:44	1:49	1:51	1:53	1:55	1:59	2:00	2:02
2:06	2:11	2:13	2:15	2:17	2:21	2:22	2:24
2:28	2:33	2:35	2:37	2:39	2:43	2:44	2:46
2:50	2:55	2:57	2:59	3:01	3:05	3:06	3:08
3:12	3:17	3:19	3:21	3:23	3:27	3:28	3:30
3:34	3:39	3:41	3:43	3:45	3:49	3:50	3:52
3:56	4:01	4:03	4:05	4:07	4:11	4:12	4:14
4:18	4:23	4:25	4:27	4:29	4:33	4:34	4:36
4:40	4:45	4:47	4:49	4:51	4:55	4:56	4:58
5:02	5:07	5:09	5:11	5:13	5:17	5:18	5:20
5:24	5:29	5:31	5:33	5:35	5:39	5:40	5:42
5:46	5:51	5:53	5:55	5:57	6:01	6:02	6:04
6:08	6:13	6:15	6:17	6:19	6:23	6:24	6:26
6:30	6:35	6:37	6:39	6:41	6:45	6:46	6:48
6:52	6:57	6:59	7:01	7:03	7:07	7:08	7:10
7:14	7:19	7:21	7:23	7:25	7:29	7:30	7:32

Schedules are subject to change without notice.  
Revised and effective 02/01/15.

[navyyard.org/shuttle](http://navyyard.org/shuttle)

## SPORTS LEAGUES

Philadelphia has sports clubs for various sports (soccer, flag football, volleyball, and softball) that run through the fall and spring. Throughout the division there are a number of teams that form. If you are interested in joining one of the clubs, ask your buddy or a team member within your branch or check the following website.

<http://www.playphillysports.com/>

## WARA (WELFARE AND RECREATION ASSOCIATION)

Carderock Division has an Employee Services Association (ESA) that sponsors different activities for the Division, WARA. Such activities include: Phillies games, Employee Appreciation Day. Information on these events is generally posted throughout the Division or distributed via an All Hands email.

## IMPORTANT PHONE NUMBERS

Security Office / Fire Department	215-897-3333
Emergency	215-897-3333
Non-Emergency	215-897-4240
Medical Clinic	215-897-8147
Legacy Network Help Desk	215-897-7622
Public Works Service (Trouble) Desk	215-897-5555
Snow/Emergency Site Status	215-897-7669
NMCI Help Desk	866-843-6624
Mailroom	215-897-8139
Shipping and Receiving	215-897-7077
Security	215-897-3333
NCIS Agent	215- 897-6665

**Ship Systems Engineering Station, Carderock Division**  
 Naval Surface Warfare Center  
 Philadelphia Naval Business Center  
 5001 South Broad St.  
 Philadelphia, PA 19112-1403





## EQUAL EMPLOYMENT OPPORTUNITY

The NSWCCD strongly supports full and meaningful implementation of Equal Employment Opportunity (EEO) policies and objectives to enhance the quality of our work life and the productivity of the workforce. Our goal is to provide a workplace free of employment discrimination due to race, color, religion, gender, national origin, age, disability, sexual orientation or reprisal.

EEO is an essential element of sound business management. Discrimination has a negative impact on morale, motivation, productivity, job performance, quality of work life, absenteeism and employee retention. Every supervisor and manager must be held accountable for promoting an environment free of discrimination. Our success depends upon our leadership doing the right thing EEO.

NSWCCD is a quality organization; our diverse personnel have made countless contributions to improving the effectiveness of the Navy and the fleet. We are dedicated to continuing this tradition in the future. An important initiative is the elimination of underrepresentation of minorities, women and persons with disabilities. This will be ensured through effective internal and external recruitment activities and a commitment to management practices that promote affirmative employment opportunities for all personnel as outlined in EEOC Management Directive 715. Through ongoing positive employment activities, NSWCCD will to continue to attract, retain and employ the highest caliber of personnel. Working to achieve this initiative will enrich the diversity of our workforce.

NSWCCD provides resources for the timely processing of discrimination complaints. Supervisors and managers shall advise their employees of their right to seek advice from EEO officials concerning matters of discrimination. Employees who wish to pursue a discrimination complaint may do so, in confidence and without fear of reprisal, by contacting the Division's Complaints Manager. Division supervisors and managers shall cooperate fully in the resolution of discrimination complaints at the earliest possible stage and shall take steps to remove barriers to equal opportunity.

Our dedication to the principle of ensuring EEO for all employees will greatly enhance our mission accomplishment. We all need to join in active commitment to the principles of EEO and affirmative employment. With your support, NSWCCD will continue as an effective, strong organization and meet the challenges of achieving a diverse workforce.

## ANTI-HARASSMENT POLICY

NSWCCD does not permit or condone harassing conduct by anyone in the workplace. Harassing conduct creates a hostile work environment. Harassment is any unwelcome verbal or physical conduct associated with characteristics protected by law: race, color, gender (both sexual and non-sexual), age, national origin, disability, religion, reprisal, sexual orientation, marital status, political affiliation, and parental status. Harassment can be behavior exhibited in the form of ridicule, abuse, insults, or derogatory comments that are directly or indirectly based on any of the above characteristics. The behavior becomes harassing conduct when it adversely affects the employee's work environment or when an employment decision affecting the employee is based upon the employee's acceptance or rejection of the harassing conduct. Personal conversations that can be overheard by other employees who consider the conversation offensive based on characteristic protected by law may also constitute harassment. Employees have a responsibility to report harassing conduct to the proper authority and will be protected from retaliation. Although not necessarily legally considered harassing conduct that creates a hostile work environment, behaviors such as lengthy non-business related meetings, lengthy personal telephone conversations, etc. can be very disruptive to other members of the workforce that may be doing their work or conducting business in work areas proximate to your work place. Co-located work areas, which are prevalent in the teaming environment in which we work, are prime areas for the occurrence of this disruptive behavior. Employees should be considerate of their fellow employees to minimize disruption to their work environment and should realize that this type of behavior is not acceptable even if it is not disruptive to anyone.

## FORMS OF REDRESS

Forms of redress are used to correct or amend a situation in which an employee strongly feels that he or she has been treated unjustly or to alert authorities to suspected illegal agency actions. The following lists the different forms of redress available to NSWCCD employees.

### NSWCCD INTERNAL FORMS OF REDRESS

#### Command & Review (CER) Office

The CER function provides the Commander an independent capability to evaluate programs and processes to ensure that funds, personnel, equipment, and other resources are employed effectively, securely, economically and within legal and administrative constraints.

Personnel are encouraged to use the chain of command to report suspected incidents of fraud, waste, abuse, mismanagement and other improprieties. Although not required, Hotline users are

encouraged to identify themselves and leave a telephone number in case additional information is needed to fully pursue the allegation.

Visit the following website for a complete overview:

<https://crbewebappdev.dt.navy.mil/intranet/instr/d5000-1b.pdf>

#### CER Office

CER Hotline - (301) 227-4228

West Bethesda - (301) 227-2983

Philadelphia - (215) 897-7037

#### *Equal Employment Opportunity/Discrimination Complaint Process*

Employees or applicants who believe that they have been harassed or discriminated against on the bases of race, color, religion, gender, national origin, disability, age or reprisal have the right to file a complaint of discrimination within 45 calendar days of the adverse action or perceived discrimination with the Division EEO Counselor. For a complete overview of the NSWCCD EEO Discrimination Complaint Process, visit the following website:

<https://crbewebappdev.dt.navy.mil/intranet/instr/d12720-2b.pdf>

#### *Alternative Dispute Resolution (ADR) Program*

An alternative to filing a discrimination complaint, ADR can be initiated to address workplace disputes. The ADR program offers employees and managers options for resolving a range of workplace issues such as work assignments, promotional opportunities, questions of discrimination, questions of performance, grievances, and simply the need for better communication. Though ADR includes a variety of tools and techniques, remediation is the most common form of ADR used in the Division. To find out more about remediation and ADR visit the following website:

<http://www.adr.navy.mil/>

#### *Sexual Harassment*

Employees have rights under two separate and distinct processes when raising an allegation of sexual harassment. The first process is under 29 CFR 1614. Note: Processes may be used simultaneously. Title 10 U.S.C. Section 1561 requires the Division Commander/Commanding Officer to investigate the allegation upon employee notification. At the same time, the employee can file a discrimination complaint within 45 calendar days of when the allegation occurred and will be processed according to 29 CFR 1614 procedures.

Workforce Diversity Office  
EEO Counselor - (215) 897-7788  
Branch Head - (215) 897-7760

*Grievance Process*

The Division's policy is to conduct its relations with all employees in a fair and impartial manner; however, in any employee-employer relationship, some employee concerns and dissatisfactions relating to employment and discipline will inevitably arise. This directive provides for the prompt and objective review and resolution of employee grievances at the lowest appropriate managerial level. Visit the following website for a complete overview of the NSWCCD grievance procedure: <https://crbewebappdev.dt.navy.mil/intranet/instr/d12771-4.pdf>

Workforce Relations Office  
Philadelphia – (201) 987-1477  
West Bethesda – (301) 227-2892

EXTERNAL FORMS OF REDRESS

*Office of Special Counsel*

The U.S. Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency. OSC's primary mission is to safeguard the merit system by protecting federal employees and applicants from prohibited personnel practices (PPP), especially reprisal for whistle blowing. PPP regarding sexual orientation, marital status and parental status are also covered by OSC. OSC receives, investigates, and prosecutes allegations of PPP, with an emphasis on protecting federal government whistleblowers.

OSC provides a secure channel through its Disclosure Unit for federal workers to disclose information about various workplace improprieties, including a violation of law, rule or regulation, gross mismanagement and waste of funds, abuse of authority, or a substantial danger to public health or safety.

OSC promotes compliance by government employees with legal restrictions on political activity by providing advisory opinions on, and enforcing, the Hatch Act. OSC also protects the reemployment rights of federal employee military veterans and reservists under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Visit the following website for a complete overview of the MSPB process:

<http://www.osc.gov>

Office of Special Counsel

OSC headquarters – (202) 254-3600

PPP Disclosure – (800) 872 9855

Whistleblower – (800) 572-2249

*Office of the Naval Inspector General*

The IG's mission is to inspect, investigate, or inquire into any and all matters of importance to the Department of the Navy. The guiding principle is to support the Department of the Navy in maintaining the highest level of integrity and public confidence. Visit the following website to review issues handled by the IG office and a complete overview of the IG process:

<http://www.ig.navy.mil>

Inspector General Office

Naval Inspector General Hotline – (800) 522-3451

NAVSEA Inspector General Hotline – (800) 356-8464

*Merit Systems Protection Board*

The U.S. Merit Systems Protection Board is an independent agency in the Executive branch of the Federal Government whose mission is to ensure that Federal employees are protected against abuses by agency management, that Executive branch agencies make employment decisions in accordance with the merit system principles, and that Federal merit systems are kept free of prohibited personnel practices. The Board accomplishes its mission by:

- Hearing and deciding employee appeals from agency actions such as involuntary separations, suspensions, etc.
- Hearing and deciding cases brought by the Office of Special Counsel involving alleged prohibited personnel practices, as defined in Title 5, Section 2302, of the United States Code, and other cases arising under the Board's original jurisdiction; and
- Conducting studies of the civil service and other merit systems in the Executive branch to determine whether they are free of prohibited personnel practices

Visit the following website of a complete overview of the MSPB process: <http://www.mspb.gov>

MSPB

MSPB Hotline – (800) 484-9121

Headquarters – (202) 653-7200

## BENEFITS OVERVIEW: LEAVE/PAY/BENEFITS

### LEAVE

You have several options for those times when you cannot be at work. Generally your absences will be covered by what we call ‘taking leave’. Many types of leave are defined below. A record of leave used and your balance is shown on the Leave and Earning Statement (LES) that you receive each payday. You should track your leave yourself, too. A leave tracking spreadsheet is located at:

<https://www.geico.com/information/federal/leave-record/>

If the leave information shown on your LES differs from your personal records, contact your supervisor or timekeeper.

### REQUESTING LEAVE

Your supervisor is responsible to approve or disapprove your requests for leave. You should notify your supervisor as soon as practicable of your need to be absent, e.g., for vacations, for appointments, etc.; for unforeseen illness or emergency, at least two hours in advance of your normal starting time. Leave must be requested in writing or electronically. Annual leave, and sick leave for appointments, should be requested and approved in advance, i.e., before you take the time off.

### ANNUAL LEAVE (Vacation)

When you need time off from work for rest and relaxation, personal business or emergencies, you may request using the annual leave you have earned, i.e., paid time off. The amount of annual leave you earn each pay period depends on your credited years of Federal service and your work schedule (full-time or part-time). Leave is accrued based on an 80-hour work week.

You begin earning leave on your first day of work. You must request annual leave and receive your supervisor’s approval before you start your time off. In rare emergency situations (taking leave before approval), you will need to provide an explanation for the emergency to your supervisor. Before approving annual leave requests, your supervisor will consider such factors as your workload, leave usage habits, leave balance and your co-workers’ leave schedules. Check with your supervisor to learn the appropriate annual leave request process in your work area. You

can accumulate up to 240 hours (30 days) of annual leave to carry over to the new leave year. If your annual leave balance exceeds 240 hours at the end of the leave year, you will lose the hours above the 240, with certain exceptions. The leave year end date is shown in Block 13 of your Leave and Earnings Statement (LES). Your LES shows your leave balance and your “use or lose” amount. It is a good idea to check your balance each payday so if there is a discrepancy you can correct it quickly. Annual leave can be taken in increments as small as six minutes. If you resign from the government, you will receive a lump-sum payment for any unused annual leave.

<b>Full Time Employment</b>		
Length of Service	Hours Earned per PP (80 hours)	Days Earned Annually
0 – 3 years	4	13
3 – 15 years	6	20
15+ years	8	26

## SICK LEAVE

You may request sick leave when incapacitated by physical or mental illness, injury, pregnancy or childbirth; receiving medical, dental or optical examination and treatment; for adoption-related activities; or because of exposure to a communicable disease, as determined by local health authorities. Full-time employees earn sick leave at the rate of four hours per pay period, or a total of 13 days per year. Part-time employees earn sick leave at the rate of one hour for every 20 hours in a pay status. There is no limit to the amount of sick leave that you can accumulate. You can request to use sick leave after working one complete pay period. Sick leave can be taken in increments as small as six minutes. Check with your supervisor for the appropriate sick leave request process in your work area. If you resign your position with the government, you will not receive any reimbursement for your accrued sick leave.

## Sick Leave to Care for Certain Family Members And For Bereavement

Up to 104 hours of sick leave per year can be provided for you to care for a family member. Care resulting from physical or mental illness, injury, pregnancy, childbirth, adoption, medical, dental or optical examination qualifies for this program. Up to 40 hours of sick leave per year can be used to make necessary arrangements due to death of a family member or to attend a funeral of a family member.

## **Sick Leave To Care For A Family\* Member With A Serious Health Condition**

You may use a total of up to 12 administrative work weeks (480 hours) of sick leave each year to care for a family member with a serious health condition, i.e., cancer, heart attacks, severe injuries, etc. A full-time employee may not use more than a total of 480 hours of sick leave per year for all family care purposes.

\*Family members for the above purposes are defined as your spouse and his/her parents; children, including adopted children and their spouses; your parents; your brothers and sisters and their spouses; and any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

As a Federal civilian employee, you can request up to 480 hours of unpaid leave in any 12-month period for the birth of a child or care of a newborn; placement of a child with you for adoption or foster care; care for a family member with a serious health condition; or a serious health condition making you unable to perform the duties of your position. FMLA also includes up to 26 weeks for the spouse, son, daughter, parent, or next of kin of a covered military service member with a serious injury or illness who provides care for such service member. For FMLA purposes, a family member is a son, daughter, parent or spouse.

## **LEAVE FOR MATERNITY/PATERNITY REASONS**

The policy for granting leave for maternity reasons is the same as leave for other purposes. An employee may use sick leave for the time required for physical examinations and during the period she is medically certified as incapacitated. A combination of annual leave and LWOP may be used for time needed after delivery and recuperation when she is not medically certified as incapacitated. A combination of annual leave, sick leave and LWOP can be granted to an employee for the purpose of assisting or caring for one's minor children or the mother of their newborn child while she is incapacitated for maternity reasons.

## **BONE MARROW OR ORGAN DONATION LEAVE**

Employees are entitled to use seven days of paid leave per calendar year to serve as a bone marrow donor and 30 days of paid leave per calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category that is in addition to annual and sick leave.



## VOLUNTARY LEAVE TRANSFER PROGRAM

A Federal employee can transfer annual leave to another Federal employee who has been approved as a leave recipient. Leave recipients must be faced with loss of income generally for at least three workdays (or 24 hours) because of a medical emergency.

## LEAVE WITHOUT PAY (LWOP)

LWOP is an approved temporary absence from duty in a non-duty status. Although generally not an employee right, LWOP may be granted at management's discretion upon your request. Use of LWOP can affect the completion of your probation, career tenure, within-grade increase, accrual of annual and sick leave, retirement, health benefits and life insurance, etc.

## MILITARY LEAVE

Full-time federal civilian employees serving in the Reserves or National Guard accrue 120 hours of military leave in a fiscal year (October 1 through September 30). Military leave is charged only for hours during normal work hours. Reserve and National Guard members do not charge military leave for non-duty days (typically weekends and holidays) that occur within the period of military service. Military leave requests for inactive duty training will include only the amount of military leave needed to cover the time period for training and necessary travel. Up to 15 days of military leave can be carried over into the next year not to exceed 30 days in any calendar year. In some cases, an additional 22 work days per calendar may be available for civil emergencies or military contingency operations.

## COURT LEAVE

You are entitled to paid time off without charge to leave for service as a juror or witness in a non-official capacity on behalf of any party in connection with any judicial proceeding in which the Federal, state or local government is a party. Prior to the beginning of such service, you should submit your application for court leave in writing to your supervisor. If you are later excused from jury or witness service for one day or more, or for a substantial part of a day, you are required to inform your supervisor. At the conclusion of service, provide to the Comptroller, via your supervisor, the original certificate of attendance that indicates the inclusive dates of your service. You may deposit the check you receive to your account and keep payment for expenses, such as transportation or gasoline, but you must reimburse the government for fees received for juror and witness service. Within 45 days from completion of your service, submit to the Comptroller a check or money order payable to Department of Treasury for the appropriate amount (i.e., fee less expenses). When you are summoned as a witness in an official capacity on behalf of the Federal government, you will be on official duty.

## **PAY**

MyPAY is an automated system that puts you in control of processing certain discretionary pay data items without using paper forms. Employees can initiate/update allotments, address, direct deposit, savings bonds, federal and state tax, and email address. You can also view and print W-2's, Leave and Earning Statements (LES) and travel vouchers. New employees need to create an account on my pay. You can login at <https://mypay.dfas.mil> or call toll free at (877) 363-3677.

Carderock Division employees are paid every two weeks. A pay period is 80 hours of regular time. Pay days are every other Friday (the Friday after the pay period ends).

Leave and Earning Statement (LES) is a summary of your pay and deductions. Your LES is provided in electronic format for those personnel who view their pay data via the MyPay website.

As a condition of employment, Carderock Division employees are required to have their paychecks directly deposited. No hard copy checks will be mailed to employees. Employees must complete a direct deposit form (FMS Form 2231) to initiate payment.

# Carderock Division

# 2015

All working together for the Warfighter

# NSWCCD

NAVAL SURFACE WARFARE CENTER,  
CARDEROCK DIVISION



## Holidays

*New Year's Day*  
Thursday,  
January 1<sup>st</sup>

*Martin Luther King, Jr. Day*  
Monday,  
January 19<sup>th</sup>

*Washington's Birthday*  
Monday,  
February 16<sup>th</sup>

*Memorial Day*  
Monday, May 25<sup>th</sup>

*Independence Day*  
Friday, July 3<sup>rd</sup>

*Labor Day*  
Monday,  
September 7<sup>th</sup>

*Columbus Day*  
Monday,  
October 12<sup>th</sup>

*Veterans Day*  
Wednesday,  
November 11<sup>th</sup>

*Thanksgiving Day*  
Thursday,  
November 26<sup>th</sup>

*Christmas Day*  
Friday,  
December 25<sup>th</sup>

■ Holidays ● Paydays

January						
S	M	T	W	T	F	S
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29	30	31				

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December						
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30	31					

Compliments of Code 103, Corporate Communications Division – Individual POCs are located on page two.



Congratulations on your new job! Pay is only part of the compensation you earn working for the Department of the Navy. We offer a broad array of benefits programs to meet your needs and those of your family. Become familiar with your available benefits by reading the information below so you can make informed choices.

### Timeframes for Benefit Elections

Each benefit program has certain timeframes for initial enrollment as a new employee, as shown in the table below.

Program	Election Period from Date of Appointment
Life Insurance	Basic coverage is automatic; you have 60 days to elect optional coverage
Health Insurance	60 days
Dental and Vision Insurance	60 days
Flexible Spending Account	60 days (or by October 1, whichever is earlier)
Long Term Care Insurance	60 days (for abbreviated underwriting)
Thrift Savings Plan	Automatically contribute 3% of basic pay, can change or cancel at any time

### Civilian Benefits Center (CBC)

The CBC is the centralized organization within the Department of the Navy that administers the Federal benefits and retirement programs for civilian employees. The CBC is responsible for the education and individual counseling of employees about these programs. Benefits and retirement program information is available on the Office of Civilian Human Resources Portal at <https://www.portal.navy.mil/donhr/Benefits>. You must use your Department of Defense (DoD) Common Access Card (CAC) and be behind a .mil, .edu or .gov environment to access the Web site. When prompted, use your email certificate.

### Employee Benefits Information System (EBIS)

The Department of the Navy uses EBIS, an automated, secure, self-service web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates. As a new user, you will need your Service Computation Date for Leave, Pay Plan, Grade and Step from your SF 50, Notification of Personnel Action, Leave and Earnings Statement (LES) or My Biz to create your EBIS Username and Password. If you are ready to make a benefits election before your personnel record is created, contact the Benefits Line. You can access EBIS from the Office of Civilian Human Resources Portal at <https://www.portal.navy.mil/donhr/Benefits>.

### The Benefits Line

If you have questions please call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number is 866-359-5277. You may also email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil). You must include your full name, pay

plan, grade, contact telephone number and the best time to call you. Do not include Privacy Act Information such as date of birth or social security number.

## LES

You will receive a bi-weekly LES from your payroll office. It is important to review the LES each pay period to ensure correct deductions have been withheld for your elections and to avoid errors for which you could be indebted. If your payroll office is the Defense Finance and Accounting Service, information about your LES is available at <http://www.dfas.mil/dfas/civilianemployees/understandingyourcivilianpay/LES.html>.

## Federal Employees' Group Life Insurance (FEGLI)

Most permanent Federal employees are eligible for FEGLI. Participation is voluntary, but if you are eligible, you are automatically covered under FEGLI basic insurance, unless you cancel this coverage. FEGLI also offers three options in addition to basic coverage. No proof of insurability is required for the basic or any optional insurance you elect during the 60 day initial election period. Proof of insurability may be required for insurance changes after that time.

Once you elect life insurance coverage, 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 life insurance you can do so in conjunction with a qualifying life event, or by providing medical documentation. There is no regularly scheduled open season for FEGLI changes.

Information about FEGLI is available at <http://www.opm.gov/insure/life/index.asp>.

### Action Required if You Have No Prior Federal Service

1. Basic coverage is automatic and is effective on the first day you are in a pay and duty status in an eligible position. If you do not want the basic coverage, you must cancel it by making an election in EBIS or by contacting the Benefits Line.

Your election using EBIS is equivalent to completing the SF 2817, Life Insurance Election form, mentioned in the FEGLI Program Booklet. Department of the Navy policy specifies that all civilian employees must make changes to their benefits electronically. Paper forms are not accepted for these transactions.

2. If you want to elect optional insurance, you must make an election within 60 days from the effective date of your appointment. You must make your election in EBIS or by contacting the Benefits Line. Optional insurance is effective the first day you are in a pay and duty status on or after the date you make your change in EBIS.

**Action Required if You Have Prior Federal Service.** If you have prior Federal service, your FEGLI coverage when you are rehired depends on the length of the break in service between the two appointments.

1. If the break in service is 180 days or less, you are automatically enrolled with the level of coverage that you had at the time of separation from employment. If you do not want this coverage, you may cancel all or part of it at any time, but you may not elect to increase the coverage. You must make your election in

EBIS or by contacting the Benefits Line. If you previously waived all coverage, you are not eligible to enroll when you are rehired.

2. If the break in service is greater than 180 days, you will automatically be enrolled in basic insurance and the same optional insurance that you had in your previous position. In addition, you may elect optional insurance or increase the multiples of optional insurance (if you do not already have the maximum). You must make your election in EBIS or by contacting the Benefits Line within 60 days of your appointment.

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

Most permanent Federal employees are eligible to elect health insurance. Participation in FEHB is voluntary and you must make an election to be covered.

If you are a part-time career employee, the Government contribution toward your health benefits is prorated in proportion to the percentage 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.

If you are on a temporary not-to-exceed appointment, you are eligible to enroll in FEHB after you have completed 1 year of continuous employment.

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 annual Benefits Open Season or in conjunction with a qualifying life event.

You should review the information provided during Benefits Open Season to see if there are any significant plan changes to your health insurance enrollment for the next calendar year.

If you enroll in health insurance, premiums are automatically withheld from your salary on a pre-tax basis, which reduces your taxable income and income taxes. This is called Federal Employees Health Benefits Premium Conversion (FEHB-PC). If you participate in FEHB-PC:

- You do not have the flexibility to cancel your health insurance coverage or change to a self-only enrollment from a family enrollment any time. You will be able to make these changes only during the Benefits Open Season or in conjunction with a qualifying life event.
- Your earnings reported to the Social Security Administration will be less since you will pay health insurance premiums with pre-tax money. This may result in a somewhat lower Social Security benefit when you retire.
- You are not able to deduct health insurance premiums as an itemized medical deduction on your income tax return.

If you want health insurance premiums withheld on an after-tax basis, at the time you enroll in health insurance you must sign a waiver form electing not to participate in FEHB-PC. After the initial opportunity to waive FEHB-PC as a new employee, you will be able to change whether you participate in FEHB-PC only during the Benefits Open Season or in conjunction with a qualifying life event.

FEHB premiums and plan information are available on the Office of Personnel Management (OPM) Web site at <http://www.opm.gov/insure/health/index.asp>.

### **Action Required to Enroll**

1. You have 60 days from the effective date of your appointment (or eligibility date) to elect a health insurance plan.
2. You must make your election in EBIS or by contacting the Benefits Line. Your election using EBIS is equivalent to completing the SF 2809, Health Benefits Election form, mentioned in the plan information. Department of the Navy policy requires all civilian employees to make changes to their benefits electronically. Paper forms are not accepted for these transactions.
3. Your health insurance enrollment will be effective the beginning of the next pay period following your election provided you were in a pay status during any part of the preceding pay period. This means you will not be covered by FEHB the first pay period of your employment. You cannot be reimbursed for any medical expenses incurred prior to the effective date of your health insurance election. You need to consider this when canceling any other health insurance coverage you may have, and for scheduling doctor visits or tests.
4. You should receive your health insurance enrollment cards within approximately 30 days after the effective date of your coverage. If you do not receive your enrollment cards, contact the Benefits Line.
5. If you want health insurance premiums withheld on an after-tax basis, you must complete CBC 12890-10, Federal Employees Health Benefits Premium Conversion Waiver/Election and fax it to your servicing CBC Site Office. To determine your servicing CBC Site Office, refer to the chart at the end of this document. CBC 12890-10 is available on the Civilian Human Resources Web site at <https://www.portal.navy.mil/donhr/Benefits>. Scroll down to Forms.

### **Federal Employees Dental and Vision Insurance Programs (FEDVIP)**

If you are in a position that conveys eligibility for FEHB, 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.

Once you enroll in a dental and/or vision plan, your enrollment automatically continues each year, as long as you remain eligible for the program. You do not have to re-enroll each year. However, if you would like to make a change in your enrollment, you may do so during the Benefits Open Season or in conjunction with a qualifying life event.

Dental premiums/plan information and vision premiums/plan information are available on the OPM Web site at <http://www.opm.gov/insure/dental/index.asp>.

### **Action Required to Enroll**

1. You have 60 days from the effective date of your appointment (or eligibility date) to elect a dental and/or vision plan.

2. You must make your election on the BENEFEDS Web site at <https://www.benefeds.com> or by contacting BENEFEDS at 877-888-3337. You cannot enroll in a dental and/or vision plan using EBIS.
3. Your dental and/or vision enrollment will be effective the first day of the first pay period following the date in which you submit your enrollment.
4. Within 15 days after your coverage effective date, you should receive enrollment confirmation and information on how to access your benefits (which may or may not include an identification card; it depends on your plan) from your selected dental and/or vision plan. If you do not hear from your dental and/or vision plan within that time period, you should contact the plan directly. BENEFEDS does not provide plan identification cards.

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

If you are eligible for FEHB, you are eligible to enroll in a flexible spending account (FSA) with FSAFEDS. It does not matter whether you are actually enrolled in FEHB—eligibility is the key. Participation in FSAFEDS is voluntary and you must elect to participate.

If you are on a temporary not-to-exceed appointment, you are eligible to enroll in FSAFEDS after you have completed one year of continuous employment.

Your FSAFEDS enrollment is effective only for one benefit period. You must reenroll in FSAFEDS for each year that you choose to participate. If you do not reenroll during the Benefits Open Season, you will not participate in the next benefit period, unless you experience a qualifying life event that allows you to make an election outside of the Benefits Open Season.

The FSAFEDS benefit period is from January 1 of the current year through March 15 of the following year. Under Internal Revenue Service tax rules, you forfeit any money for which you did not incur an eligible expense under your FSA accounts during the Benefit period. This is known as the “use or lose” rule. Be sure to carefully plan how much money to contribute to your accounts.

FSAFEDS offers three types of FSAs:

1. Health Care Flexible Spending Account (HCFSA). The HCFSA is used to pay for qualified medical costs and health care expenses that are not paid by your FEHB plan or any other insurance. The minimum you may elect each year is \$250 and the maximum is \$2,500.
2. Limited Expense Health Care Flexible Spending Account (LEX HCFSA). The LEX HCFSA is available only to employees who enroll in an FEHB High Deductible Health Plan (HDHP) with a Health Savings Account (HSA), or whose spouse is enrolled in a non-FEHB HDHP with an HSA. Eligible expenses are limited to dental and vision care services/products that meet the Internal Revenue Service definition of medical care. The minimum you may elect each year is \$250 and the maximum is \$2,500.
3. Dependent Care Flexible Spending Account (DCFSA). The DCFSA is used to pay for expenses associated with eligible child care or adult dependent care for qualified dependents that are necessary to allow you or your spouse to work, look for work, or attend school full time. If you are an active employee, you are eligible to participate in a DCFSA. The only exception is intermittent or “when actually employed” employees who are expected to work less than 6 months in a calendar year. There is a \$5,000 household limit (\$2,500 if married, filing separately) on the amount that can be set aside in a DCFSA.



Information about FSAFEDS is available at <http://www.opm.gov/insure/flexible/index.asp>.

### **Action Required to Enroll**

1. You have 60 days from the effective date of your new appointment (or eligibility date), but before October 1 of the calendar year, to elect to participate in FSAFEDS. If you are hired on or after October 1, you are not eligible to participate in that benefit period, but can elect during the Benefits Open Season for the following benefit period.
2. You must make your election on the FSAFEDS Web site at [www.FSAFEDS.com](http://www.FSAFEDS.com) or by contacting an FSAFEDS benefits counselor at 877-372-3337. You cannot enroll in FSAFEDS using EBIS.
3. Your election is effective the next day after your election is received by FSAFEDS.

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

If you are eligible for FEHB, you are eligible to apply for long term care coverage with FLTCIP. It does not matter whether you are actually enrolled in FEHB—eligibility is the key. In addition, your qualified relatives—current spouse, adult children, parents, parents-in-law, and stepparents—are also eligible to apply using full underwriting procedures.

If you are on a temporary not-to-exceed appointment, you are eligible to apply for long term care insurance with FLTCIP after you have completed 1 year of continuous employment.

Once you enroll in FLTCIP, your enrollment automatically continues each year, as long as you remain eligible for the program and continue paying your premiums. You do not have to reenroll each year.

Information about FLTCIP is available at <http://www.opm.gov/insure/ltc/index.asp>.

### **Action Required to Apply**

1. You have 60 days from the effective date of your appointment (or eligibility date) to apply for long term care insurance using an abbreviated underwriting procedure (which asks fewer questions about your health). After the initial 60 days, you may apply using the full underwriting application.
2. Submit your application directly to the Long Term Care Partners at [www.ltcfed.com](http://www.ltcfed.com). You cannot apply using EBIS. You must pass a medical screening (called underwriting). Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage.
3. If you are approved for coverage, the scheduled effective date will generally be the first day of the first month after your application is approved. You will receive a letter from Long Term Care Partners containing your scheduled effective date and what might change that date. If you apply using the abbreviated underwriting application, you must meet an Actively at Work requirement for your coverage to become effective.
4. You may pay your premiums to the Long Term Care Partners through payroll deduction, automatic bank withdrawal, or direct bill.

## Federal FERS FRAE Retirement Withholding Announcement

Under the Bipartisan Act of 2013, Congress increased the Federal Employees Retirement System (FERS) withholding for new employees hired on/after January 1, 2014. New employees will ultimately pay 1.3% more than employees hired before that date. A new employee who must contribute the 1.3 percent increase is referred to as a “FERS-Further Revised Annuity Employee” or “FERS-FRAE employee.”

Further guidance has been received and the personnel/payroll systems have been modified. Important information and FAQs about FERS FRAE are available at the Defense Finance & Accounting Service FAQ’s website:

<http://www.dfas.mil/dfas/civilianemployees/fersfrae/faq.html>

Employees should contact the Benefits Line at 888-320-2917 from 7:30 a.m. to 7:30 p.m., Eastern Time, Monday – Friday if they have questions concerning this information.

### Thrift Savings Plan (TSP)

Most full-time and part-time employees covered by the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS) are eligible to participate in TSP, but the participation rules are different. To verify your retirement plan look at your most recent SF 50, Notification of Personnel Action in Block 30.

**FERS.** TSP is an integral part of the retirement package, along with your FERS basic annuity and Social Security. TSP is especially important to FERS employees because the formula used to compute a FERS basic annuity is less generous than the formula used to compute a CSRS annuity. As a FERS employee:

- You are automatically enrolled in TSP and 3 percent of your basic pay will be deducted for TSP if you are hired or rehired on or after August 1, 2010. You will receive 3 percent agency matching contributions as well as agency automatic (1%) contributions. You can terminate your automatic enrollment contributions at any time.
- You can elect to start, change, stop, or resume TSP contributions at any time; there is no waiting period.
- You can elect to contribute any dollar amount or percentage (1–100%) of your basic pay to TSP; however, your annual dollar total cannot exceed the Internal Revenue Service elective deferral limit.
- If you stop your contributions, you are not eligible to receive Agency Matching Contributions, but will still receive the Agency Automatic (1%) Contributions.
- If you are age 50 or older, you can make catch-up contributions, up to the Internal Revenue Service elective deferral limit of \$5,500 in 2014.
- You can 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.

**CSRS.** TSP can provide CSRS employees with a source of retirement income in addition to the CSRS annuity. As a CSRS employee:

- You are automatically enrolled in TSP and 3 percent of your basic pay will be deducted for TSP if you are hired or rehired on or after August 1, 2010. You can terminate your automatic enrollment contributions at

any time.

- You can elect to start, change, stop, or resume TSP contributions at any time; there is no waiting period.
- You can elect to contribute any dollar amount or percentage (1–100%) of your basic pay to TSP; however, your annual dollar total cannot exceed the Internal Revenue Service elective deferral limit of \$17,500 in 2014.
- If you are age 50 or older, you can make catch-up contributions, up to the Internal Revenue Service elective deferral limit of \$5,500 in 2014.
- You can 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.

Your account will be established when your payroll office sends your first contributions to TSP. Once your account is established, the TSP will send three separate mailings to you: (1) a TSP Welcome Letter which includes your TSP account number, (2) your TSP Web password, and (3) your ThriftLine Personal Identification Number (PIN).

Your TSP regular employee contribution 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.

Complete Information about TSP is available on the TSP Web site at <http://tsp.gov/>.

### **Action Required to Change Your TSP Contribution**

1. If you are hired or rehired on or after August 1, 2010 you are automatically enrolled in TSP and 3 percent of your basic pay will be deducted for TSP. If you don't want to continue your automatic enrollment in TSP, you can terminate your automatic contributions at any time by making an election in EBIS or by contacting the Benefits Line.

You may request a refund of the contributions deducted from your basic pay associated with the first 90 days of automatic enrollment by completing form TSP-25, Automatic Enrollment Refund Request. Your request must be received by the TSP no later than the refund deadline date provided to you in the TSP Welcome Letter. You may make this refund request whether or not you choose to terminate your contributions to the TSP or submit a subsequent election to change your contribution amount or percentage. If you elect to request a refund of your automatic enrollment contributions the Agency Automatic (1%) Contributions will remain in your TSP account, but you will forfeit the Agency Matching Contributions.

2. You can elect to increase your TSP contribution from the automatic 3 percent contribution to any dollar amount or percentage (1–100%) of your basic pay up to the Internal Revenue Service elective deferral limit by using EBIS or by contacting the Benefits Line. Your election using EBIS is equivalent to completing the TSP-1 election form mentioned on the TSP Web site. Department of the Navy policy requires all civilian employees to make changes to their benefits electronically. Paper forms are not accepted for these transactions.
3. 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 can 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. For more information, refer to the TSP fact sheet Annual Limit on Elective Deferrals available at <https://www.tsp.gov/PDF/formspubs/oc91-13.pdf> and the Elective Deferral Calculator at <https://www.tsp.gov/planningtools/electivecontributions/electiveContributions.shtml>.

4. 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 can also elect TSP catch-up contributions using EBIS. Your election using EBIS is equivalent to completing the TSP-1-C mentioned on the TSP Web site.
5. Your TSP elections will be effective at the beginning of the next pay period following your election.

### Action Required to Make Investment Transactions

1. Your initial TSP contributions will be invested in, and remain in, the G Fund (Government securities) 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 of the TSP funds. After the first two, your interfund transfers can 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 will be able to make an interfund transfer once you receive a TSP account number.

2. You must make your interfund transfer and/or contribution allocation on the TSP Web site at <http://tsp.gov/> or the ThriftLine at 877-968-3778 (using the automated system or by speaking to a TSP participant service representative). You cannot make investment transactions using EBIS.
3. Interfund transfers or contribution allocations made on the TSP Web site or the ThriftLine **by 12 noon**, Eastern Time, are generally processed and posted to your account at the close of business that day.

Interfund transfers or contribution allocations made on the TSP Web site or the ThriftLine **after 12 noon**, Eastern Time, will ordinarily be processed and posted to your account at the close of business on the following business day.

4. You will receive a confirmation of your transaction from the TSP record keeper.
5. Call the Thriftline if you have questions about how to make an interfund transfer or contribution allocation.

### Retirement Plan

Most Federal employees in a retirement covered position are in either the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). To determine your retirement plan, look at Block 30 on your most recent SF 50, Notification of Personnel Action. The one character code represents your current retirement plan.

Code	Retirement Plan
1	CSRS
2	Social Security
4	None
5	Other retirement systems

6	CSRS – Special (Law Enforcement Officers and Firefighters)
C	CSRS Offset
E	CSRS Offset – Special (Law Enforcement Officers and Firefighters)
K	FERS
KF	FERS FRAE*
KR	FERS RAE**
L	FERS – Air Traffic Controllers
LF	FERS FRAE* – Air Traffic Controllers
LR	FERS RAE** – Air Traffic Controllers
M	FERS – Special (Law Enforcement Officers and Firefighters)
MF	FERS FRAE* – Special (Law Enforcement Officers and Firefighters)
MR	FERS RAE** – Special (Law Enforcement Officers and Firefighters)

\*Further Revised Annuity Employees (FRAE) are FERS employees hired after December 31, 2013

\*\*Revised Annuity Employees (RAE) are FERS employees hired after December 31, 2012

Information about the retirement is available on the Civilian Human Resources Web site at <https://www.portal.navy.mil/donhr/Benefits>.

You should pay special attention to information about:

- Crediting active duty military service toward civilian retirement. You may be required to make a deposit to receive credit. Interest begins to accrue on the military deposit after a two year interest free grace period.
- Crediting civilian service for which you did not make a retirement contributions. You may be required to make a deposit to receive credit.
- Crediting civilian service for which you received a refund of retirement contributions. You may be required to make a deposit to receive credit.

### **Keep Your Mailing Address Current**

Every year thousands of documents are returned to the payroll office, Thrift Board and health insurance carriers because the employee has changed their mailing address, but has not notified them. To update your mailing address, follow these three steps.

#### **Step 1. Notify Your Payroll Office of the New Address.**

a. Most Department of Navy employees are paid by the Defense Finance and Accounting Service (DFAS). To update your mailing address, go to the DFAS myPay website at <https://mypay.dfas.mil/mypay.aspx> and login to your account. Under “Pay Changes” select “Correspondence Address” and make changes as appropriate. Your activity DFAS point of contact can also submit your address change.

b. If you are a Mariner employed by Military Sealift Fleet Support Command complete the form located at <http://www.msc.navy.mil/civmar/policy/CHANGEOFADDRESSFORM1-15-09.doc> and mail or email as indicated in the instructions.

When you submit an address change to your payroll office it will update your address to receive pay documents such as your Civilian Leave and Earnings Statement (LES) and W-2, Wage and Tax Statement.

Your payroll office will send your new address to the:

- Defense Civilian Personnel Data System to update your electronic personnel record, and
- Thrift Board to update your mailing address for Thrift Savings Plan documents.

**Step 2. Notify Your Health Insurance Carrier of the New Address.** If you are enrolled in the Federal Employees Health Benefits (FEHB) you must submit a separate change of address to your health insurance carrier. Some health insurance carriers, such as Blue Cross Blue Shield, allow you to make an address change electronically on their web site. You should contact your health insurance carrier for specific procedures.

**Step 3. Notify Your Employing Activity of the New Address.** Contact your activity administrative department and supervisor to update your address for recall purposes, etc.

### CBC Site Office

To determine the mailing address for your servicing CBC Site Office, please refer to block 48 on your SF-50, Notification of Personnel Action and match it to the corresponding 4-digit number below:

<b>2412, 2413, 2416, 2417, 2436, 4336 and All Senior Executive Service Employees</b>	<b>2414</b>
OCHR Norfolk Operations Center ATTN: Civilian Benefits Center NNSY, Building 17 Portsmouth, VA 23709 Fax: (757) 396-7826 DSN: 386-7826	OCHR San Diego Operations Center ATTN: Civilian Benefits Center 6300 Miramar Way San Diego, CA 92145-2015 Fax: (858) 577-5548 DSN: 267-5548

## QUICK REFERENCE GUIDE

The chart below is a quick reference guide for the point of contact telephone numbers and Web site information for benefits programs.

Web Site	Information Available	Contact Information
<p>Office of Civilian Human Resources Portal  <a href="https://www.portal.navy.mil/donhr/Benefits">https://www.portal.navy.mil/donhr/Benefits</a></p>	<ul style="list-style-type: none"> <li>• Access EBIS</li> <li>• General benefits information</li> <li>• Retirement application</li> <li>• Make enrollment changes to                             <ul style="list-style-type: none"> <li>▪ FEHB</li> <li>▪ FEGLI</li> <li>▪ TSP (Regular and Catch-up Contributions)</li> </ul> </li> <li>• Designate TSP contributions as tax-deferred and after-tax</li> <li>• View personal statement of benefits (cost of FEHB, value and cost of FEGLI, retirement annuity benefits)</li> <li>• Calculate retirement annuity</li> </ul>	<p>Contact: Benefits Line at 888-320-2917</p> <p>Hours: Monday - Friday, 7:30 a.m. to 7:30 p.m., ET, except on federal holidays</p> <p>TTY: 866-359-5277</p> <p>Email: <a href="mailto:navybenefits@navy.mil">navybenefits@navy.mil</a></p>
<p>Employee Benefits Information System (EBIS)  <a href="https://www.portal.navy.mil/donhr/Benefits">https://www.portal.navy.mil/donhr/Benefits</a></p>	<ul style="list-style-type: none"> <li>• General TSP program information</li> <li>• Personal TSP information:                             <ul style="list-style-type: none"> <li>▪ Account balances</li> <li>▪ Change distribution of TSP account balances among the investment funds</li> <li>▪ Apply for a TSP loan</li> <li>▪ Apply for a TSP inservice withdrawal</li> <li>▪ Withdraw account after separation</li> </ul> </li> <li>• Make enrollment changes to dental and vision insurance</li> <li>• FEDVIP program information</li> </ul>	<p>Contact: Benefits Line at 888-320-2917</p> <p>Hours: Monday - Friday, 7:30 a.m. to 7:30 p.m., ET, except on federal holidays</p> <p>TTY: 866-359-5277</p> <p>Email: <a href="mailto:navybenefits@navy.mil">navybenefits@navy.mil</a></p>
<p>Thrift Savings Plan (TSP)  <a href="http://tsp.gov/">http://tsp.gov/</a></p>	<ul style="list-style-type: none"> <li>• Make enrollment changes to dental and vision insurance</li> <li>• FEDVIP program information</li> </ul>	<p>Contact: ThriftLine at 877-968-3778</p> <p>Hours: Monday - Friday, 7:00 a.m. to 9:00 p.m. ET, except on federal holidays</p> <p>TTY: 877-847-4385</p>
<p>Federal Dental and Vision Insurance Program (FEDVIP)  <a href="https://www.benefeds.com/">https://www.benefeds.com/</a></p>	<ul style="list-style-type: none"> <li>• Make enrollment changes to dental and vision insurance</li> <li>• FEDVIP program information</li> </ul>	<p>Contact: BENEFEDS Customer Service at 877-888-3337</p> <p>Hours: Monday - Friday, 9 a.m. to 7 p.m., ET, except on federal holidays</p> <p>TTY: 877-889-5680</p> <p>Email: <a href="mailto:Service@BENEFEDS.com">Service@BENEFEDS.com</a></p>



Website	Information Available	Contact Information
<p><b>Flexible Spending Account (FSA)</b>  <a href="https://www.fsafeds.com/fsafeds/index.asp">https://www.fsafeds.com/fsafeds/index.asp</a></p>	<ul style="list-style-type: none"> <li>• Make enrollment changes to Health Care and Dependent Care FSA</li> <li>• FSA program information</li> </ul>	<p>Contact: FSAFEDS at 877-372-3337  Hours: Monday - Friday, 9:00 a.m. to 9:00 p.m., ET, except on federal holidays  TTY: 800-952-0450  Email: FSAFEDS@adp.com</p>
<p><b>Federal Long Term Care Insurance Program (FLTCIP)</b>  <a href="http://www.ltcfeds.com/">http://www.ltcfeds.com/</a></p>	<ul style="list-style-type: none"> <li>• Make enrollment changes to FLTCIP</li> <li>• FLTCIP program information</li> </ul>	<p>Contact: Long Term Care Partners at 800-582-3337  Hours: Monday - Friday, 8 a.m. to 7 p.m., ET, except on federal holidays  TTY: 800-843-3557  Email: info@ltcpartners.com</p>
<p><b>myPay</b>  (Not available to MSFSC Mariners)  <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a></p>	<ul style="list-style-type: none"> <li>• View and print Leave and Earnings Statements (LES)</li> <li>• View and makes changes to: <ul style="list-style-type: none"> <li>▪ Allotments</li> <li>▪ Correspondence address</li> <li>▪ Direct deposit</li> <li>▪ Health Savings Account</li> <li>▪ Federal withholding</li> <li>▪ State withholding</li> </ul> </li> <li>• View and print W-2 tax statement</li> <li>• View travel voucher advice of payment</li> </ul>	<p>Your Activity Customer Service Representative</p>
<p><b>MyBiz</b>  <a href="https://compo.dcpds.cpmc.osd.mil/">https://compo.dcpds.cpmc.osd.mil/</a></p>	<ul style="list-style-type: none"> <li>• Self-service employment verification</li> <li>• Update personal information such as emergency contact information, education, training,</li> </ul>	





## Department of the Navy Civilian Benefits Center

## Are Your Designations of Beneficiary Current?

Complete information about designation of beneficiaries is available at <https://www.portal.navy.mil/donhr/Benefits>. You must use your Department of Defense (DoD) Common Access Card (CAC) and be behind a .mil, .edu or .gov environment to access the Web site. When prompted, use your email certificate.

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 five types of benefits for which you can designate a beneficiary: Federal Employees' Group Life Insurance (FEGLI), Unpaid Compensation, Thrift Savings Plan, Retirement (Civil Service Retirement System and Federal Employees Retirement System) and Federal Employees' Compensation Act Death Gratuity.

You are not required to designate a beneficiary for your benefits. If the order of precedence listed below meets your needs, you don't need to do anything. However, if you wish to name a person or persons not included below, or in a different order, you will need to complete a form. If you are not sure who you have designated as a beneficiary on a previous form, simply complete a new designation. The forms are available online through the Web site above or by calling the Benefits Line at 888-320-2917. The TTY number is 866-359-5277. Be sure to carefully read the instructions for each beneficiary form before submitting.

If you have beneficiary forms on file, it is your responsibility to periodically review them to ensure that they still reflect your wishes – especially whenever you have a significant change in your life, such as a marriage, divorce, or death. A change in family status does not automatically change a beneficiary election on file; until you submit another form to cancel prior designations or to designate a new beneficiary, the original designation remains in force whether it still reflects your intentions or not. The worst case scenario is an out-of-date designation giving the money to someone that you no longer wish to receive it.

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Benefits that are due and payable will be paid out in the following Order of Precedence:

- To your designated beneficiary(ies),
- If there is no designated beneficiary, to your widow or widower,
- If none, to your child or children in equal shares, with the share of any deceased child distributed among that child's descendants,
- If none, to your parents in equal shares or the entire amount to your surviving parent,
- If none, to the executor or administrator of your estate,
- If none, to your next of kin under the laws of the State where you lived at the time of your death.

Note: For FEGLI, if there is a qualifying court order or an assignment of benefits on file, they take precedence over any designation of beneficiary on file and the normal order of precedence above.

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### IMPORTANT THINGS TO REMEMBER ABOUT DESIGNATIONS

- ✓ Write legibly. Do not make erasures, alterations or cross-outs on the form – if you make a mistake start over on a new form.
- ✓ Beneficiary shares must total 100%. Indicate shares in percentages or fractions – do not enter dollar amounts.
- ✓ Sign and date the form. Only the insured can sign the designation of beneficiary; it cannot be signed by a personal representative or guardian.
- ✓ Two people must witness your signature. A witness cannot be designated as a beneficiary.

CBC 12800-15 (Rev 4/23/2014)

**The Human Resources Office (HRO) is prohibited from accepting beneficiary forms. They must be mailed by the employee to the appropriate address (es) listed below.**

Thrift Savings Plan Designation of Beneficiary Form, TSP-3, is maintained by the National Finance Center, Thrift Savings Plan Service Office. Per instructions printed on the TSP-3, the form should be sent to the following address:

Thrift Savings Plan Services Office  
P.O. Box 385021  
Birmingham, AL 35238  
**or fax**  
Fax - 1-866-817-5023

**Designation of Beneficiary for Retirement, Unpaid Compensation  
and Life Insurance Forms**

Mail completed **FERS (SF-3102)**, **Unpaid Compensation (SF-1152)**,  
and **FEGLI (SF-2823)** forms to the Human Resources Service Center, Northeast at:

OCHR Norfolk Operations Center  
ATTN: Civilian Benefits Center  
NNSY, Building 17  
Portsmouth, VA 23709-5000

Mail completed **CSRS (SF-2808)** form directly to:

U.S. Office of Personnel Management,  
Retirement Operations Center  
PO Box 45  
Boyers, PA 16017-0045

Be sure to keep the original or a copy if you fax the form in a safe place for your records.

**Please Note:** Your beneficiary forms for TSP and CSRS are not valid until they are received at the addresses indicated above. If you do not send them directly to the appropriate address, and you die before the form is received by the appropriate office, the designation on the beneficiary form will not be valid.

**It is your responsibility to send the forms to the appropriate office for processing.**

## TECHNOLOGY INFORMATION

### NAVY MARINE CORP INTRANET (NMCI)

The Navy Marine Corp Intranet (NMCI) provides the Department of the Navy (DoN) with a full range of network-based information services on a single, enterprise-wide intranet. NMCI is a key component of FORCEnet, the DoN's strategy for implementing network-centric warfare, and it supports the DoD's goals for information technology superiority.

All employees will be issued a NMCI account upon entry on duty. NMCI hardware (i.e., computers) will be provided as soon as possible. New hardware might be provided or existing hardware transferred. Once an account is established, your NMCI account can be accessed from any NMCI computer through the use of your Common Access Card (CAC).

Unless specifically instructed otherwise, you should assume that the only processing that can be accomplished on your NMCI computer is unclassified information and data.

For classified information, there are limited NMCI SIPRNET and NNPI computers. SIPRNET can handle information up to the SECRET level. NNPI can handle unclassified Navy Nuclear Propulsion Information and NOFORN. These systems are separate from the systems that are provided to each employee and require special accounts to access. If you need to electronically transport classified information or NNPI/NOFORN information, ask your Division Head where the proper systems are located that can be used.

A reminder for all NSWCCD personnel regarding NMCI Software Updates and Security Patches to NMCI Seats: At the end of your workday, please restart your NMCI Seat and leave it powered on. This will alleviate NMCI Software/Security Patch Updates interrupting you during working hours, and it will ensure your Seat receives Critical updates in a timely manner.

### RDT&E SYSTEMS

Many employees will have computers or use of computers in addition to NMCI. These computers are RDT&E (both classified and unclassified). It is the employee's responsibility to understand the type of processing that can be conducted on each system and to ensure that data is not unintentionally transferred between systems via memory sticks and other media.

The RDT&E computers are associated with a Lab. A Lab is a group of computers physically or virtually combined or connected for some common purpose. Some of the computers might be connected to a network and some of the computers might be stand-alone. The network to which

the computers are connected might be a special internal network or the RDT&E network, which provides intra-Division connectivity and internet access. All RDT&E computers, whether network-connected or stand-alone, must be scanned and remediated for all vulnerabilities to protect the integrity of the systems and data.

Scanning of network-connected computers occurs on a periodic basis and as such all network connected computers (including laptops) must be left on the network with the power on and the firewall down at all times unless the Department IT Representative, Division IT Specialist, and Division Head are informed that the computer has been removed from the network for work usage.

## DEFENSE SWITCHED NETWORK (DSN)

Employees are encouraged to use DSN when calling long distance. This saves the Division a significant amount of money. To use DSN from the West Bethesda site, Dial 94, DSN prefix (287) + last 4 digits. For Philadelphia, Dial 97, DSN prefix (443) + last 4 digits. For the Washington Navy Yard, use DSN prefix 326 and last 4 digits. If you are unsure about a DSN prefix for a specific Department of Defense location, you can find comprehensive regional phone directories at

<http://disa.mil/about/disa-a-z-directory>

This website has six directories for various geographic regions in pdf format. Click on the "Complete Directory" icon on the left and then choose the directory you wish to download. These directories are listed alphabetically by command.

## DIGITAL SIGNATURE AND ENCRYPTION

Your digital signature identity and encryption files are provided by the Government-issued Computer Access Card (CAC). You can verify your installed certificates through the Microsoft Windows Control Panel.

A Digital Signature does not mean and is not the same as Digital Encryption. Your Digital Signature provides your 'Identity Certificate' only and is for positive identification. Digital Encryption protects the E-mail so that only the intended recipients can read the information. In order to send a 'Digitally Encrypted' E-mail, the sender and the recipient must exchange and save each others 'Digital Signature' in the Outlook 'Contacts' list. To add a person to your Contacts list, with their Digital Identity Certificate, you must receive a digitally-signed E-mail from them. The person you are sending to must appear in your Outlook 'Contacts' list with their Digital Signature.

If you need to Digitally Encrypt an E-mail you are forwarding or responding to, the process is:

- Open the E-mail and click on 'Options.'
- Select the 'Security Settings' button.
- Check the box for 'Encrypt Message Contents and Attachments.'

A good practice is to use your digital signature on all outgoing E-mail. If you are sending Controlled Unclassified Information (CUI), digitally encrypt the E-mail. Never E-mail Unclassified-Naval Nuclear Propulsion Information (U-NNPI) or Not Releasable to Foreign Nationals (NOFORN) CUI. Never E-mail CLASSIFIED Information (TOP SECRET, SECRET or CONFIDENTIAL).

## VOICEMAIL SETUP

The initial mailbox setup process is as follows:

From your office telephone, dial the Voice Mail number (see below). When prompted enter your temporary password 200845#.

The system will answer and begin to play the new user tutorial ("Hello, this voice message system ... ")

1. When prompted, press 1, enter a mailbox password of your choice, followed by the [#] key (7-15 digits in length). You will be prompted to re-enter new password.
2. You will now be prompted to record your "Please Hold for ... " prompt. Press 1, record your prompt, press [#] when finished. You will hear your recording played back and be prompted to either approve or re-record. Note: Press \* to skip recording.
3. When prompted, press 1 and record your name, press [#] when finished. You will hear your recording played back and be prompted to either approve or re-record.
4. You will now be prompted to record your personal greeting. Press 1, record your personal greeting, press [#] when finished recording. You will hear your recording played back and be prompted to either approve or re-record. Note: Press \* to skip recording.

Upon completion of initial setup, you will be at the Main Menu of your mailbox. Pressing \* cannot be used with creating Password or Recording name.

For Bethesda, voice mail access number inside the office is 227-3775 and outside the office is 800-215-5263. For Philadelphia, voice mail access number inside the office is 215-897-1835 and outside the office or 215-897-4141.

## EMPLOYEE DEVELOPMENT AND TRAINING

The Carderock Division is dedicated to the training and development needs of its employees. The Division offers many opportunities to learn and improve your skills and knowledge: on-site classes, off-site events, after-hours college courses, distances learning, web-based training, on-the-job training, formal training programs, etc.

Within 30 days of your start date, your supervisor should prepare an Individual Development Plan (IDP). The IDP is an organized plan of development of which employees are training for full-performance positions.

### ON-SITE TRAINING

Training courses are held on-site at the West Bethesda and Philadelphia locations. On-site courses begin at 8:00 a.m. and conclude at 3:30 p.m (typically). Course descriptions, dates, hours, location, cost, class size and target audience are posted in the Training Catalog, which can be accessed on the Division's Intranet site.

<https://crbewebappdev.dt.navy.mil/>

To register for a course, please contact your Training Coordinator, Administrative Officer, or register online at <https://ep.erp.navy.mil/irj/portal>. If it is within 10 days of the start date of a course, ERP will not allow you to register. Employee must be registered manually by a Training Manager (Workforce Development Branch).

From home page click on Employee Self-Service, then Individual Development, and LMS - Learning Management System. Under the Navigation tab click on "NAVSEA Course Catalog." Throughout this process you will continue to see at the bottom of your screen "LOADING CONTENT. PLEASE BE PATIENT....." The system can be very slow. After you click on the Catalog tab you will see "Subject Areas" listed in catalog - arrow down to find and click on course title. Arrow down to find course dates and the Action/Status tab and click on "To Registration." On the next page arrow down and click on "request participation" - follow prompts.

For questions on the individual on-site courses, please contact the course manager. Questions regarding offsite courses should be directed to (215) 897-7642 for Philadelphia courses or (301) 227-0733 for West Bethesda.

## OFF-SITE TRAINING COURSES

You can attend training events sponsored by a government or non-government vendor at an off-site location provided they benefit the mission of the organization. Discuss the training with your supervisor, then enter your request in ERP and submit any supporting documents, such as registration forms, course outlines, etc. to the Workforce Development Branch (WFDB). Off-site conferences, conventions, symposiums and meetings that do not meet the definition of “training” cannot be processed by the WFDB. Consult your supervisor or training coordinator for processing these requests through the Government Purchase Card holder in your office.

## COLLEGE COURSES

Subject to budgetary constraints, the Carderock Division will fund tuition expenses for full-time permanent employees who are interested in taking mission-related, after-hours, college-level courses. Employees will be limited to two courses or a maximum of six semester hours per term. Academic courses cannot be approved for the sole purpose of obtaining a degree unless the employee is in an established training program. If in the accomplishment of training, an employee receives an academic degree, this may be considered an incidental by-product of the training.

## TEXTBOOK REIMBURSEMENT

Employees who satisfactorily complete a pre-approved college course are eligible for textbook reimbursement. Satisfactory completion of a college course is a grade “C” or better for undergraduate classes and a grade “B” or better for graduate classes.

## SOURCE JUSTIFICATION

If a single training event exceeds \$2,500 in tuition cost, you must document the selection of the training source and demonstrate that a competitive selection process was used.

## SCIENTIST AND ENGINEERING DEVELOPMENT PROGRAM (SEDP)

SEDP is a three-year comprehensive development program designed to develop entry-level scientists and engineers into well-rounded and highly motivated employees. The program prepares scientists and engineers to assume significant technical responsibility within Carderock Division. SEDP participants navigate through a structured approach of career development as they establish annually individual training plans, attend quarterly meetings, required training, on-the-job assignments and have the opportunity to participate in rotational assignments.



## (SMART) SCHOLARSHIP FOR SERVICE PROGRAM

When the need to support the education of America's future scientist and engineers was recognized, the SMART Scholarship for Service Program was established to increase and retain the pool of talent in the areas of science and engineering. SMART is a competitive program that offers scholarships to undergraduate, master's and doctoral students pursuing degrees in science, technology, engineering and mathematics fields. SMART participants receive a full scholarship, a stipend ranging from \$25,000 - \$41,000 per year, summer internships, health insurance, book allowance and post-graduation career opportunities. Applications for the SMART Program are accepted between mid-August and mid-December. For more information and an application, go to the following website: <http://www.asee.org/smart>

## EXTENDED TERM TRAINING (ETT) PROGRAM

The ETT Program provides Division funds for employees who are pursuing a graduate or doctoral degree in an area that supports one of the Division's core equities. This competitive program allows selected employees to pursue their graduate/post-graduate degree on a full, three-quarter or half-time basis (40, 30 or 20 hours, respectively). The employee's salary, tuition and academic fees are paid by the Division and their job is held until they return to duty. ETT funding is awarded 1 October and expires on 30 September and awarded each fiscal year. The program announcement is distributed each February. Consult the Division's Intranet site for more details.

## MANDATORY TRAINING

There are various training events that are mandatory for all employees. Some are required every other year, others must be taken annually. Most mandatory training is available on-line for employees to complete during work hours. The Workforce Development Branch is responsible for announcing these training events and ensuring compliance for the Division.

# TRAVEL

## SHUTTLE SERVICE TO/FROM THE WASHINGTON NAVY YARD (WNY)

Carderock Division Headquarters		Buzzard's Point		Washington Navy Yard		Union Station *	
Arrive	Depart	Arrive	Depart	Arrive	Depart	Arrive	Depart
	0715	0800	0805	0815	0820	0825	0830
0920	0925	1015	1020	1030	1035	1020	1025
1135	1140	1225	1230	1240	1245	1230	1245
1345	1350	1435	1440	1450	1455	1400	1405
1540	1545	1630	1635	1645	1650	1555	1600
1730							
Carderock Division Headquarters		Buzzard's Point		Washington Navy Yard		Union Station *	
<p><b>Starting Destination</b> The pick up and drop off location at the Carderock Division Headquarters is in front of the main entrance steps at Building 2 on Taylor Blvd.</p> <p>Note: Shuttle passengers can wait for the bus in the Building 2 lobby during inclement weather.</p>		<p><b>First Stop</b> 2100 2<sup>nd</sup> Street, SW Washington, DC</p>		<p><b>Second Stop</b> The pick up and drop off location at the Washington Navy Yard is at the main gate at Isaac Hull Ave and "M" street.</p>		<p><b>Third Stop</b> The pick up and drop off location at Union Station is on the front (Massachusetts Ave) side of the station, Lane B, toward the 1<sup>st</sup> Street, NE (National Postal Museum) side.</p> <p>* Union Station is an on-demand stop. The purpose is to pick-up and drop-off Navy employees arriving from and returning to the NSWCCD Philadelphia site and shall be an on-demand stop only.</p> <p>A dedicated telephone line is established (301) 227-0735 where by travelers can give prior notice (preferably 24 hour but in emergency as short as 1 hour) of scheduled arrival time at Union Station to arrange for pick-up by the shuttle bus. The shuttle bus telephone line will be monitored during normal business hours and the shuttle bus service will be alerted to make pick-up during the appropriate shuttle run. Passengers desiring transportation to Union Station from West Bethesda will simply inform the shuttle bus operator of their desired destination upon boarding.</p>	

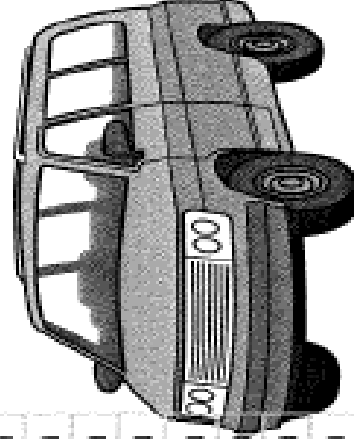
## CARDEROCK VANPOOL AND RIDE ON SERVICES

Maryland Department of Transportation issues government vouchers to Carderock government employees twice a month. The first of each month is regular voucher pick up and the end of each month is for make up. These vouchers can be used for vanpool and metro rail transportation.

Here is the website for the Voucher Application and Guaranteed Ride Home (which guarantees four (4) free emergency rides a year): [www.dlor.whs.mil/forms/DD2845.PDF](http://www.dlor.whs.mil/forms/DD2845.PDF) and [www.commuterconnections.org](http://www.commuterconnections.org)

Below you will find a complete list of vanpools as of January 28, 2009.

George Robinson	(301) 227-4925	Lanham / Bowie	6:00am-3:30 pm
Claudette Armsstrong	(301) 227-5717	Stafford, Woodbridge, Dale City	6:00am-3:30 pm
<b>David Meldrom</b>	<b>(301) 227-4047</b>	<b>#1 Frederick, Maryland</b>	<b>6:00am-3:30pm</b>
Charles Kelly	(301) 2275154	#2 Frederick, Maryland	6:00am-3:30pm
Terry Parish	(301) 227-5517	#1 Mt. Airy, Maryland	6:00am-3:30pm
Richard Wong	(301) 227-4969	#2 Mt. Airy, Maryland	6:00am-3:30pm
Harry Prince	(301) 227-4071	Urbana, Maryland	6:00am-3:30pm
Tim Bond	(301) 227-5219	Riva Park & Ride, Annapolis, MD	6:00am-3:30pm
Andrew Jarret	(301) 227-5591	Ellicott City, Maryland	6:00am-3:30pm
John Segelhorst**	(301) 227-5149	#1 Severna Park, Maryland	6:00am-2:45pm
Dana Lynn/Angela Ross	(301) 227-4291/4836	#2 Severna Park, Maryland	6:00am-3:30pm
Chad King	(301) 227-0058	Columbia, Maryland	6:00am-3:30pm
Jamie Corzo	(301) 227-4292	Sterling/Reston, Virginia	6:20am-3:50pm
Edward Socha	(301) 227-1993	Gaithersburg, Maryland	6:00am-3:30pm
Ernest Richardson	(301) 227-1186	Laurel, Maryland	6:00am-3:30pm
Eugene Shifflett	(301) 227-2788	Front Royal, Virginia	6:00am-3:30pm
Steve Fielder	(301) 227-5023	Earleigh Heights	6:00am-3:30pm
Todd Bieme	(301) 227-0031	Stafford, Woodbridge, Dale City	6:00am-3:30pm



# 32 Ride On

Naval Ship R & D Center - Cabin John - MacArthur Blvd - Bethesda Metro Station



**WELCOME TO RIDE ON**

RIDE ON is a community bus service operated by the Montgomery County Department of Transportation.

RIDE ON operates over 75 routes that serve all thirteen Montgomery County Metro rail stations. For detailed information, or to have timetables mailed, call 311.

Outside Montgomery County... (240) 777-0311  
 TTY (for hearing impaired) ..... (240) 773-3556

Visit our web site at:  
[www.rideonbus.com](http://www.rideonbus.com)

Regular Mailing Address:  
 Montgomery County DOT  
 Division of Transit Services  
 101 Monroe Street, 5th Floor  
 Rockville, MD 20850

**HOLIDAY SCHEDULE**

New Year's Day ..... Sunday Schedule  
 Martin Luther King, Jr. Day ..... Special Schedule  
 Presidents' Day ..... Special Schedule  
 Memorial Day ..... Sunday Schedule  
 Independence Day ..... Saturday Schedule  
 Labor Day ..... Sunday Schedule  
 Columbus Day ..... Weekday Schedule  
 Veterans Day ..... Special Schedule  
 Thanksgiving Day ..... Sunday Schedule  
 Christmas Day ..... Sunday Schedule

For special schedules, consult our website or call 311.

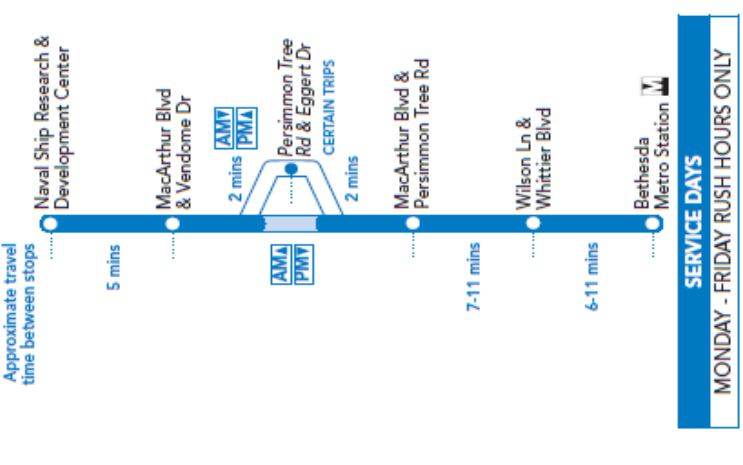
**Thank You for Riding with Us!**

**Ride On**  
 Montgomery County Transit

Printed on recycled paper with soy-based ink

EFFECTIVE: SEPTEMBER 5, 2010

# 32



**SERVICE DAYS**  
 MONDAY - FRIDAY RUSH HOURS ONLY

**Ride On**  
 Montgomery County Transit

Telephone 311  
 Online at [www.rideonbus.com](http://www.rideonbus.com)

### 32 To Bethesda Metro Station

#### MONDAY THROUGH FRIDAY

SEE TIMEPOINT LOCATION ON ROUTE MAP

	1	2	3	4	5	6	
Naval Ship Research & Development Ctr	6:33	6:35	6:37	6:47	6:55		
MacArthur Blvd & Vendome Dr	6:58	7:03	7:05	7:07	7:17	7:25	
Persimmon Tree Rd & Eggett Dr	7:28	7:33	7:35	7:37	7:47	7:55	
MacArthur Blvd & Persimmon Tree Rd	7:58	8:03	8:05	8:07	8:17	8:25	
Wilson Ln & Whittier Blvd	8:28	8:33	8:35	8:37	8:47	8:55	
Bethesda Metro Station	8:58	9:03	9:05	9:07	9:17	9:25	
	3:19	3:24	3:26	3:36	3:42		
	3:49	3:54	3:56	4:03	4:09		
	4:19	4:24	4:26	4:33	4:40		
	4:54	4:59	5:01	5:09	5:16		
	5:24	5:29	5:31	5:39	5:46		
	5:54	5:59	6:01	6:09	6:16		
	6:24	6:29	6:31	6:39	6:46		
				AM	PM		

### 32 To Naval Ship R&D Center

#### MONDAY THROUGH FRIDAY

SEE TIMEPOINT LOCATION ON ROUTE MAP

	6	5	4	3	2	1	
Bethesda Metro Station	6:30	6:38	6:45	6:47	6:52		
Wilson Ln & Whittier Blvd	7:00	7:08	7:17	7:19	7:24		
MacArthur Blvd & Persimmon Tree Rd	7:30	7:38	7:47	7:49	7:54		
MacArthur Blvd & Persimmon Tree Rd	8:00	8:08	8:17	8:19	8:24		
MacArthur Blvd & Persimmon Tree Rd	8:30	8:38	8:47	8:49	8:54		
MacArthur Blvd & Persimmon Tree Rd	9:00	9:08	9:15	9:17	9:22		
	3:50	3:58	4:05	4:07	4:09	4:14	
	4:20	4:29	4:40	4:42	4:44	4:49	
	4:50	4:59	5:10	5:12	5:14	5:19	
	5:20	5:31	5:42	5:44	5:46	5:51	
	5:50	6:01	6:12	6:14	6:16	6:21	
	6:20	6:31	6:42	6:44	6:46		
	6:50	7:01	7:12	7:14	7:16		
	7:20	7:31	7:39	7:41	7:43		
				AM	PM		

## HOW TO RIDE A BUS

Check schedule for timepoint nearest your location. Wait at the blue and white **RIDE ON** bus stop sign. Arrive several minutes before scheduled time. Have exact fare ready (drivers do not make change).

- Not all stops are listed on a public timetable.
- If you are unfamiliar with your stop, sit or stand behind the line near the front of the bus and ask the bus driver to notify you when your stop is approaching.
- Ask the bus driver if you are not sure if the bus goes to your stop.
- If you have internet access (at home or somewhere else, such as a public library), it may be easier for you to use an online trip planner rather than a paper timetable.
- Be mindful of changes in the schedule, for holidays or bad weather.
- Please observe the following rules for all patrons: No eating, drinking, or smoking.
- Electronic devices may be played with earphones set at low level.

## HOW TO READ A TIMETABLE

- Find the schedule for the day of the week and the direction you wish to ride.
- Find the timepoints closest to your origin and destination. The timepoints are shown on the route map and indicate the time the bus is scheduled to be at the particular location. Your nearest bus stop may be between timepoints.
- Read down the column to see the times when a trip will be at the given timepoint. Read the times across to the right to see when the trip reaches other timepoints. If no time is shown, that trip does not serve that timepoint.

## FARES

Regular Fare or Token	\$1.70
Fare Using SmartTrip®	\$1.50
Seniors and persons with disability with valid ID (including attendant-eligible) except during free periods:	
Cash	\$0.85
Senior/Disabled SmartTrip®	\$0.75
Senior/Disabled SmartTrip® Transfer from Metrorail	\$0.25
Seniors age 65 years or older with a Senior SmartTrip® card or valid Metro Senior ID Card or with valid Medicare Card and Photo ID from 9:30AM - 3PM Mon - Fri	FREE
Person with disability with Metro Disabled Identification Card from 9:30AM - 3PM Mon - Fri	FREE
Person with disability with Metro Disability ID Card - Attendant Eligible from 9:30AM - 3PM Mon-Fri - Attendant rides half fare or free depending on time	FREE
<b>MetroAccess</b> - Certified Customer with ID <b>MetroAccess</b> - Companion	FREE
Children under age 5 Limit 2 children per paying passenger	FREE
<b>Local Bus Transfer with SmartTrip®</b>	FREE

## GUARANTEED RIDE HOME

When you take Metrobus, Metrorail and Ride On to work, you are eligible to participate in the free Commuter Connections Guaranteed Ride Home Program. To register and to receive program details call:  
Commuter Services at 301-770-POOL(7665).

## METROACCESS

Alternative paratransit service to this Ride On route for people with certified disabilities is available. Call MetroAccess at 301-562-5360.



There is **NO Saturday or Sunday service** on this route

Please arrive at your stop several minutes ahead of your bus' scheduled arrival. Since safe service is a priority at Ride On, buses may be delayed due to traffic or weather.

# OFFICIAL TRAVEL

## DEFENSE TRAVEL SYSTEM

The Defense Travel System (DTS) is the travel system used by Carderock Division travelers. DTS is an integrated computer system that provides the Department of Defense (DoD) user or traveler with paperless travel planning and reimbursement. DTS uses DoD public key infrastructure (PKI) certificates that enable a user/traveler to sign documents securely. New employees will generally be issued a DTS account during the first several weeks of employment. The DTS site administrator will set up the account for the employee.

## GOVERNMENT TRAVEL CARD

The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for expenses incident to official travel, including local travel. It is DoD policy that the Government-sponsored, contractor-issued travel card be used to the maximum extent possible while on TDY. The travel card is intended for official travel-related use only and should never be used for personal purchases or to pay for someone else's travel expenses. To use the card for other than official use may result in disciplinary action.

Any employee required to travel 3 or more times per year will be required to obtain a Government Travel Card. Contact the Consolidated Card Office, APC Travel Card and they will email you the training and application form along with instructions on filling them out. Your Department may provide you with this application upon arrival at Carderock. If your travel is emergent, you can request to have the card expedited for an additional \$20 fee. This fee will be placed directly on the card and can be reimbursed on a local travel claim. Infrequent travelers need to contact their Defense Travel Agent (DTA) in the event they are required to travel.

## GENERAL TRAVEL

The traveler or Administrative Specialist must create individual travel authorizations (orders) using the reservation module provided in DTS. The authorization must be signed within 24 hours (sometimes sooner depending on amount of time before departure) of creation or requested reservations will be cancelled. Once created, the traveler may adjust the authorization if necessary until the Approving Official (generally, Division Head) approves it. After approval, the authorization can still be changed, but it requires an amendment. Most changes to the authorization can be done at the voucher. If travel is required in less than 24 hours, then reservations should still be made through DTS. If necessary the traveler should pay for flights at the airport using his Government Travel Card.

If you have a problem and need to contact SATO after normal business hours or while on TDY, you can call the emergency phone number, 1-800-359-9999, for assistance.

## RESERVATIONS

Once the flight/rental car reservations are selected in DTS, a PNR locator number is generated in the authorization, located under the trip description. The reservation can be accessed by logging into the website ([www.virtuallythere.com](http://www.virtuallythere.com)) using the PNR locator number, last name and email address. Once the authorization is approved, the E-ticket will be processed 3 days prior to departure. The E-ticket receipt is located on the virtuallythere website and should be printed before travel along with the orders. This receipt should always be included in the substantiating record documentation of the voucher. In the event the trip is cancelled and the E-ticket has already been processed, the traveler must request a refund on the unused flight through SATO (307-295-2782). Unfortunately, this transaction takes approximately 4-6 weeks to process on the Government Travel Card.

## FLIGHTS

DTS displays a select list of fully refundable fares - GSA city-pairs and capacity controlled flights are always listed at the beginning of the list. City pair flights should always be selected for Navy travel; use of other than contracted city pair flights will require justification on the pre-audit page. If the flight required cannot be found in the selection list, DTS provides booking assistance via a text box for comments to the Commercial Travel Office (CTO).

## RENTAL CAR

The DTS default for rental cars is set for a compact car. The traveler should select the least costly rental car at time of travel. Travelers requiring a larger or more expensive vehicle must provide justification in the pre-audit to the Approving Official. DTS also provides booking assistance via a text box for comments to the CTO if no cars/government rates are available.

## LOCAL TRAVEL VOUCHER

Day trips within the normal commuting area, less than 100 miles, are considered local travel (no per diem is paid to traveler). A Local travel voucher should be submitted for reimbursement of mileage and expenses.

## TRAVEL VOUCHERS

Travelers are required to file travel vouchers within 5 working days after returning from travel. E-ticket receipts, lodging, rental car and any receipts of \$75 and over must be faxed/scanned into the voucher. Vouchers are usually paid within 3 days after approval. In the event the airline charges for checked baggage, current NAVSEA and Warfare Center community policy is to enter checked baggage fees as non-mileage expenses in the "or" text box as "primary baggage fee" NOT as "excess baggage" in the drop down menu.

## FOREIGN TRAVEL

Traveling abroad require a heightened sense of alertness and attention. It is a good idea to familiarize yourself with any available official information on your destination before you depart. The link below provides information from the State Department for Americans traveling abroad and includes information on passports, visas, immunizations and medical information, as well as specific information concerning conditions abroad that may affect your safety and security.

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

## WHAT TO DO BEFORE OFFICIAL FOREIGN TRAVEL

1. Do country clearance (send your Administrative Specialist details of your travel) (need 30 day lead time).
2. Complete the level 1 antiterrorism training and let whoever is doing the country clearance know the date the training was taken: (ESAMS website).
3. Do a request for foreign travel form (CARDEROCKDIV 5540/1 rev 01-08) - fill it out, sign it, and send it to security either via fax to or by mail (code 3900).
4. If you are bringing information technology (IT) equipment, please fill out the Carderock Division foreign travel checklist form (CARDEROCKDIV 5239/8 rev. 12-07).
5. Send email to NCIS Agent of your departure and return times (each individual does this),
6. Do travel orders (your Administrative Officer can help with this).
7. In all emails provide your itinerary.
8. If your foreign travel trip is cancelled for any reason, please notify Carderock Division Security immediately at 301-227-1455 in West Bethesda and 215-897-1623 in Philadelphia.



## WHAT TO DO AFTER OFFICIAL FOREIGN TRAVEL

1. Upon return from travel, complete the questionnaire for foreign travel. CARDEROCKDIV 5540/2(rev. 12-07); send the questionnaire to the Security Office, Code 007 or fax to 301-227-4621 in Bethesda; Code 024 or fax to (215) 897-8972 in Philadelphia.
2. Send email to NCIS Agent of your return (each individual does this). NCIS agent in West Bethesda, Bldg. #14; (301) 227-3563; Building #4, Philadelphia (215) 897-6665.

## WHAT TO DO FOR PERSONAL FOREIGN TRAVEL

1. Do a request for foreign travel form CARDEROCKDIV 55401 I (rev 01-08) - fill it out, sign it, and send it to Security either via fax to 301-227-4621, Code 007 (Bethesda) or 215-897-8972, Code 024 (Philadelphia) or yard mail.
2. Send email to NCIS Agent of your departure and return times (each individual does this).

## WHAT TO DO AFTER PERSONAL FOREIGN TRAVEL

Email to NCIS Agent of your return (each individual does this).

## PASSPORT

A government passport is required for government travel to a country that requires a visa. Entry requirements must be reviewed for each country being visited since entry requirements can change quickly and acquiring the appropriate papers can take a significant amount of time. The link below accesses an alphabetical listing of countries where you can view entry requirements for specific countries:

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

A government passport is not required for entry into countries that do not require visas. In fact NCIS recommends that a government passport not be used in such cases and be kept separate from one's personal passport. The DoD reg. 1000-21-R states that:

"Cl.5.2. To enhance the travel security of DoD personnel and family members on official orders to and/or from high or potential physical threat countries by commercial conveyance (bus, train, plane) or private auto, the Department of Defense has authorized the option of allowing these travelers to obtain and use (in addition to their official or diplomatic passport) the regular-fee (tourist (blue and/or green)) passport. This option is exercised for security reasons only, and is not to be considered a requirement. Travelers wishing to obtain regular-fee passports in addition

to their official, diplomatic, or no-fee regular passport are responsible for obtaining their own regular-fee passports and required visas."

A government passport should be secured for official government travel. Forms are available at:

[http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)

## NEW PASSPORTS

1. Fill out the DD 1056 and the DS 11 forms.
2. In Bethesda, contact Photographics (301-227-7595) (BLDG 1 Floor 2) for Passport photos. In Philadelphia, go to CVS to get your passport photo taken.
3. In West Bethesda, hand-carry to Bethesda Naval Hospital, Bldg 8, Room 2213 Passport Support Person. (Need to make sure you bring either your personal passport, if have one, or an original birth certificate with you to Bethesda Naval Hospital). In Philadelphia, you need to bring your paperwork to the Post Office for processing.

## RENEW PASSPORTS

1. Fill out the DD 1056 and DS 82.
2. In Bethesda, contact Photographics (301-227-7595) (BLDG 1 Floor 2) for passport photos. In Philadelphia, go to the CVS to get your passport photo taken.
3. In West Bethesda, hand-carry to Bethesda Naval Hospital, Bldg 8, room 2213 Passport Support Person. (Need to make sure you bring either your expired official passport (recommended) or your personal passport with you to Bethesda Naval Hospital). In Philadelphia, you need to bring your paperwork to the Post Office for processing.

## FOREIGN TRAVEL AND FOREIGN CONTACT

You may be advised by Defense Travel Service (DTS) to use your tourist passport while attending certain conferences. Each situation can be unique and requires guidance from the organization supporting the travel, or the Counterintelligence (CI) Awareness organization.

You should only identify yourself as a DoD affiliate when you are conducting business on behalf of the Government. Ensure there is a "need to know" before discussing your place of employment. You may identify yourself as a DoD affiliate if you are at a meeting, in an official capacity, with representatives from other government agencies or if you are at conference and professional and scientific gatherings that are job related.

Briefings and presentations for meetings, symposia, seminars and conferences with foreign national presence must be reviewed by Site Security prior to the event. The following information must be provided: (1) Briefing with proper classification and distribution statement, (2) Country request, (3) Purpose of briefing, and (4) Foreign visit request to attend briefing.

Hosting foreign visitors is a critical responsibility. This is especially true when the foreign national is from a country that is directly competing against the United States militarily or economically. Before hosting a foreign visit, prepare the necessary paperwork and submit to Security at least (5) days before the visit; and alert Security before each recurring Foreign National visit. Questions concerning foreign national visits and processing should be directed to the Security Office in West Bethesda at (301)-227-1455 or Philadelphia at (215) 897-1623.

Contact with a Foreign National, regardless whether the association is related to business or pleasure, must be reported to the Security Office and the NCIS. This is especially important if you suspect the individual has a hidden agenda, if you observe any suspicious behavior, and/or if the individual attempts to probe for information or puts you in a compromising situation.

## SHIP RIDER ORIENTATION GUIDE

*While this information is designed for employees participating in the “Scientists to Sea” program, the information is applicable to all employees who board ships.*

### INTRODUCTION

While this is designed for employees participating in the Scientist to Sea program, the information is applicable to all employees who board ships.

This guide provides information on the environment, customs, and living conditions on board a Navy warship, and what is expected of you while aboard the ship.

As a general rule, follow the example of the ship's company. If questions arise, you should seek out an officer or senior enlisted person and ask for the accepted procedure. Common sense and consideration for your shipmates will see you through most situations. Remember that your demeanor will affect the reputation of the entire team and our working relationship with the crew.

Please keep in mind that you are a guest aboard the ship. The officers and crew live and work there. Have your government ID or activity badge with you at all times, and be prepared to show it when you board the ship. Keep your identification/badge visible at all times except when underway with the ship. All personnel are reminded that they are subject to the Uniform Code of Military Justice (UCMJ) while on board the ship or at a Naval facility.

At the top of the gangway, face aft toward the colors (National Ensign) and pause at attention. Then turn to the Officer of the Deck and say, "Request permission to come aboard, Sir/Ma'am." State who you are, where you are from, the purpose of the visit and/or the person whom you wish to see. When leaving the ship, request permission to leave from the Officer of the Deck and honor (face) the colors prior to departure. Be aboard the ship at least one hour before the ship's departure time and report your presence to your designated point of contact.

Remember that the purpose of the Scientists to Sea Program is to allow civilian personnel who support the Navy an opportunity to learn about life at sea for military personnel and to observe Naval equipment and procedures. **YOU ARE NOT ON BOARD TO FIX ANYTHING!** Don't bring your tool kit and keep your hands off the equipment unless you are in a situation to give advice and work with ship personnel.

This opportunity to see the Fleet at work is a privilege provided to enhance your understanding of Fleet needs and requirements. It is suggested that you record the names, ranks and positions of those embarked personnel who were especially helpful during your visit.

## COLORS

In port, morning and evening colors are observed. Morning colors are at 0800; evening colors are at sunset. If you are above decks at colors, signaled by one blast on a police whistle, turn and face the Ensign (on the stern of the ship) and stand at attention with hat or hand over heart until the "carry-on" signal (three blasts on the whistle) is given.

## ADDRESSING MILITARY PERSONNEL

The ship's Commanding Officer is called "Captain" at all times regardless of his rank. Other officer personnel are addressed by rank and last name, or their billet, such as "XO" for the Executive Officer or "Weps" for the Weapons Officer. Enlisted personnel are addressed by rate, e.g., "Senior Chief Smith," "Petty Officer Jones" or "Seaman Johnson."

## SHIP'S ORGANIZATION

The Commanding Officer is in charge and responsible for everything that happens on the ship. His direct representative in all matters is the Executive Officer.

Reporting to the Executive Officer are the department heads, who are in charge of specific functions within the ship, such as: Operations, Combat Systems, Engineering, Supply, and Navigation/Administration. Each Department Head will have one or more Division Officers reporting to them. The ship's Welcome Aboard package will most likely include a list of the Department Heads, Division Officers, and their leading Chief Petty Officer.

The Command Master Chief is the senior enlisted person on board, and is responsible to the Captain for matters relating to the crew's well being. The department heads all have division officers (DIV-O's) usually junior officers - Ensigns, Lieutenant Junior Grade or Lieutenants - to manage the daily routines. The division chief petty officers (Chiefs) ensure the daily routine is completed as required and are the liaison between the division officers and the crew. They are first, second and third class petty officers and seaman and accomplish 99 % of the working tasks aboard ship. The crew is the heart and soul of the ship - without a crew, there is no ship, just a hull with a number. Although the majority are young, they are proud of what they do and are happy to talk about it for the asking. So ASK! These are the operators of the equipment you may be designing and can give you the unique operator's perspective only they have.

## BERTHING

The Executive Officer or his representative will assign you a bunk and locker or a cot. Storage space is quite limited. A sea bag (duffel bag) or gym bag is recommended instead of using a suitcase, so that it may be readily stowed away in your locker. Nothing should be left lying around the compartment. You must use your assigned bunk so that you may be easily located for demonstrations and in the event of an emergency.

Bunks must be made up in the morning. The ship will supply your linens and pillow. No clothes or shoes should be left on the bunk. Your assistance is required in keeping the berthing spaces neat and clean. Due to the watch rotation, personnel will be sleeping in the berthing compartments around the clock. Please be considerate of their sleep. Maintain quiet in the compartment, and leave the lights in the berthing space red at all times during underway periods; white lights are not generally used unless in port or during a scheduled ship field day.

Laundry is normally done once a week. Ensure that all items of clothing are marked with indelible marker, such as the type available at the ship's store. Do not include woolen articles. Colored clothing will be included with the khakis or dungarees. The laundry will not be responsible for loss or damage to any clothing. Put your socks in a marked sock bag or wash them yourself.

While at sea, the ship may be on "water hours." When showering, use the rinse-soap-rinse method to conserve water, turning the water off between steps. All personnel shall observe water hours, if any, as announced in the ship's Plan of the Day. The ship may supply a towel, but it is recommended that you bring one of your own, along with soap, toiletries, etc. Shower shoes are required. You may be able to buy forgotten items in the ship's store, but do not count on that.

Other tips:

1. Shoes must have non-skid soles. Sneakers may be worn on board the ship. Sandals are unsafe and inappropriate around the ship.
2. Wear comfortable, informal clothing that you won't mind getting dirty. Shorts are unsafe and inappropriate.
3. Bring a lightweight jacket for use in air-conditioned spaces.
4. Bring a small personal flashlight. A red lens filter is recommended in the berthing spaces, and mandatory on the bridge or in the Combat Information Center (CIC).
5. Bring a padlock for your locker.
6. Personal firearms are not permitted.

7. Personal working knives may not have a blade longer than three inches in length. Remember that we are all professionals. As far as shipboard attire goes, let common sense be your guide.

## MEALS

While at sea, you will be charged for your meals by the day. The full-day rate is charged, even if meals are not eaten, and generally runs about \$6.00. The mess caterer/treasurer will collect periodically. Personal checks are acceptable. Meal hours underway will be posted, but are *generally*:

0600 - 0715 Breakfast

1130 - 1245 Lunch

1715-1830 Dinner

2330-0030 Mid Rats

When eating in the Wardroom, proper etiquette is important. Never wear a hat/cover into the wardroom. Before joining the meal, ask the senior person (generally the Captain or the Executive Officer) for permission to join the meal, and similarly, ask for permission to be excused if you must leave the table before the meal has ended. There are generally two sittings - the first starts promptly at the beginning of the meal period and is attended by the on-going watch and non-watchstanders; the second by the off-going watch. If you miss the first sitting, you should generally wait for the off-going watch to complete their turn over and join them, rather than attempt to eat "between" sittings. Most ships have a policy to discourage work discussions during the meal-follow the lead of your hosts.

## EMERGENCY PROCEDURES

The ship will assign you an emergency station. In the event of a fire at sea, collision, man overboard or other shipboard emergency, you should immediately report to your assigned area and muster with the senior person present. This is necessary so that you can be accounted for and not set in motion an unnecessary search of the area or a hazardous space.

If a security alert takes place while aboard ship, individuals must remain wherever they are until the alert is secured over the I MC system. Stand next to the bulkhead and do not move unless directed.

Fire is the most dangerous situation aboard ship. If you discover a fire, TELL SOMEBODY! If you discover a fire, dial the emergency number on the nearest telephone and give the type (e.g., color of smoke) and location of the fire (e.g., compartment number on plate over hatchways). Remain at the scene, if possible, to direct fire fighters to exact location of the fire and to supply additional information. If unable to telephone, report the situation immediately to the Bridge, Quarterdeck or Maintenance Central by the fastest means possible.

A medical representative will be available at all times when on board. You are required to report all injuries, no matter how minor. Anyone with special medical requirements or on medication should consult with their private doctor and inform the ship's medical representative prior to getting underway. Be sure to bring an adequate supply of medication for the planned underway period plus an additional 3 to 4 days, in case the ship's return to port is delayed. If you are prone to seasickness, bring anti-motion sickness pills or ask the medical representative. They are most effective if taken prior to getting underway.

## MATERIAL CONDITIONS/HATCHES

Various "Material Conditions," or specific positions for hatches and doors throughout the ship, are set for underway steaming and special evaluations. The proper material condition is vital to the safety and seaworthiness of the ship. It is the responsibility of all personnel to help maintain the correct material condition. If you go through a secured door or hatch, secure it as you found it prior to your passage.

Some ships have a Collective Protection System (CPS) that over-pressurizes the interior of the ship to keep possible contaminants from entering. Airlocks provide passage between the ship and the weather decks; ensure that you carefully shut and dog the first door prior to attempting to open the second door when the CPS system is activated.

The positions of valves and switches are also critical to the safety and operation of the ship. Do not change the position of a valve or switch unless specifically ordered to by a member of the ship's company.

## SHIP'S STORE

The ship's store is generally located forward on the main deck. You are welcome and encouraged to buy ship's ball caps, shirts, normal toilet articles, candy, etc., as the profits go to the ship's Morale and Recreation Fund. Remember, the use of the ship's store is a privilege; do not abuse it. Vending and ATM machines can be found on almost all Navy ships.



## COMPARTMENT NUMBERING

Ship compartments are numbered by their location with a four-part designation (e.g. 2-42-1-L). The first number is the deck. "1" is the main deck, the highest complete deck running from bow to stem. The quarterdeck is generally found on the main deck. Decks are then numbered sequentially as you go down toward the keel (bottom) of the ship: "2" is directly below the main deck, "3" below that, etc. Decks above the main deck are designated with a "0" (zero) in front of the number. The 01 (pronounced "oh one") deck is immediately above the main deck, 02 above that, etc.

The second number is the frame number. Frames are the vertical ribs of the ship, and are numbered consecutively from the bow (Frame 0) to the Stern. This number tells you how far aft the compartment is.

The third number indicates how far from the center line of the ship that the compartment is, with even numbers to port, odd to starboard. A "1" or "2," for example, would indicate a compartment near the center of the ship.

The fourth number indicates the function of the compartment. Common compartment designations include:

A Stowage space

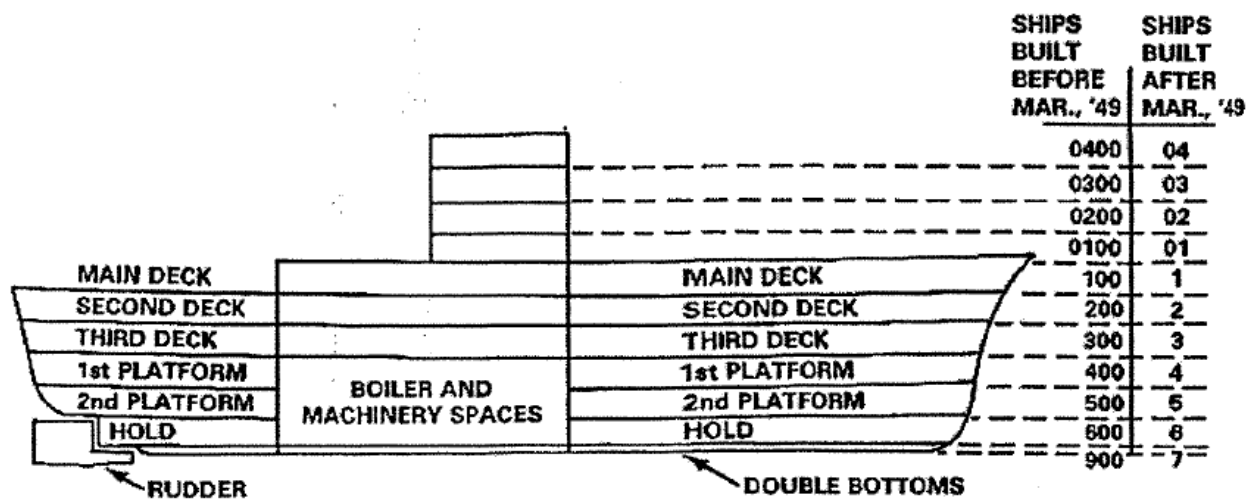
C Control centers, such as the Combat Information Center, Radio, Sonar spaces

E Engineering spaces

L Living spaces, such as berthing and messing

Q Miscellaneous spaces, such as shops, galley, unmanned electronics spaces

From the above, you can determine then that our example compartment, 2-42-1-L, is located on the second deck (one deck below the main deck), 42 frames aft from the bow, on the starboard side, and the space is used for berthing or messing type purposes.



## OPEN CONTAINERS

To prevent spills, please refrain from moving around the ship with open food/drink containers. This helps keep the ship clean and reduces the workload on the crew. Naval tradition is "if you made the mess, you clean it up."

## POSTAL SERVICE

The Supply Officer is the one to contact if you are expecting a package or need something shipped. The ship's postal clerk receives incoming U.S. mail. Individuals expecting mail must check at the ship's Post Office during posted hours.

## LIQUOR/CONTROLLED SUBSTANCES

Liquor or controlled substances are not allowed aboard ship; possession is a serious offense punishable under the Uniform Code of Military Justice (to which you are subject while at sea).

## DEPARTURES

Prior to leaving the ship for business or upon completion of work, inform your point of contact. If you will be returning, provide the point of contact with a phone number or method by which you may be reached in case there is a change in the ship's schedule.

## TRASH

Never throw anything over the side into the water. Plastic trash must be separated from paper and biodegradable garbage. The blue trash cans are for plastics only.

## SMOKING

When the ship is in port, there will generally be one area designated for smoking, usually in a covered area (wave break) on the main deck on the side away from the pier. When the ship is underway, smoking is generally permitted on the fantail during the day and in the wave break after sunset. Please be sure to extinguish all cigarettes in butt cans provided. Personnel are reminded that while underway lights and flames may not show after dark.

## ELECTRICAL SAFETY

Personal electrical/electronic equipment (radios, tape decks, electric razors, etc.) that are not solely battery operated must be safety inspected by ship's electricians prior to use aboard ship. Audio devices may be played in berthing compartments but only with headphones.

## GENERAL SAFETY

Decks may become wet/slick. Exercise care while moving around the ship. Sudden ship movements can occur at any time. NEVER lean on the lifelines located around the deck edge topside on all decks. Hold handrails while going up and down ladders. Don't leave your common sense at home. Remember; this is a Navy warship, not a cruise ship.

## SHIP'S TELEPHONE

In port, you will be able to make routine business calls from the ship. Personal calls should be made from phones located on the pier, as the number of lines to the ship is limited. At sea, the ship will have an INMARSAT telephone for official business. You can be contacted in the event

of an emergency through the squadron duty officer at the squadron to which the ship is assigned. Please obtain that number and leave it with family members prior to departing.

## FLIGHT OPERATIONS

Helicopter operations are inherently dangerous evolutions. When "Flight Quarters" are announced, you should remain well forward of the helicopter deck area and inside the skin of the ship. If you are to be a passenger on the helo, you will be provided with protective equipment (life jacket, cranial helmet) and specific instructions on how and when to approach the helicopter by the ship's crew.

## SECURITY

Ensure the ship receives a visit request (generally by Naval message) with your security clearance prior to boarding. Certain spaces, such as Combat or Radio, have been designated "Closed or Restricted Areas - Limited Access" because of classified displays, operations or equipment. Unauthorized personnel without a need to know must remain clear of those marked spaces.

## QUESTIONS

The purpose of this ship ride is to learn. The opportunity is a two-way street. Ask questions of ship personnel and answer questions asked by ship personnel. Finally, if any of the important information outlined in this document is not provided by ship personnel, ask for it. Your life may depend on it!

## CONCLUSION

The bottom line for going to sea on a warship is to use your common sense and follow the lead of the crew. Recognize that there are multitudes of hazards on board a ship - rotating machinery, slick and pitching decks, and sharp corners and protruding equipment in the passages. Stay alert as you move about the ship, and you will enjoy your ride.

## GENERAL SHIPBOARD LAYOUT

Bow	Front of a ship
Stern	Rear of a ship
Port	Left side of a ship; to the left facing the bow
Starboard	Right side of a ship; to the right facing the bow
Bridge	Command center of a ship
Bridge Wing	Watch stations platforms used during ship maneuvers
Quarter Deck	Area where crew boards, and lobby of many Navy buildings
Mess Deck	Area where enlisted crew members eat
Wardroom	Area where the officers eat
Chief Petty Officer's Mess	Area where Chiefs eat
Crew Berthing	Enlisted crew quarters
Officer Berthing	Officers quarters
Bilge	Bottom interior area of a ship
Anchor Windlass Room	Forward room where the anchor and associated equipment are located
Sponson	Structures that project over the side of the ship; i.e. a projecting gun platform
Weather Deck	Portion of the deck that is outside the skin of the ship (exposed to the weather)
Hanger Deck	An area where aircraft are stored and repaired
Flight Deck	Area of an aircraft carrier or amphibious assault ship where aircraft takeoff and land
Island	Structure on an aircraft carrier or amphibious assault ship this is above the flight deck. It houses the bridge and numerous radar rooms
Central Control Station (CCS)	Contains remote propulsion and generator control consoles, damage control consoles, etc. DC Central (Damage Control Central) performs a similar function on aircraft carriers and amphibious ships (CYNs, LHAs and LHDs)
Log Room	Office for engineering section. May contain offices of CHENG, MPA and warrant officer
Sail	Fairwater of submarine where antennas, periscopes, radar and snorkel are housed. Bridge is also located on sail structure

## SECURITY

### COMMON ACCESS CARD (CAC)

The Common Access Card (CAC) is a United States Department of Defense (DoD) smart card issued as standard identification for active-duty military personnel, reserve personnel, civilian employees, other non-DoD government employees, state employees of the National Guard, and eligible contractor personnel.

The CAC is used as a general 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, facilitating the use of PKI authentication tools, and establishes an authoritative process for the use of identity credentials.

Whether you're getting a CAC for the first time or renewing your current CAC, the same process is required. Use the following link to setup an appointment at a local facility to receive your CAC. Everyone who is age 21 and older must have two (unexpired) forms of ID to receive a new CAC. One must be a state/government issued photo ID. Please visit <http://www.uscis.gov/files/form/i-9.pdf> for a complete list of acceptable forms.

<http://appointments.cac.navy.mil/>

### ENTRY PROCEDURES & VISITORS

Entry into NSWCCD workspaces is restricted to persons who are authorized access, have a valid need to conduct official business, or are bona fide visitors or guests. Security badges are required to be worn by all employees, visitors and contractors while within NSWCCD spaces. Department/Division Heads are responsible for:

- Validating the need for visitor badges, laptop approvals, and camera passes, when required.
- Notifying visitors requiring access to classified information of the need to submit a classified visit request prior to the visitor's arrival to the Site Security Office.
- Notifying Site Security Offices of visits to facilitate visitor access. Site Security Office will approve or disapprove requested visits and send approval to the local Visitor Center.
- Notifying Site Security Office of visitors arriving after normal working hours.

Unofficial Visits are visits to the workplace by friends and family. Friends and family will be permitted to visit an employee's workplace during normal business hours (Monday to Friday,

excluding Federal holidays, 0600 to 1800 hours) only and with the following provisions: A memo, signed by the Branch Head/Supervisor, must be received in the Security Office and approved at least 24 hours prior to any visit. The memo must contain the following information:

- (a) Name
- (b) Age
- (c) Citizenship
- (d) Relationship to employee
- (e) Justification for visit
- (f) Building and room number to be visited
- (g) Telephone number of person responsible for visitor

Upon entering Division property, the employee must bring their guest(s) into the reception area to be signed in as a visitor. The visitor:

- (a) Must be escorted and supervised at all times,
- (b) will, under no circumstances, be allowed into a vaulted/secure area,
- (c) will not be allowed access to any government equipment (including computers), and
- (d) will have absolutely no access to classified material.

No visitors will be allowed access to a Carderock Division site after normal hours. All visitors must be U.S. citizens. There will be no exceptions. The Security Manager is the final approving authority for all visits.

To contact the Visitor's Center call 301-227-1500 or 301-227-1501. In Philadelphia, call 215-897-8900.

## OPERATIONS SECURITY (OPSEC)

Estimates show that approximately 900 MILLION people have internet access. Realize not everyone on the internet is a patriotic American. If you are going to post information out on the worldwide web consider the audience - 900 million people! Some people use the internet for disreputable purposes to engage in illegal practices such as identity theft, or even worse, use social engineering tactics to exploit you or your family. If you are going to use blogs, or personal web pages, be sure to keep safety in mind while doing so. Additionally be careful not to divulge sensitive DoD information - information that by nature of your association with DoD, the general public would not have access to.

## OPSEC FOR DoD PERSONNEL

If you are a DoD employee, remember information you have access to, even though unclassified, can be valuable to adversaries. Be careful not to post sensitive information about DoD activities on your blog or web page. Also take caution about the pictures you post on the internet from your work environment. These can be valuable to our adversaries so don't help them conduct surveillance by posting photos of DoD facilities.

- If you are not sure if the information you wish to post is DoD sensitive information ask your supervisor, or your security or OPSEC manager.
- In many DoD facilities photography IS prohibited. Make sure the pictures you wish to post do not violate DoD policy.
- Be courteous when posting information about colleagues and co-workers. Be sure to respect their right to privacy especially when giving names and posting photographs.
- While there are no restrictions on what you can say about yourself, there is a fine line between what you can say about DoD personnel and information. Be careful not to divulge official DoD information.
- Remember, just because DoD information may be unclassified, doesn't mean it's appropriate for the worldwide web.

## OPSEC FOR FAMILY MEMBERS

OPSEC is a method DoD uses in order to identify and protect sensitive information. We do this by looking at ourselves from the "bad guy's" perspective and then limit the details an adversary would find useful. It's the same as using street smarts. Think about what the bad guy would want to know - then take measures to protect yourself. Family members plays key role In OPSEC! As family members you may have access to sensitive Information. It's very important you be aware of the risks when posting information – even indirectly related to DoD activities on the internet. Not only is it important to protect your DoD family member, but others in your household as well. You can help keep your family safe by:

- Not posting information about upcoming deployments or TDYs. Not giving details about what kind of work your DoD family member performs for the military or government.
- If your family member is deployed in support of a military operation, don't give details about the location or the activities your family member is involved in. The bad guys could be viewing your blogs and web pages too.



- Realize that even if you install security protocols or password protection on your blog or personal web page - they're not fool proof.
- Refrain from posting specific identifying information such as your phone number and address.
- Don't provide information that would allow someone to find you or your family. Writing about the school your child attends combined with pictures of your children provides potential clues to help predators locate you or your family.
- Don't post your email address on your page. Small town internet host providers and personal information contained in your email address can be another clue.

Realize the bad guys (terrorists, spies, and criminals) are out there just waiting to take advantage of others. Help keep your family safe by using OPSEC.

## SECURITY CLEARANCE

**TOP SECRET:** Top Secret is a more stringent clearance. A Top Secret, or "TS", clearance, is often given as the result of a Single Scope Background Investigation (SSBI). Top Secret clearances, in general, afford one access to data that affects national security, counterterrorism/counterintelligence, or other highly sensitive data. The SSBI must be renewed every 5 years.

**SECRET:** A Secret clearance, also known as Collateral Secret or Ordinary Secret, requires a few months to a year to fully investigate, depending on the individual's background. A Secret clearance requires a National Agency Check with Local Agency Check and Credit Check (NACLIC), and a Credit investigation; it must also be re-investigated every 10 years.

**CONFIDENTIAL:** Also known as a "public trust" clearance, this is the simplest security clearance to get. This level typically requires a few weeks to a few months of investigation. A Confidential clearance requires a NACLIC investigation which dates back 7 years on the person's record and must be renewed (with another investigation) every 15 years.

## DOCUMENT CLASSIFICATION

In the U.S., information is called "classified" if it has been assigned one of the three levels: confidential, secret, or top secret. Information that is not so labeled is called "unclassified information."

## CLASSIFIED

### TOP SECRET (TS)

This is the highest security level that if publicly disclosed would cause "exceptionally grave damage" to national security.

### SECRET (S)

This is the second-highest classification. Information is classified secret when its release would cause "serious damage" to national security. Most information that is classified is held at the secret sensitivity.

### CONFIDENTIAL (C)

This is the lowest classification level of information obtained by the government. It is defined as information that would "damage" national security if disclosed to the public.

Classified materials includes the below and must be properly marked:

- Models
- Storage Media
- Sketches
- Machinery
- Documents
- Emails
- Working Papers
- Photographs
- Reproductions
- Meeting Notes
- Maps, etc.

Appropriate marking and the use of cover sheets alert potential recipients to classifications and safeguarding requirements.

When not "secured" within a security container, classified documents:

- Must be in the personal possession of a cleared individual
- Should have the appropriate cover sheet attached

Classified Information must be:

- Discussed only over secure telephones or transmitted via secure communications
- Processed only on equipment approved for the level of classification involved
- Destroyed by approved methods
- Discussed only in the area authorized for classified discussions

Transmitting Classified Information (SECNAV M-5510.36 Chapter 9):

Only appropriated cleared personnel or authorized carriers are permitted to transmit, transport, escort, or hand carry classified information. Care must be taken to select a means of transportation that will minimize the risk of a loss or compromise.

## UNCLASSIFIED (U)

This is the default and refers to information that can be released to individuals without a clearance. Information that is unclassified is sometimes restricted in its dissemination as Sensitive But Unclassified (SBU) or For Official Use Only (FOUO).

There are other terms that we hear regarding information/material, such as:

- Naval Nuclear Propulsion (NNPI) is all information classified or unclassified, concerning design, arrangement, development, manufacturing, testing, operations, administration, training, maintenance, and repair of propulsion plants of naval nuclear powered ships and prototypes, including the associated shipboard and shore based nuclear support facilities.
- National Security Information (NSI) is classified information related to the tactical characteristics and capabilities of naval nuclear ships and propulsion plant design.
- Restricted Data (RD) is classified information relating primarily to the reactor plant of a nuclear propulsion system.
- No Foreign Nationals (NOFORN) is a marking authorized for use as an intelligence control warning notice on classified intelligence information; NNPI is also marked NOFORN.
- For Official Use Only (FOUO) is a designation that is applied to unclassified information that may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA).
- Controlled Unclassified Information (CUI) refers to unclassified information that is to be protected from public disclosure. The CUI designation, created by a Presidential memorandum of 7 May 2008, replaces "sensitive but unclassified" and other similar control markings.

## DISTRIBUTION STATEMENTS

**Distribution Statement A:** Approved for public release; distribution is unlimited. (Submit authorized form NDW-DTRC 5605/1 (Rev12-88) to Code 008).

**Distribution Statement B:** Distribution authorized to U.S. Government agencies only; (Fill in reason: Foreign Government information; Proprietary information; Critical technology; Test and Evaluation; Contractor Performance Evaluation; Premature Dissemination; Administrative or Operational Use; Software Documentation; or Special Authority) (date). Other requests shall be referred to (Controlling DoD office).

**Distribution Statement C:** Distribution authorized to U.S. Government agencies and their contractors only; (Fill in reason: Foreign Government information; Critical technology; Administrative or Operational Use; Software Documentation; or Special Authority) (date). Other requests shall be referred to (Controlling DoD office).

**Distribution Statement D:** Distribution authorized to the Department of Defense and U.S. DoD contractors only; (Fill in reason: Direct Military Support; Foreign Government information; Proprietary information; Critical technology; Test and Evaluation; Contractor Performance Evaluation; Premature Dissemination; Administrative or Operational Use; Software Documentation; or Special Authority) (date). Other requests shall be referred to (Controlling DoD office).

**Distribution Statement E:** Distribution authorized to DoD components only (Fill in reason: Direct Military Support; Foreign Government information; Proprietary information; Critical technology; Test and Evaluation; Contractor Performance Evaluation; Premature Dissemination; Administrative or Operational Use; Software Documentation; or Special Authority) (date). Other requests shall be referred to (Controlling DoD office).

**Distribution Statement F:** Further dissemination only as directed by (controlling DoD office) (date) or higher DoD authority.

**Distribution Statement X:** Distribution authorized to U.S. Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoD 5230.25 (date of determination). Controlling DoD office is (insert).

## DOD Force Protection Conditions (FPCON)

FPCON is a DOD approved system that provides preventive actions and responses to terrorist threats against US personnel and facilities. The system is the principle means for a Commander to apply an operational decision on how to protect against terrorist acts.

The DOD FPCON consists of five progressive levels of increasing Antiterrorism protective measures. The circumstances that apply and the purposes of each protective posture are as follows:

**FPCON Normal:** Applies when a general global threat of possible terrorist activity exists and warrants a routine security posture.

**FPCON Alpha:** Applies when there is an increase general threat of possible terrorist activity against personnel or facilities, and the nature and the extent of the threat is unpredictable.

FPCON Bravo: Applies when there is an increased or more predictable threat of terrorist activity. Increased protective measures are required.

FPCON Charlie: Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities.

FPCON Delta: A terrorist attack has occurred, or intelligence indicates likely terrorist action against a specific location.

## APPENDIX

Anti- Harassment Policy

<https://crbewebappdev.dt.navy.mil/intra/documents/policy/Anti-HarassmentPolicy.pdf>

Civilian Leave and Earning Statement (LES)

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/handbook/docs/LES.pdf>

Electronic MYPAY Documents

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

Employee Resource Groups (ERG)

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/eo.html#erg>

Employment Verification

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/handbook/docs/MyBizEmploymentVerification.pdf>

Equal Employment Opportunity Policy

<https://crbewebappdev.dt.navy.mil/intra/documents/policy/EEOPolicy.pdf>

Federal EEO Processing Policy

<https://crbewebappdev.dt.navy.mil/intra/documents/policy/EEOPolicy.pdf>

Policy Statement Drug Testing for New Employees

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/handbook/docs/PolicyStatementDrugTesting.pdf>

Preserving a Harassment Free Environment

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/handbook/docs/PreservingaHarassmentFreeEnvironment.pdf>

Standard Form 50-B (Notification of Personnel Action)

<http://www.opm.gov/Forms/pdfimage/sf50.pdf>

### **BENEFITS:**

Pay & Benefits 101

<http://www.fedweek.com/promo/fed101.pdf>

Thrift Savings Plan

<https://www.tsp.gov/index.shtml>

Guide to Federal Benefits for Federal Civilian Employees

<http://www.opm.gov/healthcare-insurance/healthcare/plan-information/guide/2015-guides/70-1.pdf>

Flexible Spending Account

<https://www.fsafeds.com/fsafeds/index.asp>

Federal Long Term Care Insurance Program (FLTCIP)

<http://www.ltcfeds.com/>

## **BROCHURES:**

Alternative Dispute Resolution (ADR)

<http://www.adr.navy.mil/>

DEMO

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/demo.html>

Forms of Redress

[https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/Forms\\_of\\_Redress\\_poster\\_2013.pdf](https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/Forms_of_Redress_poster_2013.pdf)

Geico Leave Record

<https://www.geico.com/information/federal/leave-record/>

New Hire Bridge Handbook

<http://www.navsea.navy.mil/nswc/carderock/pub/career/newhire.aspx>

PERSONALLY IDENTIFIABLE INFORMATION (PII)

<https://crbewebappdev.dt.navy.mil/intra/code10/hr/documents/handbook/docs/PersonallyIdentifiableInformation.pdf>