



NAVAL SURFACE WARFARE CENTER, CARDEROCK DIVISION  
WEST BETHESDA

## READY REFERENCE GUIDE





# WELCOME

Congratulations on joining one of the nation's leading research and development, test and evaluation defense laboratories. The Naval Surface Warfare Center, Carderock Division (NSWCCD), has a long and distinguished history in addition to a well-defined plan for the future. You are now a part of that future and together we will work to ensure that NSWCCD remains the Navy's leader in warfare systems integration and the institution of choice for cutting-edge research and development support to the Department of Defense.

The following checklist is meant to facilitate your smooth transition to NSWCCD and enable you to achieve full operational capacity in an efficient and timely manner. Make use of the resources provided to you and the peers, supervisors, specialists, and mentors ready to support you.

Our mission is vital to our nation's security and you are vital to our success. Welcome aboard. We are glad you are here.

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Captain Todd E Hutchison  
Division Commanding Officer

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Lawrence Tarasek  
Division Technical Director



## Points of Contact

The following tables contain points of contact you may need to reference to complete your checklist.

### Security Representatives

<b>Security Director/Code 105</b>	Melissa Berlo	(301) 227-1511	<a href="mailto:melissa.berlo1@navy.mil">melissa.berlo1@navy.mil</a>
<b>Code 1051</b>	Vacant	(301) 227-xxxx	Vacant
<b>Code 1052</b>	Vacant	(301) 227-xxxx	Vacant
<b>Code 1053</b>	Clifford Young	(301) 227-1861	<a href="mailto:clifford.young@navy.mil">clifford.young@navy.mil</a>
<b>CDO</b>	Command Duty Officer as Assigned	(301) 821-2779 (301) 227-1408	<a href="mailto:CDO_WBethesda.fct@navy.mil">CDO_WBethesda.fct@navy.mil</a>
<b>Code 60</b>	Suzanne Friedman	(301) 227-2920	<a href="mailto:suzanne.friedman@navy.mil">suzanne.friedman@navy.mil</a>
<b>Code 70</b>	Daniel Elliott	(301) 227-3138	<a href="mailto:daniel.elliott3@navy.mil">daniel.elliott3@navy.mil</a>
<b>Code 80</b>	Lawrence Pugliese	(301) 227-3088	<a href="mailto:lawrence.pugliese@navy.mil">lawrence.pugliese@navy.mil</a>
<b>Security Website</b>	<a href="https://cuthill.cdr.navy.mil/intra/code10/security/index.html">https://cuthill.cdr.navy.mil/intra/code10/security/index.html</a>		

### Safety Branch

<b>Code 1024</b>	Andrew Giagnacova Safety Branch Head	(301) 227-5562	<a href="mailto:andrew.giagnacova@navy.mil">andrew.giagnacova@navy.mil</a>
<b>Code 10241</b>	Tom Martino ESAMS Data Manager	(301) 227-0140	<a href="mailto:thomas.o.martino@navy.mil">thomas.o.martino@navy.mil</a>
<b>Occupational Safety and Health Office</b>	<b>Centralized email address</b> <a href="mailto:safetynswccd.fct@navy.mil">safetynswccd.fct@navy.mil</a>		

### NMCI Department Representatives

<b>NMCI</b>	Help Service Desk	1- (866) 843-6624	<a href="mailto:servicedesk_navy@nmci-">servicedesk_navy@nmci-</a>
<b>Code 60</b>	Brian Boone	(301) 227-2383	<a href="mailto:brian.a.boone.ctr@navy.mil">brian.a.boone.ctr@navy.mil</a>
<b>Code 02</b>	Gerson Ceballero	(301) 227-5994	<a href="mailto:gerson.caballero1@navy.mil">gerson.caballero1@navy.mil</a>
<b>Code 70</b>	Kyle Eely	(301) 227-8503	<a href="mailto:kyle.eely.ctr@navy.mil">kyle.eely.ctr@navy.mil</a>
<b>Code 80</b>	La Shaun Fuller-Justice	(301) 227-2383	<a href="mailto:lashaun.fullerjusti.ctr@navy.mil">lashaun.fullerjusti.ctr@navy.mil</a>

### Department Information Officers (DIO)

<b>Code COS</b>	Katrina M. Moore	(301) 227-2236	<a href="mailto:katrina.m.moore@navy.mil">katrina.m.moore@navy.mil</a>
<b>Code 02</b>	Gerson Ceballero	(301) 227-5994	<a href="mailto:gerson.caballero1@navy.mil">gerson.caballero1@navy.mil</a>
<b>Code 10</b>	Milton Cuevas	(301) 2272244	<a href="mailto:milton.cuevas1@navy.mil">milton.cuevas1@navy.mil</a>
<b>Code 60</b>	Richard W. Gates	(301) 227-4811	<a href="mailto:richard.w.gates@navy.mil">richard.w.gates@navy.mil</a>
	Carole Overman	(301) 227-8501	<a href="mailto:carole.overman@navy.mil">carole.overman@navy.mil</a>
<b>Code 70</b>	Lawrence M. Brown	(301) 227-4648	<a href="mailto:lawrence.m.brown@navy.mil">lawrence.m.brown@navy.mil</a>
<b>Code 80</b>	Monica A. Walker	(301) 227-2540	<a href="mailto:monica.walker@navy.mil">monica.walker@navy.mil</a>
	Orden Knorr	(301) 227-8834	<a href="mailto:orden.knorr@navy.mil">orden.knorr@navy.mil</a>

### Travel and Payroll Division

<b>Employee Services Division Head</b>	Kristina Ross	(301) 227-1134	<a href="mailto:kristina.ross@navy.mil">kristina.ross@navy.mil</a>
<b>Payroll Office</b>	Ralph Miller	(301) 227-1513	<a href="mailto:ralph.miller@navy.mil">ralph.miller@navy.mil</a>
	Lisa Pedersen	(301) 227-2416	<a href="mailto:lisa.pedersen@navy.mil">lisa.pedersen@navy.mil</a>
<b>Travel Office</b>	Denise Leonard	(301) 227-1659	<a href="mailto:denise.leonard@navy.mil">denise.leonard@navy.mil</a>
<b>Government Travel Card</b>	Brittany Payne	(301) 227-4298	<a href="mailto:brittany.b.payne1@navy.mil">brittany.b.payne1@navy.mil</a>



## HR Specialists & Advisors

<b>Human Resources Director</b>	<b>Emily Grauwiler</b>	(301) 227-1791	<a href="mailto:emily.grauwiler@navy.mil">emily.grauwiler@navy.mil</a>
<b>Planning, Policy, and Analysis Branch</b>	<b>Andrew Alderfer (Head)</b>	(301) 227-2891	<a href="mailto:andrew.alderfer@navy.mil">andrew.alderfer@navy.mil</a>
	Darrell Sample	(301) 227-4713	<a href="mailto:darrell.Sample@navy.mil">darrell.Sample@navy.mil</a>
	Eileen Billups	(215) 897-2689	<a href="mailto:eileen.billups@navy.mil">eileen.billups@navy.mil</a>
<b>Staffing &amp; Classification Branch</b>	<b>Lisa Harden (Head)</b>	(301) 227-2069	<a href="mailto:lisa.a.harden1@navy.mil">lisa.a.harden1@navy.mil</a>
	Megan Fitzpatrick	(301) 204-9482	<a href="mailto:megan.fitzpatrick@navy.mil">megan.fitzpatrick@navy.mil</a>
	Rachel Bass	(301) 227-5430	<a href="mailto:rachel.bass@navy.mil">rachel.bass@navy.mil</a>
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	William Cruz	(301) 227-2561	<a href="mailto:William.Cruz@navy.mil">William.Cruz@navy.mil</a>
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<b>Recruiting &amp; Student Outreach Branch</b>	Daronda Rochelle	(301) 227-7016	<a href="mailto:daronda.rochelle@navy.mil">daronda.rochelle@navy.mil</a>
	<b>QuaTonya Collins</b>	(301) 227-2069	<a href="mailto:quatonya.collins@navy.mil">quatonya.collins@navy.mil</a>
<b>Labor &amp; Employee Relations Branch</b>	Angela Hooker	(301) 227-2763	<a href="mailto:angela.hooker@navy.mil">angela.hooker@navy.mil</a>
	<b>Margaret McConnell (Head)</b>	(301) 227-5039	<a href="mailto:margaret.mcconnell@navy.mil">margaret.mcconnell@navy.mil</a>
	Katisha Mcallister	(301) 227-2276	<a href="mailto:katisha.Mcallister@navy.mil">katisha.Mcallister@navy.mil</a>
	Susan Rossi	(301) 227-1569	<a href="mailto:susan.rossi@navymil">susan.rossi@navymil</a>
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<b>Workforce Development Branch</b>	Melissa S. Marciano	(717) 605-7887	<a href="mailto:Melissa.mariciano@navy.mil">Melissa.mariciano@navy.mil</a>
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	Linda Florian	(301) 227-5632	<a href="mailto:linda.florian@navy.mil">linda.florian@navy.mil</a>
	Cecelia Paulding	(301) 227-2054	<a href="mailto:cecelia.paulding@navy.mil">cecelia.paulding@navy.mil</a>
	Olamidayo (Diana) Odusanya	(301) 227-3671	<a href="mailto:olamidayo.odusanya@navy.mil">olamidayo.odusanya@navy.mil</a>
	Katharine Valinotti	(301) 227-3740	<a href="mailto:katharine.valinotti@navy.mil">katharine.valinotti@navy.mil</a>
	Renard Walker	(301) 227-3474	<a href="mailto:renard.walker@navy.mil">renard.walker@navy.mil</a>

## EEO Diversity & Inclusion Office

<b>DEEO, Director Diversity and Inclusion</b>	Wanda Jimenez- Barkdoll	(301) 227-0090	<a href="mailto:wanda.jimenez-barkdo@navy.mil">wanda.jimenez-barkdo@navy.mil</a>
<b>Reasonable Accommodation Coordinator</b>	Vacant	(301) 227-1441	Vacant
<b>Affirmative Employment Coordinator</b>	Christina Suggs	(301) 227-2865	<a href="mailto:christina.suggs@navy.mil">christina.suggs@navy.mil</a>
<b>Sign Language Specialist</b>	Rebekah Knodel	(301) 227-4049	<a href="mailto:rebekah.knodel@navy.mil">rebekah.knodel@navy.mil</a>
<b>NSWC HQ Admin Officer (AO)</b>	Rosanna Pittman	(202) 781-4097	<a href="mailto:rosanna.pittman@navy.mil">rosanna.pittman@navy.mil</a>
<b>00I Admin Officer (AO)</b>	Dana McVey	(202) 781-0627	<a href="mailto:Dana.Mcvey@navy.mil">Dana.Mcvey@navy.mil</a>
<b>Code 00/COS Admin Officer (AO)</b>	Dianna Pleasants	(301) 227-7598	<a href="mailto:dianna.pleasants@navy.mil">dianna.pleasants@navy.mil</a>
<b>Code 01 Admin Officer (AO)</b>	Arline Grabner	(301) 227-1084	<a href="mailto:arline.grabner@navy.mil">arline.grabner@navy.mil</a>
<b>Code 02 Admin Officer (AO)</b>	Angela Brvenik	(301) 227-1488	<a href="mailto:angela.brvenik@navy.mil">angela.brvenik@navy.mil</a>
	Marcia Goodson	(301) 227-3722	<a href="mailto:marcia.goodson@navy.mil">marcia.goodson@navy.mil</a>
<b>Code 10 Admin Officer (AO)</b>	Kim Dempsey	(301) 227-4161	<a href="mailto:kimberly.dempsey@navy.mil">kimberly.dempsey@navy.mil</a>
<b>Code 60 Admin Officer (AO)</b>	Tiffany Nekota	(301) 227-0018	<a href="mailto:tiffany.nekota@navy.mil">tiffany.nekota@navy.mil</a>
<b>Code 70 Admin Officer (AO)</b>	Katie Kiernan	(301) 227-0480	<a href="mailto:kathryn.kiernan@navy.mil">kathryn.kiernan@navy.mil</a>
<b>Code 80 Admin Officer (AO)</b>	Donna Intolubbe	(301) 227-1556	<a href="mailto:donna.intolubbe@navy.mil">donna.intolubbe@navy.mil</a>

Please complete the following items in chronologic order as many actions are prerequisites to accomplishing those that come after. Timeliness is critical to ensuring you are up and running as swiftly as possible. The HR New Employee Orientation will provide important information to the employees about required work.



## FIRST WEEK ON-BOARD

New employees are encourage to use the Ready Reference Guide as a step-by-step checklist for what in-processing actions to complete. Employee are to check with their AO and/or Supervisor regarding the status of the following in-processing actions: Personnel “hiring” Action (SF-50), SAAR Form, Computer/Network access, Account Creation, and Equipment/Asset Management.

### 1. New Employee Onboarding – *Day 1 - Please reference agenda provided during onboarding.*

#### Employee must complete the following step during the first day of onboarding:

- Be administered your Oath of Office and completed Human Resources in-processing documentation. HR staffing specialist provide new employees with further details (see # 16 for more reference)
  
- Complete SF-312 Non-Disclosure form -
  - MUST complete the yellow-highlighted section of the form, sign, and date
  - Do not input any Social Security Number on Form
  - If you were not able to submitted the form on the USA Staffing Portal, you can email the form directly to Cheryl Allen, [cheryl.e.allen@navy.mil](mailto:cheryl.e.allen@navy.mil)
  - Contact the Security Office at (301) 821-2779 to setup an appointment to physically sign your Security related in-processing documents
  
- IA Briefing must be completed (see above) by ISSM Team -
  - This briefing is conducted during onboarding session. Participation will be captured via the onboarding sign-in roster

#### QUESTIONS?

Contact HR Orientation POCs Olamidayo (Diana) Odusanya (301) 227-3671, [olamidayo.odusanya@navy.mil](mailto:olamidayo.odusanya@navy.mil) if you have any questions.

### 1B. New Employee Onboarding – *Day 2 (only new to the federal workforce or reinstated employees are required to attend this session) - Please reference agenda provided during onboarding.*

#### QUESTIONS?

Contact HR Orientation POCs Olamidayo (Diana) Odusanya (301) 227-3671, [olamidayo.odusanya@navy.mil](mailto:olamidayo.odusanya@navy.mil) if you have any questions.

### 2. Obtain/Renew your Common Access Card (CAC) – *Day 3 - Week 1*

Your Common Access Card (CAC) is a permanent identification badge, which grants you access to base as well as to computer systems and secure buildings for which you are authorized. CAC security is taken very seriously, so make sure to take your CAC with you every time you leave your desk.

- Newly hired employees will not be able to obtain a CAC until the following actions have been taken:
  - Information has been entered into DCPDS and an SF-50 has been created, which generally takes 2-3 days but could take up to two weeks. To find out the status of this, please contact your HR Staffing Specialist.



- Information is populated in the Defense Enrollment Eligibility Reporting System (DEERS), which comes from DCPDS, and generally takes 1-2 two days after SF-50 has been created, but could take up to two weeks.
- Your SAAR Form has been fully processed and your email has been created.
- Carderock CAC Office is available for CAC Services and CAC Pin Reset from 0730-1530 daily (M-T-W-TR-F). Appointments can be scheduled via the RAPIDS website and will be available to all DEERS enrollees.
- Please use the link below to setup an appointment to get a CAC once your DEERs account and your Navy email address have been properly setup: <https://idco.dmdc.osd.mil/idco/#/>
- Due to the COVID-19 pandemic, there are only 10 individuals allowed in the Carderock CAC Office at a time. As long as the government is open, the Carderock CAC Office will be open and servicing employees.
- Carderock CAC office have set aside time slots for new civilians that are onboarding to receive their CAC. Those times start from 8 am-14:00 pm.
- You will need two forms of ID, including 1 photo ID, to obtain your CAC (Examples include a valid driver's license, U.S. Passport, Social Security Card, Voter's Registration Card or Birth Certificate)..
- Please speak to your supervisor or HR specialist to verify the information above.

**QUESTIONS?** Contact Visitor Center at (301) 227-2081 if you have any questions.

### **3. New user must provide their Cyber Awareness Challenge Trng. Certificate to ISSM/DIO – Day 3 - Week 1**

- Submit certificate to USA Staffing Portal
- Or once the new employee is onboard, the certificate can be sent to CRDR\_CD\_NSWCCD\_SAAR-IAM@navy.mil and respective Administrative Officer (AO).

### **3B. New Users at Carderock will work with 104 Helpdesk for Initial Login on computer – Day 3 - Week 1**

- When user (new employees) has their CAC Appointment Time set up, contact Ms. Nguyen (at either Office: 301-227-4678 Email: [phuong-thao.t.nguyen.ctr@navy.mil](mailto:phuong-thao.t.nguyen.ctr@navy.mil)) to set the appointment for ESM assistance and pick up of NMCI equipment.
- On the day of user scheduled ESM Assistance Appointment date: User will stop directly by building 17E, Basement Level, Room 131 after being issue their CAC for assistance with logging into NMCI and Publishing Encryption Certificates to the GAL.

### **3C. New User at Detachment Sites should Call NMCI for Initial Login to your – Day 3 - Week 1**

- Navy Marine Corps Intranet (NMCI) provides tech support for hardware, software and operating systems.
- They will typically be able to help you troubleshoot problems you are having with your laptop and other devices.

#### Dial 1-866-843-6624

- You must first have an NMCI account and CAC
- You will need your computer's ASSET # (found beneath the first barcode on your laptop sticker)
- You will be calling about an UNCLASSIFIED computer during your initial login, but double check the security markings on your laptop or verify with your coworker or secretary
- You will need someone to verify your identity and they will need to provide his/her NMCI email address and NMCI PIN number over the phone. (Note: the NMCI pin is not the same number as the CAC login number)

### **3D. New User at Detachment Sites Publish Encryption Certificates to the GAL - Week 1 to Week 2**

Publishing your encryption certificates to the Global Address List (GAL) in your Outlook email allows others within the Department of Defense (DOD) and Department of Navy (DON) employees to send you encrypted email.



#### Open Microsoft Outlook

- Click File > Options > Trust Center
- Select the button labeled Trust Center Settings
- Click on the Email Security link
- Click the Publish to GAL button under Digital IDs (Certificates)
- Click OK allowing Microsoft Outlook to publish your certificates
- You will receive a pop-up notice when your certificates have been published successfully

#### QUESTIONS?

Call the NMCI help desk (1-866-843-6624) ext. 1, 3, 1 or contact your Department Information Officer (DIO).

#### 4. Timekeeping - *Week 1 to Week 2*

NSWCCD inputs time in the Enterprise Resource Planning (ERP) System. Time and attendance is verified and certified weekly. <https://ep.erp.navy.mil/irj/portal>

- Please discuss how time keeping is managed in your code by talking to your Supervisor and AO.

#### QUESTIONS?

For more questions about time keeping, please contact Ralph Miller at [ralph.miller@navy.mil](mailto:ralph.miller@navy.mil); 301-227-1513

#### 5. Complete your Individual Development Plan (IDP) Annual Requirement *Week 1 to Week 2*

**STEP 1:** Log in to TWMS Self-Service at: <https://mytwms.dc3n.navy.mil>

**STEP 2:** Select “My IDP”.

**STEP 3:** Your IDP will open in a new tab in your browser.

**STEP 4:** Personal Info/Goals & Objectives

**STEP 5:** Outstanding Required Training, Billet Required Training, Billet Required Certifications, and Completed training

**STEP 6:** Identifying Competencies or skills you would like to strengthen

**STEP 7:** Adding Training Courses and Developmental Activities

**STEP 8:** Signing the IDP

**STEP 9:** Sending to Supervisor for Approval/Disapproval (workflow)

#### QUESTIONS?

Contact Linda Florian at [linda.florian@navy.mil](mailto:linda.florian@navy.mil) or 301 227-5632 if you have any questions.

#### 6. Shipboard Work and SUBSAFE Training *Week 1 to Week 2*

Personnel performing shipboard work aboard surface ships or submarines are required to have a shipboard card to carry as evidence of training completion per NSWCHQ/NUWCHQINST 4790.1.

Verify shipboard training requirement - Verify job duties with supervisor to determine if training is required. Shipyards have the right to prevent access to surface ships or submarines if the shipboard card is not available. Shipboard work is defined as:

- "A. Any action that actually or potentially changes (including disassembly for the purposes of inspection or repair) the approved configuration of any part, component or ship's system.*
- B. Any action that removes or affects the ship's ability to operate ship's systems or components in accordance with ship's systems/operating manuals.*
- C. Any testing or inspections.*
- D. Examples of work include, but are not limited to, the following:*



- 1) Any action which disassembles or removes any part, component or ship's system.
- 2) Actions specified in a Technical Work Document.
- 3) Validations, audits, assessments, hardware and software installations, technical assistance visits, ship checks, training evolutions, Test and Evaluation tasks and data collection efforts.
- 4) Component or system tests.
- 5) Valve line ups that alter the normal system line up not governed by operating procedures.
- 6) Removing valve hand wheels, disconnecting of reach rods.
- 7) Maintenance work. Any work being accomplished to keep equipment in proper operation or to prolong the useful life of the equipment."

### Shipboard Training

- Tier 1 to be completed by personnel performing shipboard work:
  - TWMS 650973 – Tier 1 Shipboard Training (Submarine Only)
  - TWMS 631353 – Tier 1 Shipboard Training (Surface Ship Only)
  - Training is required every 2 years
- Tier 2 and Tier 3 include Tier 1 completion but are also job specific, see supervisor for training details. Department POC's for shipboard training are:
  - Code 00/01/02: Katherine Citro at 301 227-1067 or katherine.citro@navy.mil
  - Code 10: Monica McCoy at 301 227-1439 or monica.mccoy@navy.mil
  - Code 60: Suzanne Freidman at 301 227-2920 or suzanne.friedman@navy.mil
  - Code 70: Marvin Miller at 301 227-3118 or marvin.k.miller@navy.mil
  - Code 80: Ross Hempel at 301 227-5068 or ross.hempel@navy.mil
- **NOTE: Other safety and job specific training is likely to be required prior to performing work. You must contact your supervisor for information on other tasks such as obtaining an ESAMS ship or sub rider duty task.**

### Shipboard card Issuance

The Quality Management Office (QMO) issues Tier 1 shipboard cards based on regularly checked TWMS completion reports. If a card is needed prior to 4 weeks please contact the QMO. Tier 2 and Tier 3 are issued by the QMO after verification of training requirements and completion.

### Verify SUBSAFE training requirement

Verify job duties with supervisor to determine if training is required. Employees must take the SUBSAFE training if they are:

- Personnel seated at NAVSEA HQ in Team SUBS;
- Personnel who perform design, engineering, planning, or configuration management function that involves the review and/or approval of SUBSAFE technical, programmatic or quality assurance information
- Personnel who physically perform work aboard submarines (sub-riders, TEMP-ALT personnel, etc.);
- Personnel assigned by their supervisor to take the training based on their type of work

### SUBSAFE training

- TWMS 632780
- Training is required every year.

**QUESTIONS?** Contact the Quality Management Office, Joan Shanahan at (301) 227-5907 or [joan.shanahan@navy.mil](mailto:joan.shanahan@navy.mil).

## **7. Set up your MyPay Account - *Week 1 to Week 2***

MyPay is the Department of Defense's online payroll and accounting system that allows you to view your leave and earnings statements, make changes to tax withholdings or allotments, update bank account and electronic fund transfer information, and more. <https://mypay.dfas.mil/>





- Click the “Smartcard Login” button on the left hand side of the page
- Follow the prompts to register your CAC.
- You will be prompted to also create a Login ID and Password. You will use this when accessing MyPay from home or another device that does not have a CAC reader
- MyPay accounts can take 30-45 days to become active after they are requested.

**QUESTIONS?** - Call customer support at 1-800-390-2348 between 7:00 a.m. – 7:30 p.m., Monday through Friday

## 8. Set up your MyBiz account - *Week 1 to Week 2*

MyBiz is a web based self-service HR module that grants you access to your official personnel information.

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

- Read and agree to the DOD Notice and Consent Banner
- Select your DOD – CAC certificate when prompted
- For first-time users, click “Register” under Smart Card Access
- Beneath the section titled DCPDS Smart Card Registration, enter your social security number (SSN) with hyphens
- Click the “Register” button
- Enter your HR/My Biz/My Workplace Database Username (this is your SSN again with hyphens)
- Select the “Submit” button
- In your MyBiz account, scroll to the bottom of the page and click the “Personal” title
- Click on the “Contact Information” link and update your work email
- Return to the home page
- If you need to provide employment verification to an external organization (business, bank, credit Union, landlord, etc.), click on “Request Employment Verification” in the list of links beneath Key Services

## 9. Update the Navy Family Accountability and Assessment System (NFAAS) – *Week 3 to Week 4*

*(May take up to 60 days)*

The NFAAS is the system utilized by the Navy to account for all personnel and their families in the event of widespread natural or man-made disasters. All employees need to validate/update their contact data two times per year (March/September)

**Civilian Employees/Military personnel must update/validate their contact data by following the steps below.**

*SECTION ONE:*

- Log onto the NFAAS website at <https://navyfamily.navy.mil>
- Click on "Click Here" under "Navy Military, Civilians, OCONUS Contractors, and their Families"
- Select the CAC Login Method, Choose the Email Certificate
- Under the "My Info" Tab, Click Contact Information
- Review "Sponsors Client Info", Edit Information as Necessary, Click Save, Click "Verify Info as Current" AND
- Review "Sponsors Work Info", Edit Information as Necessary, Click Save, Click "Verify Info as Current"

*SECTION TWO:*

- Click Family Member Information Under the "My Info" Tab
- Review "Family Member Information", Edit Information as Necessary, Click Save, Click "Verify Info as Current" for EACH person listed

### **QUESTIONS?**

Contact NFAAS Help Desk ([nfaas@spawar.navy.mil](mailto:nfaas@spawar.navy.mil)) ( 1-866-946-9183 or 619-553-8167) or Dianna Pleasants at 301-227-7598 or [Dianna.pleasants@navy.mil](mailto:Dianna.pleasants@navy.mil).

## 10. Update MilConnect - *Week 3 to Week 4*

MilConnect is the backbone through which the DOD builds its Global Address List (GAL), also known as the address book in your Outlook email. The GAL contains the business phone numbers and email addresses of most Department of Defense (DOD) and Department of Navy (DON) employees. <https://www.dmdc.osd.mil/milconnect/>



- Click on the sign in button at the top right of the page
  - Read and agree to the self-service consent to monitor notice
  - Choose the login button beneath the Common Access Card (CAC) option
- Choose your DOD CAC certificate when prompted
- On your account home page, select the tab that says “Update Contact Info (GAL)” or select the quick link in the right hand navigation pane “Update Global Address List (GAL)”
- You should see the default Personal Information Tab. Click on the CIV tab next to it to adjust your work information
- Enter any missing or outdated information in the fields available. The following must be accurate:
  - DUTY ORGANIZATION (United States Navy)
  - DUTY SUB-ORGANIZATION (Naval Surface Warfare Center Carderock Division West Bethesda, MD)
  - OFFICE SYMBOL (NSWCCD)
  - JOB TITLE (Engineer, Contract Specialist, Branch Head, etc.)
  - DUTY INSTALLATION/ LOCATION; this is where you physically sit (West Bethesda, MD: Naval Support Activity)
  - DUTY ADDRESS
  - PHONE NUMBER(S) (put your desk phone number)
- You may also choose to opt in to the TSA Pre-check Program for DOD Personnel. This program is open at no cost to DOD civilians and Service members and provides you expedited security screening at airports when on official or personal travel
- Click on the TSA Pre check Program checkbox
- Complete the fields beneath CIV DUTY ADDRESS. Ask your secretary for your building’s physical street address.
- After information is updated, click the submit button at the bottom of the page to save changes
- Data saved to MilConnect may take several days to appear in the GAL

### QUESTIONS?

For technical support (milConnect access/login issues, functionality issues, getting an error, etc.) please contact the DMDC Service Center (DSC) at 1-800-477-8227

For DEERS support (questions/assistance with data in DEERS shown in the mil Connect portal), please contact the DMDC Support Office (DSO) at 1-800-538-9552

## 11. Access/create account to internal training sites for Mandatory Training – *Week 3 to Week 4*

1. Access TWMS - Log in to TWMS Self-Service at: <https://mytwms.dc3n.navy.mil> and follow the prompts.
2. Basic instructions for signing up for iNFUSION if you haven’t already (CAC required):
  - a. Go to: <https://fusion.navsea.navy.mil>
  - b. Click the "Sign in/Register" button at the top, left of the screen
  - c. Agree to the DoD Warning Banner
  - d. Click "I Agree" and create a new account
  - e. Fill out the (brief) web form, selecting the following options. (See example below)
    - i. Username: (Prepopulated, but change to what you like)
    - ii. Display Name: (Prepopulated, but change to what you like)
    - iii. NAVSEA Command: NSWCCD
    - iv. Site: West Bethesda (or appropriate detachment)
  - f. Code: Your departmental code (this will help with organizing and identifying folks across Carderock and the WFC)
  - g. Wait for e-mail confirmation and start exploring the many tools of Fusion



### 11B. Alternate Mandatory Wiki page - *Week 3 to Month 3*

The Workforce Development Office has created a wiki page that has the FY20 employee mandatory training and supervisory training requirements. The trainings are under the “offline mandatory training” tab at <https://wiki.navsea.navy.mil/display/NSWCCDHR/COVID-19+Guidance#>

You are responsible for documenting your own mandatory training completion if completed offline during telework and employees should print completion certificates where/when available. We will provide further guidance on how to send this to Code 1016 to ensure your TWMS record gets updated shortly.

### List of the Mandatory Training Requirements for New Civilian Employees - *Week 3 to Month 3*

- **DoD Cyber Awareness Challenge**
- **NWSC Information Awareness Briefing (conducted by ISSM during onboarding/orientation)**
- **Cyber Awareness 101 (completed in TWMS within 30 days from onboarding)**
- **Combatting Trafficking in Persons (CTIP) General Awareness Training**
- Privacy and Personally Identifiable Information (PII) Awareness Training
- Operations Security (OPSEC)
- NAVSEA Physical Security
- NAVSEA Intro to Controlled Unclassified Information (CUI)
- Level One Anti-Terrorism Training
- NAVSEA Active Shooter Training
- Workplace Violence Prevention
- EEO Training Brief
- SAPR One Team, One Flight Training (during COVID-19 situation, use the SAPR Refresher Training for Transfer to meet this requirement)
- Prevention of Sexual Harassment (POSH)
- No FEAR Act
- Ethics Training
- Records Management Training
- NAVSEA Counter Intelligence Awareness Training (CIAR)
- Mentor Module Training
- CLM 003 – Overview of Acquisition Ethics” (See #13 below for completion instructions)
- Safety training in ESAMS

**QUESTIONS?** Contact Renard Walker at [renard.walker@navy.mil](mailto:renard.walker@navy.mil)

### 12. Complete Acquisition Ethics Training – *Week 3 to Week 4*

**Directions for Creating DAU account and signing up for online delivery of course “CLM 003 – Overview of Acquisition Ethics”:**

1. Navigate to: <https://www.dau.mil/>
2. At the top right corner of the public homepage, click “Sign in”
3. Read/accept the monitor and use statement
4. Click “login using your Smartcard(CAC)”
5. Choose email certificate
6. Choose “Training Center” Icon
7. Choose “Apply for a Course”
8. Choose “Navy or Marine Corps (Military and Civilian)” under “DoD Organizations
9. You will be directed to “eDACM” (if you already have an account, start with this link) <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>  
– agree to the Privacy and Security Notice
10. Select “Log in with CAC” / Choose EMAIL Cert



11. Close the announcement pop-up
12. At the horizontal menu, mouse over “Manage Career” > “Training” > “Search for DAU Training”
13. Under “DAU Continuous Learning Module” select the radial button “Order by Course Number
14. From the drop-down menu that appears, scroll down and select “CLM 003 – Overview of Acquisition Ethics”
15. Select “Continue”
16. Review the DAU Training Request – paying particular attention to the Supervisor/Supervisor Email. This should be your Supervisor who will approve your course request.
17. Select Submit Request

#### To Log in and Complete the Course CLM 003 – Overview of Acquisition Ethics:

1. Navigate to: <https://www.dau.mil/>
2. Click “login using your Smartcard(CAC)”
3. Read/accept the monitor and use statement
4. Choose email certificate
5. Choose “Course Login” Icon
6. If applicable, Close the “Campus Banner/Announcements”
7. If applicable, In the upper right corner click “Login to Virtual Campus”
8. Search for the course using key words
9. Click on “CLM 003 – Overview of Acquisition Ethics” to launch the course.

\*\*\*To start the process of obtaining a DAU Student account or requesting access to the new DAU Virtual Campus, users must submit a DAU SAAR (<https://saar.dau.edu>). When submitting the DAU SAAR, we recommend students use Google Chrome, Microsoft Edge, or Mozilla Firefox, as Internet Explorer often will error or timeout. Select the link below for step-by-step guidance on completing this process.

<https://www.dau.edu/faq/documents/createdastudentaccount.pdf>

Once you have been granted access to the New Virtual Campus and have successfully changed your password, please follow the instructions below to begin your training registration:

1. Login to the Virtual Campus (<https://dau.csod.com>).
2. Locate the “Search” box in the upper right corner of the page.
3. If you know the specific Course Prefix and Number, type it in the Search box and press enter. You must include a space between the course prefix and number, i.e. CLG 001.
4. Select the course title listed under “Training Results”.
5. Click “Request” to be officially enrolled in this course.
6. Thereafter, you will be redirected to your “Active Transcript” where you will be able to begin the course.

Note: If you're uncertain of which online course you would like to take, you may follow the steps below:

1. Login to the Virtual Campus (<https://dau.csod.com>).
2. Under the Welcome Video, select the icon that says “Apply for Online Training”.
3. Use the “Training” and “Subject” filters on the left to minimize the course results if you choose.
4. Once you've located your desired course, select the course title and push the "Request" button to enroll in the course.
5. Thereafter, you will be redirected to your “Active Transcript” where you will be able to begin the course.

**When completed, provide it to [NSWCCDTrainingPurchaseRequests.fct@navy.mil](mailto:NSWCCDTrainingPurchaseRequests.fct@navy.mil) within your first 30 days.**



## **ONBOARDING FOLLOW UP** *(Postponed due to COVID-19)*

*(Postponed due to COVID-19)*

### **13. Attend Onboarding Follow Up Week 4 to Week 6**

The orientation follow is an information session designed to meet with new employees to discuss some items in detail that were not discussed during first week of onboarding.

\* New employees will be sent an email invitation to the event 1-2 weeks before the event

Conference dial-in information and link to join this session will be send out in a separate email directly to new employees.

08:45 - 0855 (sign-in with attendance roster)

09:15 - Mandatory Training Sexual Assault Prevention SAPR-Civilian\*\*  
&

09:45 - Mandatory EEO Title VII Discrimination Complaints Training \*\*

10:30 - Break 1

10:40 - Travel 101

11:10 - Enterprise Resource Planning (ERP) Overview

11:30 - General Equipment (GE) Custodian Training

11:00 - Mandatory NCIS Training (Initial Face-to-Face Counterintelligence Awareness and Reporting Course - CIAR )

12:00 - Lunch

12:30 - Special Programs Information Session:

- Mentoring
- Individual Development Plan (IDP)
- Scientist & Engineer Development Program (SEDP)
- Defense Acquisition Workforce Improvement Act (DAWIA)

13:30 - Break 2

13:40 - Quality Management

14:00 - STEMS Opportunities

14:30 - Wrap Up

### **QUESTIONS?**

SEDP and DAWIA Program Coordinator Linda Florian at [linda.florian@navy.mil](mailto:linda.florian@navy.mil) or 301-227-5632

IDP and Leadership Program Coordinator Cecelia Paulding at [Cecelia.Paulding@navy.mil](mailto:Cecelia.Paulding@navy.mil) or 301-227-2054

Mentor and Mandatory Training Coordinator Renard Walker at [renard.walker@navy.mil](mailto:renard.walker@navy.mil) or 301-227-3474



#### 14. Make Benefit Elections in GRM (formerly known as EBIS) – *ASAP but NLT Week 4 to Week 6*

On 23 August 2018, EBIS goes off line and on 27 August 2018, employees will be able to access its replacement, the GRB Platform. The location remains the same: <https://www.civilianbenefits.hroc.navy.mil/>. The Platform will continue to provide the same basic functionality as EBIS but with more user-friendly features. The best news is the Platform eliminates the need for a USERNAME and PASSWORD. Instead, the application authenticates the user's Common Access Card (CAC), allowing access. However, the Platform still remains restricted. Not only is a CAC required, but employees must also use a government computer and have a .mil, .edu, or .gov email address. The new design is very similar to our OCHR Portal. Instead of tabs across the top, the Platform has "tiles" for employees to select. With these new features, employees will have a true "one-stop-shopping" experience for both obtaining benefits information and making benefits transactions.

For more information, refer to Your Department of Navy (DoN) GRB platform information document given in your 2 Day Onboarding.

Program	Election Period from Date of Appointment
Life Insurance (FEGLI)	Basic coverage is automatic; you have 60 days to elect optional coverage
Health Insurance (FEHB)	60 days & during annual open season
Thrift Savings Plan (TSP)	Automatically contribute 5% of basic pay, but can change or cancel at any time (effective, 01 OCT 2020)

- TSP - can increase amount of contribution in EBIS, but an inter-fund transfer has to be done on TSP website: [www.tsp.gov](http://www.tsp.gov)

#### QUESTIONS?

Call the Department of Navy Civilians Benefits Line at 888-320-2917 between 7:30am – 7:30pm and select menu option #4 to speak with a Customer Service Representative. Email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil) with your full name, pay plan, grade, contact phone number and best time to call you.

#### 14B. Make Benefit Elections in BENEFEDS – *Week 4 to Week 6 or Open Season*

BENEFEDS is an enrollment and premium processing system sponsored by the Office of Personnel Management (OPM) that you must use to enroll in the Federal Employees Dental and Vision Insurance Program (FEDVIP) <https://www.benefeds.com/>

- Click on the button labeled "Sign Up Now" to create a profile and enroll in FEDVIP
- Refer to the Information booklets in your New Hire Welcome Folder for more information on each of these benefits. Additionally, we recommend you view the New Employee Benefits Orientation video under the icon labeled "eSeminars" in EBIS (link provided in step 21)

**QUESTIONS?** Call BENEFEDS at 877-888-3337, Email your questions through the electronic form on the BENEFEDS website under "Contact Us"

#### 14B. Enroll in a Flexible Spending Account (FSA) with FSAFEDS – *Week 4 to Week 6 or Open Season*

FSAFEDS is the Federal Flexible Spending Account Program. A Flexible Spending Account (FSA) is a tax favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. <https://www.fsafeds.com/>

- Click on the button labeled "New Hire Enrollment" and follow the instructions
  - Your Payroll Office Number (PON) is 97380600 – Department of Defense
- Refer to the information booklets in your New Hire Welcome Packet for more information on each of these benefits. Additionally, we recommend you view the New Employee Benefits Orientation video under the icon labeled "eSeminars" in EBIS (link provided in step 21)



**QUESTIONS?** Call a FSAFEDS Benefits Counselor at 877-372-3337 between 9:00am – 9:00pm Monday through Friday

#### **14C. Apply for Federal Long Term Care Insurance Program (FLTCIP) – *Week 4 to Week 6***

The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance to help pay for costs of care when enrollees need help with activities they perform every day, or have a severe cognitive impairment, such as Alzheimer’s disease. <https://www.ltcfeds.com/>

- Click the tab labeled “Apply” in the top menu bar and review all information
- Refer to the information booklets in your New Hire Welcome Packet for more information on each of these benefits.

**QUESTIONS?** Call 1-800-582-3337

#### **14D. Military Credit and Buy Back Options - *Week 4 to Week 6***

Federal employees have the option of making military deposits for creditable military service to increase their retirement annuity.

- Navigate to the website for comprehensive information on military buyback and your options for retirement crediting: <http://www.federalretirement.net/militarybuyback.htm>

**QUESTIONS?** Contact DON Civilian Benefits Center [navybenefits@navy.mil](mailto:navybenefits@navy.mil) or go to the link below for more information about the completion of Beneficiary Forms which can be found on OCHR portal at <https://portal.secnv.navy.mil/orgs/MRA/DONHR/Benefits>



## MANDATORY – IF APPLICABLE

The following items are only mandatory if you meet the eligibility requirements for each item. Please read them carefully and complete as applicable.

### **15. Obtain a Property Pass - *Week 3 to Week 4 (May not apply to all employees; discuss with your supervisor)***

A property pass is a formal authorization to allow government owned equipment or assets to leave the premises as a means of tracking possible theft or unauthorized use. All employees who will remove government owned equipment from the premises when teleworking or going on travel must have a property pass prior to taking the equipment home. Please request department Property Pass POC information from your AO.

- Please +Go to the link below to access the Property Pass Form: to access your Property Pass and follow the directions: [https://cuthill.crdr.navy.mil/wcm/get\\_doc\\_url.php?pg=d11016-3.pdf](https://cuthill.crdr.navy.mil/wcm/get_doc_url.php?pg=d11016-3.pdf)

### **16. Initiate a Telework Request - *Week 3 to Week 4 (Discuss with Supervisor)***

It is NSWCCD policy to provide eligible employees the opportunity to participate in teleworking to the maximum extent possible without diminished employee performance or mission accomplishment. Telework participation is not a right or requirement and must be collaboratively agreed to and scheduled by the supervisor and employee.

- Employees serving a probationary period may not be eligible to participate in telework.
- Please discuss this with your supervisor and AO to discuss telework in your code.
- All employees who will be teleworking must have a current property pass for their computer and/or other assets. Work with your secretary to obtain one

Effective October 1, 2018, all employee telework agreements must be requested and approved electronically using Total Workforce Management Service (TWMS) (<https://twms.dc3n.navy.mil>). Paper/hard copies of DD Form 2946, Department of Defense (DoD) Telework Agreement, are no longer authorized and will not be accepted.

If you have an active telework agreement requested and approved in TWMS, no action is required of you at this time. If you currently have an active telework agreement that was requested and approved outside of TWMS (i.e., using hard copy DD 2946), you are required to create a new telework agreement in TWMS no later than COB September 30, 2018, regardless of the expiration date of the agreement. All paper/hard copy telework agreements will be void on October 1, 2018. If you have not taken the required "Telework Training for DON Employees" in TWMS in the past two years will be prompted to take the training before you are able to sign an agreement and forward the request to your supervisor for approval.

### **QUESTIONS?**

For more information about the Telework Agreement, contact Telework Program Manager Sue Rossi at [susan.rossi@navy.mil](mailto:susan.rossi@navy.mil); (301) 227-1569.





## HIGHLY ENCOURAGED

### 17. Review Your Electronic Official Personnel Folder (eOPF) - *Week 3 to Week 4*

The Department of Navy's Electronic Official Personnel Folder System (eOPF) contains electronic copies of official personnel documents which comprise your Official Personnel Folder. On 4 June 2012, DON's eOPF system was implemented providing the ability for processed personnel transactions within the Defense Civilian Personnel Data System (DCPDS) and Electronic Benefits Information System (EBIS) to automatically flow and store within the eOPF system. Existing documents within an employee's original paper OPF will be scanned and loaded within eOPF over a period of several years; therefore, you will not see all personnel transactions until back scanning has been completed.

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

- From the logon page, click the "Request Your eOPF ID" link
- Complete the form with the last 5 digits of your Social Security Number, first 4 letters of your last name, and date of birth
- Click "Submit." Your eOPF ID will be emailed to the email address of record in eOPF.
- From the eOPF log-in page, click the "Request a New Password" link
- Complete the form with your eOPF ID, last 5 digits of your Social Security Number, and first 4 letters of your last name
- Click "Submit." You will be emailed a password reset link, a reset token, and instructions to request a password. You have 15 minutes to follow the instructions and set your password
- Use the link and instructions you received in your email to reset your password
- After you reset your password, you should be returned to the eOPF log-in page. Enter your eOPF ID and new password and click "Submit"
- Select and answer your security questions or create personalized questions
- Read and accept the Rules of Behavior page
- The screen will refresh and take you to the eOPF Welcome Page. Navigate your eOPF using the menu on the left

Once employee have grant access, eOPF will provide:

-- 24/7 access from a secure connection to Official Personnel Files by employees, HR professionals and hiring managers.

EOPF also:

-- Enhances portability and security of employee personnel records

-- Increases employee awareness and accountability via automatic email notifications

-- Reduces costs associated with storage, maintenance and retrieval of records

-- Eases transfer of pertinent human resource data when an employee changes positions both within and outside the DON

-- Integrates and complements agency human resources information systems capabilities

-- Eliminates loss of an employee's OPF in filing and routing

-- Immediate access to OPF files and information for a geographically dispersed workforce

#### QUESTIONS?

For help with technical aspects of the website, email [eopfadmin@opm.gov](mailto:eopfadmin@opm.gov). Questions concerning about specific personnel actions should be addressed with your supervisor or HR Staffing Advisors:

Staffing, Recruitment & Classification Branch Head - Lisa Harden, [lisa.a.harden1@navy.mil](mailto:lisa.a.harden1@navy.mil)

Code COS, OO, OOI & 01 - Rachel Bass, [rachael.bass@navy.mil](mailto:rachael.bass@navy.mil)

Code 02 & 10 - Megan Fitzpatrick, [megan.fitzpatrick@navy.mil](mailto:megan.fitzpatrick@navy.mil)

Code 60 - Bianca Whitfield, [bianca.whitfield1@navy.mil](mailto:bianca.whitfield1@navy.mil)

Code 70 - William Cruz, [william.cruz@navy.mil](mailto:william.cruz@navy.mil)

Code 80 - Joseph McCall, [joseph.l.mccall@navy.mil](mailto:joseph.l.mccall@navy.mil)

EMPLOYEE QUESTIONS & INFORMATION - Information is posted on [www.public.navy.mil/donhr/Pages/eopf.aspx](http://www.public.navy.mil/donhr/Pages/eopf.aspx) and questions may be sent to [DNeOPF@ochr.navy.mil](mailto:DONeOPF@ochr.navy.mil).



### **18. Home Computer Antivirus Protection - *Week 3 to Week 4***

The Department of Defense (DOD) provides free anti-virus capabilities to all DOD and US Coast Guard civilian and military employees for use on their personal/home computers and personal electronic devices. <https://infosec.navy.mil>

- Navigate to the website and click “Accept” to the DOD Notice and Consent Banner
- Click the icon labeled “Download AV Software” beneath Essential Tools on the right side of the page
- Choose the Antivirus you would like to download or click the “Need Help Choosing?” icon
- Click on the Tip24 hyperlink at the top of the page for an easy guide on choosing, downloading and installing the correct antivirus for your home use.
- Select the file that corresponds to the operating system in your home to download
- Burn the downloaded zip file onto a DVD-R and take home for installation

### **19. Transportation Programs- *Week 3 to Week 4***

Transportation Programs are designed to help employees reduce their daily contribution to traffic congestion and air pollution by expanding their commuting alternatives.

- Please refer to the Employee Onboarding Handbook for more information about the Mass Transit Benefits program and the vanpools available at NSWC Carderock. <https://crbewebappdev.dt.navy.mil/intra>

Inspiration comes from everywhere. It's what you do with it that counts.

# COMMUNITIES of INTEREST (COIs)

         
MATERIALS • SECURITY • ACQUISITION • COMMUNICATION • FINANCIAL • MWR/QOL • BRANCH HEAD • TECHNICAL EXCELLENCE

Carderock's new Communities of Interest (COIs) are exploring ways to improve and excel.

## ACQUISITION

**ADVOCATE:** Larry Tarasek | [lawrence.tarasek@navy.mil](mailto:lawrence.tarasek@navy.mil)  
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**TEAM LEAD:** Lou Carl | [louis.o.carl@navy.mil](mailto:louis.o.carl@navy.mil)

To share an idea, participate or learn more, visit: <https://cuthill.crdr.navy.mil/intral/coi.html>