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The Naval Facilities Engineering Command (NAVFAC) is made up of professionals committed to Navy and Marine Corps combat readiness. We are a global organization that is Fleet focused, innovative, a surge enabler, ever faster, and committed to continuous cost reduction. NAVFAC is comprised of more than 13,000 military, civilians, and contractors who serve as engineers, architects, contract specialists, and other professionals. NAVFAC delivers best value facilities engineering and acquisition for the Navy and Marine Corps, Unified Commanders, and Department of Defense agencies through our five business lines:

- Capital Improvements (CI)
- Contingency Engineering
- Asset Management (AM)
- Environmental (EV)
- Public Works (PW)

WHO ARE NAVFAC CUSTOMERS?

NAVFAC’s primary customers are the Navy’s Fleet, Commander Navy Installation Command (CNIC), and Regional Commanders. NAVFAC has aligned itself to provide easy access and support to our customers by establishing strategically located field commands. There are two primary NAVFAC Commands (FACs):

- NAVFAC Atlantic (LANT)
- NAVFAC Pacific (PAC)

Both are located very close to the Atlantic and Pacific Fleet Headquarters. These FACs interface with the Atlantic and Pacific Fleets as well as the Combined Fleet Forces Command (CFFC). They provide forward deployed engineering support to CNIC and the Fleet. NAVFAC Facilities Engineering Commands (FECs) are regional subordinate commands under NAVFAC Atlantic and NAVFAC Pacific that provide engineering, technical, legal, and contracting assistance to installations within their respective geographic areas of responsibility. FECs also provide Regional Engineer support to Regional Commanders.
SHORE FACILITY EXPERTS
As an integral part of the Naval Facilities Engineering Command (NAVFAC) enterprise, we at NAVFAC Mid-Atlantic (NAVFAC MIDLANT) are the Navy’s installation facility experts; managing the planning, design, construction, and maintenance of shore facilities for the U.S. Navy from Maine to North Carolina. Headquartered in Norfolk, VA we fully support the mission of Commander, Navy Region Mid-Atlantic (CNRMA) and Commander, Navy Installations Command (CNIC) to enable and enhance Navy combat power by providing the most effective, efficient and economical shore services and support.

OUR WORKFORCE
NAVFAC MIDLANT’S professional workforce includes approximately 100 military personnel and more than 3,000 civilian personnel. We deliver Best-Value Facilities Services through our Business Lines and Support Lines:
• Capital Improvements (Design and Construction)
• Environmental (Compliance and Restoration)
• Public Works (Maintenance, Utilities, and Transportation)
• Asset Management (Real Estate and Base Development)
• Acquisition (Contracting)
• Financial Management (Comptroller)
• Command Information Office (Information Technology)
We execute over $1.5 billion a year in construction, professional engineering and facilities services for the Navy and Marine Corps.

WHERE WE ARE (See graphic next page)
Our Public Works Departments provide support to the following U. S. Navy shore facilities:
• Portsmouth Naval Shipyard, Maine
• Naval Submarine Base, New London, Groton, Conn
• Naval Station Newport, RI
• Naval Support Activity, Mechanicsburg, Pa
• Philadelphia Naval Business Center, Pa
• Naval Station Norfolk, Norfolk, Va
• Naval Support Activity, Norfolk, Va
• Naval Air Station Oceana, Virginia Beach, Va
• Naval Amphibious Base, Little Creek, Va
• Norfolk Naval Shipyard, Portsmouth, Va
• Naval Medical Center, Portsmouth, Va
• Naval Weapons Station, Yorktown, Va
• Marine Corps Base, Camp Lejeune, NC
• Marine Corps Air Station, Cherry Point, NC
We demonstrate dedication to our clients by continuously seeking to improve response times, reduce backlog and carryover, ensure adequate return on investment, reduce unneeded infrastructure, improve safety and ensure environmental compliance.
MIDLANT Area of Operations
Our Mission:
We strengthen Navy and Marine Corps combat readiness worldwide through facilities lifecycle support focused on the Fleet, Fighter, and Family. We deliver sustainable, adaptable facilities; expeditionary capabilities; and contingency response to the Navy Expeditionary Combat Enterprise, all other Warfare and Provider Enterprises, the Marine Corps, Unified Commanders, and DoD Agencies. Our innovation, responsiveness, and agility enable a forward deployed, rotational, and surge capable Navy.

Our Vision:
The Joint Warfighter and all Supported Commanders value NAVFAC for delivering mission capability whenever and wherever required.

Our Guiding Principles:
Navy's Core Values of HONOR, COURAGE, and COMMITMENT guide our actions every day.

NAVFAV Focuses on:
Supporting the Warfighter
- Taking ownership and being accountable to supported Commands
- Developing a skilled workforce, pursuing Diversity as a Strength
- Making Safety a Priority
- Embracing Innovation and Process Improvement
Welcome to the Federal civilian community. Like anything else, you will find it takes time to get acclimated to your employment. Many people believe that the Federal workplace is one that is filled with acronyms, codes, and mystery when it comes to understanding your job status and benefits. We want to get you started on the right foot.

This handbook is not intended to provide all the circumstances for all situations. We would like to think of it as the ground floor that you can build from. Within this handbook, you will find an introduction to our programs along with general reference materials and information regarding the various opportunities available to you. You may desire to keep it as a ready reference; however, since policies, rules, regulations, and laws change rapidly this document should only be used as a reference.

As you go through the orientation process, please keep in mind our mission of supporting the Navy. It is our job to help you become a productive member of our team. In the next few weeks, you will meet many coworkers, supervisors, and managers. Please communicate openly with them about anything you need in order to accomplish your new responsibilities. Ask questions about your work environment, procedures, protocol, etc.

We are also very interested in your personal safety; we want to provide a safe and healthy work environment. We ask that you follow our safety policies and offer any suggestions for improvements from your experiences in our various offices. If you have concerns or questions about safety, talk to your supervisor or call the safety office.

Once again, it is with great pleasure that NAVFAC MIDLANT welcomes you as a new employee. We look forward to a long-term relationship and your ultimate success!
Welcome aboard! As Commanding Officer of NAVFAC MIDLANT I want to personally thank you for joining the NAVFAC family. The work that you will be involved in is extremely critical to our supported commands, our warfighters and their families. As a NAVFAC employee you will play an integral role in facilitating the accomplishment of NAVFAC’s mission. Your commanders, supervisors and I are all committed to your success here at NAVFAC, and are strong advocates for ensuring that you have the resources and information that will help you become a valuable member of the NAVFAC team.

My three main areas of focus here at NAVFAC MIDLANT are:

- **Mission Accomplishment** - This is more than execution, this insuring our Supported Commands are able to achieve their mission through our engaged support. This means “communication” is essential – understanding their business, and anticipating their needs and the impacts of their operations when our services are diminished.

- **Process Effectiveness** - The goal here is to achieve process consistency and output effectiveness – are we getting the bang for the buck (effectiveness)? Are we doing it the same everywhere (consistency)? There are many ways to improve Process Effectiveness; Lean Six Sigma is a formalizes process and we will strive to improve output through LSS opportunities. It is not, however, the only way to achieve process effectiveness. Everyone’s voice counts!

- **Command Environment** – People must be the center of everything we do – military, civilians, contractors – People are at the core of our success, or failure. Through leadership, community management, training, and safety – a vision for success. We must create a work place where everyone is able to maximize their potential. A critical element is Personal Responsibility – which is not only about getting the job done, but it’s also about how we get it done – with integrity, respect for others, and the motivated commitment to benefit the “team”. Trust is the foundation; with Trust, “speed” goes up and “costs” go down (read “The Speed of Trust” by Stephen Covey). We must instill Trust throughout our organization between people and instituted in our process.

So to put all together, we will strive to integrate the elements above. Your job is to go out of your way to make the people around you successful – it will have a boomerang affect on you!
• **Four Business Lines** - (horizontal) directly provide the command's products and services: Asset Management, Capital Improvements, Environmental, and Public Works. They have horizontal responsibilities across the command that include strategic process improvement, resource allocation and management, community management, workforce shaping, personnel distribution and management, technical/acquisition authority, NAVFAC centralized program management and oversight, command metrics oversight, business line planning, guidance, forecasting, and multi-year program resourcing.

• **Operations** - (vertical) direct oversight and responsibility for all aspects of production and client interface processes for the command. Operations has primary responsibility for prioritizing and integrating the command's resources to produce on-time, quality products and services.

• **Five Support Lines** - indirectly support the command's delivery of products and services: Acquisition, Financial Management, Chief Information Officer, Chief Engineer, and Counsel.
**Business Lines**

- **Asset Management** - provides professional planning, project development, and Regional Engineer support to Sailors and Marines.

- **Capital Improvements** - deliver better, faster, more cost-effective facilities to our clients. Encompasses execution in the following areas: Design, Construction, Engineering Services, Ocean Facilities, and Specialty Engineering

- **Environmental** - We acknowledge that environmental stewardship is essential to the safe, healthful, and compliant execution of our mission and the preservation and protection of our land, air, and water.

- **Public Works** – Provides Base Support Vehicles and Equipment, Utilities and Energy Management, Facilities Management and Sustainment

**Support Lines**

- **Acquisitions** - establishes contractual practices and policies for all contracts awarded within the NAVFAC community.

- **Financial Management** – Budgeting, Accounting, Navy Working Capital Fund, and General Funds

- **Business Management** – Business Analysis Group, Community Management, Management Services

- **CIO** – IT support, training, software updates and Equipment Checkout
As a new permanent employee you have certain benefit elections you need to make. These elections are discussed below. This information is very important to you personally - it is your responsibility to understand and manage your Federal benefits. Opportunities to enroll or change enrollment are infrequent. If you have any have questions related to benefits, please call The Benefits Line at 1-888 320-2917 select menu option #4 to speak to a Customer Service Representative (CSR).

• Federal Employees Health Benefits (FEHB)
  – Must enroll within 60 days of EOD
  – Enroll through EBIS (https://www.civilianbenefits.hroc.navy.mil)

• Federal Employees Group Life Insurance (FEGLI)
  – New Employees are automatically enrolled in BASIC life insurance
  – Must have BASIC coverage to be eligible for OPTIONAL insurance (within 31 days of EOD)
  – https://www.civilianbenefits.hroc.navy.mil

• Civil Service Retirement System/Federal Employees Retirement System (CSRS/FERS)
  – Pre-Retirement Training Offered 5 years prior to retirement

• Thrift Savings Plan (TSP)
  – Supplemental Retirement Coverage
  – Can start, change, or stop coverage at any time
  – Make elections using EBIS
  – Agency contribution (after waiting period) is:
    • 1% equal to 1% of your basic pay (whether you contribute or not)
    • An additional contribution match of dollar for dollar for the first 3% and 50 cents on the dollar for the next 2% (Contributions you make over 5% will not be matched)

• Flexible Spending Account (FSAFEDS)
  – Tax favored programs that allows you to pay for your eligible out-of-pocket health care and dependent care expenses with pre-tax dollars
  – Must enroll within 60 days of EOD

• Supplemental Dental and Vision Plan (FEDVIP)
  – No government contribution to the premiums
  – Must enroll within 60 days of EOD
  – Enroll through BENEFEDS (www.benefeds.com)

• Federal Long Term Care Insurance Program (FLTCIP)
  – Provides reimbursement for costs of care when you are unable to perform at least two “Activities of Daily Living” for an expected period of at least 90 days or when you need constant supervision due to a “Sever Cognitive Impairment”
  – Must enroll within 60 days of EOD
NEW EMPLOYEE FIRST DAY

- **HRO**
  - New Hire Paperwork
  - Oath

- **Community Management**
  - Indoctrination
  - Civilian Employee Assistance Program
  - Drug Free Workplace Program
  - Constitution/Citizenship Day
  - AIDS Awareness

- **CIO**
  - Saar-N
  - Information Assurance Training

- **MANPOWER**
  - ePeople Processing

- **NSPS**

- **Timekeeping**

- **Management Services**
  - Admin
  - Mailroom

- **Security**
  - Processing
  - Privacy Act
Once you receive your SF50, schedule an appointment to obtain your CAC (Common Access Card)

- Register for the following accounts
  - SSO (Single Sign On)
  - DTS (Defense Travel System)
  - Travel Card (if applicable)
  - EBIS (Employee Benefits Information System)
  - ESAMS (Enterprise Safety Applications Management System)
  - myPay
  - TSP
  - NKO (Navy Knowledge Online)
  - DAU (for Acquisition Workforce Employees)
  - SLDCADA (Timekeeping)

Visit the following sites to gain knowledge and information

- Total Force Training Website http://totalforcetraining.navfac.navy.mil/
- NMCI Homeport Page https://homeport/
NEW EMPLOYEE NEXT STEPS
30, 60, and 90 DAYS…

- Within the next 30 days
  - Discuss IDP with Supervisor
  - Enroll in OPTIONAL FEGLI (Federal Employee Group Life Insurance)

- Within the next 60 days
  - Enroll in for FEHB (Federal Employee Health Benefits)
  - Enroll in for FSAFEDS (Flexible Spending Account)
  - Enroll in for FEDVIP (Supplemental Dental and Vision Plan)
  - Enroll in FLTCIP (Federal Long Term Care Insurance Program)
  - Submit IDP to Community Management for review

- Within the next 90 days
  - Register for the following Mandatory Training Sessions
    - Ethics Training
    - Prevention of Sexual Harassment Training
    - No Fear Act Training
When completing a SAAR Form select the software programs that you will need.

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<td>• MAXIMO</td>
<td>• CPARS</td>
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<td>• SLDCADA</td>
<td>• CUBIC</td>
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<td>• CARS</td>
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<td>• webHA</td>
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<td>• ieFACMAN</td>
<td>• FTRS</td>
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<td>• EPG</td>
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<td>• SPM</td>
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<td>• FRES</td>
<td>• NET</td>
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<tr>
<td>• ieFACMAN</td>
<td>• FCAP</td>
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COMMON ACCESS CARD (CAC) - The CAC is issued as personal identification to be shown at the gates when entering bases and for accessing computer systems. The first step in gaining access to government computers is to obtain an Navy Marine Corps Intranet (NMCI) account and a Common Access Card (CAC). For new users who do not have a CAC, you may install a PKI certificate to access secured sites until you have been issued a CAC. The CAC is a DoD smartcard issued as standard identification for military personnel, civilian employees, and eligible contractor personnel. The CAC is required to log in to DoD computers, web-based DoD applications, and access certain DoD facilities.

Once the administrative work has been entered into the DON system, Human Resource Operations (HRO) will provide you a copy of your SF50. You will need your SF50 to schedule your appointment to obtain your CAC. Visit the following website to make an appointment to obtain your CAC: http://www.cnrma.navy.mil/cnrma05/CAC%20Appointments.htm
After obtaining your CAC and signing on to your computer for the first time, you will need to contact NMCI at 866-843-6624. They will help you through the “First Time User Set-Up,” which will ensure that your certificates are registered on your computer and that Outlook is set-up properly. It should be noted that once you establish your PIN, three incorrect attempts at logging on will lock your computer and you will need to visit the Pass Office to reset your PIN.

NAVFAC PRIVATE PORTAL -

The NAVFAC Private Portal contains information that is only available to NAVFAC employees and not to the general public. You will need to apply for an Single Sign On (SSO) account to sign on to the private portal. The private portal is located at: https://portal.navfac.navy.mil/portal/page/portal/NAVFACMIDLANT/ Click “Request an SSO Account,” fill out the required fields, and submit your registration. You will then be directed to a sponsor information form. All new employees must provide contact information of a current NAVFAC employee who can verify your credentials and employment. It is recommended that you use your supervisor as your sponsor.

Upon approval of your registration, you will be sent a temporary password and your username will be set as your NAVFAC email address. Once you have successfully signed into the private portal, you can register your CAC certificate. This will enable you to sign into the private portal without having to enter your username and password each time. Simply click “Register Certificate” at the upper right side of the private portal, and follow the directions.
SLDCADA (Standard Labor Data Collection and Distribution Application)
SLDCADA is a web-based timekeeping tool where you will certify all timesheets and submit leave requests (annual leave, sick leave, compensatory time, etc). Once your SF50 information flows into SLDCADA, an account and password will be created and information will be provided to you for access. The link to SLDCADA, along with user guides and additional information, can be found at: http://www.sldcada.disa.mil/sldn2507
Contact the MIDLANT Help Desk for any SLDCADA issues.

TIMEKEEPING CONTACT INFORMATION
Contact Cost Accounting Branch:

(757) 444-3465 x 3195
Software tools that allow personnel to view and edit their personal information, such as, health benefits, pay allowances, DON instructions and policies, and apply for vacant positions.

EMPLOYEE BENEFIT INFORMATION SYSTEM (EBIS)
The Department of Navy’s Employee Benefits Information System (EBIS) allows current civilian employees access to general and personal benefits information and retirement plan information. This is also where any changes to health and life insurance and the Thrift Savings Plan (TSP) will be made. You can access the site at: https://www.civilianbenefits.hroc.navy.mil/ to learn more information on all the benefits available to you.

MY PAY
MyPay allows you to manage your pay information, Leave and Earning Statements (LES), W-2s and more. You can view your available annual leave, sick leave, and compensatory time balances, in addition to turning off the paper copies of your LES and W-2 forms. MyPay can be accessed at: www.mypay.gov. Note: If you have not already received a PIN, they can be requested through the website at the bottom. The LoginID is set to your SSN (with no dashes).

MY BIZ
MyBiz is a new web-based application within the Defense Civilian Personnel Data System (DCPDS) that allows you to view and update your personnel information, including current and historical position information, training history, salary information, appraisal and award information, benefits, and appointment information. It also provides links for other human resource applications. MyBiz is required for any employee under National Security Pay System (NSPS). MyBiz is located at: https://cpps.donhr.navy.mil:8007. Information on sign-on can be found at: www.donhr.navy.mil/. Click on “Defense Civilian Personnel Data System Information” where you will find links to MyBiz information.

ieFACMAN (NAVFAC’s Personnel System)
ieFACMAN is an Oracle-based set of web applications for enterprise management developed by NAVFAC Information Technology (IT). ieFACMAN houses ePeople, eProjects, eContracts, eReports, and eClients. You should talk with your supervisor to find out which modules you will need. ieFACMAN can be accessed at: https://iefacman.navfac.navy.mil.
BUSINESS MANAGEMENT SYSTEM (BMS)

NAVFAC BMS is designed as a tool for employees to obtain easy access to applicable informational resources used within our organization, such as, policies, guidance, procedural steps and directions, sample documents, and forms. These processes can be very helpful to a new employee that is trying to figure out how business is conducted. The BMS tool can be located on the portal at: https://portal.navfac.navy.mil/portal/page/portal/navfachq under eTools.

Alternative Work Schedule (AWS)

Employees have the option to work a traditional, fixed work schedule (8 hours per day, 40 hours per week) or a 5/4-9 compressed schedule. A 5/4-9 enables employees to work eight 9 hour days and one 8-hour day for a total of 80 hours in a biweekly pay period. Employees must submit a PWCNORVA 5330/14 (Work Schedule Request/Change Form) requesting the elected schedule.

DON CIVILIAN HIRING AND RECRUITMENT TOOL (CHART)

The Department of Navy’s CHART system allows employees to search for current DON job openings throughout the world. Employees can build an electronic resume and create job search agents. More information is available at: https://chart.donhr.navy.mil/.
GOVERNMENT TRAVEL CHARGE CARD

NAVFAC employees are required to obtain a government travel charge card prior to any work related travel. To apply for a government travel charge card, you must:

1. Visit the Travel Office in Building A-81, 1st floor
2. Submit a completed application
3. Complete online training
   
   https://www.navsup.navy.mil/ccpmd/travel_card/training

DEFENSE TRAVEL SYSTEM (DTS)

DTS is a DoD-mandated program used to schedule and seek reimbursement for travel expenses. DTS includes choices for travel arrangements such as transportation, hotel rooms, and rental cars. DTS eliminates the middle man. Each employee who travels outside the local area using commercial transportation will need to self-register on the DTS website.

For further information:  http://defensetravel.osd.mil

Please note - there are specific guidelines pertaining to DAU Travel. Please see Enclosure for more details.
# TRAINING RESOURCES: MANDATORY TRAINING REQUIREMENTS

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<td>New Employees</td>
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<td>New Employee Orientation (NEO)</td>
<td>&quot;SEE NOTE 1&quot;</td>
<td>Required - Command discretion as to content and length</td>
</tr>
<tr>
<td>Ethics</td>
<td>5 CFR 2638.703</td>
<td>Initial orientation - within 90 calendar days of appointment</td>
</tr>
<tr>
<td>POC – Counsel 757-444-5680</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>OPNAVINST 5100.23G</td>
<td>Initial orientation (ASAP after check-in)</td>
</tr>
<tr>
<td>Initial Safety Training to be provide at NEO.</td>
<td></td>
<td>Additional training will be provided through Enterprise Safety Applications Management System (ESAMS)</td>
</tr>
<tr>
<td>Security/Privacy Act</td>
<td>OPNAVINST 5530.14C SECNAVINST 5211.5E</td>
<td>Initial orientation upon check-in</td>
</tr>
<tr>
<td>Civilian Employee Assistance Program</td>
<td>CHRM 792.1</td>
<td>New employees will be informed of the services of this program as they enter on duty</td>
</tr>
<tr>
<td>Drug Free Workplace Program</td>
<td>CHRM 792.3</td>
<td>Provide with general notice of implementation of the program during initial orientation or indoctrination.</td>
</tr>
<tr>
<td>Prevention of Sexual Harassment (POSH/EEO)</td>
<td>SECNAVINST 5300.26D OCPMINST 12713.2A</td>
<td>POSH training is to be completed within 90 days of entry on duty, to the extent possible</td>
</tr>
<tr>
<td>No Fear Act / Notification and Federal Employee Antidiscrimination and Retaliation Act</td>
<td>5CFR 724.203 P.L. 107-174 CHRM Subchapter 1613</td>
<td>Initial orientation – within 90 calendar days of appointment</td>
</tr>
<tr>
<td>Constitution /Citizenship Day</td>
<td>P.L. 108-447</td>
<td>Initial orientation</td>
</tr>
<tr>
<td>Information Assurance (IA) Awareness Training</td>
<td>SECNAVINST 5239.3A/DOD Directive 8570.1</td>
<td>Initial orientation</td>
</tr>
<tr>
<td>AIDS Awareness</td>
<td>SECNAVNOTE 5300 of 12 Mar 1996</td>
<td>Provide information on workplace and prevention issues in new employee orientation</td>
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<tr>
<td>Supervisory Training</td>
<td></td>
<td>Provided by Community Management</td>
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TOTAL FORCE TRAINING: You will find numerous sources for training located at Total Force Training. This is a one stop website to browse training. We encourage you to look around this website to become familiar with what is available. The information below will provide more information on the type of training that can be found on this site.

TRAINING AND REGISTRATION SECTION

Command Specific Training: Periodically check here for NAVFAC Midlant specific training that may be of interest to you. Email announcements will be sent when a new course is being offered.

National Security Personnel System (NSPS): You can learn about the newly established performance based pay system that is replacing the GS pay scale. All NSPS employees are required to sign-up for the following courses: NSPS 101, Navigating NSPS for Employees, Writing NSPS Job Objectives, and Self Assessments Paypools and You.

TRAINING OPPORTUNITIES OUTSIDE OF TOTAL FORCE TRAINING

- **DAWIA Courses**: link to the Register Now! Website. DAWIA field certification courses can be found at this link: [https://www.atrrs.army.mil/channels/registernow/rnswitch.asp](https://www.atrrs.army.mil/channels/registernow/rnswitch.asp)

- **CECOS (Civil Engineering Corps Officer School)**: this is the most useful training resource for Environmental employees. It is highly recommended to attend these trainings.

- **Mandatory Occupational**: ESAMS(Enterprise Safety Application Management System). This is a DoD application that tracks and notifies employees of specific safety training that is required for their particular job. [https://www.hgwllc.com/ESAMS_GEN_2/LoginEsams.aspx](https://www.hgwllc.com/ESAMS_GEN_2/LoginEsams.aspx)

- **Mandatory Common**: Here you will find some of the required annual DoD trainings including Ethics and POSH (Prevention of Sexual Harrassment) Training. You will be notified via e-mail when these trainings are required.

- **NKO (Navy Knowledge Online)**: website with various online trainings, including our required annual Information Awareness (IA) Training. You will be notified via e-mail when NKO training is required.

Welcome to NAVFAC MIDLANT Acquisition Workforce.

The nature of our business requires a thorough understanding of the complex issues and responsibilities related to the management of the DON’s assets.

Congress enacted several initiatives to promote quality and professionalism in acquisition. The Defense Acquisition Workforce Improvement Act (DAWIA) provides baseline for education and training. The employees who ensures that all DAWIA employees have the same tools in their toolboxes! It also levels out the playing field between agencies. The following information will provide you the information you need to get started.

What makes me a Acquisition Worforce Member?

Your local Human Resource Office (HRO), your MIDLANT DAWIA Coordinator, and your supervisor will determine your career field and level of certification based on your assigned job duties and percentage of acquisition responsibilities.

Benefits

As a Acquisition Workforce Member, you receive:
• Priority registration for DAU courses
• Special Event Training opportunities
• Tuition Assistance
• Access to acquisition resources
• If qualified, the opportunity to apply for distinguished Acquisition Corp Membership

What’s in it for me?

As a valued NAVFAC MIDLANT employee, the command is committed to ensuring you have every tool possible to be successful. Your designation as an Acquisition Workforce Member allows you to obtain an additional level of excellence within your career field that is recognized by other federal agencies and private industries.

As part of your designation, during your first 24 months with MIDLANT, you will be required to complete the necessary career field training. This training ensures that you have the knowledge and ability to perform your acquisition duties responsibly.

Continuous Learning (CL) helps you maintain your professional edge!
DAWIA:
DEFENSE ACQUISITION WORKFORCE
IMPROVEMENT ACT

How do I get started?

1. Log into Defense Acquisition University (DAU) to learn about your Career Field training/education requirements:
2. For Career Field courses, log into RegisterNow: https://www.atrrs.army.mil/channels/registernow/
   **When you complete your career field level requirements, request certification after meeting standards:
3. For Continuous Learning opportunities, log on to:

*It will take a minimum of 60 days for you to be recognized as a Acquisition Workforce Member; however this does NOT prevent you from registering for DAU classes.

How do I satisfy my Continuous Learning (CL) Points?

Register for Continuous Learning Courses to earn 80 points of Continuous Learning every two years. Log in your points taken from other sources.


*It will take a minimum of 60 days for you to be recognized as a Acquisition Workforce Member. You will not be able to register for CL classes until you are recognized.

Continuous Learning Cycle Rollover

We strongly advise against waiting until the last month of a CL cycle to log all CL points earned over that 2-year period. The system is calculated to rollover on the end date of the event that triggers the 80-point standard.

Active Duty?

To learn about active duty requirements please go to:
http://acquisition.navy.mil/career_management/military_officers

Tuition Assistance?

Apply

Questions?

If you have questions or concerns, please contact NAVFAC MIDLANT Community Management Office before contacting RegisterNow! 9742 Maryland Avenue/Norfolk, VA 23511/(757) 445-4829
In addition, to the DAWIA certification requirements outlined on the previous page, all personnel in positions designated as DAWIA are required to earn 80 continuous learning (CL) points within every two-year cycle, or 40 points per year. An employee’s two-year cycle begins on their start date. There are no grace periods or extensions on the two-year requirement.

CL points can be earned in various ways including attending training, on the job experiential assignments, and taking professional certification exams. Many of these continuous learning activities will also meet the requirements and experience needed to obtain professional certification.

CL points and DAWIA certifications are tracked online through the Register Now! Modules. You can also register for courses that are creditable for continuous learning points through this same site (see below).

If you register for a course through Register Now!, CL points are usually automatically added to your record, upon completion of the course. However, there are many other resources for training other than Register Now! (see page activity on the job) (see below).

As stated earlier, DAWIA certification levels are also tracked in the Register-Now! Modules. It is the employee’s responsibility to apply for their applicable certification level, once all the requirements have been met. You can apply by selecting “Register Now! for Career Field Certification” icon on the main menu. Once you have applied, an e-mail will automatically be sent to your supervisor who will approve your certification level.

1. Go to main menu: www.register-now.cms.navy.mil
2. Select “All Other Dept. of Navy Employees”
3. Select DOB for sign in.
4. Select the “Register Now! for DAU Training” icon.
8: Select “Apply for Training” on the Student Action Menu.

If you register for a course through Register Now!, CL points are usually automatically added to your record, upon completion of the course. However, there are many other resources for training other than Register Now! (see page) (see below).

1. Follow Steps 1-3 above.
2. Select “Register Now! for Continuous Learning” icon on the right.
3. Either: Select “CL Training History/Certificates” to view your record OR
Select “Add CL Points” to add CL points.
(Note: the following page outlines creditable activities and point values.)
INTERN PROGRAMS:
The Business Lines hire Interns through the Professional Development Center (PDC) Program Naval Acquisition Intern Program (NAIP), the Navy Career Intern Program (NCIP) or the Student Employment Experience Program (SEEP). All of these programs are developmental positions for college graduates that serves as a source for hiring and training new engineers, natural resources specialists, cultural resource specialists, historians, environmental planners, contract specialist, real estate specialists, and other professional and administrative personnel.

The Intern programs provide a structured, two to three year management training program that include formal education and training, diverse rotational assignments, extensive on-the-job training, and challenging work assignments. There are some differences with each program including: funding, program forms, and evaluation periods. However, NAVFAC MIDLANT has attempted to make all the programs as consistent as possible.

MINIMUM REQUIREMENTS:

– At least 4 months per year of the internship, must be spent doing rotational assignments. Rotational assignments should include solely challenging, comprehensive hands-on learning experience and must not be conducted for the purpose of providing manpower where it may be lacking.

– At least one management course (i.e. Seven Habits of Highly Effective People).

– At least one technical conference (i.e. NEPA Conference or Navy Clean-Up Conference).

– Any rotations required by a particular product line (i.e. FEAD/ROICC rotation).

– Reflect DAWIA requirements and/or desired levels of education at Levels I and II. All interns must work towards meeting these mandatory and/or desired education requirements.

INDIVIDUAL DEVELOPMENT PLANS:
The Individual Development Plan (IDP) is a living document that is developed by you and your supervisor and/or Career Field Manager (CFM) during your first few weeks. The IDP identifies how and when you will develop the competencies required for your career field. You will identify training, rotational assignments, project assignments, and college/university courses (if applicable). It is important to identify all the areas in which you require training and education because this document helps plan funding within each intern program.

Your IDP can (and probably will) be revised throughout the course of your program. However, all changes need to be discussed and approved with your Homeport Supervisor and/or Career Field Manager.
# INFORMATION TECHNOLOGY SUPPORT CENTERS

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<th>Who To Call</th>
<th>When To Call</th>
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<tr>
<td><strong>NMCI 24 Hour Help Desk</strong></td>
<td>Problems with Desktops, Laptops, Printers, Email, Internet Explorer, Office Applications (Word, Excel, PowerPoint), Dial-in (RAS)</td>
</tr>
<tr>
<td>866-THE-NMCI</td>
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<tr>
<td>866-843-6624</td>
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<tr>
<td><a href="http://homeport">http://homeport</a></td>
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<tr>
<td><strong>NITC 24 Hour Help Desk</strong></td>
<td>Problems with a NAVFAC mainframe or connectivity problems with NITC hosted applications; help with your portal account or password.</td>
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<tr>
<td>805-982-2555, DSN 551</td>
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<tr>
<td><a href="mailto:PRTH_NITOOperationsWatch@navy.mil">PRTH_NITOOperationsWatch@navy.mil</a></td>
<td></td>
</tr>
<tr>
<td><strong>NAVFAC Mid-Atlantic Help Desk</strong></td>
<td>Application Support, Video Tele Conference Setup, Training Room Setup, Email Distribution List/Public Folders, Equipment Checkout, NMCI Issue Escalation, NMCI Move-Add-Change (MAC) Requests</td>
</tr>
<tr>
<td>757-445-6670 DSN 565</td>
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<tr>
<td><a href="mailto:ML_ITHelpDesk@navy.mil">ML_ITHelpDesk@navy.mil</a></td>
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</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>AM</td>
<td>Asset Management Business Line</td>
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<tr>
<td>BMS</td>
<td>Business Management System</td>
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<tr>
<td>CAC</td>
<td>Common Access Card</td>
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<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
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<tr>
<td>CI</td>
<td>Capital Improvements</td>
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<tr>
<td>CONOPS</td>
<td>Concept of Operations</td>
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<td>DAU</td>
<td>Defense Acquisition University</td>
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<td>DAWIA</td>
<td>Defense Acquisition Workforce Improvement Act</td>
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<td>DOD</td>
<td>Department of Defense</td>
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<td>DON</td>
<td>Department of the Navy</td>
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<td>DTS</td>
<td>Defense Travel System</td>
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<td>EBIS</td>
<td>Employee Benefits Information System</td>
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<td>ESAMS</td>
<td>Employee Safety Applications Management System</td>
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<td>EV</td>
<td>Environmental Business Line</td>
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<td>FEC</td>
<td>Facilities Engineering Command</td>
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<td>FEGLI</td>
<td>Federal Employee Group Life Insurance</td>
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<td>FEHB</td>
<td>Federal Employee Health Benefits</td>
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<td>IDP</td>
<td>Individual Development Plan</td>
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<td>LSS</td>
<td>Lean Six Sigma</td>
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<td>NAB</td>
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<td>NAVFAC Marianas</td>
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<td>NAVFACMIDLANT</td>
<td>NAVFAC Mid-Atlantic</td>
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<td>NAVFACMW</td>
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<td>NAVFACNE</td>
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<td>NAVFACPAC</td>
<td>NAVFAC Pacific</td>
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<td>NAVFACSE</td>
<td>NAVFAC South East</td>
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<td>NAVFACSW</td>
<td>NAVFAC Southwest</td>
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<td>NAVFACWASH</td>
<td>NAVFAC Washington</td>
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<td>NCC</td>
<td>Navy Crane Center</td>
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<td>NKO</td>
<td>Navy Knowledge Online</td>
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<td>NNSY</td>
<td>Norfolk Naval Shipyard</td>
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<td>NSPS</td>
<td>National Security Personnel System</td>
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<td>Navy Working Capital Fund</td>
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<td>Naval Weapons Station</td>
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<td>OCPMINST</td>
<td>Office of Civilian Personnel Management Instruction</td>
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<td>OPNAVINST</td>
<td>Operational Naval Instruction</td>
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<td>P.L.</td>
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<td>PAC</td>
<td>Pacific</td>
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<td>Public Affairs Office</td>
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<tr>
<td>POAM</td>
<td>Plan of Action and Milestone</td>
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<td>PW</td>
<td>Public Works</td>
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<tr>
<td>SECPNAVINST</td>
<td>Secretary of the Navy Instructions</td>
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<td>SYPNAVNOTE</td>
<td>Secretary of the Navy Note</td>
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<td>Standard Labor Data Collection and Distribution Application</td>
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<td>Single Sign On</td>
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<td>TSP</td>
<td>Thrift Savings Account</td>
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<tr>
<td>VSA</td>
<td>Value Stream Analysis</td>
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<tr>
<td>WIP</td>
<td>Work In Place</td>
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For a more complete listing of acronyms access the following website.
https://portal.navfac.navy.mil/portal/page/portal/glossary
VEHICLE DECALS
Vehicle decals are a privilege and provide you access to Government facilities. Permanent decals may be obtained at NAVFAC MIDLANT Security Office, Bldg A81- Room 113. Vehicle decals will not be issued without the required documents and information. You must present all of the following documents when applying for your decal:

– a valid state vehicle registration
– a valid state vehicle inspection (pink receipt for VA; white receipt for NC)
– a valid driver’s license
– a Common Access Card (CAC)
– if renewal – must have current DOD Decal Number
– A-81 Office Hours 0900-1100 or 1300-1400 Monday – Friday

Emergency Numbers
Naval Station Norfolk 444-3333
NAB Little Creek 462-4444
NNSY Portsmouth 396-3333
NWS Yorktown 887-4911
NAS Oceana 433-9111
Northeast Pass Offices

**New London** - located adjacent to the Main Gate on Crystal Lake Road.

**NAES Lakehurst - Main Gate**
Route 547
Lakehurst, NJ 08733

**NWS Earle**
201 Highway 34 South
Colts Neck, NJ 07722
Bldg C-1 Mainside and Waterfront Main Gate

**Items to bring with you inside**
- Letter of Employment
- Vehicle Registration Card
- Insurance Card
- Your Passport, or birth certificate and social security card

**EMERGENCY NUMBERS**
NSA Mechanicsburg 911
NWS Earle 449-2911
SUBASE New London 694-3333
Portsmouth Shipyard, NH 911
SUBASE New London 694-3333
Naval Station Newport 841-2451
Pass Office – Building 59/60

**Items to bring with you inside**
- Letter of Employment
- Valid vehicle registration
- Valid vehicle insurance
- Valid state driver’s license
- Your Passport, or birth certificate and social security card

**EMERGENCY NUMBERS**
MCAS Cherry Point 911
MCCS Camp Lejeune 911
In Case of Emergency

EMERGENCY NUMBERS
Naval Station Norfolk 444-3333
NAB Little Creek 462-4444
NNSY Portsmouth 396-3333
NWS Yorktown 887-4911
NAS Oceana 433-9111
NSA Mechanicsburg 911
NWS Earle 449-2911
SUBASE New London 694-3333
Portsmouth Shipyard, NH 911
SUBASE New London 694-3333
Naval Station Newport 841-2451
MCAS Cherry Point 911
MCCS Camp Lejeune 911

If you receive a bomb threat by telephone:

(1) DO NOT HANG UP.
(2) Try to keep the caller on the line.
(3) Signal someone else to call Security Police.
NOTE: SECURITY POLICE WILL ALERT COMMUNICATIONS PERSONNEL TO INITIATE CALL TRACE ACTION.
(4) If no one is available, DO NOT HANG UP, but use another phone to notify Security Police.
(5) Obtain as much information as possible about the call/caller using the Bomb Threat Checklist below.

1. Telephone number that the threat was received on: (____) __________-____________
2. Telephone number on your caller ID, if available: (____) __________-____________
3. Exact time call was received: ___________________HRS
4. Exact Words of Caller: _____________________________

ASK THE FOLLOWING QUESTIONS:

When will the bomb explode?
Where is the bomb?
What does it look like?
What kind of bomb is it?
What is your name?
What is your address?
Where are you calling from?
Why did you place the bomb?
MAKE SPECIAL NOTE OF THE FOLLOWING:
Caller’s voice (calm, excited., disgusted, accent, etc.)
Caller’s gender (male, female)
Caller’s age (determined by voice)
Was the voice familiar to you?
Was there any background noise?