



# US Navy Civil Engineer Corps Collegiate Corner



15 April 2015

Greetings!

The end of the Spring 2015 Semester is near! As you prepare for final exams, capstone projects, the Fundamentals of Engineering exam, and everything else on your list, take a moment to read the below text and learn more about maintaining your military records.

Your Accessions team is here to make sure you are knowledgeable about the CEC and are prepared for the challenges ahead. We send out this newsletter to keep you informed about current events in the CEC, leadership development, and to answer questions you have with regards to the Navy, CEC, Seabees, etc. We look forward to you joining the ranks!

- CEC Accessions Team

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## LEADERSHIP TRAITS

The Marine Corps uses fourteen traits in defining what qualities all leaders embody and aspire to. In addition to the core Navy values of Honor, Courage, and Commitment, each month we will briefly discuss one of the leadership traits.

**Integrity**-the cornerstone of character. Building credibility with personnel junior and senior to you is an essential factor in becoming a successful leader. Leading sailors with integrity requires not only adherence to moral principles, but also doing what is right when no one is watching. Integrity cannot necessarily be shown to your sailors; it is how you act on behalf of your sailors when they are not around.

Moreover, integrity is choosing your thoughts and actions based on the objectives outlined in the mission rather than your personal gain.

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## CAREER FOCUS

### Maintaining your Military Records

The accuracy and completeness of your military record is your responsibility. Although the information in your record is inputted by someone else, it is crucial that you periodically verify that the data was entered and it is correct. This article focuses on five Navy websites that allow you to review your record. You must have a Common Access Card (CAC) reader-enabled computer to access the websites.

1. Bureau of Naval Personnel Online (BUPERS) (<https://www.bol.navy.mil/>). After logging into BUPERS, you will be able to view the following records:



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- a. Official Military Personnel File (OMPF) – electronic copies of official documents submitted to the Navy Personnel Command. Specifically, copies of your Fitness Reports (FITREPS) which are annual counseling reports that depict your performance during the year at your assigned command. FITREPS must be reviewed to ensure there are no gaps in the reporting cycles, the general data is correct, and there are no adverse comments that you do not agree with.
  - b. Officer Data Card and Performance Summary Review (ODC and PSR) – summaries of your FITREP trait scores, your reporting senior averages, and summary group averages. The ODC also list a history of your tour assignments, warfare qualifications, personal awards, acquisition certifications, and professional registrations. You may request electronic copies of your ODC and PSR.
  - c. Individual Medical Readiness (IMR) Status – Navy Medicine’s Medical Readiness Reporting System (MRRS) shows what immunizations are due, when your dental exam is due, when your Periodic Health Assessment (PHA) is due, and whether or not you are fully medically ready. Your actual medical and dental records will be given to you when you complete OCS. You will need to turn your records into the medical and dental clinics at your assigned naval installation.
  - d. Physical Readiness Information Management System (PRIMS) – a list of every official Physical Readiness Test (PRT) performed in the last seven years. PRIMS data is manually inputted by your Command Fitness Leader (CFL) and must be verified for accuracy and completeness.
2. Navy Standard Integrated Personnel System (NSIPS) <https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp>. In NSIPS, you are able to view your Electronic Service Record (ESR) and create leave requests.
  3. Navy Knowledge Online (NKO) <https://www.nko.navy.mil/>. NKO is the primary site where you will complete your General Military Training (GMT). Your Command Training Officer may or may not need copies of certificates from completed training. NKO saves all completed training certificates.
  4. Navy Department Awards Web Service (NDAWS) <https://awards.navy.mil/>. NDAWS lists all of your personal awards and the performance period you received them in.
  5. Navy Family Accountability and Assessment System (NFAAS) <https://navyfamily.navy.mil/cas/login?service=https%3A%2F%2Fnavyfamily.navy.mil%2F>. You must verify the accuracy of your physical address, phone numbers, and dependents’ addresses (if applicable) semi-annually; usually in March and October. NFAAS standardizes a method for the Navy to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event.



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## CEC OFFICER SPOTLIGHT:

Lieutenant Mary W. Leone



Lieutenant Leone graduated from Hampton University in 2010 with a Master's of Architecture Degree. During her time in college she heard about the CEC from a recruiter and did not seriously contemplate joining until her last year in college. During this time, the economy was in a downturn and several of her classmates and peers were either laid off from private architecture firms or paid lower salaries. She made the decision to join the CEC to continue her love for travel, gain leadership and construction experience, and use her talents to give back to her country.

Since joining the CEC in 2010, she deployed to Kandahar Airfield in Afghanistan for six months serving as the Communications Officer for Naval Mobile Construction Battalion One. As the Communications Officer she led 11 sailors in the maintenance and accountability of \$11M of communication equipment and provided technical support to battalion leadership by ensuring communication lines with teams completing 200 construction projects outside the wire were fully functional at all times. Continuing, she deployed to Sicily, Italy for seven months leading 22 sailors in the completion of construction projects on Naval Air Station Sigonella, improving base operations. The construction projects were a series of concrete bus stops designed to keep personnel out of the restricted areas. Moreover, she was a Construction Manager and an Assistant Team Leader with Naval Facilities Engineering Command (NAVFAC) in Pearl Harbor, Hawaii, for a little under two years where she managed and oversaw 50 mission-critical government projects totaling \$226M. The projects included constructing a new airfield ground control tower and renovating multiple aircraft hangars. Currently, she is an intern architect working under licensed architects with NAVFAC in Pearl Harbor assisting on the design of upcoming Seabee projects. She is also studying for the seven exams required to become a Registered Architect.

Before joining the CEC she thoroughly researched it and encourages you to do so as well; to fully understand what this career path entails. Now, almost five years later she is happy with her decision. She has not only achieved the goals set when she decided to join but so much more as well. Relative to the other communities in the Navy, the CEC is a small group that provides for great camaraderie and networking; because of this, she has made lifelong friends and colleagues. Additionally, deploying gave her the opportunity to save money and pay off her student loans within three years of graduation.

The CEC is an excellent career path and she is excited to see what new challenges, positions, and destinations wait in the future!



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