



NEW EMPLOYEE HANDBOOK





DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
RADM WILLIAM A MOFFETT BUILDING
47123 BUSE ROAD BLDG 2272
PATUXENT RIVER MARYLAND 20670-1547

From: Commander, Naval Air Systems Command

Subj: WELCOME ABOARD

1. Congratulations on joining the Naval Air Systems Command (NAVAIR). We appreciate your decision to accept a position with NAVAIR, where your talents, innovation and expertise will be put to work delivering advanced capabilities for our Navy and Marine Corps team. Supporting our Sailors and Marines is an admirable profession, and we appreciate your desire to serve.
2. At NAVAIR, our mission is to *deliver advanced, integrated air warfare capabilities to enable the fleet to compete, deter and win – tonight, tomorrow and in the future*. We achieve our mission through the combined talent, ingenuity and dedication of the entire NAVAIR team, supported by a culture of collaboration, innovation, learning, inclusion and respect.
3. Our people are the heart of our organization. Your success enables the fleet's success. As such, there are many opportunities for you to grow and learn, to lead and inspire, to be bold and innovate.
4. We are proud of our team, our people and the capabilities we deliver that enable the fleet to execute their mission successfully and return home safely. Best wishes for an exciting and productive career with the NAVAIR team, and I look forward to working with you.

Carl Chebi
CARL CHEBI

TABLE OF CONTENTS

INTRODUCTION	5
MISSION AND CORE VALUES	6
NAVAIR MISSION AND FOCUS AREAS	7
ORGANIZATIONAL STRUCTURE	7
Major NAVAIR Sites	8
EMPLOYMENT INFORMATION	13
Probationary Period	13
Electronic Official Personnel Folder (eOPF).....	13
Total Workforce Management System (TWMS).....	14
Employment Verification.....	15
Position Description/Position Requirements Document.....	16
PERFORMANCE MANAGEMENT	16
Performance Management Systems	16
Establishing an Effective Plan	19
Performance Reviews	19
HOURS OF DUTY AND WORK SCHEDULES	20
Tour of Duty	20
Alternative Work Schedules	20
Telework and Remote Work.....	21
Inclement Weather	21
LEAVE AND HOLIDAYS	21
Annual Leave	22
Sick Leave.....	22
Federal Holidays	24
Voluntary Leave Transfer Program (VLTP).....	24
Family and Medical Leave Act (FMLA)	24
Leave Without Pay (LWOP).....	25
Disabled Veteran Leave	25
Parental Bereavement Leave.....	26
Military Leave.....	26
Court Leave.....	26
Compensatory Time Off.....	26
Credit Hours.....	26
Travel Compensatory Time Off.....	27
Advanced Sick Leave.....	27
Other Leave.....	27
Excused Absences.....	27
PAY	28
Pay Periods.....	28
Timekeeping	29
Pay Systems	29
Awards and Recognition.....	30
MyBiz+	31
MyPay	32

BENEFITS	33
Federal Employees Health Benefits (FEHB).....	34
Federal Employees Dental and Vision Insurance Program (FEDVIP).....	35
Flexible Spending Account Programs (FSAFEDS).....	35
Federal Employees Group Life Insurance (FEGLI)	35
Federal Long Term Care Insurance Program (FLTCIP).....	36
Thrift Savings Plan (TSP).....	37
Retirement.....	37
Service Credit for Retirement	38
Designation of Beneficiaries.....	39
Transit Incentive Program.....	40
DoN Civilian Employee Assistance Program.....	42
Workers’ Compensation Program.....	42
ETHICAL CONDUCT	43
General Principles of Public Service	43
MERIT SYSTEM PRINCIPLES AND PROHIBITED PERSONNEL PRACTICES	44
APPEAL RIGHTS	45
UNION REPRESENTATION	45
POLITICAL ACTIVITY	45
COMPUTER ACCESS	46
Computer Access Card (CAC).....	46
NMCI	47
EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY	48
Anti-Discrimination Laws	48
Complaints Process	48
Prevention of Harassment	49
Reasonable Accommodation	49
CAREER PLANNING AND DEVELOPMENT	50
Career Planning and Development Tools and Resources	50
Learning Opportunities	50
Development Programs and Opportunities	52

INTRODUCTION

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

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

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

NAVAIR's affiliated PEOs are:

PEO for Tactical Aircraft Programs PEO(T)

PEO for Air, ASW, Assault and Special Mission Programs, PEO(A)

PEO for Unmanned Aviation and Strike Weapons, PEO(U&W), and

PEO for Joint Strike Fighter, PEO(JSF), *(which alternates service lead with the U.S. Air Force)*

NAVAIR is the principle provider for the Naval Aviation Enterprise (NAE), while contributing to every Warfare enterprise in the interest of national security. We embrace the privilege of our responsibility to the Sailor and Marine in partnership with industry, all Naval Aviation stakeholders, and our fellow Systems Commands.

NAVAIR is one of five Navy Systems Commands. The others are Naval Sea Systems Command (NAVSEA), Naval Information Warfare Systems Command (NAVWAR), Naval Facilities Engineering Command (NAVFAC) and Naval Supply Systems Command (NAVSUP).

MISSION AND CORE VALUES

Mission

Deliver integrated air warfare capabilities to enable the fleet to compete, deter and win – tonight, tomorrow and in the future.

Core Values

Start with the Fleet.
Focus on outcomes that matter to the Warfighter.

Change the Game.
Be bold. Challenge assumptions. Innovate, learn and improve.

Win with Inclusion and Respect.
Treat your teammates with dignity and respect—always. Support your teammates.



HUMAN
CAPITAL
MANAGEMENT
People Focused,
Mission Driven.

NAVAIR MISSION AND FOCUS AREAS

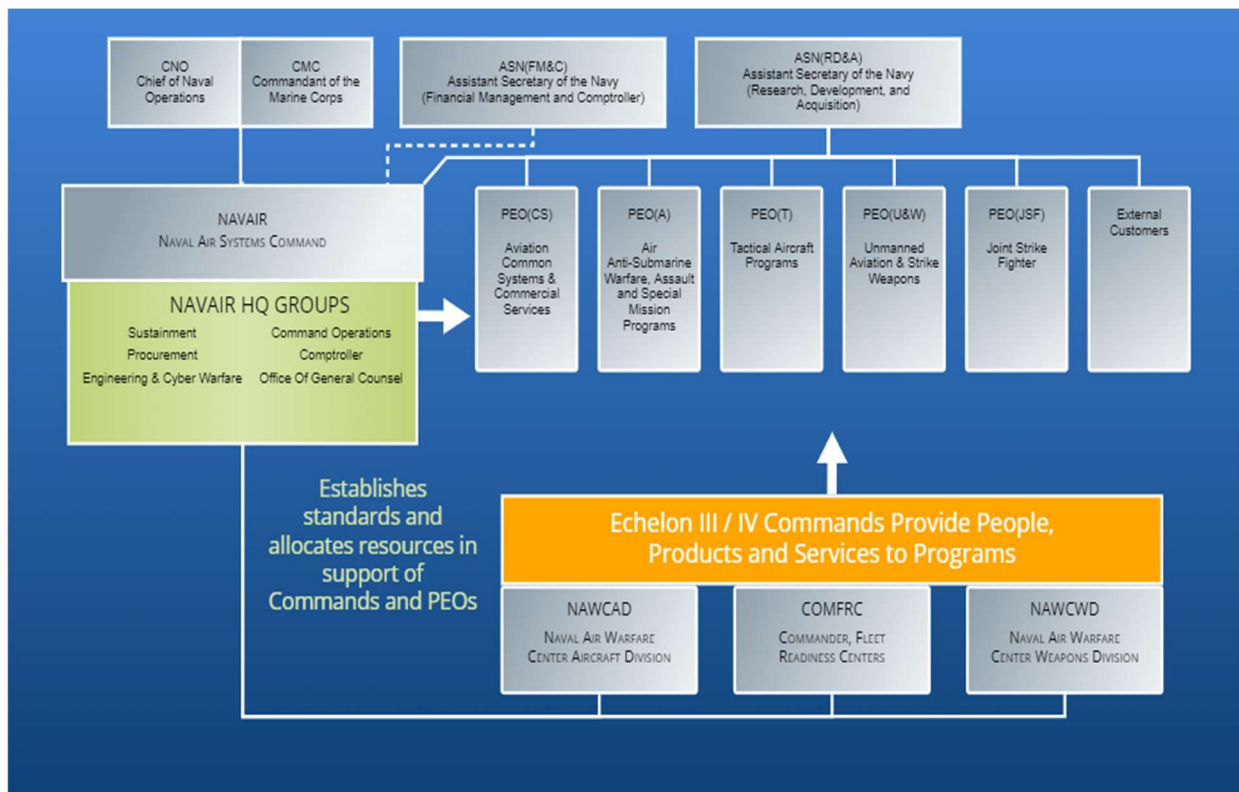
Provide full life-cycle support of naval aviation aircraft, weapons and systems operated by Sailors and Marines.

This support includes research, design, development and systems engineering; acquisition; test and evaluation; training facilities and equipment; repair and modification; and in-service engineering and logistics support.

Focus Areas:

- Increase Speed to the Fleet through program of record planning and execution, and rapid response to urgent warfighter needs;
- Consistently Deliver Integrated & Interoperable Warfighting Capabilities (platforms, sensors and weapons operating seamlessly in a systems of systems environment) that produce an immediate and sustainable increase in warfighting effectiveness; and
- Improve Affordability by reducing operating and sustainment costs for fielded systems and implementing life-cycle cost reduction initiatives as part of new systems development.

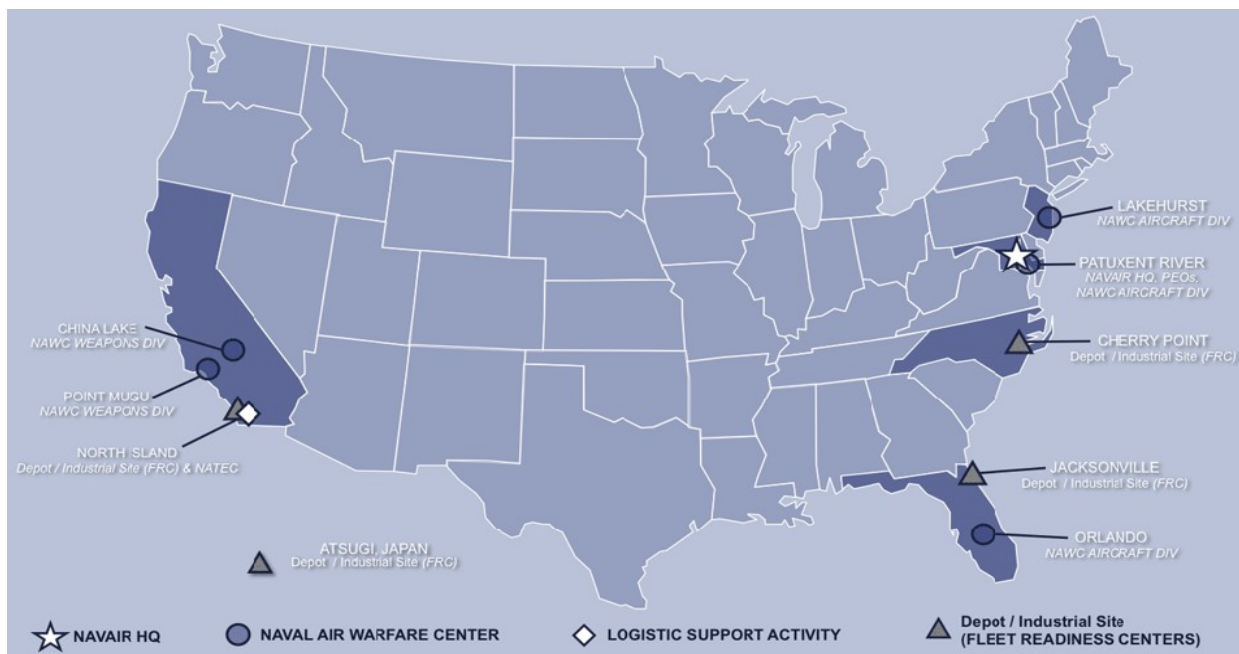
ORGANIZATIONAL STRUCTURE



NAVAIR is a Mission Aligned Organization that integrates technical and programmatic authorities in support of program execution. Our operating construct represents a fundamental shift to creative and flexible approaches that enable us to achieve mission outcomes: increased lethality, survivability and warfighting effectiveness.

The Mission Aligned Organization structure provides a necessary foundation and framework for speed and efficiency, as well as an integrated approach that supports and enables our people. It facilitates dramatic improvements in readiness and speed in three ways: increased empowerment and delegation, integration of business and technical disciplines into product-focused teams, and greater flexibility in how we meet and overcome changing circumstances.

MAJOR NAVAIR SITES



As the Navy’s principal Research, Development, Acquisition, Testing and Evaluation (RDAT&E), engineering and Fleet support activity for naval aircraft, engines, avionics, support systems and ship-shore-air integration, NAVAIR’s NAWCs (Aircraft and Weapons Divisions) provide the capabilities, facilities (labs and ranges) and specialized expertise necessary for conducting Research, Development, Test and Evaluation (RDT&E) of naval aircraft, weapons and associated systems.

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





Naval Air Warfare Center Aircraft Division (NAWCAD)

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

Located at Patuxent River, Maryland; Lakehurst, New Jersey; and Orlando, Florida, NAWCAD is the steward of ranges, test facilities, laboratories, and aircraft necessary to support the Fleet’s acquisition requirements. NAWCAD provides a variety of services to the Department of Defense, other federal agencies and non-federal customers. A complete listing of NAWCAD’s capabilities is at www.navair.navy.mil/nawcad.

Naval Air Warfare Center Weapons Division (NAWCWD)

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

NAWCWD is fully engaged in the execution and support of work across the breadth of Research,



Development, Acquisition, and Test and Evaluation. We provide naval, joint, and coalition partners with products and services on time and on budget. The Command supports a wide variety of business and technical customers and provides substantial resources to continue developing, delivering, and sustaining affordable, quality products and services.

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

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

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

Commander Fleet Readiness Centers (COMFRC)

COMFRC delivers effective and efficient flight-line readiness through a globally managed, responsive and integrated sustainment system. The Fleet Readiness Centers (FRCs) provide effective and efficient flight-line readiness to the Navy, Marine Corps and joint forces through a globally managed, responsive and integrated sustainment system. COMFRC's mission is to produce quality airframes, engines, components and support equipment, and provide service that meets the NAE's aircraft ready-for-tasking goals with improved effectiveness and efficiency. COMFRC works with other NAE stakeholders, including NAVAIR Program Managers, logistics and engineering competencies and commercial partners to deliver "Best Value" in support of Warfighter requirements.

NAVAIR's Fleet Readiness Centers (FRCs), with locations on the U.S. East and West Coasts and in Japan, conduct maintenance, repair, and overhaul of U.S. Navy aircraft, engines, components and support equipment. Each year roughly 6,500 Sailors and Marines, along with more than 9,500 depot artisans at the FRCs overhaul and repair nearly 1,000 aircraft, thousands of engines and several hundred thousand components valued at approximately \$4 billion.

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

Establishment of the FRCs is undoubtedly one of the most significant changes in Naval Aviation maintenance history. The FRCs move maintenance, repair and overhaul capabilities as close to



the flight line as possible for greater efficiency, agility and speed. They provide more responsive and agile “off-flight line” repair capability by improving standardization and the ability to replicate best practices across centers.

Fleet Readiness Center East (FRCE)

For more than 80 years, the Fleet Readiness Center East (FRCE) located at Marine Corps Air Station (MCAS) Cherry Point, North Carolina, has played an important part in national defense. The FRCE workforce has earned a reputation of excellence in providing world-class maintenance, engineering and logistics support for Navy and Marine Corps aviation, as well as other armed services, federal agencies and foreign governments. The workforce uses state-of-the-art technology to ensure that FRCE is unparalleled in providing quality, cost-effective support. FRCE employees take great pride in their work, and this professional spirit is evident in the high quality products they produce.

Web Site: <http://www.navair.navy.mil/frce/>

Fleet Readiness Center Southeast (FRCSE)

Fleet Readiness Center Southeast (FRCSE) is the largest tenant command aboard Naval Air Station (NAS) Jacksonville (JAX), Florida with several offsite locations. Established in 1940, the facilities at FRCSE have turned out almost every type of Navy aircraft - fighter and attack planes, patrol, antisubmarine, reconnaissance, transport, trainer, special configuration and helicopters. The overall workload for FRCSE has expanded to include the rework of engines, components, and ground support equipment, plus other support functions vital to the Fleet. With a workforce of more than 4,000 employees comprised of civilian employees, military personnel, and contractors, FRCSE is the largest tenant command aboard NAS JAX and the largest industrial employer in Northeast Florida and Southeast Georgia. FRCSE civilian, military, and contractor personnel are a highly diverse and skilled professional workforce.

Web Site: <http://www.navair.navy.mil/index.cfm?fuseaction=home.display&key=4681D389-AB73-41C2-9CF3-672396D366B6>

Fleet Readiness Center Mid-Atlantic (FRCMA)

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

FRCMA is the industrial leader in the region. It features Intermediate and Depot level support and its workforce is comprised of nearly 2,500 military, civil service and contract personnel who take great pride in their contributions to Fleet readiness and the defense of our country.



Web Site: <http://www.public.navy.mil/AIRFOR/frcma/Pages/AboutUs.aspx>

Fleet Readiness Center Southwest (FRCSW)

Fleet Readiness Center Southwest (FRCSW) is located at Naval Air Station North Island, “the birthplace of Naval Aviation.” The Command provides comprehensive, quality support to our nation’s aviation Warfighters through the overhaul, repair, and modification of Navy and Marine Corps front line tactical, logistical, and rotary-wing aircraft and their components. FRCSW specializes in the maintenance, engineering and logistics support for a wide range of high-performance aircraft; servicing more than 225 airframes and 35,000 components annually.

FRCSW’s workforce of approximately 4,425 personnel includes civilian artisans, military personnel, and contractor support. The Command's highly skilled, talented, innovative, and dedicated employees have an average education level of 14 years, an average experience level of 22 years, and provide untold hours of talent and time to the community through active civic participation. FRCSW and its predecessor organizations have been a positive influence to the greater San Diego community for more than 90 years. The Command is one of the largest aerospace employers in San Diego County, with an annual payroll in excess of \$220 million and a regional economic impact of more than \$525 million.

Web Site: <http://www.navair.navy.mil/frcsw/>

Fleet Readiness Center Western Pacific (FRCWP)

FRCWP, located in Atsugi, Japan, provides Ready-For-Tasking (RFT) aircraft and aviation support equipment to U.S. Navy and Marine Corps Pacific Fleet forces, permanently sited in or deployed to Pacific Command (PACOM) and Central Command (CENTCOM) Areas of Responsibility (AORs), by providing cost-wise organic and commercial depot-level rework, modification, and repair of Naval Aviation weapon systems, support equipment, and aeronautical components. In addition, FRCWP delivers world class deployed aviation depot maintenance support for all forward deployed Navy and Marine Corps forces through aircraft scheduled depot maintenance with international commercial partners, aircraft in-service repair afloat and ashore, and ground support equipment repair and overhaul. FRCWP Detachment Okinawa, performs in-service repairs and provides field teams to support deployed carrier battle groups in WESTPAC, and the Indian Ocean. Whereas each stateside Depot normally provides support services for fewer than 10 different Type / Model / Series (T/M/S) aircraft, FRCWP's global forward-sited presence means that we are required to support 20 T/M/S.

Web Site: <http://www.navair.navy.mil/napra/>



EMPLOYMENT INFORMATION

Probationary Period

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

Probationary period lengths may vary. The probationary period for employees appointed on or after December 31, 2022, is one year. Individuals appointed to positions before December 31, 2022, will continue to serve a two-year probationary period. Certain types of excepted service hiring authority appointments (e.g., Veterans' Recruitment Authority) remain subject to an extended trial period regardless of pay system. Additionally, positions under Science and Technology Reinvention Laboratory (STRL) continue to have extended initial probationary periods of two or three years, dependent upon occupational family.

Electronic Official Personnel Folder (eOPF)

One of the first documents you will receive once you are appointed is the Notification of Personnel Action, Standard Form 50 (SF-50). All personnel actions are documented with a SF-50. The SF-50 records information regarding a personnel action that affects your position or pay. Each time you receive a SF-50, take time to review it carefully to ensure all information is accurate. If you find incorrect information on your SF-50, report it to your supervisor or contact your assigned Human Capital Consultant. For your own records, you should establish a personal file to keep all of your important papers including all of your SF-50s.

What is the electronic Official Personnel Folder (eOPF)?

The eOPF is an electronic system for accessing your Official Personnel Folder(s) online. The eOPF system combines document management with workflow capabilities. It allows for each employee to have electronic access to their personnel folder. This file contains specific official documents, which include the following:

- Initial application documents
- Insurance information
- Retirement information
- Disciplinary actions
- Some designation of beneficiary forms
- All SF-50s

How to access your eOPF:

1. First you should visit MyBIZ+ and ensure that your email address is accurate.
2. Once you've completed that visit: <https://eopf.opm.gov/navy>
3. Select "accept" and you will be prompted to a sign in page.
4. Click on hyperlink named "Request your eOPF ID" and follow the steps
5. When your ID has been emailed to you follow step 3 again.



6. Click on hyperlink named “Request a new password”.
7. When your request has been emailed to you follow the steps and log in using the ID and password you received in email.

Who has access to the eOPFs?

Employees are able to view their own documents within eOPF, but not modify the documents. Human Capital Staff have access to employees' eOPFs within their assigned service area. The eOPF system provides an audit trail that documents when and why an authorized user has reviewed a specific record. If you are new to federal service it may take a few weeks before your eOPF is established.

Is there a Help feature in eOPF?

eOPF has an online help that you can view by clicking the word 'Help' at the top of most pages within the web site. The instructions in Help can be printed. If you are having system problems, please contact the eOPF Help Desk. The eOPF Help Desk can be contacted using the following methods: Email: eopf_hd@telesishq.com Phone: 866-275-8518

You will need to provide the following information:

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

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

Any errors or omissions regarding content should be immediately directed to the eOPF helpdesk. Employees need to submit a helpdesk ticket at: eOPF_hd@Telesishq.com. If a document in your eOPF is illegible, you will also need to submit a helpdesk ticket.

How can I get email notifications when new documents are added to my eOPF? Employees are notified ONLY by e-mail when new personnel documents (SF-50s, DA 3434s, performance ratings, etc.) are added to their electronic official personnel folders. If you want to receive these important notices, you must use a Government computer to initially log on to the eOPF web page and obtain a user password as described above. Your supervisor will be able to assist in making a Government computer available to set up your eOPF account. After the initial eOPF access by Government computer, you may change your notification preference to a personal e-mail address.

The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. Section 552a to safeguard information from unauthorized use.

Total Workforce Management System (TWMS)

The Total Workforce Management System (TWMS) Employee Self-Service Event Notification Service is now available to all users. Employees may voluntarily subscribe to any or all of the



notifications listed below, and TWMS will email you when the event occurs. To access TWMS, visit <https://twms.dc3n.navy.mil/>. For questions, please contact the TWMS Help Desk at 888-264-4255. Access the service using the Event Notification Service button on the sidebar under the Tools / Actions section.

Notifications:

- New training requirement;
- New SF-50 has been posted;
- Command UIC changed;
- Agreement expires;
- New agreement or document loaded;
- Personal / recall information reminder.

Please review the TWMS self-service notification guidance at:
<https://mynavair.navair.navy.mil/links/TWMSSSNotifyInst>

Employment Verification

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

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

Contact your servicing Human Capital Consultant / Human Capital Office if you have any questions regarding the accuracy of your employment information.

Steps to Send EV Information:

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



Position Description/Position Requirements Document

A Position Description (PD) is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. For those NAVAIR Headquarters (HQs) and Program Executive Offices (PEO) employees that are covered by the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo), they will have a Position Requirements Document (PRD) associated with their position, vice a PD. While these documents are similar, a PRD contains additional information associated with the AcqDemo personnel system.

What is the purpose of a Position Description or Position Requirements Document?

The purpose of a PD/PRD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity performed by the position. Collateral duties and/or special projects typically are not included in a PD/PRD but are still considered part of the employee's duties and responsibilities.

What is Position Classification?

Position classification is a process through which Federal jobs (i.e., positions) are assigned to a pay system, series, title, and grade or band, based on consistent application of position classification standards. The NAVAIR Systems Command employs a variety of pay/performance systems.

What is the Optional Form (OF) 8 of a Position Description?

The OF-8 is commonly used as a coversheet for General Schedule (GS) and Federal Wage System (FWS) PDs that contains important position data elements such as PD number, position title, pay plan, series, grade, bargaining unit status, Fair Labor Standards Act (FLSA) status, position sensitivity, duty location, competitive level code, job-specific licensure or certification requirements, etc.

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

PERFORMANCE MANAGEMENT

Performance Management Systems

NAVAIR employs a workforce that is comprised of employees in various occupations covered by three distinct pay/performance management systems which include the following:

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

Please visit the Performance Management Knowledge Management Portal for additional information and helpful resources [Performance Management \(navy.mil\)](http://Performance Management (navy.mil))



DPMAP:

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

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

The performance period is 1 April through 31 March. Supervisors and employees are required to prepare a performance plan within 30 days of the beginning of the rating cycle (by 31 April) or within 30 days of your DPMAP start date.

ACODEMO:

The AcqDemo system is used to rate and recognize employee contribution to the mission of NAVAIR for non-bargaining unit employees located within NAVAIR HQs and the PEOs at their full performance level.

Four main elements of AcqDemo are:

- 1) Contribution-based compensation and appraisal system
- 2) Ties employee contributions to compensation Broadband structure
- 3) Employees rated against 3 contributing factors using discriminators
 - a. Job Achievement and/or Innovation
 - b. Communication and/or Teamwork
 - c. Mission Support
- 4) Rating cycle, 1 Oct through 30 Sep

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

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

Supervisors and employees are required to prepare a contribution plan within 30 days of the



beginning of the rating cycle (by 31 October) or within 30 days of your AcqDemo start date.

The AcqDemo workforce is divided into three career paths, each with either three or four broadband levels. These bands are comparable to GS grades and salaries and provide employees with the opportunity to earn a salary commensurate with the value of their positions and contributions to the organization within the band in which they fall.

STRL:

Science, Technology & Reinvention Laboratory (STRL) is a rating system used to rate and recognize employee performance for non-bargaining unit STRL employees within Naval Air Warfare Centers Aircraft Division and Weapons Division (NAWCAD / NAWCWD). STRL is an integrated Classification, Compensation, Staffing, and Performance Management system. Four main elements of STRL are:

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

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

Pay under STRL is locality and performance based. Base pay increases primarily through performance pay increases, promotion pay increases (including developmental promotions), and government-wide General Pay Increase (GPI) increases.

The performance period is 1 October through 30 September. Supervisors are required to prepare a performance plan within 30 days of the beginning of the rating cycle (by 31 October) or within 30 days of your STRL start date. An annual performance review occurs at the end of September and the resulting payouts are effective the first full pay period in January. There are five possible numerical ratings under STRL, which include:

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

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

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

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



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

Establishing an Effective Plan

There are several steps in the development process that are critical to establishing an effective plan. Although each performance management system is unique, the systems share many of the same attributes. DPMAP and STRL requires the use of elements / objectives along with corresponding performance standards. These standards are necessary in order to provide the employee with an understanding of what is expected in order for them to perform at an Acceptable / Fully Successful level and to support and contribute to improved organizational effectiveness in achieving mission goals.

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

Performance Reviews

Annual Review

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

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

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

Your performance rating may be used in making employment decisions concerning awards, promotions, and Reduction-in-Force retention standing.

Progress Review

In addition to the annual performance appraisal, your supervisor will meet with you at least once, usually at the midpoint of the rating cycle, to conduct a "progress review" to ensure your understanding of the standards, to modify objectives and standards if necessary, and to identify performance strengths and weaknesses and areas in need of improvement.

Close-Out Ratings

A “close-out” rating is conducted when an employee or supervisor leaves a position after the employee has been under established performance standards for at least 90 days. Close-out ratings do not serve as the annual rating of record.

HOURS OF DUTY & WORK SCHEDULES

Supervisors are responsible for establishing the hours of duty and work schedules for their employees. Employees also receive additional pay for overtime work and work on holidays. Your supervisor will provide specifics on lunch hours and other types of breaks.

Tour of Duty

Full-Time

A full-time work schedule requires most employees to work 80 hours during the pay period (two week period).

Part-Time

A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty. Some benefits are pro-rated based on number of hours worked so consult with your Human Capital Consultant prior to electing

Intermittent

A work schedule that requires an employee to work on an irregular basis for which there is no prearranged scheduled tour of duty.

On-Call

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

Seasonal

An employee who works on an annually recurring basis for periods of less than 12 months (2080 hours) each year. Snow removal workers and grounds maintenance crews are examples of seasonal employees.

Overtime

You may be asked to work additional hours to take care of increased workloads. You will either be paid at the overtime rate or earn compensatory time, depending on your status under the Fair Labor Standards Act (FLSA).

Alternative Work Schedules

Flexible Work Schedules:



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

Compressed:

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

Telework and Remote Work

NAVAIR is committed to accomplishing its mission while promoting and implementing telework to the greatest extent practical. NAVAIR views telework and remote work as another means to effectively deliver government services and meet the needs of the nation. The NAVAIR Telework and Remote Work Program supports workforce efficiency, emergency preparedness, and quality of life. Position and employee eligibility, however, does not guarantee an employee the opportunity to telework or remote work. Telework/remote work is not an entitlement but a discretionary workplace flexibility and cannot be authorized, regardless of eligibility status, if mission requirements will be compromised. Therefore, supervisors will consider organizational needs, workforce development goals, and team integration as well as the availability/affordability of resources to support telework and/or remote work, prior to allowing employees to enter into such agreements. Employees should contact their site’s TW coordinator for local guidance. Additional information on telework and remote work can be found here: [Telework and Remote Work \(navy.mil\)](http://navy.mil)

Inclement Weather

The OPM communication regarding operation status only applies to the Washington, DC area. Agencies are responsible for operation status in all other areas outside of the Washington DC area. Employees need to be aware of where to locate operation status announcements, have a plan in place in the case of weather and safety emergencies, have an open line of communication with supervisors, and know how to accurately report and account for work time. Employees should also understand the flexibilities available during emergency operation procedures e.g., telework, leave, etc.

LEAVE AND HOLIDAYS

You are expected to be at work during your established work hours unless you have requested and received approval from your supervisor to be absent. Requests for leave must be submitted to your supervisor and approved in advance except in cases of unforeseen circumstances. If you are unable to obtain advance approval due to an emergency or sickness, notify your supervisor as soon as possible before the work shift following local policy and procedures. Failure to make



proper notification could result in you being placed in an Absent Without Leave (AWOL) status.

As a federal employee you may have various types of leave available to you including annual, sick, leave without pay, military leave, paid parental leave and leave programs such as leave transfer and family medical leave.

Employees accrue annual and sick leave each biweekly pay period. You may find your leave balance and pay information on every Leave and Earnings Statement (LES), which may be accessed on the MyPay website: <https://mypay.dfas.mil/mypay.aspx>

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

For additional information on specific leave programs visit:

<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Fact>

Annual Leave

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

The following table outlines accrual rates for annual leave for Full Time Employees. Part Time employees earn leave on a pro-rated basis.

CREDITABLE SERVICE	ACCRUAL RATE PER PAY PERIOD
Less than 3 years	4 hours per pay period (13 days per year)
3-14 years	6 hours per pay period (10 hours in last pay period of the year (20 days per year))
15 years and over	8 hours per pay period (26 days per year)

Although you are entitled to use your annual leave, your supervisor may approve or disapprove annual leave requests based on workload requirements. Upon leaving the Federal service, you are paid in full for any accumulated, unused annual leave hours based upon your pay rate when you separate.

Sick Leave

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



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

The following relatives are family members for sick leave purposes:

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

An employee may use sick leave for-

➤ **PERSONAL MEDICAL NEEDS**

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

➤ **CARE OF A FAMILY MEMBER**

Most Federal employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to:

- Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
- Provide care for a family member as a result of medical, dental, or optical examination or treatment; or
- Make arrangements necessitated by the death of a family member or attend the funeral of a family member.

➤ **CARE OF A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION**

Most Federal employees may use a total of up to 12 administrative work weeks of sick leave each leave year to care for a family member with a serious health condition. If an employee previously has used any portion of the 13 days of sick

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

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

Full Time Employees accrue 4 hours of Sick Leave per pay period. Part Time employees accrue sick leave on a pro-rated basis.

There are no limits on the amount of sick leave that may be accumulated. Unused sick leave accumulated by employees will be used in the calculation of their retirement annuity.

Federal Holidays

The following eleven days are paid holidays for federal employees:

New Year's Day	January 1 st
Martin Luther King Jr.'s Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

Voluntary Leave Transfer Program (VLTP)

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

Leave Recipient

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

- Must be affected by a medical emergency. Medical emergency is defined as a medical condition of an employee or an employee's family member that requires

the employee's absence from work for a prolonged period of time and results in a substantial loss of income to an employee because of unavailability of paid leave.

- Must have used all of their annual and sick leave and be on LWOP or expect to be on LWOP at least 24 hours.
- Must list the anticipated duration of the medical emergency and, if it is a recurring one, the approximate frequency of the medical emergency.
- Must complete an OPM 630, attach medical documentation to support their request to be in the VLTP, and submit all documentation to their supervisor.

Leave Donor

The leave donor program is for employees whose written request to transfer annual leave has been approved by the VLTP Administrator to transfer annual leave to a leave recipient.

Employees who wish to donate leave must submit an OPM-630A (Within Agency) or OPM 630B (Outside Agency) to the VLTP Administrator.

Family and Medical Leave Act (FMLA)

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

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

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

Paid Parental Leave - Eligible federal employees may **substitute** up to 12 work weeks of paid leave for unpaid leave under FMLA for the birth, adoption or foster care placement of a child.

Leave Without Pay (LWOP)

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



http://www.opm.gov/oca/leave/html/LWOP_eff.asp

Disabled Veteran Leave

Disabled Veteran Leave (DVL) is available as a one-time benefit of up to 104 hours for use during the continuous 12-month period following the first day of employment. DVL is available only to employees hired on or after 5 November 2016, who are veterans with a service connected disability rated at 30 percent or more, and for the purposes of undergoing medical treatment for such disability.

Parental Bereavement Leave

Parental Bereavement Leave is paid leave for the purpose of bereavement in connection with the death of an employee's qualifying child. An eligible employee is entitled to two work weeks of leave during a single 12 month period. A qualifying child is defined as the son or daughter of an employee as defined in FMLA.

Military Leave

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

<http://www.opm.gov/oca/leave/html/military.asp>

Court Leave

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

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

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

Compensatory Time Off

Compensatory Time Off (Comp Time) is time off with pay in lieu of overtime pay. Comp Time must be approved by your supervisor and used within one year of the accrual date. Unused comp time off will generally be paid out if not used by the end of the 26th pay period after the pay



period during which it was earned.

Credit Hours

Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may use credit hours during a subsequent day, week, or pay period, with supervisory approval, to allow the employee to be absent from an equal number of hours of the employee's basic work requirement with no loss of basic pay. Agency policies or union agreements may place restrictions on earning or using credit hours.

Travel Compensatory Time

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

Advanced Sick Leave

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

Other Leave

Adoption Related Purposes

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

Bone Marrow or Organ Donors

Federal employees electing to serve as bone marrow or organ donors are authorized additional paid leave off from duty. Please contact your servicing Human Capital Management Department for additional guidance on this subject.

Excused Absences

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

Tardiness and Brief Absences

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

Registration and Voting



To support civic participation, you may be excused for a reasonable amount of time up to four hours to vote or serve as a non-partisan poll worker or non-partisan observer.

Blood Donation

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

Employment Interviews

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

Counseling

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

Physical Examinations for Enlistment or Induction

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

Attendance at Conferences or Conventions

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

PAY

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



Pay Periods

A pay period consists of two calendar weeks, beginning on a Sunday and ending the second Saturday of that two-week period. There are typically 26 pay-periods in a work year. Most pay actions (promotions, for example) are effective at the beginning of a pay period. Most separation actions are effective at the end of the pay period although an employee may retire or resign on any day of their choosing. Paydays are every other Friday, starting with the first Friday following the end of the pay period. Therefore, if you are a new federal employee, you should receive your first paycheck within three weeks after reporting to work.

Timekeeping

Navy ERP is the system used to record time each week. You must record all hours worked and leave taken weekly for certification and submission to payroll. You can access Navy ERP at [Home - SAP NetWeaver Portal \(navy.mil\)](http://Home - SAP NetWeaver Portal (navy.mil)).

Pay Systems

Science and Technology Reinvention Laboratory (STRL) - STRL classification architecture consists of occupational families and pay bands covering the same base pay range that would be covered by the incorporated General Schedule grades. Most non-bargaining unit employees at the NAWCs are covered by STRL.

STRL Occupational Family	Pay Plan	Level I	Level II	Level III	Level IV	Level V	Level VI
S&E	DP	GS 1-4	GS 5-9	GS 9-11	GS 12/13	GS 14/15	GS 15+
S&E Technician	DT	GS 1-4	GS 5-8	GS 9/10	GS 11/12	GS 12/13	
Business & Program Mgmt	DA	GS 1-4	GS 5-8	GS 9/10	GS 11/12	GS 12/13	GS 14/15
Administrative Support	DG	GS 1-3	GS 4/5	GS 5/6	GS 6/7	GS 8/9	GS 9/10
Technical Specialists	DS	GS 1-4	GS 5-8	GS 9/10	GS 11/12	GS 12/13	GS 14/15
Supervisors and Managers	NM		GS 6-8	GS 9-12	GS 13/14	GS 14/15	GS 15+

Acquisition Demonstrations Project (AcqDemo) - The AcqDemo workforce is divided into three career paths, each with either three or four broadband levels. These bands are comparable to GS grades and salaries and provide employees with the opportunity to earn a salary commensurate with the value of their positions and contributions to the organization within the band in which they fall.



AcqDemo Career Path	Pay Plan	Level I	Level II	Level III	Level IV
Business and Technical Management Professional	NH	GS 1-4	GS 5-11	GS 12/13	GS 14/15
Technical Management Support	NJ	GS 1-4	GS 5-8	GS 9/11	GS 12/13
Administrative Support	NK	GS 1-4	GS 5-7	GS 8-10	

General Schedule (GS) - The General Schedule has 15 grades--GS-1 (lowest) to GS-15 (highest). Agencies establish (classify) the grade of each job based on the level of difficulty, responsibility, and qualifications required. Each grade level has a series of salary steps. Progression from one step to another is called a Within-Grade Increase (WGI). A WGI is not an “automatic” pay increase. You are given a WGI when you meet the following requirements:

- Your supervisor determines that your performance is acceptable;
- Your present pay is below the maximum (top step) for the grade;
- You have completed the required waiting period

Advancement to step...	Waiting Period
2, 3, or 4	52 WEEKS
5, 6, or 7	104 WEEKS
8, 9, or 10	156 WEEKS

Federal Wage System (FWS) - The Federal Wage System (FWS) is a uniform pay-setting system that covers Federal blue-collar employees who are paid by the hour. The system's goal is to make sure that Federal trade, craft, and laboring employees within a local wage area who perform the same duties receive the same rate of pay. The pay plans under FWS are WG, WL, WS, and WT. Each grade of a regular nonsupervisory, leader, and supervisory wage schedule has five step rates. Nonsupervisory, leader, and supervisory employees usually are hired at the first rate of the appropriate grade. Such employees having a work performance rating of satisfactory or better, may advance to the next higher step within the grade at the beginning of the first applicable pay period following the completion of the required waiting period below:

Advancement to step...	Waiting Period
2	26 WEEKS
3	78 WEEKS
4 or 5	104 WEEKS

Awards and Recognition

The Navy Incentive Awards Program is used to recognize employees for exemplary job performance, successes and accomplishments that have a beneficial impact on the workplace. Awards are utilized to encourage creativity and high performance in the workplace by rewarding employees and groups of employees when noteworthy contributions are made.



There are three broad categories of awards, which include:

1. Monetary Awards:

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

2. Non-Monetary Awards:

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

3. Honorary Awards:

- Meritorious Civilian Service Award
- Superior Civilian Service Award
- Distinguished Civilian Service Award
- Civilian Service Commendation Medal
- Civilian Service Achievement Medal

MyBiz+

MyBiz+ offers secure, real-time, on-line access to view personnel information including appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, certain personal information can be updated such as your telephone number and email address, disability codes, Race and National Origin data (Ethnicity and Race Identification), and foreign language proficiency.

To access MyBiz+, navigate to the DCPDS Portal at: <https://compo.dcpds.cpms.osd.mil/> and follow your Component or Agency Common Access Card (CAC) and Non-CAC access log in process. This is the authentication page which allows access if permitted.

News and Information

Last updated May 10, 2015
13:00 CDT



MyBiz+ for Managers and Supervisors debuts May 4, 2015. If you are a manager or supervisor, Login and select the MyTeam tile on the MyBiz+ homepage to discover the HR information available for your team. Important: As of June 2015, My Workplace will no longer be available to managers and supervisors.

Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

Smart Card Access

Click the login button below and select your non-email digital certificate.

[Smart Card Login](#)

First time Smart Card (CAC) user? [Register Here](#)

Returning Non-Smart Card (Non-CAC) User? Click the button below.

[Non-Smart Card Access](#)

First time Non-Smart Card (Non-CAC) user? [Register Here](#)
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

First time Smart Card (CAC) users will need to register using the user ID and Password below.

USER ID:

The User ID is your SSN with dashes.

PASSWORD:

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

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

Once you have registered, you will be able to click on the Smart Card option. Once you log in and accept the Privacy Act Statement, DoD employee users are directed to the MyBiz+ homepage where you should choose HR MyBiz+ Navy.

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

MyPay



MyPay is the automated system where Leave and Earning Statements (LES) may be accessed. Rate of pay, current earnings, taxes, Thrift Savings Plan (TSP), retirement benefits, leave, and allotment information is listed on your LES. MyPay is accessed through:

<https://mypay.dfas.mil/mypay.aspx>

MyPay is used for the following transactions:

- Leave and Earnings Statement (LES)
- Address changes
- Direct Deposit
- Allotments
- Health Savings Account
- Savings Bonds
- Federal and State Tax withholdings
- Tax Statements (W-2)
- Travel Voucher Advice of Payment (AOP)
- Indebtedness Letters

Leave and Earnings Statement

Employees must have their paycheck deposited directly to a financial institution of their choice utilizing the Direct Deposit / Electronic Funds transfer.

Each time you are paid, your LES will itemize your salary and deductions. You can access your LES from MyPay.

You will receive a Personal Identification Number (PIN) from DFAS via mail. You can request a new PIN from the website. The website also allows you to stop hardcopy mailing of your LES, to change your address, to change your tax deductions and access your W-2.

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

BENEFITS

The Office of Civilian Human Resources (OCHR) page on the Secretary of the Navy Private SharePoint Portal is your benefits resource information center: [Current Employees - Civilian Human Resources \(navy.mil\)](#)

The OCHR page is the portal for accessing the GRB Platform. The GRB Platform is an automated, secure, self-service, web application that allows employees to enroll in:

- Federal Employees Health Benefits (FEHB)
- Federal Employees Group Life Insurance (FEGLI)
- Thrift Savings Plan (TSP) – election amount only



You may also review general and personal benefits information and calculate retirement estimates. Access to the GRB Platform is CAC enabled.

- ❖ GRB Platform <https://civbenefits.dc3n.navy.mil/> - (PLEASE NOTE: If you receive an Access Denied message when you try to access the GRB Platform, please try using your "DoD CAC Cert" instead of your "EMAIL CAC Cert". This usually resolves the issue.)

Benefit information may also be obtained the following ways:

- ❖ Benefits Line: 1-888-320-2917 Hours: Monday-Friday, 7:30 a.m.-7:30 p.m., Eastern Time, except on federal holidays; TTY 1-866-359-5277; FAX: 207-255-0131
- ❖ Email at navybenefits@us.navy.mil - Emailers must include their full name, pay plan, grade, contact telephone number and the best time to call. Do not include Privacy Act information such as date of birth or social security number.

Federal Employees Health Benefits Program (FEHB)

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

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>

Eligibility

You may enroll in FEHB if you are:

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

FEHB election can be made via GRB Platform <https://civbenefits.dc3n.navy.mil/>

FEHB and the Affordable Care Act (ACA)

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



If you are ineligible to enroll in the FEHB Program or if you are eligible to enroll in the FEHB Program but you are not enrolled due to affordability issues or concerns or if you are enrolled in the FEHB Program and have affordability issues or concerns, then you may wish to visit the health insurance marketplace to review marketplace coverage options at www.healthcare.gov. Please be aware that there is no government or employer contribution to the premiums for Health Insurance Marketplace plans. Also, premiums are paid on an after-tax basis for Health Insurance Marketplace plans.

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

As a comparison point, the actuarial value of most FEHB plans meets or exceeds the actuarial value of the silver plan in the health insurance marketplace.

The Federal Employees Dental and Vision Insurance Program (FEDVIP)

The Federal Employees Dental and Vision Insurance Program (FEDVIP) provides comprehensive dental and vision insurance at competitive group rates. There are six dental plans and three vision plans from which to choose. FEDVIP features nationwide, international, and regional plans.

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

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

FEDVIP election can be made via BENEFEDS www.benefeds.com

Federal Flexible Spending Account Program (FSAFEDS)

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



FSA election can be made via BENEFEDS www.benefeds.com

Federal Employees Group Life Insurance Program (FEGLI)

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

Key FEGLI Facts

- The FEGLI Program is not part of the annual Federal Benefits Open Season.
- Eligible employees are automatically covered under Basic life insurance from the first day of employment, unless they choose to waive that coverage.
- Employees must have Basic insurance in order to have or elect Optional insurance.
- FEGLI does not have any cash value and you may not take a loan out against your life insurance.

Enrollment

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

FEGLI election can be made via GRB Platform <https://civbenefits.dc3n.navy.mil/>

For more information on the FEGLI program, please visit:
<https://www.opm.gov/healthcare-insurance/life-insurance/>

Federal Long Term Care Insurance Program (FLTCIP)

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

Key FLTCIP Facts

- The FLTCIP is not part of the annual Federal Benefits Open Season.
- You must apply and answer questions about your health to find out if you are eligible to enroll.



- You may apply for coverage at any time using the full underwriting application; you do not have to wait for an Open Season.

Cost

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

Enrollment

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

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

Thrift Savings Plan (TSP)

The Thrift Savings Plan (TSP) is a defined contribution retirement savings and investment plan that offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. By participating in the TSP, Federal employees and uniformed service members can save part of their income for retirement, receive matching agency contributions, and reduce their current taxes.

Additional Information on the Thrift Savings Plan

Read more about the Thrift Savings Plan by visiting the website at www.tsp.gov and review the New Hire TSP guide at <https://www.tsp.gov/publications/tsplf41.pdf>

Action Required Electing Contribution to TSP

- You may elect to contribute to TSP at any time; there is no waiting period.
- You must make your election (any dollar amount or percentage [1–100 percent] of your basic pay) in the GRB System or by contacting the Benefits Line 1-888-320-2917.
- Your election will be effective at the beginning of the next pay period following your election.
- Your initial TSP contributions will be invested in the Government securities (G) Fund unless you designate alternate investments via www.tsp.gov
- Once TSP receives the first contribution to your TSP account, you will receive a welcome letter with your account number. You will also receive a web password



and Personal Identification Number (PIN) in the mail.

TSP election can be made via GRB Platform <https://civbenefits.dc3n.navy.mil/>

Retirement

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

Civil Service Retirement System (CSRS)

The Civil Service Retirement System (CSRS) covers most permanent employees who were hired before 1984. The CSRS is a defined benefit, contributory retirement system.

CSRS Offset

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

Federal Employees Retirement System (FERS)

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

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

Social Security

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

Medicare



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

Service Credit for Retirement

Civilian

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

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

Military

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

Dates of Service	Amount of Deposit Due
Through 12/31/98	3.00% of military basic pay
1/1/99 through 12/31/99	3.25% of military basic pay
1/1/00 through 12/31/00	3.40% of military basic pay
1/1/01 to the present	3.00% of military basic pay

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

The CSRS deposit is seven percent of your military basic pay

There is a two-year interest free grace period on deposits. After the two-year period, interest is assessed and compounded annually on the balance due in the deposit account as of the day before the employee's interest accrual date. More information on active duty service credit may be found at: [Retirement_FERS_Military_Deposit_Service.pdf \(navy.mil\)](#).

Designation of Beneficiaries

A designation of beneficiary is a legal document outlining your desire to have your benefits paid



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

Benefits will normally be paid out in the following Standard Order of Precedence

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

Form	Download Form	Mail form to
SF 2823, Designation For FEGLI	http://www.opm.gov/forms/pdf_fill/sf2823.pdf	Your servicing Civilian Benefits Center Office
SF 1152, Designation For Unpaid Compensation	http://www.opm.gov/forms/pdf_fill/sf1152.pdf	Your servicing Civilian Benefits Center Office
SF 3102, Designation For Federal Employees Retirement System (FERS)	http://www.opm.gov/forms/pdf_fill/sf3102.pdf	Your servicing Civilian Benefits Center Office
TSP-3, Designation For TSP	https://www.tsp.gov/PDF/formspubs/tsp-3.pdf You may also add/change a TSP beneficiary at www.tsp.gov	Thrift Savings Plan P. O. Box 385021 Birmingham, AL 35238 Or fax to 866-817-5023 or on the TSP website www.tsp.gov
SF 2808, Designation For Civil Service Retirement System (CSRS)	https://www.opm.gov/forms/pdf_fill/sf2808.pdf	Office of Personnel Management Retirement Operations Center P. O. Box 45 Boyers, PA 16017-0045

Transit Incentive Program (TIP) Subsidy

The Department of the Navy (DoN), in compliance with Executive Order 13150 of 21 April 2000 and the Department of Defense (DoD) policy letter of 13 October 2000, implemented the Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR) effective July 2001. The program is intended to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Department of Transportation (DoT), on behalf of DoD, purchases and distributes transit vouchers and / or fare



media to DON participants. For those areas not serviced by DoT, the DoN Program Manager will approve the use of the SF-1164 (Claim for Expenditures on Official Business) as an alternative method for reimbursement.

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

Eligibility Requirements

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

Reimbursement Process / Distribution of Fare Media

Transit benefits are distributed on a monthly or quarterly basis. Once your application has been approved, DoT will send fare media or a TRANServe debit card to your installation / Command Reviewing Official (RO). Participants will need to sign for their benefits when they pick them up from their RO. TRANServe debit cards are automatically loaded on the 10th of every month for the commuting expenses of the following month. For example, benefits loaded on 10 January are to be used for February commuting expenses. Benefits loaded on the 10th of every month are only available until midnight on the 9th of the following month. Participants who do not use their benefit by the 9th of the month forfeit their benefits for that month.

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

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

Department of the Navy Civilian Employee Assistance Program

Department of the Navy employees are busy juggling work and family and it is not unusual to encounter difficulties with stress, family, relationships, alcohol, work, or other issues which impact their quality of life. The Department of the Navy Civilian Employee Assistance Program (DONCEAP) provides a wide range of services to employees and their families.

Some of the programs offered include:

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

Employees may access services 24/7/365 through the DONCEAP website <https://www.magellanascend.com/> or by phone at (1-844-DONCEAP) may provide answers to questions, research information, link employees to a wide variety of qualified local services and provide licensed confidential support to help with difficult issues.

Contact DONCEAP at **1-844-DON-CEAP** (1-844-366-2327)

TTY: 711

Visit website: <https://www.magellanascend.com/>

Workers' Compensation

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

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

Claims should be made electronically via www.ECOMP.dol.gov



ETHICAL CONDUCT

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

IMPORTANT ADVICE: If you're not positive that what you're about to do is appropriate, ask your ethics counselor. Disciplinary action for violating the standards of conduct will not be taken against you if you act in good faith reliance upon the advice of your ethics counselor as long as you have made full disclosure of the relevant circumstances. If you are unsure of your actions, call your ethics counselor before you act.

General Principles of Public Service (Executive Order 12764)

Dos	Don'ts
✓ Place loyalty to the Constitution, the laws, and ethical principles above private gain	✗ Don't use nonpublic information to benefit yourself or anyone else
✓ Act impartially to all groups, persons, and organizations	✗ Don't solicit or accept gifts from persons or parties the do business with or seek official action from DoD (unless permitted by an exception)
✓ Give an honest effort in the performance of your duties	✗ Don't make unauthorized commitments or promises that bind the Government
✓ Protect and conserve Federal property	✗ Don't use Federal property for unauthorized purposes
✓ Disclose waste, fraud, abuse, and corruption to appropriate authorities	✗ Don't use nonpublic information to benefit yourself or anyone else
✓ Fulfill in good faith your obligations as a citizen, and pay your Federal, State and local taxes	✗ Don't take jobs or hold financial interests that conflict with your Government responsibilities
✓ Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap	✗ Don't take actions that give the appearance that they are illegal or unethical

Remember: Violating ethics principles may result in disciplinary or corrective action, including



criminal prosecution. Protect yourself from disciplinary action by seeking the advice of your ethics counselor.

MERIT SYSTEM PRINCIPLES AND PROHIBITED PERSONNEL PRACTICES

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

MERIT SYSTEM PRINCIPLES (Adapted from § 2301 (b) of Title 5 U.S.C.)

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

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

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

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

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

12. Violate any law, rule, or regulation which implements or directly concerns the merit principles.

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

APPEAL RIGHTS

Employees may appeal many adverse actions, which they believe to be unfairly adverse to them through the Merit Systems Protection Board. For further guidance contact your first level supervisor or a representative of your local Human Capital Management Department.

Employees may also grieve any workplace situation under the control of management through the Administrative Grievance process and / or Negotiated Grievance process under applicable collective bargaining agreement. For further guidance, contact your first level supervisor or a representative of your local Human Capital Management Department.

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

UNION REPRESENTATION

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

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

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

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

POLITICAL ACTIVITY

Under the 1993 Hatch Act, federal employees face restrictions on their ability to participate in political activities. Congress amended the Hatch Act in 1993 to permit more political activity although many restrictions still apply. Certain agencies and categories of employees, primarily in



national security and law enforcement, are covered by the stricter rules that predate that amendment.

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

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

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

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

COMPUTER ACCESS

Common Access Card (CAC)

After an employee has received their NMCI email account and Defense Enrollment Eligibility Reporting System (DEERS) account, employees can be issued a Common Access Card (CAC). Wait times for CAC issue vary between locations, consult the local Pass and Identification Office for details. DEERS can be contacted at: 1-800-538-9552.

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

The CAC is used as an identification card as well as for authentication to enable access to DoD computers, networks and certain DoD facilities. The CAC enables encrypting and cryptographically signing email, facilitating the use of PKI authentication tools.



NMCI

The Navy / Marine Corps Intranet (NMCI) is the network used by most Department of the Navy (DoN) commands and installations. Users requiring access to the NMCI network will be required to obtain a Common Access Card (CAC). The CAC will be encoded with a six-digit PIN (the user chooses) that will be used to log on to a NMCI machine.

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

User Asset Information Form (UAIF)

It is recommended that each user complete a User Asset Information Form (UAIF), which is obtained from the NMCI Help Desk, and is used to authenticate a user when calling the NMCI Help Desk. When completing the UAIF, the user will be asked to provide a secret word and PIN for authentication purposes. Once the form is completed it must be emailed to the NMCI Help Desk at helpdesk_nrfk@nmci-isf.com. You may also visit <https://servman/sm/ess.do> to establish your secret word and PIN.

NMCI Tips

Software (only applies to regular seats)

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

Internet

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

Take Proper Care of Your PC

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

Problems with NMCI PC

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

(East Coast) and (760) 939-1111 (West Coast).

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND DIVERSITY

All employees within the Federal Government play a role in supporting the goals and objectives of Equal Employment Opportunity (EEO) and Affirmative Employment. In order for these goals and objectives be met, it is necessary that everyone understands the processes and programs under the EEO purview. Each member of workforce bears the responsibility to ensure discrimination is not tolerated and diversity is promoted so every individual can contribute his or her fullest potential to NAVAIR's mission.

Diversity, equity and inclusion (DEI) are strategic imperatives that give the Navy a warfighting advantage against our adversaries. DEI is promoted by creating a culture that ensures an inclusive environment and leverages the strength of our diversity.

Diversity: Attract, recruit and retain a skilled and diverse workforce.

Equity: Ensure access to resources and opportunities for each new employee to be successful.

Inclusion: Develop and retain our talent to enhance our warfighting advantage.

The NAVAIR EEO policies can be found at www.navair.navy.mil/EEO

Anti-Discrimination Laws

Federal employees are protected from discrimination under:

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

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

Complaints Process

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



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

Prevention of Harassment (Non-Sexual and Sexual)

Harassment is defined as any unwelcome verbal or physical conduct based on an individual's race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and sexual orientation), national origin, age (40 years of age or older), disability (mental or physical), genetic information (including family medical history), or reprisal/retaliation based on opposition to or participation in the discrimination complaint process. Of particular concern is sexual harassment, which is an unlawful, disruptive, and degrading act that undermines the integrity of our people and the services we provide. Simply put, harassment in any form has no place within NAVAIR.

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

- Understand that harassment will not be tolerated;
- Treat others with respect;
- Expect to be treated with respect;
- Report Harassment

The NAVAIR Anti-Harassment policy can be found at www.navair.navy.mil/EEO

Reasonable Accommodation (RA)

The Rehabilitation Act of 1973 (29 U.S.C. 701, et seq.), as amended, requires federal agencies to provide reasonable accommodation to qualified employees and applicants with disabilities for employment, unless to do so would create undue hardship for the agency. The act requires the agencies to look for new and innovative ways to alter, restructure or change the ways of doing a job in order for a qualified person with a disability to perform the essential functions of a particular job. While the Rehabilitation Act covers employees in the federal workplace, Title I of the Americans with Disabilities Act of 1990 (the ADA) and the Americans with Disabilities Act Amendments Act of 2008 expands disability accommodation to include all civilians.

The provision of reasonable accommodations ensures that individuals with disabilities are not prevented from applying for positions, performing the essential duties of the job, gaining access to the workplace, enjoying equal benefits and privileges of employment, and enjoying full access to all programs and activities conducted by or for the Agency. For more information on the RA program can be found at: A listing of the site Reasonable Accommodations Coordinators can be found at: www.navair.navy.mil/EEO



CAREER PLANNING AND DEVELOPMENT

Career Planning and Development Tools and Resources

Training & Career Development Knowledge Management Portal

The [Training & Career Development \(navy.mil\)](https://navy.mil) Knowledge Management Portal serves as your central hub for Career Planning and Development at NAVAIR. Explore a comprehensive portfolio of learning resources, development programs, tools, and access to training points of contact for each NAVAIR site.

Waypoints – NAVAIR’s Enterprise Learning Management System

Waypoints, the Navy’s learning and career development solution for the civilian workforce, seamlessly integrates advanced capabilities into a personalized employee experience, encouraging self-driven career growth from the time you arrive to the time you retire.

As the learning platform for NAVAIR University (NAVAIRU), Waypoints provides easy access to your learner homepage via “My NAVAIRU” where you can search, access and register for thousands of learning opportunities, including a robust catalog of LinkedIn Learning courses. You will use the system to complete and track your mandatory training requirements, but Waypoints is more than just a learning platform. Be empowered to explore, access and track your progress in developmental and experiential opportunities, such as Mentoring and Rotational Assignments. Harness the power of Individual Development Plans (IDPs) and leverage Waypoints to document your developmental goals with the ability to tie these objectives to a curated list of learning and development opportunities to help you reach your career aspirations. Iterative deployment of a comprehensive suite of features is planned to incorporate the full spectrum of talent management strategies, including competency assessments, career pathing, succession management, and more. Follow [NAVAIR Connect](#) and join the Workforce Development Network (see details below) to remain up-to-date.

Begin charting your Naval career by accessing [Waypoints](#) today! (<https://don.csod.com>)

Workforce Development Network

Join the Workforce Development Network (WDN) to stay informed about the latest news and information about all NAVAIR Career Planning and Development opportunities – including training and engagement events, Leadership Development Programs, Mentoring, Individual Development Plans, Waypoints capabilities, and much more. Join the network today and embark on a journey of continuous learning and personal growth!

WDN join code in Flank Speed Teams: ovmafss

Learning Opportunities

NAVAIR University

NAVAIR University (NAVAIRU) serves as the corporate university dedicated to addressing the learning needs of the command and extending beyond organizational boundaries to cultivate a skilled workforce aligned with the mission of NAVAIR. Comprising seven functionally aligned colleges and two enterprise-aligned college, NAVAIRU offers a diverse array of over 2500



courses and events. These learning opportunities encompass various methods, including instructor-led sessions, labs, computer-based training, performance support, and distance learning. Employees can explore the NAVAIRU catalog and register for training through the Enterprise Learning Management System, [Waypoints](#).

NAVAIR Colleges

Enterprise Aligned Colleges:

College of Digital Education (CODE)

College of Interdisciplinary Studies and Leadership (CISL)

Functionally Aligned Colleges

College of Business Financial Management and Comptroller (BFM&C)

College of Test and Evaluation (CT&E)

College of Corporate Operations (CCO)

College of Program Management (CPM)

College of Research and Engineering (CORE)

College of Sustainment and Product Support (CSPS)

Procurement Management College (PCM)

Mandatory Training

All NAVAIR civilians will take their mandatory training and refresher courses in [Waypoints](#). Courses are launched in four parts throughout each fiscal year and are automatically assigned to civilian employees in Waypoints. New hires, interns, military and contractors should visit the Mandatory Training Information Center in Waypoints (under the NAVAIR tab) for specific guidance on how to access and fulfill the mandatory training requirements.

Civilians should disregard these requirements in the Total Workforce Management Services (TWMS) system if they have taken the refresher training in Waypoints.

Annual training is mandated by [executive order](#), federal statute, regulation or the Secretary of the Navy. Depending on your position, there may be additional training requirements. You should check with your supervisor to ensure you complete all required training.

DAWIA / Back to Basics

Modernization of the Defense Acquisition Workforce Improvement Act (DAWIA) to a 21st Century talent management framework, known as Back to Basics (B+B), significantly streamlines the certification construct and re-focuses the training resources for the Defense Acquisition Workforce. Members of the Acquisition workforce who have DAWIA certification requirements should use the [Electronic Defense Acquisition Career Management \(eDACM\)](#) system to complete requirements and ensure compliance.

Requesting Training

Each NAVAIR site has a different process for requesting and approving training. Employees should discuss training requirements with their supervisors, in order to ensure training funds are available, before registering for any training event.



Since the process for requesting and paying for training varies from site to site, consult your supervisor or [site training lead](#) for the appropriate process at your location.

Development Programs and Opportunities

NAVAIR Leader Development Continuum (NLDC)

The NAVAIR Leader Development Continuum (NLDC) is a Command's effort to address the leadership needs of the workforce and to strengthening the development of critical leadership skills for all employees from the day they arrive onboard NAVAIR until the day they retire. Utilizing a competency-based development approach, the NLDC provides employees with continuous competency awareness and behavior development that ensures that all employees are ready for future leadership challenges when needed.

In today's Navy, the primary focus of career development is on creating a flexible and capable workforce to meet the needs of the fleet. This workforce must be creative, innovative, and dedicated to continuous process improvement.

Leadership Development adds value to employees and empowers them to add value to the organization. Most employees want to excel in their current position and/or progress to new, more challenging positions. To do this, they need to:

- Set career goals
- Assess their goals
- Plan how they will meet their desired goals
- Act on their desired goals

The NLDC consists of multiple programs

- The Foundational Leadership Development Program (FLDP)
- The Journey Leadership Development Program (JLDP)
- The NAVAIR Leadership Development Program (NLDP)
- External Development Programs (EXDP)
- NAVAIR Rotational Assignment Program (NRAP)

NOTE: Participation in any of these programs does not guarantee promotions, awards, or bonuses.

Detailed information for these programs can be found on the CPDD KMP <https://myteam.navair.navy.mil/KM/73/TCD/Pages/Home.aspx>

The Foundational Leadership Development Program (FLDP)

FLDP is a self-paced program designed to meet the developmental needs of those onboard NAVAIR for five years or less or any employee who wants to refresh specific leadership competencies. FLDP is designed to address the Leading Self leadership competency, as outlined in the Department of Defense Instruction (DoDI) 1430.16, Growing Civilian Leaders. FLDP is a one-year program consisting of four-quarters of online learning with four speaker series sessions where senior leaders will discuss how to apply the newly acquired leadership skills. Employees must have supervisory approval and FLDP also allows for rolling admissions to support employees' schedule and developmental needs.



The Journey Leadership Development Program (JLDP)

JLDP is designed for high-performing NAVAIR military and civilian employees. In addition to virtual leadership courses, mentoring, leadership, diversity events, IDP training, and development resources, the one-year program includes job shadowing and other developmental activities. JLDP participants will develop a deeper understanding of the Office of Personnel Management's (OPM's) Executive Core Qualifications (ECQs) and expand their knowledge of NAVAIR and the Department of Navy (DoN).

JLDP is a one-year, NAVAIR-wide program designed to address the Leading Teams and Leading Projects leadership competencies, as outlined in the DoDI 1430.16. The program is open to the following personnel:

- Civilian:
 - GS-9 to GS-13 (salary equivalent GS-9 step 1 through GS-13 step 10 for all other pay-bands e.g. STRL/FWS/AcqDemo)
- Military:
 - E-4 to E-6, and O-1 to O-3

The NAVAIR Leadership Development Program (NLDP)

NLDP provides participants the opportunity to broaden their knowledge of NAVAIR, develop leadership skills, and establish valuable networks with peers and Senior Leaders across the Command, throughout the Navy, and the Department of Defense (DoD). In addition, NLDP provides participants with a systematic and logical approach for clarifying military or civilian career goals. It broadens participants' worldviews, sharpens their networking skills, teaches current management and leadership philosophies, and provides real-time project experience that fosters creativity and supports the Commander's Intent. NLDP focuses on the Leading People and Leading Organizations leadership competencies as outlined in the DoDI 1430.16.

NAVAIR's Senior Leadership expects NLDP participants and graduates to be change agents and engage in continuous improvement throughout the Command. NLDP participants and graduates are expected to stay abreast of corporate initiatives and to share their knowledge and experiences with their co-workers.

NLDP focuses on leadership with the goal of developing participants as the future leaders of NAVAIR. Through the Core Leadership Courses, Rotational Assignments, Leadership and Diversity events, and shadowing, participants in this program will develop a deeper understanding of the Office of Personnel Management's (OPM's) Executive Core Qualifications (ECQs), develop the leadership competencies that support the ECQs, and expand their knowledge of NAVAIR. NLDP also cultivates mentoring relationships, as participant will be a mentee and a mentor gaining and offering career advice and guidance along the way.

The program is open to the following personnel:

- Civilian:
 - GS-12 DCPDS Coded 2 or 4 Supervisory civilians
 - GS-13 to GS-15 (salary equivalent GS-13 step 1 through GS-15 step 10 for all other pay-bands e.g. STRL/FWS/AcqDemo)



- Military:
 - E-7 to E-9, CWO2 to CWO5, and O-4 and above

External Development Programs

EXDPs are developmental programs managed externally of NAVAIR usually at the OPM level and managed by Office of the Chief of Naval Operations (OPNAV). EXDPs are designed to support the development of specific paygrades and should be used to supplement the NAVAIR organic programs, not as a substitute. A listing of these programs, eligibility, and application requirements can be found on the CPDD KMP.

The NAVAIR Rotational Assignment Program (NRAP)

NRAP is designed to enhance and develop the knowledge, skills, and abilities of all NAVAIR permanent, full-time, and part-time employees by enhancing their knowledge of other NAVAIR Sites/Groups across the Enterprise to facilitate development and growth of NAVAIR's civilian workforce. Rotational assignments provide NAVAIR employees with educational and learning opportunities to enhance job performance and develop potential in current or prospective positions consistent with NAVAIR's mission and strategic initiatives.

Rotational assignments provide employees with an opportunity to develop and build knowledge of the organization and allow participants a chance to obtain hands-on experience across the command and throughout NAVAIR Sites/Groups. In a continuing effort to promote innovation and creativity, retain high performers, and provide greater accountability and leadership opportunities to employees at all levels, NAVAIR uses the rotational assignments to facilitate an effective development process for integrating experiential learning.

NRAP's primary mechanism to identify and manage rotational assignments nationally is [Waypoints](#) via the Rotational Assignment Community under the Development tab. The Rotational Assignments Community is available to all NAVAIR civil service employees with Waypoints access and contains current, past, and future rotational assignment announcements across NAVAIR Sites/Groups. The Waypoints Rotational Assignment Community allows supervisors the ability to post and select personnel for rotational assignments and employees the ability to search for current, past, and future assignments and apply for open assignments.

Mentoring Program

The objective of the NAVAIR Mentoring Program is to provide the workforce with the opportunity for personal growth, professional development, and the transfer of knowledge and expertise through mentoring relationships.

Mentoring can increase productivity, improve morale and increase organizational communication within the command. It will also help support and align with the CNO's goals of developing the workforce to better serve the Naval mission; improve retention; enhance quality of work life; and, assist employees in developing a broader understanding of NAVAIR's mission and tenets.

The NAVAIR Mentoring Program is accessible from Waypoints, providing mentors and mentees an easy mechanism for establishing and managing mentoring relationships, including:



- Expanded search filters to help mentees identify and connect with best fit mentors
- Additional questions to help mentors narrow down a mutually beneficial professional relationship
- Check-in function to facilitate ongoing mentor/mentee interaction and engagement
- Opportunity to find mentors/mentees across other Navy organizations who use Waypoints