

# Department of the Navy Naval Acquisition Development Program (NADP) Operating Guide

Version 6.0  
May 2016

Forwarded by:

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26 May 2016

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**Version 6.0**  
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**NADP Operating Guide Record of Changes**

<b>#</b>	<b>DATE INSERTED</b>	<b>PAGE NUMBER</b>	<b>POLICY NUMBER</b>	<b>SYNOPSIS</b>
1	10/01/2015	Various	Various	Revised policy numbering and order throughout the Op Guide
2	10/01/2015		Appendix G	Removed prepaid fuel option from non-reimbursable expenses Added when preparing authorization ensure "Variation Authorized" box is checked
3	10/01/2015		5.2.3	Removed "Military Leave" from probation section and created a new "Chapter 7 Military Members, Veterans and Retirees" section
4	10/01/2015		5.3.2.2	Added that training providers must be within United States and that international companies will not be accepted
5	10/01/2015		5.3.5	Added link to Reimbursables Information Sheet
6	05/25/2016	Various	Various	General small updates throughout
7	05/25/2016	60	11.1	Updated to clarify command responsibility to pick up graduating employee
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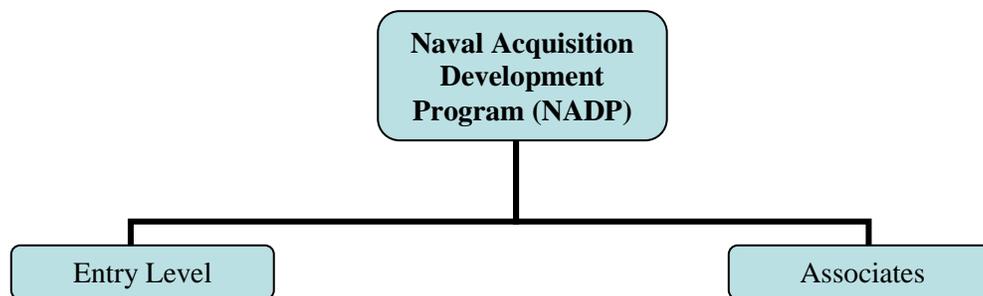
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# Chapter 1 – Naval Acquisition Development Program (NADP)

## 1.1 Background.

### 1.1.1 Program Description.

The Department of the Navy (DON) established the NADP which is comprised of entry level and associate employees. The purpose of the NADP is to develop highly skilled professionals to meet projected DON Acquisition Workforce requirements. It is a centrally funded, two to three year training program executed for the Director, Acquisition Career Management (DACM) by the Naval Acquisition Career Center (NACC). The NADP provides highly qualified and talented entry level employees an opportunity for rapid advancement, regular promotions, systematic development, career broadening assignments and graduate education through a structured, systematic career development process using a career field Master Development Plan (MDP). The NADP associate employees are mid-career professionals with significant experience in the public or private sector who will meet mid-level DON Acquisition Workforce manpower requirements in various acquisition career fields.



1.1.1.1 The NADP was established on October 1, 1992 by the Defense Acquisition Workforce Improvement Act (DAWIA), Title 10 U.S.C. 1701-1764 and built upon earlier career development programs dating back to 1974.

1.1.1.2 Funding for associates was established within Section 852 of the National Defense Authorization Act (NDAA) of 2008, Public Law No. 110-181. This legislation created the Defense Acquisition Workforce Development Fund (DAWDF).

## 1.2 Operating Guide Use.

This document is intended to provide procedures and guidance for the Command, NADP employees and the NACC staff. While the intent is to address all conceivable areas of NADP operations, not all levels of detail are covered in depth. In cases where details are not documented or if information is interpreted differently, NACC will make all final decisions.

## 1.3 Homeport Command.

The NADP employee is assigned to a specific command's acquisition organization which is designated as the "homeport". The homeport is the location of the member's targeted position

upon completion of the program. The NADP and its Command customers embrace a shared responsibility to work together for the betterment of the Navy's future acquisition workforce. Commands recruit and select the best qualified applicants to become NADP employees. Furthermore, NACC pays for the salary and training for the 2, 2.5 or 3 year period while they are in the program. When Command customers agree to accept NADP allocations and select new hires for the program, they are also agreeing to pick up employees at the time of graduation.

#### **1.4 Career Fields.**

Employees are currently hired into the following career fields:

- Business, Cost Estimating (BUS-CE)
- Business, Financial Management (BUS-FM)
- Contracting (CON)
- Engineering (ENG)
- Facilities Engineering (FE)
- Information Technology (IT)
- Life Cycle Logistics (LOG)
- Attorney (ATTY – associates only)
- Production, Quality & Manufacturing (PQM – associates only)
- Program Management (PM – associates only)
- Test & Evaluation (T&E – associates only)

#### **1.5 Key Personnel.**

Successful execution of the program requires a concerted effort of key personnel at the employee's homeport and the NACC. These key personnel are referred to as Responsible Officials, described in Chapter 3. Representatives are designated at the assigned command and at the rotational commands. Personnel are also assigned at the NACC to guide each employee through the hiring, assignment, professional development and graduation process of the program.

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## **Chapter 2 – Naval Acquisition Career Center (NACC)**

### **2.1 Mission.**

To provide the DON Acquisition Enterprise with the workforce development tools and programs that enable the delivery of the products and services required by the warfighter.

### **2.2 Vision.**

An effective, innovative and empowered team leading the Acquisition Enterprise in the development of a diverse, world-class workforce.

### **2.3 Guiding Principles.**

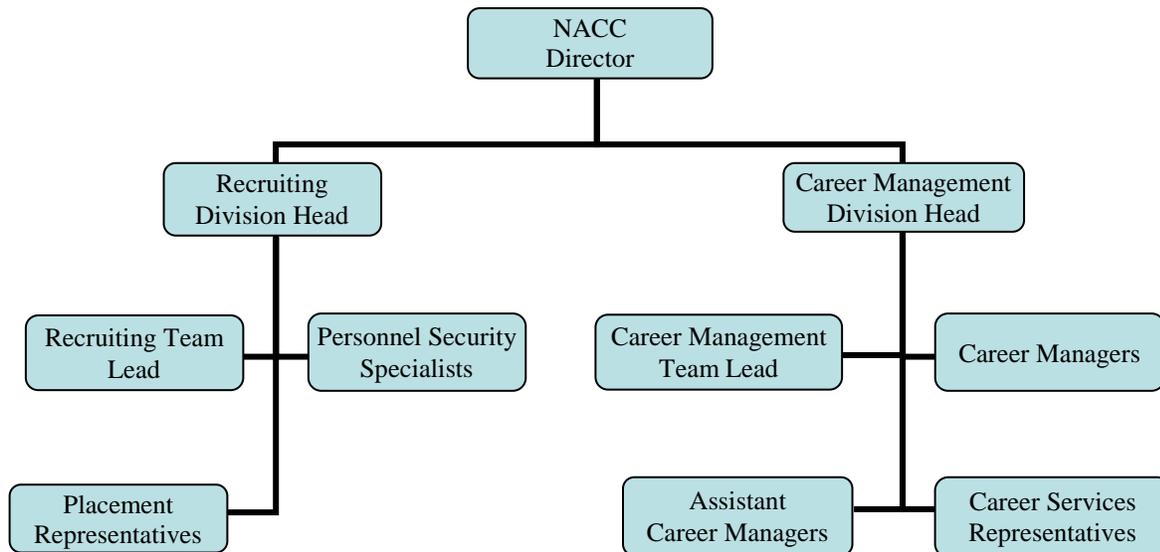
- Focus on the Customer: Deliver products and services that exceed customer expectations; be flexible and responsive to their needs.
- Foster a Culture of Excellence: Build an empowered team. Commit to every employee's development, involvement and recognition. Promote teamwork and organizational pride. Communicate internally and externally.
- Encourage Innovation: Constantly explore new ideas and methods to increase efficiency, timeliness and effectiveness.
- Promote Respect and Integrity: Be open, honest and fair. Take full responsibility for every action.

### **2.4 Organization.**

NACC is organized to provide the NADP with complete support for all aspects of the program. Under the leadership of the Director, the NACC Division Heads are responsible for executing all facets of the NADP throughout the entire life-cycle. The chart in Chapter 3 illustrates the streamlined organizational arrangement of the Recruiting and Career Management Divisions to support the NADP.

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## Chapter 3 – NADP Responsible Officials



### 3.1 Working Group Member.

The working group member is the key focal point at all Systems Commands (SYSCOMs) involved in policy setting and execution. They are responsible for the execution of the NADP throughout their respective organizations, including ensuring the timely placement of NADP graduates.

### 3.2 Command National Competency Chair Member.

Each SYSCOM or major claimant provides a Command National Competency Chair Member in each career field in the command. Each board member serves on the appropriate DON Career Field National Competency Chair to establish and keep current the Master Development Plan (MDP) requirements. They advise NACC on career field changes and employee status while simultaneously monitoring the programs.

### 3.3 NADP Professional Staff.

The NACC staff is assigned the responsibility of working with the NADP employees in order to help them achieve the goals of their program. For NACC staff contact information, visit the “Contact Us” section of our website at:

<http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>

#### **3.3.1 Career Management Division Head.**

- Manages the NADP.
- Responsible for executing all aspects of the NADP in support of the command customers and the employee during their time in the program.

#### **3.3.2 Career Management Team Lead.**

- Responsible for career management and services for the NADP.

- Responsible for providing guidance, consultation and assistance concerning career management and career service matters with the employee and Career Field Manger (CFM) in the absence of or in conjunction with assigned Career Manager (CM) and/or Assistant Career Manager (ACM).
- Plans, coordinates and executes the NADP Training Symposiums.

### **3.3.3 Career Manger (CM).**

- Provides guidance, consultation and assistance concerning career management and career service matters for employees.
- Coordinates with Office of Civilian Human Resources (OCHRs), Human Resource Offices (HROs) and customer commands to assist in the career management and career services of the NADP.
- Reviews and approves rotational assignment plans and training requests.
- Reviews senior project proposals, progress and completion of required project.
- Monitors employee progress, conduct and performance.
- Reviews progress and annual performance reviews submitted by the employee's homeport Supervisor/CFM.
- Reviews and approves the employee's Individual Development Plan (IDP).
- Coordinates employee graduation and final placement into a command position.

### **3.3.4 Assistant Career Manager (ACM).**

- Provides guidance, consultation and assistance concerning career management and career service matters for employees.
- Identifies new hires coming on board.
- Coordinates with OCHRs, HROs and customer commands to assist in the career management and career services of the employee.
- Prepares and sends out welcome aboard information.
- Reviews the employees IDP, rotation request and training request.
- Ensures graduation requirements have been met.
- Works with the employee and CFM to ensure requirements are met.
- Ensures that the homeport command will billet the employee upon graduation of the program.

### **3.3.5 Career Services Representative (CSR).**

- Primary point of contact for facilitating required training with regard to tuition and related travel.
- Process employee requests for tuition.
- Process necessary personnel actions for employees.
- Coordinates with OCHRs, HROs and customer commands to assist in the career services of the employee.
- Facilitates and processes DTS authorizations and vouchers for NADP authorized travel.

### **3.3.6 Recruiting Division Head.**

- Manages NADP allocations, recruitment and placement operations.
- Coordinates with commands, Office of Personnel Management (OPM) and OCHR-Stennis on all matters that impact recruitment and placement of new personnel.

### **3.3.7 Recruitment Division Team Lead.**

- First level approval authority for the GS level of newly hired employees.
- Manages workflow and assignments for Placement Representatives (PRs).
- Provides guidance and assistance on NADP recruiting.
- Coordinates annual SYSCOM NADP allocations.

### **3.3.8 Placement Representative (PR).**

- Works with assigned customer commands to recruit and place new employees.
- Coordinates with OCHR to establish GS level for newly hired employees.
- Builds recruiting events, issues and processes selection certificates with USA Staffing.
- Makes job offers, coordinates new employees' entrance-on-duty and creates initial recruit/fill Request for Personnel Action (RPA).

### **3.3.9 Personnel Security Specialist.**

- Assess the eligibility, reliability, loyalty, suitability and trustworthiness of candidates for employment into the NADP on a DON-wide basis.
- Responsible for the administration of all employee security clearances and advises on procedures for adverse security determinations.
- Coordinates all employee security issues with the respective homeport security office as appropriate.
- Provides visit request information to gaining security office as requested.

## **3.4 Career Field Managers (CFMs).**

### **3.4.1 Homeport CFM.**

- Each employee is assigned a CFM, located at the employee's homeport. The CFM is responsible for the content of the employee development plan and for ensuring all aspects of the program are completed prior to the program graduation. If CFM is unknown, contact your supervisor. **The homeport CFM is the most important person in the NADP to ensure the success of the member and the program. The CFM is the subject-matter expert when it comes to an employee's training and the technical requirements to prepare them for their future position.** Primary responsibilities of the homeport CFM include:
  - Before employee reports:
    - Ensure that the employee will have a workstation with a telephone and a Navy Marine Corps Intranet (NMCI) enabled computer.
    - Ensure that employee's supervisor is aware of the arrival of the newly hired employee.
    - Ensure that employee can get on base by informing security personnel of the employee's arrival.
    - Ensure that local HRO is aware of the newly hired employee and that they will be reporting for the onboard process.
  - Getting the employee started:  
NOTE: All new NADP employees must remain on an eight (8) hour work schedule their first pay onboard. Please do not authorize a change in an employee's work schedule until after the first pay period has been processed.

- Provides the Command and Career Field Initial Orientations.
- Acclimatizes the employee to the command, to include the physical plant, secures passes, setup computer systems and other equipment and secure necessary permits.
- Formally meet with the employee to prepare and counsel them on their IDP. (Do not merely copy another employee's IDP; personalize the newly hired employee's IDP to them and to prepare them for their future position.)
- In conjunction with NACC, assists in the establishment of the employee's performance standards.
- Coordinate the issuance of the employee's Common Access Card (CAC).
- Assign a mentor to assist with the training of the newly hired employee.
- Ensure the employee has completed mandatory training requirements (PII, POSH, DTS, GS101, GTCC, etc.).
- Ensure the employee applies for and obtains a Government Travel Credit Card (GTCC).
- Ensure the employee familiarizes themselves with the NADP Operating Guide, the NADP website, NACC Payroll Guide and any other necessary manuals or policies.
- Ongoing:
  - Provides educational guidance, development, counseling and assistance with selecting a mentor for the employee.
  - Monitors the employee's overall progress and reviews annual and interim performance reviews.
  - Provides local approval of SF182 (Authorization, Agreement and Certification of Training) and travel requests.
  - Maintains contact with the NACC for decisions regarding retention and discipline of NADP employees.
  - Assists employee with identifying rotational assignments and training courses to fulfill IDP requirements.
  - Approves rotational assignments from a career field and command perspective.
  - Identifies the rotational assignment CFM to support the approved rotational assignment.
  - Ensures the employee's focus is on completing the program requirements (DAWIA training, rotations, NADP Training Symposium, etc.) and that employee is not used as general labor.
  - Focus on ensuring the employee is qualified which does not necessarily mean certified. Ensure employee has completed the required training for certification prior to graduation.
  - Ensure updated IDPs and IDP Summaries are submitted to NACC as required.
- Employee program completion:
  - Ensures the employee completes the IDP and the employee is proficient in all identified career field competencies.
  - Verifies employee eligibility for career field certification.
  - Resolves placement problems prior to the employee's graduation.

- Ensures all NACC funded travel and tuition is settled with NACC prior to graduation.
- Ensures HR is ready to pick-up employee.

#### 3.4.1.1 CFM Qualifications.

- Should be a senior career level civilian or military equivalent and Level III certified in the employee's assigned career field.
- Should be located in the same geographical area as the employee.
- In some cases, commands may assign a program manager or similar type position to execute the duties of a CFM. In those cases, the employee's homeport supervisor must be a senior career field civilian or military equivalent and Level III certified in the employee's assigned career field.

#### **3.4.2 Rotational Assignment CFM.**

- Assigned when the employee begins a rotational assignment.
- Performs many of the same duties as the homeport CFM and requires the same qualifications as identified in 3.4.1.
- Duties include:
  - Assignment orientation.
  - Administrative functions.
  - Local travel and training.
  - Assignment of counselors and mentors.
  - Resolving assignment problems.
- Will not normally be involved with employee performance decisions but will provide input to the homeport CFM.
- In many cases, the rotational assignment CFM will be requested to provide input to the homeport CFM/supervisor with respect to the completion of interim and annual performance reviews.

#### **3.5 Supervisor.**

The single individual responsible for all normal supervisory and administrative duties and provides performance information for interim and annual performance reviews. The CFM can also function as the employee's supervisor.

#### **3.6 Mentor.**

A volunteer, normally not in the employee's chain-of-command, who provides honest, open answers to employee questions and non-formal career guidance; maintains confidentiality; is knowledgeable of NADP organization and career field; and understands the uniqueness of a mentor relationship.

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## Chapter 4 – Communication Tools

### 4.1 Overview.

The NACC website is the best place to locate information relative to the NADP: <http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>. It contains policy and guidance, in addition to required forms. Links are available relating to the acquisition career field and to employee items of interest. The “NACC Bulletin Board” will announce topics of interest and should be checked regularly.

### 4.2 NACC Bulletin Board.

The NACC Bulletin Board is the primary vehicle for communication to the NADP workforce, supervisors, CFMs and other key personnel. **Employees are required to check the bulletin board regularly for new messages and items requiring action.**

#### 4.2.1 Posting Information.

Anyone associated with the NADP may request information be posted to the Bulletin Board. A review of all requests will be conducted to ensure they conform to Navy standards. Please email your request to [NACC\\_Career\\_Management@navy.mil](mailto:NACC_Career_Management@navy.mil). Notification will be provided upon receipt and disposition of the posting.

#### 4.2.2 Posting Guidelines.

Messages should be less than a full page with no names, graphics or pictures. If appropriate, please provide a telephone number for responses or questions.

#### 4.2.3 NACC Bulletin Board Retention Guidelines.

The messages are posted by calendar year and will remain on the website unless a determination is made to delete them. If information in a posting is outdated, the posting will be deleted. Bulletin board postings are accessible to anyone, including the general public.

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## **Chapter 5 – NADP Procedures**

### **5.1 Recruiting, Selection, and In-Processing.**

#### **5.1.1 NADP Recruiting.**

- The NACC uses OPM’s USA Staffing Tool, Application Manager, as a primary source for applications for the program. Application Manager is a web-based program available for applicants to apply seven (7) days a week, twenty-four (24) hours a day.
- The primary NADP recruiting method is an on-campus approach at colleges and universities to attract high caliber applicants to meet the future human capital needs of the DON Acquisition Workforce.
- The NADP also uses Expedited Hiring Authority (EHA), Veterans Recruitment Authority (VRA) and Schedule A Authority.
- Commands represent the NADP at a significant number of colleges and universities through career fairs, placement office web postings, information sessions, etc.
- In May of each year, NACC solicits the next fiscal year Command Recruiting Schedule for the upcoming recruiting season (September – May).

#### **5.1.2 Recruiting Request, Flyer and Materials.**

- Commands must submit an Announcement Request Form at least twenty (20) days prior to the requested opening date for all vacancy announcements.
- Commands may submit their event request forms a term in advance, i.e., Fall events may be submitted in September; Spring events in December.
- The form shall be completed in sufficient detail to enable NACC personnel to post recruiting events to the NADP website.
- All vacancy announcements will appear on USA Jobs (<https://www.usajobs.gov/>).
- Commands may submit Expedited Hiring Authority (EHA) name request packages directly to their designated PR for processing.
- NACC PRs will develop a recruiting flyer that includes the online link and vacancy announcement number for the command to distribute to all interested applicants at the recruiting event.
- Recruiting brochures and other materials suitable for on-campus recruiting are available upon request.
- Event Request Forms, recruiting brochures or other recruiting materials are provided through your assigned NACC PR.

#### **5.1.3 Applicant Actions (USAJobs).**

- Applicants must complete the online application process and submit a resume, transcript(s) and other requested documentation, preferably through the “upload process”, to be considered.
- Fax submissions are acceptable as an alternative means of application.
- Directions in the “Document Upload” section of Application Manager must be followed.
- Applicants should return to Application Manager to verify that their documentation was successfully received and is legible prior to the vacancy’s closing date.

- No paper applications will be accepted by the NACC. Any alternate methods of applying will be listed on the job announcement.
- Applicant educational requirements must be met by the date stated on the vacancy announcement.

**5.1.4 NADP Entry Level Applicant Qualification Requirements.**

- Applicants must meet the GS-7 and/or GS-9 qualification requirements stated in the OPM Operating Manual, “Qualification Standards for General Schedule Positions”.
- All applicants who accept an NADP job offer are required to furnish a final original transcript(s) in a sealed envelope or an electronic “official transcript” where available.
- Transcript(s) must reflect that the degree(s) (bachelors and masters) was conferred.
- Transcripts must be received at NACC at least three (3) weeks before the reporting date. Failure to meet this deadline may require that any assigned Entrance on Duty (EOD) date be amended.
- Table 5.1 below depicts a summary of the GS-7 NADP educational requirements for commonly filled positions each fiscal year; GS-9 requirements are: meet GS-7 requirements, and a Master’s Degree or 1 year of specialized experience at the GS-7 level:

Table 5.1

Career Field	Series	Requirement
Contract Specialist	1102	Baccalaureate degree and 24 semester hours of business credits. A list of qualifying subject areas can be found on the Navy DACM web page – <a href="http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Applicants/JobDescriptionsPositionQualifications.aspx">http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Applicants/JobDescriptionsPositionQualifications.aspx</a>
Engineer	0800s	Baccalaureate degree or higher in professional engineering from a school recognized by the Accreditation Board of Engineering and Technology (ABET). At least one engineering curriculum must be ABET accredited.
Operations Research Analyst	1515	Baccalaureate degree in Operations Research; or, at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science or other subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus.
Computer Scientist	1550	Baccalaureate degree with 30 semester hours in a combination of mathematics, statistics, and computer science. At least 15 of the 30 semester hours must have been in any combination of statistics and mathematics that included differential and integral calculus.
Architect	0808	Baccalaureate degree in architecture; or related field that included 60 semester hours of work in architecture or related disciplines of which at least (1) 30 semester hours were in architecture design, and (2) 6 semester hours were in each of the following: structural technology, properties of materials and methods of construction, and environmental control systems
Logistics Management Specialist	0346	Baccalaureate degree in logistics, supply chain management or any business major is highly desired, however, any degree is qualifying.
Financial	0501	Baccalaureate degree in finance, accounting or any business major is

Management Analyst		highly desired, however, any degree is qualifying.
Community Planner	0020	Baccalaureate degree in the following Major Studies: community planning; or related field such as urban affairs, architecture, landscape architecture, engineering, sociology, geography, economics, political science or public administration that included at least 12 semester hours in the planning process, socioeconomic and physical elements of planning, urban and regional economic analysis, and development finance.
Natural Resource Specialist	0401	Baccalaureate degree in one of the following Major Studies: biological sciences, agriculture, natural resource management, chemistry or related disciplines appropriate to the position.
Information Technology Specialist	2210	Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics or technology management <b>or</b> degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks is highly desired. Candidates may qualify based on education or experience.

**5.1.5 NADP Associate Applicant Qualification Requirements.**

- **Candidate could not have been a Department of Defense (DoD) employee in a designated Acquisition Workforce billet on 28 January 2008, and who has continued in the employment of the Department since such time without a break in such employment of more than a year.**
- NADP Associates is designed to help commands recruit highly-qualified individuals with great potential.
- NADP Associates contains training/developmental programs which lead to filling Acquisition Workforce positions.
- After two (2) years, NADP Associates are non-competitively placed onto the homeport command's rolls. NADP Associates are hired at the full performance level.
- Requirements under 5.1.4 apply for processing of transcripts.

**5.1.6 Citizenship, Clearance, and Other Requirements.**

- All applicants must be US citizens to enter the NADP.
- Male applicants born after 31 December 1959 must be registered with the US Selective Service.
- All NADP applicants must be able to obtain and maintain a "Secret" security clearance at a minimum.
- NADP applicants who have been assigned an EOD but are unable to obtain the appropriate security clearance will have their EOD and tentative offer rescinded. A re-evaluation will be completed prior to any re-establishment of offer.

**5.1.6.1 Positions Targeted for Access to "Top Secret".**

- Some commands opt to place employees in positions that have been identified as requiring "Top Secret" clearance.

- Requests to transfer NADP employees into a position that requires “Top Secret” clearance level must be coordinated with the NACC Career Management Division. Requirements for the request are:
  - NADP employee must be a GS-9 or higher.
  - NADP employee must possess a final “Secret” clearance from Department of the Defense Central Adjudication Facility (DODCAF).
  - Command must sign a Memorandum of Agreement (MOA) with the NACC (Appendix K).
  - NADP employees targeted for a position that requires a “Top Secret” clearance must also be able to pass drug and polygraph tests, if required.
  - If an NADP employee cannot obtain a “Top Secret” clearance but can maintain a “Secret” clearance, the Command MUST retain the employee and place them in an appropriate position which only requires a “Secret” clearance.

#### **5.1.7 Mobility.**

- Entry level and associate selectees in the NADP must accept a “Mobility Agreement” prior to entrance into the program.

#### **5.1.8 Employee Selection.**

- Selection interviews, formal or informal, are mandatory.
- At a minimum, selecting officials shall contact their selectees to address the NADP operation, nature of work and the command organization and mission.
- Commands are highly encouraged to conduct reference checks prior to making selection decisions.
- NACC personnel make all tentative job offers for the NADP and negotiate the employment starting EOD date. Final job offers are completed by OCHR-Stennis prior to the EOD date.
- Offers are executed upon return of USA Staffing electronic selection certificate by the homeport CFM or designated representative and audit by OCHR-Stennis.
- NACC retains the ultimate decision on all employee selections.
- NACC notifies all parties of acceptance.

#### **5.1.9 Starting Pay for the NADP.**

- Starting salaries are based on the educational level attained, directly related graduate education, specialized experience, duty location, and certificate of eligibles the individual is selected from. Starting salaries for EHA name requests are based on the grade level requested by the command (i.e., GS-7, GS-9, etc.).
- Current calendar year pay rates are available on the OPM website at: <http://www.opm.gov>

#### **5.1.10 Recruiting Incentives.**

##### 5.1.10.1 Naval Acquisition Development Program – Wounded Warrior (NADP-WW).

- Newly hired NADP-WW are eligible for a recruitment incentive due to anticipated difficulty in transitioning from uniformed service to civilian service in accordance with 5 CFR Part 575.

- An incentive of up to \$5,000 will be authorized to aid the transition. Hiring managers will document the incentive amount based on individual and family needs, moving distance and household setup costs at the job location. This is a lump sum payment and is normally paid in the second paycheck.
- The new hire must sign a one year service agreement to remain within the DoD. Failure to fulfill the service agreement may require the new hire to repay the Government the amount of the incentive on a pro rata basis.
- NACC Director has final approval and repayment waiver authority.

#### **5.1.11 Competitive Service.**

- NADP recruitment is executed using a variety of hiring authorities. Based on the hiring authority the individual is appointed from, new hires may be placed into the excepted service or directly into competitive service.
- Employees who are initially appointed in the excepted service are converted into the competitive service based on statutory guidance and successful performance leading to completion of the MDP requirements.
- All employees will be placed into the competitive service prior to program graduation.

#### **5.1.12 Personnel Actions.**

- NACC initiates the recruitment and incentive RPAs. Included is the starting pay, homeport location, position, start date and any recruiting incentive.

#### **5.1.13 Pathways Program Agreement (PPA).**

- For NADP entry level personnel hired under a Pathways Recent Graduate Certificate, a fillable PPA will be provided to the homeport command CFM with the On-boarding email.
- The PPA will be completed by the entry level employee, Hiring Manager/Selection Official and returned to NACC Career Management within thirty (30) days of EOD.

### **5.2 Security.**

#### **5.2.1 Overview.**

- The NACC has been designated to manage the security functions for the NADP.

#### **5.2.2 Elements.**

- Employees will receive interim clearance paperwork prior to reporting for duty. Notification will be sent to the commands upon each step of the clearance process. To ensure a free flow of information between the NACC and local security offices, the employee should keep NACC updated of any change in address and/or telephone number.

#### **5.2.3 Clearance Investigations.**

- Investigations routinely take about six to twelve (6-12) months although some may take more than twenty-four (24) months depending on complexity.

- Requests for information on status of security clearances should be directed through NACC Security.

#### **5.2.5 Visit Requests.**

- Complete and submit a visit request to NACC Security at least thirty (30) days prior to departure date.
- Required information includes: name and address of command being visited, Security Management Office (SMO) JPAS Code and POC at command with phone number, dates and purpose of visit.
- Visit Request forms are available in the “NACC Security” section of the NADP website at:  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/NACCSecurity.aspx>

#### **5.2.6 Special Assistance in Security Matters.**

- Due to geographic constraints, local commands, in coordination with NACC Security, will assume a direct role in facilitating the process related to unfavorable security determinations.
- Local command security officials should immediately present the DODCAF letter (i.e. LOI, LOD, PSAB or Medical Evaluation) to the individual, acknowledge receipt and comply with the instructions in correspondence within the required timeframes, through coordination with the NACC.
- Local commands should ensure medical evaluation appointments are arranged through the appropriate government-employed or government-contracted health professional. Gaining commands will be responsible for any financial obligations associated with this process.

### **5.3 Career Management and Career Services Procedures.**

#### **5.3.1 Probationary Period.**

##### 5.3.1.1 Overview.

- Probation and trial periods are considered an extension of the hiring process and are intended to determine the overall fitness of the employee for federal service including performance, personal characteristics and conduct.
- Entry level employees who receive a career or career-conditional appointment serve a one (1) year probationary period as prescribed in 5 CFR 315.802.
- Non-preference employees, who receive an excepted appointment, whether as an entry level or associate, serve a two (2) years trial period. However, preference eligible employees serve a one (1) year trial period under an excepted appointment.
- Commands need to identify and document employee problems and attempt to correct them immediately. It is imperative that the homeport CFM coordinate with the assigned NACC CM for advice and assistance in these matters.

- NACC, along with the appropriate command points of contact (POCs), will discuss employee issues/deficiencies and possible actions with HRO Pensacola and the homeport HRO, as appropriate.
- Periods of absence while in a pay status count toward the probation. Absence in a non-pay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of twenty-two (22) workdays. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to federal service. Non-pay time in excess of twenty-two (22) workdays extends the probationary period by an equal amount.

#### 5.3.1.2 Employee Performance Issues.

- The NACC and homeport commands share responsibility in the development of NADP employees into highly qualified and successful acquisition workforce employees through coaching, counseling and mentorship. If the homeport command feels that an employee is not performing at the level of a “Valued Performer”, the NADP has established policy and guidance for addressing employee performance issues.
- The time of an employee’s annual performance appraisal is not the time at which either the NACC or an employee first becomes aware of a performance issue. Prior to that time, the homeport command should have discussed any performance issues with the employee and informed the NACC of such issues.
- The command must understand that placement of an employee on a Performance Improvement Plan (PIP) entails more direct mentoring, guidance and supervision by either the CFM or the supervisor. An employee should not be placed on a PIP then left to self-guide themselves to improved performance.
- Ideally, performance issues are identified and addressed within the first year of an employee’s federal service. Employees in a probationary status are not required to be placed on a PIP. The probationary period is used to identify whether an employee is suitable for federal service. Those found not suitable due to poor conduct or performance may be removed during this timeframe at the convenience of the government. Commands may elect to place a probationary status employee on a PIP if they feel the command/employee can benefit from a PIP. The steps for dealing with an employee performance issue are as follows:
  - CFM and supervisor will immediately conduct a progress review with the employee. The employee’s homeport command documents counseling sessions or discussion with the employee regarding their performance issues. The CFM or supervisor will send the progress review and supporting documentation to the NACC CM via email. There is no limit to the number of progress reviews that can be given. Based on the severity of the performance, the reviews can be conducted as often as required or desired.
  - The CM reviews any documentation provided and discusses the issue(s) with the employee’s supervisor and/or CFM. The CM prepares a memorandum for the file regarding any information obtained during discussions with the supervisor and/or CFM.
  - The CM verifies the employee’s time in the program, probationary status and any other factors that may affect the course of action taken.

- The employee is then placed on a PIP which is normally for a sixty (60) calendar day period. However, PIPs can be thirty (30), sixty (60) or ninety (90) calendar days. The CM provides the command with specific guidance regarding the PIP procedures. The CM provides the command with an example of the Notification of Unacceptable Performance/Opportunity to Improve letter (more commonly referred to as the PIP letter) to be provided to the employee. During the PIP period, the CFM and supervisor will plan and document this as a performance improvement period and will provide counseling, coaching and mentoring to the employee. The command will document and record all work assignments, activities and conversations during this time. Weekly meetings with the employee and debrief by the CFM to the NACC CM is encouraged and recommended.
- When it has been decided to place an employee on a PIP, the CM informs the Human Resource Office, Employee Relations (HRO-ER) and HRO-ER then provides input and guidance throughout as necessary.
- The CM works with the command to prepare the PIP letter which specifically outlines areas in which the employee must improve. A PIP is prepared which addresses the areas in which the employee must improve as stated in the PIP letter.
- The PIP letter and Plan are reviewed with and given to the employee by the supervisor and must be signed by the employee as acknowledgement of receipt.
- The command must provide the NACC with weekly updates of the employee's performance.
- After the performance improvement period, the command must conduct another progress review based on the performance during the PIP period. The progress review with all supporting documentation is sent to the NACC CM via email.
- If the employee shows an improvement:
  - (1) The CFM/supervisor should document and send the progress review with all supporting documentation to the NACC CM via email upon signature of all parties.
  - (2) The employee is informed of their successful completion of the PIP.
  - (3) The command will continue to counsel, coach and mentor the employee and initiate performance reviews when required or desired.
  - (4) Promotions must always be delayed prior to and during a PIP period. The command may elect to further delay any promotion for up to 12 months even after the employee successfully completes a PIP to ensure the employee is making progress and performing acceptably at the current grade level. The Command must notify NACC when the employee is deserving of the next promotion.
- If the employee has not shown an improvement and continues to have performance issues at the end of the designated performance improvement period:
  - (1) The CFM/supervisor will immediately conduct a performance review with the employee and document the employee's inability to improve on

previously determined performance issues during the period. The performance review and supporting documentation is sent to the NACC CM.

- (2) The NACC CM will send the reviews and supporting documentation to the HRO-ER for determination of employee's continued employment with the NADP.
- (3) HRO-ER will make a determination within three (3) weeks of receipt of the reviews and supporting documentation sent from the NACC CM.
- (4) Upon receipt of the letter from HRO-ER, NACC will then have one (1) week to make any changes necessary for the signature by the NACC Career ADP Division Head. CM will then forward action letter to the CFM at the command for presentation to the employee.

#### 5.3.1.3 Termination.

- In the event termination is recommended, HRO Pensacola prepares a draft termination letter with the assistance of the homeport CFM and the NACC CM.
- A memorandum requesting the termination, signed by the command's official authorized to initiate similar action for other command employees, is sent to the NACC.
- NACC coordinates the termination with all parties, including HRO Pensacola, and implements the action.
- Due to geographic constraints, local commands will be tasked to present any letters of suspension or termination on behalf of the NACC.
- In the event an employee is reinstated or directed by higher authority to continue government employment, the homeport command that recruited, interviewed and directed NACC to select the employee for the NADP will be responsible for placing that employee on their rolls. If during the time in the training program an employee is transferred from one command to another, the current homeport command will assume responsibility for continued employment.

### 5.3.2 Travel.

#### 5.3.2.1 Defense Acquisition University (DAU) Travel.

- To enroll in DAU courses, please go to:  
<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- For guidance regarding DAU travel, please see DAU Travel (Appendix B).

#### 5.3.2.2 NACC Funded Training Travel Request Process.

See Appendix G – NACC Funded Travel Procedures for further information and guidance on NACC funded travel. Employees are to work with their homeport command to complete the GTCC training and obtain their GTCC. Use of the GTCC is **required** for all government related expenses while TDY.

- Before traveling, employees must have completed the GTCC training, applied for and received their GTCC. All employees traveling for the NADP must have a GTCC. Use of the GTCC is **required** for all government related expenses while TDY.

- The last day of travel/training must be at least two (2) weeks prior to the scheduled graduation date to allow processing and liquidation of the voucher/billing.
- The total costs inclusive of both tuition and travel should not exceed \$4,000.
- Courses with tuition costs funded by the NACC:
  - Trainings must be provided by a company within the United States. Trainings that are provided by international companies will not be accepted.
  - The employee submits the estimated travel costs from DTS (if applicable), completed and signed SF182, tuition fee page, course agenda and course description to their NACC ACM as prescribed in the NACC “Open Season” announcement.
- Courses with no tuition costs and travel is funded by the NACC:
  - Employee submits the estimated travel costs from DTS, training description, agenda and updated IDP Summary (entry level) or NADP MDP (associates) with current signatures to their NACC ACM as prescribed in the NACC “Open Season” announcement.
- Upon notification of approval by the NACC CM and at least thirty (30) days prior to the travel start date, or as soon as practicable, the employee enters their travel requirements into DTS and creates the travel authorization request.  
<http://www.defensetravel.osd.mil/dts/site/index.jsp>
- The NACC CSR will review the authorization in DTS and forward to NACC Budget for certification of funds and to NACC management for approval.
- If approved orders are not received two (2) weeks prior to travel start date, the employee should contact their NACC CSR.
- Upon notification of final approval of travel in DTS, the employee **must** print out their orders to carry with them on TDY. Travel should not be executed without orders in hand. Orders are available upon completion of the approval process. See Appendix G – NACC Funded Travel Procedures for instructions to print approved orders in DD1610 format.
- Once travel is completed, the employee creates a voucher in DTS and submits to the NACC CSR for review. Vouchers must be submitted with five (5) business days upon return from TDY.
- See DTS Travel Authorization Checklist (Appendix C) for further guidance.

#### 5.3.2.3 Rotational Assignment Travel.

- Before traveling, employees must have completed the GTCC training, applied for and received their GTCC. All employees traveling for the NADP must have a GTCC. Employees are to work with their homeport command to complete the GTCC training and obtain their GTCC. Use of the GTCC is **required** for all government related expenses while TDY.
- NACC will make an announcement when funding is available for rotational assignments which require travel and request employees submit rotation requests based on annual and/or quarterly schedule. The requests are submitted to the NACC ACM for review and endorsement by the NACC CM. Once endorsed,

travel requirements should be entered into DTS and submitted at least thirty (30) days prior to travel start date or as soon as practicable.

- Rotations should start on a Monday. If Monday is a federal holiday then the rotation can start on a Tuesday. The rotation should be at least thirty (30) days in length and cannot exceed ninety (90) days. The last day of travel should be a Wednesday, Thursday or Friday. Weekend and federal holiday travel will not be approved for rotational assignments. The first and last days of approved rotational assignments are deemed travel days to and from the rotational site.
- Rotational assignments should not cross fiscal years.
- Revisions to planned rotations must be discussed with the NACC CM before any changes are made.
- Each airline has instituted its own costs and requirements for baggage/personal items. In accordance with airline(s) baggage fees, NACC's policy will be to pay for three (3) checked bags/personal items of normal weight and size based on airline policy. To be reimbursed, an airline baggage receipt is needed. Additional costs will be at the employee's personal expense. This policy pertains to rotational travel over thirty-one (31) days only.
- Questions on how to execute rotational assignments should be directed to the assigned NACC CM or ACM. Travel policy questions should be directed to the assigned NACC CSR.

#### 5.3.2.4 Homeport Funded Rotation Extension.

- If the homeport command believes a rotation in excess of that funded by the NACC would have a direct benefit to the employee and the command, the homeport command may fund the rotational assignment up to an additional sixty (60) days. In keeping with current policy, under no circumstance should one rotational assignment last longer than one hundred forty-nine (149) days in total length.
- Questions on how to execute homeport funded rotational assignment extensions should be directed to the assigned NACC CM. Travel policy questions should be directed to the assigned NACC ACM or CSR.

#### 5.3.2.5 Travel to a Foreign Country.

- Any employee who plans to travel to a foreign country, for business or pleasure, must complete the "Notice of Foreign Travel" memorandum (Appendix J) and submit it to NACC Security. The "Notice of Foreign Travel" is also available in the "NACC Security" section of the NADP website at <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/NACCSecurity.aspx>
- CNO message 212050Z Feb 97 requires all personnel receive the Antiterrorist/Force Protection (ATFP) briefing within six (6) months prior to overseas travel (PCS, TAD and leave).
- Orders and leave papers must be stamped "Antiterrorist awareness training has been completed for member per CNO Washington, DC 212050 FEB 97 on \_\_\_\_\_ (date)."

- ATFP briefing is available at: <https://jkodirect.jten.mil>. Search for the course by either the course number which #JS-US007-14 or by the course title which is Level I Antiterrorism Awareness Training.

### **5.3.3 Deployment to Areas of Danger.**

- NADP employees are not permitted to travel or perform rotational assignments to areas of danger or war zones. This is to include all travel whether funded by the NACC, the homeport command or rotational command. The only exceptions are military members who are activated by their military units while performing civilian duties in the NADP with NACC.
- The Department of State website <http://travel.state.gov> provides current travel advisories and the designated areas of danger. If the area you wish to travel to is listed on the Department of State's Alerts & Warnings, you are **not** authorized to travel there.

### **5.3.4 Name Changes.**

- For employees who wish to change their name for any reason:
  - Employee must submit to the NACC CSR two (2) legal documents that reflect their new name. Such as, state issued driver's license, Social Security card, Marriage Certificate, Divorce Decree, etc.
  - The NACC CSR will process the RPA for the name change.
  - The name change may take up to one (1) month to fully process.

### **5.3.5 Awards and Overtime.**

The "Reimbursable Overtime and Awards Information Sheets" can be found on the NACC website at <http://www.secnav.navy.mil/rda/workforce/Documents/reimbursablesinfosheet.pdf>. Please contact the NACC Budget Analyst POC for additional information.

### **5.3.6 Family Medical Leave Act (FMLA).**

- The Family and Medical Leave Act (FMLA) of 1993 is a federal law that mandates covered employers provide eligible employees job protection and unpaid leave for qualified medical and family reasons. In the NADP, only eligible employees who have one (1) year of civilian service with the federal government are entitled to take FMLA leave. An eligible employee is one who:
  - Works for a covered employer;
  - Has worked for the employer for at least 12 months;
  - Has at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave\*; and
  - Works at a location where the employer has at least 50 employees within 75 miles.
- The 12 months of employment do not have to be consecutive\*. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's

intention to rehire the employee after the break in service. See "[FMLA Special Rules for Returning Reservists](#)".

- Eligible employees are entitled to a total of up to twelve (12) workweeks of unpaid leave during any twelve (12) month period for the following reasons:
  - The birth of a son or daughter of the employee and the care of such son or daughter.
  - The placement of a son or daughter with the employee for adoption or foster care.
  - The care of spouse, son, daughter, or parent of the employee who has a serious health condition.
  - A serious health condition of the employee that makes the employee unable to perform the essential functions of their positions.
- In general, FMLA leave is unpaid leave. However, an employee may choose to substitute the following paid leave for any or all of the period:
  - Accrued or accumulated annual or sick leave
  - Advanced annual or sick leave; and
  - Leave made available to an employee under the Voluntary Leave Transfer Program
- If LWOP is planned in excess of thirty (30) consecutive days, the employee's program clock will stop; this protects the employee's time in the program and ensures the proper time is available when the employee returns from duty to successfully complete the program. Consult with your NACC CM for the proper documentation and notice.
- For further information on this entitlement, please visit: <http://www.opm.gov> or <http://www.dol.gov/whd/regs/compliance/whdfs28.htm>

### **5.3.7 Reasonable Accommodation.**

- Sometimes it is necessary for NACC to work with homeport commands to make a reasonable workplace accommodation for a person with a disability, if requested and appropriate (unless so doing will result in undue hardship to the agencies). The homeport command is the beneficiary of picking up a journeyman acquisition employee at the time of graduation. As such, if an employee has a reasonable accommodation request relevant to the homeport command's workplace, the homeport command is responsible for acquiring those items for an employee. Reasonable accommodation can apply to the duties of the job, and/or where and how job tasks are performed. The accommodation should make it easier for the employee to successfully perform the duties of the position. Examples of reasonable accommodations include providing interpreters, readers or other personal assistance; modifying job duties; restructuring work sites; providing flexible work schedules or work sites; and providing accessible technology or other workplace adaptive equipment. More information is available with the US Equal Opportunity Employment Commission, Notice #915.002.
- An individual can initially request reasonable accommodation either orally or in writing. However individuals who need reasonable accommodation are responsible for making their needs known to their supervisors at their homeport command and/or their NACC CM. After the initial request, it is the employee's responsibility to submit the appropriate reasonable accommodation forms and provide the necessary medical

documents if required to the local homeport command supervisor and CFM. A copy should be forwarded to the NACC CM. Local Reasonable Accommodation forms should be utilized when possible. If local forms are not available, the employee can get a copy of the NACC forms on our website.

- In the case of applicants who are still in the hiring process, contact may be made with any agency employee with whom the applicant has contact. The homeport command, NACC and the individual should clarify the individual's needs and identify the appropriate reasonable accommodation required to meet those needs.
- NACC and the homeport command are entitled to know that an individual has a covered disability that requires a reasonable accommodation. Therefore, the employee or applicant may be asked for information about the disability, the activities it limits and the need for accommodation before the reasonable accommodation is approved.

### **5.3.8 Resignation/Separation Process.**

- Submit a letter of resignation/separation to the NACC CM via email or regular mail that includes:
  - Final date with the NADP
  - Reason for leaving the program
  - State whether or not transferring to a federal position:
    - If transferring to another federal position, state whether going to a GS pay system or other pay scale position.
    - If not transferring to another federal position, please indicate if going to private sector.
  - Provide forwarding address, email address and phone number.
- If transferring to another federal position the NACC CM will be the HR POC for the gaining command. In addition, ensure that a pick-up SF50 from the gaining command is provided to the NACC CSR.

### **5.3.9 Transfers.**

#### **5.3.8.1 Overview.**

- Transfers are not commonplace and are generally not approved. In rare cases, transfers are considered when there is a documented hardship or when mission requirements require the transfer. Each request is looked at on a case-by-case basis.

#### **5.3.9.2 Hardship Transfer.**

- Hardship transfers are employee-initiated and must be at no cost to the Government. The first step is for the employee to contact their local CFM and provide the reason and justification for the transfer. Hardship transfers may include:
  - Care for relatives (as described in FMLA policy) with long term illnesses or who are terminally ill in order to assist with care and support.
  - Care for self, due to illness, where your treatment and/or family support is not in the same locality as your current place of work or residence.
  - To relocate with a spouse (military or civilian) who has a job transfer.

- Personal financial hardship. Employee must show how the existing situation is creating the hardship and demonstrate how the hardship will diminish by moving to a new locality.
- Other comparable situations where there is a severe personal hardship which was not created as a result of an employee's personal decision to accept their current position.

#### 5.3.9.3 Mission essential transfers.

- Mission essential transfers are management-initiated rather than employee-driven.
- Documented current or projected changes in manpower requirements may necessitate transferring an employee.
- Such transfers are funded by the homeport activity/command.
- The local CFM should discuss this transfer with the employee first. Then the local CFM will contact the NACC CM with the details of the transfer.

#### 5.3.9.4 Transfer requirements.

- In both types of transfers, the gaining activity/command is responsible for:
  - Placing the employee upon graduation into an acquisition billet in the employee's assigned career field at the appropriate GS level.
  - The balance of training for the employee.
  - Assigning a Level III certified individual to act as CFM and/or supervisor for the employee in accordance with Chapter 3.4.
  - The command Working Group Member will forward the transfer request and their decision to their NACC CM for endorsement and action. If the transfer includes two different commands, the losing command Working Group Member will forward the request/decision to their NACC CM.
- The losing activity/command must:
  - Concur with the transfer.
  - State that it is understood that the transfer does not entitle the command to an additional NADP billet for that FY.
- The command Working Group Member (s) will make the decision to approve all transfer requests from employees /commands.
- NACC will endorse transfers approved by the NADP Working Group Member(s) as long as the requests are in accordance with NADP policy and OPM regulations.

#### 5.3.9.5 Transfer Process.

- The process for requesting and approving Hardship and Mission Essential transfers is documented in figures (A) and (B) below.

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Figure (A)

# Hardship Transfer Process

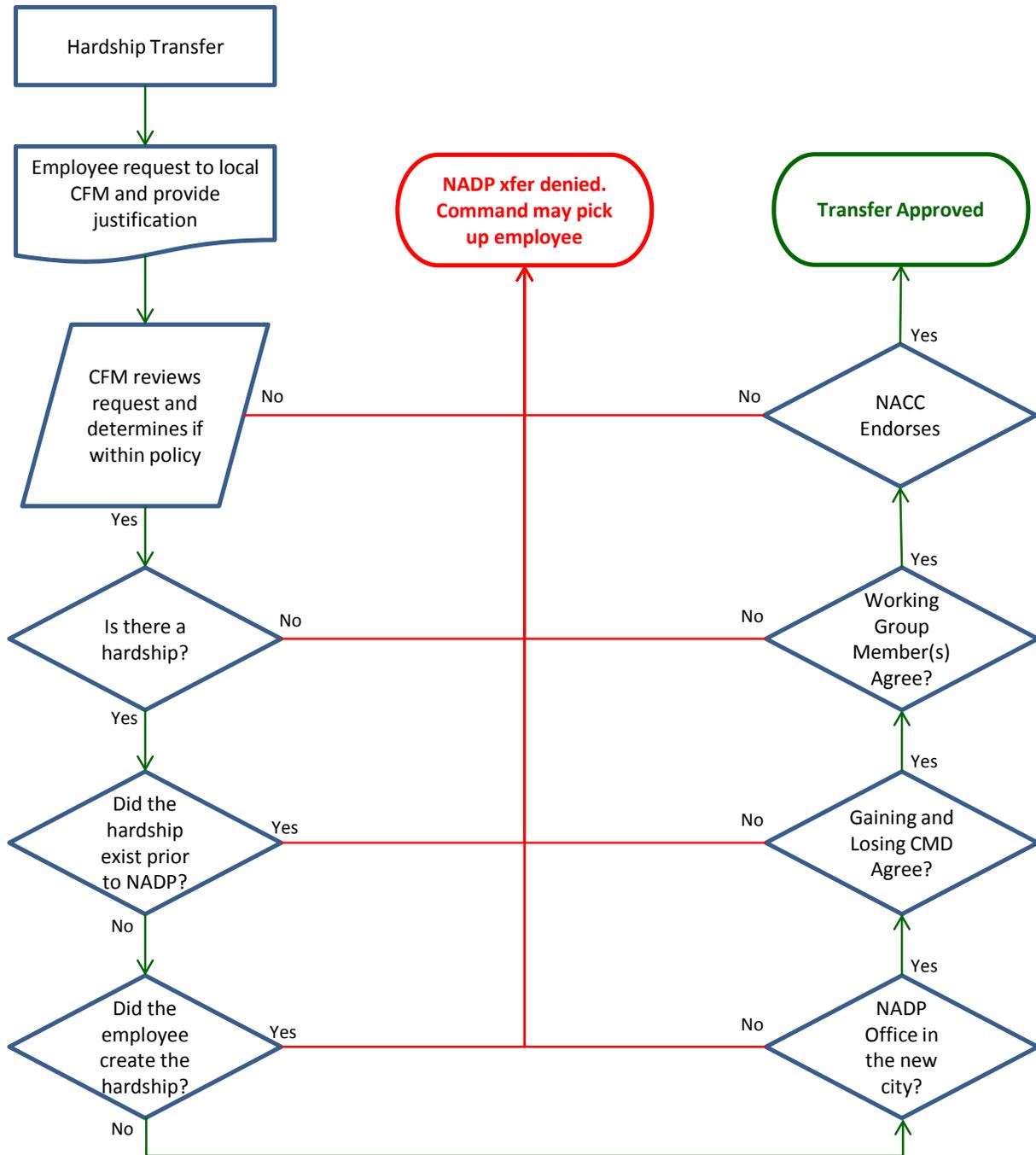
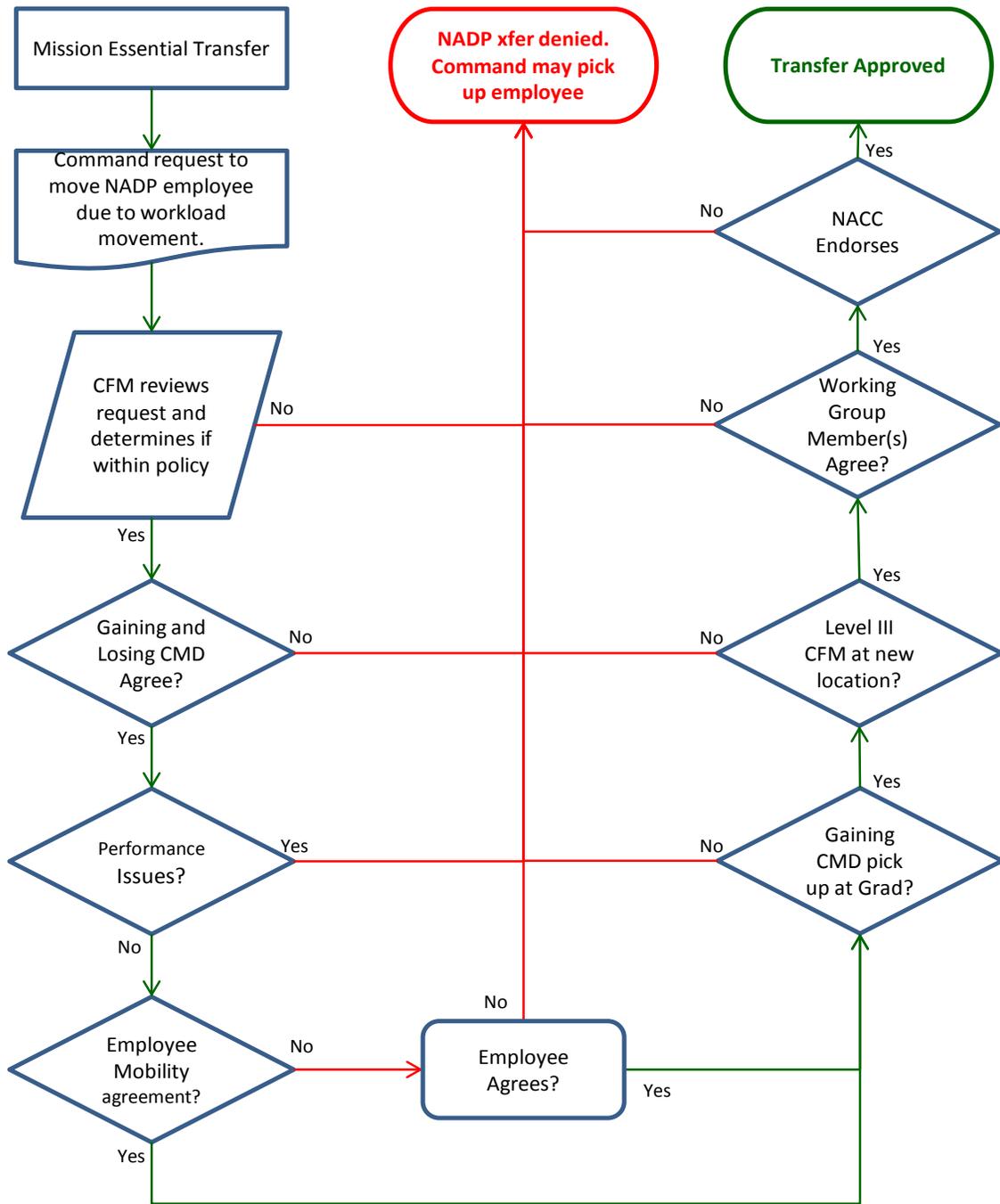


Figure B

# Mission Essential Transfer Process



## 5.4 Other Procedures.

### **5.4.1 Acquisition Workforce Tuition Assistance Program (AWTAP).**

- AWTAP is the DON DACM's Navy-wide tuition assistance program. AWTAP policy and procedures and how to apply can be found at the following website: <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- After logging in, click on "Manage Career", then select "Tuition Assistance", then select "Guidance and Documents". Specific procedures for creating an Educational Development Plan (EDP) and how to request funding are in Chapter 5 of the Standard Operating Procedure.

### **5.4.2 Drug-Free Workplace (DFWP).**

- The Civilian Human Resources Manual 792.3 DFWP and the DFWP Handbook establish policy and assign responsibility for the DON DFWP. They include requirements and procedures for administering the DON DFWP.
- Homeport commands are to educate their new NADP employees in the same manner they would educate their general workforce, either through on-boarding, orientation or general education throughout the year.

### **5.4.3 Navy Family Accountability and Assessment System (NFAAS).**

#### 5.4.3.1 Overview.

- NFAAS provides a process for the Navy to manage and monitor the recovery of personnel and their families affected by a catastrophic event. NFAAS provides the Navy chain of command important information to make decisions when to return to normal operating hours.

#### 5.4.3.2 Update Contact Information in NFAAS.

- All Navy civilian personnel are required to update and verify their personal information in NFAAS.
  - To access NFAAS, visit the following website: <https://navyfamily.navy.mil>
  - Upon login, select the "My Info" tab and choose the "Contact Information" section.
  - To update family member information, select the "My Info" tab and choose the "Family Member Info". These sections will allow employees to update their information as well as family member information.
- Employees should update this section when their contact information changes, they have a change in duty station location and upon graduation from the program.
- If employees experience any issues with the system, contact the NFAAS Help Desk at 1-866-946-9183.

#### 5.4.3.3 NFAAS Muster Event.

- In the event employees are working, living or on travel (personal or official) in a location of a catastrophic event, they will need to self-muster (register) in NFAAS when the Commander, Navy Installations Command (CNIC) creates an event in NFAAS. Employees must ensure to muster any dependents they have identified in the system as well.

- Employees are highly encouraged to keep the following website in their cell phone or personal email account in case they do not have access to their work computer: <https://navyfamily.navy.mil/cas/login>
- If employees have issues mustering, contact the NFAAS Help Desk or email NACC\_Career\_Management@navy.mil or call 717-605-6677.

#### 5.4.3.4 Leave during an NFAAS Muster Event

- When an employee's duty location is closed during an event, they should follow the directions of their local installation. If the base is closed and employees are on administrative leave, employees will annotate administrative leave (LN) in the Standard Labor Data Collection and Distribution Application (SLDCADA). This time will be charged to NACC and not the local command.

### **5.4.4 Government Shutdown or Furlough.**

- There might be time during the year in which the government may have to shut down due to funding/budget issues. These events are very rare and traditionally get settled at the last minute. In the weeks and days prior to a potential shutdown, there are many concerns and questions on procedure. The following are some basic instructions.

#### 5.4.4.1 Regular work day at the homeport activity.

- In the event of an actual or potential federal government furlough, which usually occurs at midnight, NADP employees are to report to work the next business day for what is called an orderly shutdown.
- An orderly shutdown can last several hours and will provide NACC and the local command management time to provide the details of the shutdown and actions that must be taken before employees leave the office.

#### 5.4.4.2 Travel at a rotational site.

- NADP employees who are on NACC funded rotational travel are to report to their rotational office and follow the same instructions as annotated in 5.4.4.1.
- Part of the orderly shutdown procedures might include government funded return travel to an employee's home.
- Homeport commands should not instruct NADP employees to return home from a rotational assignment early in anticipation of a furlough.
- If an NADP employee decides to leave the rotation or is instructed by the homeport command to leave the rotation prior to the furlough and an actual furlough is averted, NACC will not fund a return to the rotational site nor will NACC fund a another rotational assignment to replace the one that the employee left early.

#### 5.4.4.3 DAU courses and travel.

- NADP employees who are currently on DAU funded training are to follow the direction of DAU or the course instructor.
- If instructed to contact the command, NADP employees should contact the NACC.

- Part of the orderly shutdown process will be government paid travel home if the DAU course is not local to the employee's workplace.
- Homeport commands should not direct an NADP employee to leave DAU training in advance of an official furlough.

#### 5.4.4.4 Other NACC funded travel and training.

- If the NADP employee is on other NACC funded travel for business or training which is not on a military installation, they should monitor the news outlets for information.
- If an official furlough is enacted, the employee should call NACC the next business day for instructions on how to execute an orderly shutdown. This could include government funded return travel home.

#### 5.4.4.5 Travel and training paid for by homeport command.

- For travel paid by the homeport command, the employee should follow ALL homeport command instructions. This might include their instructions to return home prior to any furlough action. Since the homeport command is funding this travel, they have the final say if early return home travel should commence.
- If the furlough is enacted, the employee should call their homeport command POC for instructions on an orderly shutdown. Part of the orderly shutdown process could be government paid travel home.

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## Chapter 6 NADP Employees

### 6.1 NADP Employee.

#### **6.1.1 NADP Employee Responsibilities.**

- NADP employees are also responsible for their own career development and training completions. NADP employees should work closely with their homeport CFM, supervisor and mentor to ensure they are completing the NADP requirements in a timely manner.
- NADP employees are responsible for ensuring that their updated MDPs (associates) and IDP Summaries (entry level employees) are submitted to their NACC ACM as provided on the forms. When submitting updated MDP/IDP Summary forms employees are to use the most current versions of the forms available on the NADP website at <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/DevelopmentPlans.aspx>.
- NADP employees should ensure that they have reviewed their MDP and are aware of the NADP graduation requirements for their career field. Such as DAWIA courses and certification, rotational assignments, AILD/AJLD, technical trainings, professional development training, senior project or program review.
- NADP employees are employees of the NACC/NADP and are responsible in providing current contact information to the NACC. If an employee has a change in address or telephone number they are to provide that update to their CSR.

#### **6.1.2 Telecommute/Telework for Entry Level Employees.**

- The NADP is a developmental training program which consists of coaching, counseling and mentorship requiring daily personal interaction between employee and mentor/manager. However, it is recognized that during certain times of inclement weather or other special circumstances Ad Hoc telework would benefit both the employee and the homeport or rotational command.
- NADP entry level employees are authorized to perform Ad Hoc (situational) telework if permitted by the homeport or rotational command.
- Telework authorization for NADP entry level employees is at the sole discretion of the homeport or rotational commands and approval will be in accordance with the local command policies.
- All homeport and/or rotational commands rules and regulations on telework must be followed.
- Entry level employees must complete telework training for employees through the Total Workforce Management System (TWMS) at <https://mytwms.navy.mil> or at Telework.gov. Completion certificates are to be retained locally and be made available for local management or NACC upon request.
- Entry level employees must sign a telework agreement between themselves and the homeport or rotational command which is to be retained locally and be made available upon request.
- All hardware requirements, i.e. phone, computer, blackberry, are the sole responsibility of the homeport and rotational commands.
- Regular and recurring telework for NADP entry level employees is **NOT** authorized.

- All Ad Hoc (situational) telework must be documented in SLDCADA in the Environmental Hazard Code (Ehz) box as 68 TS Telework Situational.

**6.1.3 Telecommute/Telework for NADP Associates.**

- Associate employees may also telework subject to the conditions identified in 6.1.2 above.
- With command endorsement and approval, associates may also be permitted to engage in regular and recurring telework in addition to Ad Hoc (situational) telework.
- All Ad Hoc (situational) telework must be documented in SLDCADA in the Environmental Hazard Code (Ehz) box as 68 TS Telework Situational.
- All regular and recurring telework must be documented in SLDCADA in the Environmental Hazard Code (Ehz) box as 69 TW Telework Regular.

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## **Chapter 7 Military Members, Veterans and Retirees**

Military members, veterans' and retirees are encouraged to review the Vet Guide at <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>. This area will identify campaigns for which credit is given for military service members and instructions for applying for any applicable service.

### **7.1 Military Leave.**

- NADP employees called to any type of military duty that cause them to miss time from the program are required to provide their NACC CM a copy of their military orders. This includes employees in the Guard, Inactive and Active Reserves.
- Upon submission of military orders to the NACC CM, the employee must advise what type of leave will be used while on military orders; i.e. Military Leave (LM), Annual Leave (LA), Leave Without Pay (LWOP).
- If LWOP is planned in excess of thirty (30) consecutive days, the employee's program length may be extended; this protects the employee's time in the program and ensures the proper time is available when the employee returns from duty to successfully complete the program.
- Upon return to the program, NACC will submit a Return to Duty RPA. If LWOP was used, the program length may be extended. Employees must inform NACC when they have returned from military duty.

### **7.2 The Uniformed Services Employee and Reemployment Rights Act of 1994 (USERRA).**

- USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service and certain types of service in the National Disaster Medical System.
- USERRA prohibits employers from discriminating against applicants to and members, past and present, of the uniformed services.
- The USERRA poster is available on our website at <http://www.secnave.navy.mil/rda/workforce/Documents/userraposter.pdf> or on the US Department of Labor, Veterans Employment and Training Service (VETS), website at <http://www.dol.gov/vets/programs/userra/poster.htm>.
- The USERRA Advisor is designed to help you learn more about the USERRA. Employees are encouraged you review all of the sections in the Advisor. The USERRA Advisor is available at <http://webapps.dol.gov/elaws/vets/userra/mainmenu.asp>

### **7.3 Veterans' Preference.**

- The OPM administers entitlement to veterans' preference in employment under title 5, United States Code, and oversees other statutory employment requirements in titles 5 and 38. (Title 38 also governs Veterans' entitlement to benefits administered by the Department of Veterans Affairs (VA).)
- Veterans' preference in its present form comes from the Veterans' Preference Act of 1944, as amended, and is now codified in various provisions of title 5, United States Code. By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to

preference over others in hiring from competitive lists of eligibles and also in retention during reductions in force.

- For additional information, including the complete text of the laws and regulations on Veterans' rights, consult the references cited.

#### **7.4 Veterans' Preference in Appointments.**

- Veterans' preference applies in hiring from civil service examinations conducted by the OPM and agencies under delegated examining authority, for most excepted service jobs including Veterans Recruitment Appointments (VRA), and when agencies make temporary, term, and overseas limited appointments.
- In addition to receiving preference in competitive appointments, veterans may be considered for special noncompetitive appointments for which only they are eligible.
- Spouses, widows/widowers and mothers of qualifying veterans *may* also qualify for veterans' preference. Please refer to the OPM Vet Guide for information.
- Veterans' preference **does not** apply to promotion, reassignment, change to lower grade, transfer or reinstatement.

#### **7.5 Veterans' Preference in Reduction in Force (RIF).**

- Veterans have advantages over nonveterans in a RIF. Also, special provisions apply in determining whether retired military members receive preference in RIF and whether their military service is counted. This section deals with RIF in the competitive service; some, but not all, of the provisions apply in the excepted service.
- Determinations of Veterans' preference eligibility are made in accordance with the information under 'Preference in Appointments' in Chapter 2 of the Vet Guide, referenced above, except that a retired member of a uniformed service must meet an additional condition to be considered a preference eligible for RIF purposes. This condition differs depending on the rank at which the individual retired from the uniformed service.
- An employee's Veterans' Preference for RIF is annotated in block 26 of their SF50.

#### **7.6 Retired Military Members.**

- Pursuant to the Dual Compensation Act of 1964, credit for uniformed service is substantially limited for retired military members.
- Retired military members may receive credit toward their Service Computation Date (SCD) for leave earnings for campaigns or expeditions. To receive consideration, retired military members must complete a "Verification of a Military Retiree's Service In NonWartime Campaigns or Expeditions" form also referred to a Standard Form 813 (SF813). The SF813 is available on the Office of Personnel Management (OPM) website at <https://www.opm.gov/forms/standard-forms/>. Instructions for completing and submitting the SF813 are on page 2 of the form.

## Chapter 8 NADP Development Plans and Training

### 8.1 Development Plans.

#### 8.1.1 Master Development Plan (MDP).

- The MDP contains the minimum education and proficiency levels required for a career field and it is developed by the National Competency Chair.
- The Career Field MDP may contain:
  - DAWIA Training Requirements
  - Formal Training Requirements
  - Competencies
  - Rotational Assignments
  - Senior Project (as applicable)
  - Education
- Commands may increase required proficiency levels stated in the MDP and/or add areas for specific target position needs but MDP requirements may not be reduced or eliminated.
- Employees are required to complete the MDP in order to graduate from the program.
- For engineering employees, commands must ensure hands-on experience in engineering-specific areas and from engineering related perspectives. The command will identify those training requirements that the entry level engineer must complete to meet the criteria for accelerated promotion in six (6) months (vice 12 months).
- The MDP describes desired education at DAWIA Level I, Level II and mandatory education requirement for the Acquisition Professional Community (APC).

#### 8.1.2 Individual Development Plan (IDP).

- The IDP is a personalized version of a career field MDP designed to meet the specific needs of the target position and employee.
- Within forty-five (45) days of hiring, a team consisting of the employee and homeport supervisor and/or CFM should review and identify the first year of the employee's life cycle.
- The IDP should be reviewed annually with the supervisor and/or CFM. For entry level employees, the multi-paged IDP should be kept on file at the homeport command. This multi-page document will never need to be submitted to the NACC. NACC only requires submission of the NADP Entry Level Employee IDP Summary.
- The multi-paged IDP for entry level employees includes detailed descriptions with dates, durations and locations of: homeport assignment; rotational assignments at other locations; the competencies, skills and other requirements to be attained through each detailed assignment; DAU courses; technical training; and college/university graduate level courses.
- The IDP does not need to be filled out for the entire program length but should be continuously reviewed to ensure it fits the needs of the homeport command and employee.
- The associate IDP is streamlined thus accounting for experience the employee brings to the program. Due to this unique aspect, IDPs for associates will be limited to

- DAU/DAWIA training and certification, AJLD and the optional NACC funded rotational assignment not to exceed ninety (90) days or optional NACC funded technical training course.
- The associate IDP is to be submitted to the NACC within the first forty-five (45) days of the Program and on the applicable dates listed on the document.

### **8.1.3 NADP Entry Level Employee IDP Summary.**

- The NADP Entry Level Employee IDP Summary is a one page summary of the IDP that lists the minimum graduation requirements for entry level employees.
- NADP entry level employees are required to complete the IDP Summary with the supervisor and/or CFM.
- The IDP Summary is to be submitted to the NACC within the first forty-five (45) days of the program and on the applicable dates listed on the document. Please ensure that it is signed by the employee as well as the supervisor and/or CFM each time it is submitted.

NOTE: When preparing updated MDPs (associates) and IDP Summaries (entry level) for submittal to the NACC, employees are to use the most current form available in the “Development Plans” section of the NADP website at <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/DevelopmentPlans.aspx>.

## **8.2 DAWIA Training.**

### **8.2.1 Overview.**

- DAWIA was enacted to improve the effectiveness of the military and civilian acquisition workforce through enhanced education, training and career development thereby improving the acquisition process.

### **8.2.2 DAWIA and the NADP.**

- With the exception of Attorneys, all NADP employees are designated members of the Acquisition Workforce and fall under the purview of DAWIA.
- Employees must meet at least the minimum certification requirements of the position they will occupy upon graduation.
- The MDP reflects DAWIA requirements and/or desired levels of education at Levels I and II.
- Meeting DAWIA requirements is an integral part of the NADP and is the basis of determining eligibility to promote and graduate the employee.

### **8.2.3 DAWIA Courses.**

- Attendance at mandatory DAWIA training is of the utmost importance and takes precedence over all other training and education assignments. The only exception is for entry level employees for whom the NADP Training Symposium takes priority over all training, rotational and travel events.
- It is recommended that DAU training requests be submitted for the entire year as soon as the schedule is available each year (usually May/June timeframe).
- DAWIA information and course descriptions (including prerequisites) can be found at the following website: <http://www.dau.mil>

#### **8.2.4 Establishing eDACM Account Access.**

- Approximately four to six (4-6) weeks after receiving their CAC, an employee will be recognized as a member of the acquisition workforce. At that time, they will have access to the DON DAWIA registration system to activate their account. Follow the steps below to submit an eDACM “Request for Access” form:
  - Navigate to the following URL:  
<https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>
  - Click the “I Agree” button on the DoD Privacy and Security Notice screen to continue.
  - Click the “Login With CAC” button.
  - If the user is not found in the system, the following will be displayed:  
“You are not an authorized eDACM user.”  
To access eDACM, please submit a “Request for Access”
  - Click the “Request for Access” link on the webpage to open the web based access form.
  - Complete all the required fields on the form, including a justification for the access request.
  - Select the “Submit Request for Access” button at the bottom of the screen when complete.
  - If the form submits successfully, a system generated email notification will be received indicating that the form has been submitted. After the form has been processed, another system generated email as to the status of the request, i.e. approved or denied, will be received.
  - Upon receiving the notification email that the request has been approved, employees will be able to log in to eDACM and complete their profile information.

#### **8.2.5 Applying for DAWIA/DAU Courses.**

- After eDACM access has been granted and the profile information has been updated, employees can apply for web-based and residential DAU courses and Continuous Learning Modules.
  - Login to the eDACM website by first navigating to the following URL:  
<https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>
  - Click “I Agree” on the DoD Privacy and Security Notice Screen.
  - Click “Log In With CAC”, select the non-email certificate, and then click “OK”.
  - Once the “Dashboard” screen appears, locate the “Manage Career” menu heading and hover over it to reveal the “Manage Career” menu.
  - When the “Manage Career” menu appears hover over the “Training” option to reveal the “Training” menu to the right.
  - On the “Training” menu click “Search For DAU Training”.
  - When the “DAU Training Search” screen displays, click the “Order By Course Number” radio button under “DAU Resident and Web Offerings” or under “DAU Continuous Learning Modules” to reveal a drop down menu for that group of courses (the drop down is slow to display).
  - Select the desired course in the drop down selection menu and click “Continue”.

- Depending on the course selected, a “Required Pre-Requisites” screen may appear. This is just a reminder and does not indicate that you have not met the pre-requisites. Click “Continue With Application” if this appears.
- For a web-based course, a Training Offering Information screen will appear. Click “Submit Registration” to finalize the application.
- For a resident course, a location list will appear. Click the location name to view the available offerings and then click the class number in the left column to display the DAU Training Request screen for that offering.
- Add justification comments if necessary and click “Submit Registration” to finalize the application and submit to your supervisor for approval.
- Employees cannot be conducting two (2) or more web-based courses at the same time.

### **8.2.6 Timeframes for Approval of Classes.**

#### 8.2.6.1 Supervisor Approval.

- Supervisors must approve applications.
- Applications can be tracked via the eDACM Status/Edit screen.
- Supervisor should be informed when an application has been submitted.
- If a supervisor has not approved an application, generate another request by using the “Resend Email” tab.

#### 8.2.6.2 Registrar Scheduling.

- Registration approval varies from a few hours to a few months depending upon a variety of factors.
- Rolling admissions for web-based courses are usually processed within forty-eight (48) hours of the supervisor’s approval.
- Each web-based course carries a sixty (60) day enrollment period during which completion is self-paced.
- A twenty-one (21) day acknowledgement is necessary to avoid being considered a “no-show” in the system.

### **8.2.7 Notification of Course Information.**

- Forty-five (45) days before the start date of a classroom course in which an employee has been enrolled, DAU will email a Student Information Package and eDACM will email a notice with instructions on how to request travel orders.
- If instructions are followed, travel orders will be received by email approximately seven (7) days before the class start date.
- If mandatory DAU courses are not locally available, employees are eligible for travel orders from eDACM.
- DAU courses are tuition free.

### **8.2.8 Course Cancellation.**

- If an unavoidable emergency arises and the employee is unable to attend or complete a classroom or web-based course as scheduled, submit a cancellation request or ask to be dropped at the earliest possible time in advance.
- Classroom courses are cancelled via eDACM. A drop action must be requested from the online instructor for web-based courses.

### **8.2.9 DAU Class Failure Policy.**

- In an effort to strike a balance between the need to move large numbers of employees through limited DAU offerings and the needs of NADP employees to complete DAU classes, employees may be limited to taking the same DAU class twice. If an employee fails the same IDP required DAU class twice during their time in the NADP, the homeport command may request that NACC terminate the employee from federal service for failure to perform.

### **8.2.10 Required DAU Courses.**

- An employee is required to complete DAU courses needed for DAWIA certification Level I and Level II in the designated Acquisition Career Field.
- The required courses are listed on the MDP for convenience, and can also be found in the “i” catalog at <http://icatalog.dau.mil>.  
The MDPs for some career fields require employees to take additional DAU courses beyond the certification requirements. Note: Before applying for Level I or Level II DAU courses in another career field, an employee must complete all of the courses required in the MDP/IDP and must be certified at the appropriate level in their designated career field.

### **8.2.11 Assignment Specific Courses (also known as Core Plus).**

- The homeport command may add an assignment-specific/Core Plus course to an employee’s IDP as necessary training for the target position. The employee may apply for the course; however, most of these courses require command funding. (Assignment-specific/Core Plus courses are identified in DAU’s “i” catalog at: <http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx#>).
- The intent of the NADP is to focus on attaining the required skills and training to achieve journeyman level proficiency and subsequent certification. This necessary proficiency cannot be underestimated and its importance is paramount.

### **8.2.12 DAWIA Certification.**

- DAWIA certification is the process by which an authorized official determines an acquisition member has met the mandatory education, training and experience requirements for a certification level in their acquisition career field.
- NADP participants must achieve Level II certification in their primary career before pursuing subsidiary certifications.

#### **8.2.12.1 Certification Requirements.**

- There is a Certification Check Sheet for each career field and level in the DAU “i” catalog at: <http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx#>
- Certification is mandatory and is also required in order to be promoted into a position in the next higher certification level.
- Certification to or obvious progress toward Level I is required prior to the first promotion.
- Promotions can be withheld if employees are not Level I certified or are not working at certification on the scheduled promotion date.
- Certification at Level II is a requirement for graduation from the program.

#### 8.2.12.2 Applying for Certification.

- Employees must apply for certification. After the certification requirements have been met for the designated career field, go to:  
<https://www.atrrs.army.mil/channels/navyedacm/Public/DoDCConsentForm.htm>  
Select “Manage Career”, “Certification”, “Manage Certification Requests”, on the next screen select “Add Certification Requests” complete and submit the certification application to the homeport supervisor.
- Certification approval requires two levels of review.
- Level I approvers must be certified to Level II or above in the requested certification career field.

### 8.3 Formal Training Requirements.

#### 8.3.1 Leadership Development Courses (AILD and AJLD).

- The MDP, and therefore the IDP, requires entry level employees to complete the Acquisition Initial Leadership Development (AILD) course and associate employees to complete the Acquisition Journeyman Leadership Development (AJLD) course. These courses fill up quickly, therefore employees are encouraged to register for an offering as soon as practicable. It is expected that employees will sign up for the most local/cost efficient class available.
- Employees do not need to wait for an Open Season Announcement for funding availability to enroll in the AILD/AJLD.
- To register for the AILD/AJLD, search for DON Continuous Learning (CL) Training in eDACM.
- Employees do not need to submit an SF182 or request prior authorization from NACC to request enrollment in an AILD/AJLD course.
- Submit travel authorization through DTS as outlined in Appendix G.
- See Appendix D for Formal Requirements Checklist.
- See Appendix G for NACC Funded Travel Procedures.

#### 8.3.2 Technical Courses and Professional Development.

- Section E of the MDP/IDP states whether a requirement exists for a technical course or professional development for a particular career field. Additionally, the funding source for the course will be identified.
- Where NACC is noted as the funding source in the MDP/IDP, courses of that nature are normally up to one (1) week long and the total costs to include travel is below \$4,000.
- Courses that go beyond these general parameters will be considered on a case-by-cases basis and will require written justification to be submitted.
- Trainings must be provided by a company within the United States. Trainings that are provided by international companies will not be accepted.
- Where the local command is noted as the funding source, seek guidance from the CFM as to the parameters.
- See Section 5.3.2 and Appendix G for NACC Funded Travel Procedures for further information and guidance.

### **8.3.3 Program Review**

- A program management review is any significant program review event leading to establishment of a design baseline, or achievement of a program acquisition milestone. Subject event should cover the entire scope and strategy of the acquisition/development effort and should touch on all key/critical acquisition related products and documentation. Some events that could be considered program management reviews include any series of program briefings leading to a milestone decision, any System Engineering technical review including but not limited to SRR, SFR, PDR or CDR, or Operational Test Readiness Review (OTRR).

### **8.3.4 Application Process.**

See Appendix G – NACC Funded Travel Procedures for further information and guidance on applying for NACC funded courses or trainings.

#### 8.3.4.1 Course with Tuition Fees/Costs.

- For NACC-funded courses, once notified by the NACC that funding is available, the employee must complete and submit a Standard Form (SF) 182 along with a copy of the course/training description, course agenda and course/training cost to the appropriate NACC ACM for review within 30 days of receiving notification that funding is available.
- NACC assigns a unique accounting number and provides the approved SF182, Tuition Payment Process letter and Wide Area Workforce (WAWF) Process to the employee via email.
- The employee sends the approved SF 182, Tuition Payment Process letter and WAWF Process to the vendor.

#### 8.3.4.2 Course or Training with No Tuition Fees/Costs.

- For NACC-funded courses or trainings with no tuition/course fees where only travel costs are required, as provided in the current “Open Season” announcement, the employee must provide an updated MDP (associates) or IDP Summary (entry level) with the course identified and current signatures, estimated travel costs from DTS, a copy of the course/training description and agenda to the appropriate NACC ACM for review.

### **8.4 Rotational Assignments.**

A rotational assignment is a non-permanent, planned assignment to a different supervisor and/or job for a specific period with an ending evaluation of the results.

Internal Rotation - Internal rotations are performed at or near the homeport command with no cost. They are intended to familiarize the employee with how the organization works in the program environment. The learning objectives focus on how the various parts of the Navy, Office of the Secretary of Defense and other Federal Government agencies interact with each other, industry, regulatory bodies and research organizations.

External Rotation - External rotations take the employee outside the functions of the normal duties of their assigned position and introduce them to the full array of professional duties and disciplines that work together to support the Navy's mission. The external rotation does not have to be outside of the homeport command as long as it takes the employee out of their normal work duties and assignments. The external rotation would be under a different supervisor. Incurring travel costs is not a defining characteristic of an external rotation.

**\*\*\* IMPORTANT NOTE\*\*\***

**The employees needs to remember that they are still organizationally tied to their homeport supervisor for time and attendance purposes. Employees must ensure they communicate in advance any work requirements with both the homeport and rotational supervisor to gain mutual concurrence.**

#### **8.4.1 Specifics of Assignments.**

- Stated MDP/IDP rotational requirements have been relaxed to reflect reduced travel funding. NACC will fund one (1) external rotation within program funding constraints. The homeport command funds all costs for any additional rotational assignments above this requirement.
- Associate employees are not required to perform rotations during their two (2) year period in the program. However, NACC will review requests for associate rotations on a case-by-case basis.
- In the event of a conflict or disagreement between the employee and the homeport CFM, NACC will fully support the decisions of the homeport CFM in regard to all DON CONUS rotational assignments, funding permitting. The homeport CFM has the strongest knowledge in regards to what the employee needs in order to become a journeyman level Acquisition Workforce Professional at the end of the program and is best prepared to make rotational assignment decisions.
- The MDP provides general guidance as to the type of assignments. The IDP should also incorporate individual training needs for the target position.
- All rotational assignments are to be challenging, comprehensive, hands-on learning experiences directly related to achieving proficiency in the career field competencies, rotational assignments are not to be used primarily for filling manpower vacancies, clerical work or observing others.
- Employees are encouraged to find no-cost, value added rotations to meet MDP/IDP requirements.
- Rotations should be performed within the local commuting area whenever possible and within the DON. In exceptional circumstances, other rotational assignments may be appropriate. See paragraphs 8.4.5 and 8.4.6.
- All rotational assignment requests must include the name, address, telephone number, email address and signature of the person who will function as the CFM at the

- rotation site. Homeport signature is also required. The signatures shall be on the rotation page of the IDP or the DON Acquisition Development Program Rotation Request Form and submitted to the NACC ACM when called upon by the NACC to do so.
- Employees are not permitted to attend other training while on a NACC-funded rotational assignment unless one or more of the following apply: the training is local to the rotational site; there is no travel cost involved; the rotational assignment supervisor/CFM agrees to the training objective; the DON will receive some major benefit to the training received; or the training does not interfere with the rotational assignment. The NACC CM must be involved with all decisions relating to rotations and travel during rotations; the Career Management Division Head and Team Lead will assist the CM in decisions relating to this matter.
  - Per JTR C4435, NACC does not authorize return trips home during TDY assignments.
  - See Appendix E for Rotational Assignment Checklist.

#### **8.4.2 Rotation Length.**

- NACC-funded rotational assignments are limited to ninety (90) days maximum and cannot exceed the current funding limit set forth by NACC.
- A rotation that is submitted to NACC to meet the graduation requirements of the IDP should be at least thirty (30) days in length. Rotations less than thirty (30) days in length are extremely rare and will be considered on a case-by-case basis. To request a rotation less than thirty (30) days in length, the CFM must submit justification identifying the specific IDP competencies to be attained, the uniqueness of the assignment, and the projected benefit to the individual as well as the homeport activity in the target position.

#### **8.4.3 Rotation Costs.**

- The maximum length of one NACC-funded rotation is ninety (90) days and cannot exceed the current funding limit set forth by NACC. This applies to all employees of the NADP.
- Employees are strongly discouraged from moving out or subletting their personal residence when going TDY. If the employee makes the personal decision to move out of or sublet their personal residence, they do so at their own risk. In the event that the travel/rotation would be cancelled for any reason, NACC will not be responsible for any personal residence or financial burden based on these types of actions.

#### **8.4.4 Rotational Guidelines.**

- One (1) NACC funded external rotation per career field.
- Must be at least thirty (30) days in length.
- Rotation cannot exceed ninety (90) days in length and cannot exceed the current funding limit set forth by NACC.
- Employee must have one year in the NADP before starting a rotation.
- All DAWIA Level I courses must be complete before starting a rotation.
- NACC funded external rotations cannot cross fiscal years.

#### **8.4.5 Rotations Outside DON.**

- Rotations are to develop a solid foundation and understanding of Naval Acquisition. Therefore, rotation assignments outside the DON are extremely rare and will be considered only when the training is not readily available within DON. Rotations to the Legislative Branch are prohibited. NACC will not consider any requests for rotations to the Legislative Branch.
- For rotations outside the DON, the homeport CFM must provide the specific IDP competencies to be attained, the uniqueness of the assignment and the projected benefit to the individual as well as the homeport activity in the target position.

#### **8.4.6 OCONUS Rotations.**

- Requests for OCONUS rotational assignments are extremely rare and require the affected major claimant to pay one-half of the rotational assignment costs, regardless of whether the rotational assignment would be more, less or the same cost of a comparable CONUS rotational assignment.
- Requests will be evaluated on a case-by-case basis as to the merits and cost effectiveness of the OCONUS rotation. Additionally, there must be a letter signed by the Commanding Officer/Senior Civilian from the employee's homeport activity which specifically delineates the necessity of the OCONUS rotation, the appropriateness of the OCONUS rotation, the projected benefit to the individual and the homeport activity in the target position, and the competencies gained that are not available by completion of a CONUS rotational assignment. The letter will be presented to NACC for final approval.

#### **8.4.7 Criteria to be Met for All Rotational Assignments.**

- There should be a specific written plan in place prior to the rotation. The employee should receive pre-assignment information from the rotation site POC (i.e. who, when, what and where).
- There should be a specific job for the employee and a reporting supervisor during the assignment. The supervisor should be readily available to the employee.
- The assignment should begin with an orientation session. Facility requirements should be explained and available at the beginning of the assignment. This includes: desk, computer with email capability, permits, passes, work space, etc.
- During the assignment, competencies (skills, knowledge and experience) to be obtained should be reviewed and related to the specific duties. Assignment tasks should be meaningful and related to career field and IDP requirements. The employee should receive regular feedback on performance. Throughout the assignment, the employee should have several opportunities to meet the senior staff and attend (as an observer) senior staff meetings.
- At the completion of the assignment, there should be a final evaluation between the employee, supervisor and CFM.
- The last date of travel must be at least two (2) weeks prior to the scheduled graduation date so that the employee and NACC can process and liquidate the travel voucher prior to graduation.

#### **8.4.8 Timelines.**

- In light of reduced travel funding, NACC will make an announcement when rotation funding is available and request employees submit rotation requests based on an annual and quarterly schedule. Once told to do so by NACC, the employee forwards the Rotation Request form to their NACC ACM. A copy of the DON Acquisition Development Program Rotation Request Form and Travel Checklist can be found on the “Rotations” section of our website at:  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>
- Once the NACC CM endorses the rotational assignment, NACC forwards consolidated travel requirements to Commander, Education and Training Command for approval. Once approved NACC will contact the employee and CFM to notify them the rotation is approved. Please contact the appropriate NACC CSR for travel related issues.
- At least fourteen (14) days prior to the start of the rotational assignment, the rotational assignment CFM sends the employee a pre-assignment information package and, if possible, the initial task schedule.
- Complete and submit a Visit Request to NACC Security at least thirty (30) days prior to the scheduled departure date.
- Ensure that travel orders are approved and in hand one week prior to departure. See Appendix G – NACC Funded Travel Procedures for instructions to print approved orders in DD1610 format.

#### **8.4.9 Characteristics of a Successful Rotational Assignment.**

- Assignment tasks were meaningful and related to career field requirements in the IDP competencies and skills. The employee was actively involved in work and met with senior leaders.
- The rotational assignment supervisor and CFM were readily available to employee and were aware of the rotational assignment objectives.
- Competencies and skills to be obtained during the assignment were reviewed with the employee and identified with specific duties to be accomplished during the assignment.
- Command support for the NADP and employee was demonstrated. Facilities and other supporting administrative information were in place and helpful to the employee.
- During the assignment, the employee received feedback on performance.

#### **8.4.10 Leave During Rotational Assignments.**

- Use of extended periods of annual leave should not be scheduled during a rotational assignment. Short periods (1 or 2 days) and life events such as weddings, birth, illnesses, death or other family emergencies will be considered on a case-by-case basis. These situations should be discussed and coordinated between your homeport CFM, rotational CFM and NACC CM.

See Section 5.2.4.3 Rotational Assignment Travel and Appendix G – NACC Funded Travel Procedures for further information and guidance regarding NACC funded external rotations.

## **8.5 Senior Projects.**

Completion of a senior project for graduation from the NADP may be required by the MDP. This project demonstrates the required career field's competencies and the employee's acquired perspective of the business aspect of Naval Acquisition. Note: The MDP provides guidance on the type of project, format and approval process, whereas, the IDP describes the specific project, concept and relationship to the career field.

### **8.5.1 Senior Project Submittal.**

- A copy of the senior project plan must be submitted to NACC for review during the first thirty (30) days of an employee's final year in the program.
- Employees assigned to the FE career field must submit senior project plans directly to the Navy Facilities Engineering Command's designated POCs for review and approval prior to starting the senior project. See the "Senior Project" section of the FE MDP for additional information.

## **8.6 NADP Training Symposium.**

Completion of the NADP Training Symposium is required for entry level employees by the MDP in order to graduate from the program. Employees expected to attend the current offering of the NADP Training Symposium will receive an invitation via email. Employees are not to arbitrarily make plans to attend the Symposium as attendance is arranged by employee year groups, available funding and other factors. The Symposium is not a requirement for associates. Since the NADP Training Symposium is only offered once a year, the Training Symposium will normally take priority over any other MDP requirement.

### **8.6.1 External Rotation During NADP Training Symposium**

- If an employee has an external rotation planned during the time the NADP Training Symposium is scheduled, NACC will fund the travel from the rotational site to the Training Symposium site and pay dual lodging costs (if required). The following applies:
  - The homeport command CFM and rotational CFM/Supervisor agree time can be taken from the rotation to attend the NADP Training Symposium;
  - Total travel time for both the external rotation and attendance of the NADP Training Symposium cannot exceed ninety (90) days in length; and
  - Travel must be a reasonable distance from the rotational site to the Training Symposium. Lengthy trips such as cross country travel will not be approved. Reasonable distance will be determined by the Approving Official (AO).
- If the homeport command CFM or rotational command do not approve leaving the rotation site to attend the NADP Training Symposium, two (2) options are available:
  - Adjust or reschedule the rotation so it does not interfere with the NADP Training Symposium; or
  - The CFM may request that the NACC CM waive the NADP Training Symposium requirement from the employee's IDP.

### **8.6.2 AILD Course During NADP Training Symposium**

- In the event there is a conflict between the NADP Training Symposium and an AILD course, the Training Symposium will take precedence. The employee will reschedule the AILD and attend the NADP Training Symposium.

### **8.6.3 Training During NADP Training Symposium**

- If an employee has a technical training course, program review or professional development training scheduled during the time of the NADP Training Symposium, the employee will cancel the training by submitting a cancellation SF 182, reschedule the training and attend the Training Symposium.

### **8.6.4 Examples of Reasons to Be Excused from the NADP Training Symposium**

- The following list is not meant to be all inclusive; each request for excusal from the NADP Training Symposium will be reviewed on a case-by-case basis. If conflict exists, please inform the NACC CM as soon as possible:
  - Annual leave with a purchase of prepaid, non-refundable tickets
  - Life events such as weddings, births, illnesses and death
  - Other family emergencies

### **8.6.5 Examples of Invalid Reasons to Be Excused from the NADP Training Symposium**

- The following list is not meant to be all inclusive; each request for excusal from the NADP Training Symposium will be reviewed on a case-by-case basis. The following are not legitimate reasons for being excused from attending the NADP Training Symposium since they are not requirements for graduation from the NADP:
  - Pursuing a higher degree (Master's, PhD, etc.)
  - Homeport command workload
  - Other activities not in support of requirements on the IDP

## **8.7 Funding for the Employee Development Program.**

During the employee's time in the NADP, NACC and the homeport command fund certain program requirements. The IDP identifies the funding source for each program requirement.

### **8.7.1 NACC Funded.**

NACC will announce availability of funding within program constraints for professional development training, program review, technical training and external rotation requirements.

- NADP Training Symposium (entry level employees only).
- One AILD/AJLD course. Employees do not need to wait for an Open Season announcement to enroll. These courses fill up quickly, therefore employees are encouraged to register for an offering as soon as practicable. It is expected that employees will sign up for the most local/cost efficient class available.
- MDP required program review or professional training.
- Mandatory technical training in accordance with (IAW) the MDP.
- IAW the MDP, NACC will fund one (1) external rotation within program funding constraints (necessary TDY travel or excess local mileage).
- Costs associated with completion of certain career field required competencies, senior projects, etc., within funding constraints.

### **8.7.2 Homeport Command Funded.**

- At least one (1) technical training course directly related to the type of career field work to be performed at the command.

- All employee travel for work or representation (meetings, etc.) for the benefit of the command.
- Any required management course not funded by the NACC.
- All expenses related to command specific training.
- PC literacy skill training, i.e. Word Processing Software, Spreadsheet Software, Technical Tools Software, Graphic Software, etc.
- Additional rotational assignments deemed necessary by the employee's command beyond the requirements of the MDP.

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## Chapter 9 – Pay

### 9.1 Overview.

Everyone in the Navy is paid by the Department of Defense Civilian Payroll System (DCPS). The employee's duty hours and work schedule are assigned by the homeport activity. Employees are responsible for entering their time into [SLDCADA](#).

### 9.2 NACC Payroll Guidance

Detailed NACC Payroll guidance is provided to each employee in the pre-employment package and is posted on the NACC website. The NACC Payroll Guide contains the authoritative guidance for employee payroll procedures. The NACC Payroll Guide is available in the "Policy & Guidance" section of the NACC website at <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/PolicyGuidance.aspx>

### 9.3 Non-Pay Status

#### 9.3.1 Overview.

- This policy applies to all employees in the NADP. If extenuating circumstances occur in which an employee would need to temporarily leave their homeport duty station, the employee can be placed in a non-pay status. A non-pay status is when an employee takes leave and does not receive compensation. An example of this is when an employee requests leave without pay (LWOP) in which he or she is placed in a non-pay status and is absent from the duty location. Please keep in mind that time and progress requirements factor into decisions when in a non-pay status. The procedures below provide guidelines for employees in a non-pay status.

#### 9.3.2 Procedures.

- Employee who has NOT completed the requirements of the NADP.
  - In a non-pay status for less than thirty (30) days, no action required and time as an employee continues.
  - In a non-pay status for more than thirty (30) days, NACC prepares an RPA to put the employee in an LWOP status. Time as an employee stops and will continue when they return to a pay status.
- Employee has completed ALL of the requirements of the NADP and is scheduled to graduate while in a non-pay status.
  - In a non-pay status for less than thirty (30) days, no action required and time as an employee continues.
  - In a non-pay status for more than thirty (30) days:
    - If command concurs, the employee will:
      - (1) Graduate early.
      - (2) Transfer to command rolls upon entering non-pay status.
    - If command does not concur, the employee will:
      - (1) Be placed on hold until returned to pay status.
      - (2) Resume the NADP where left off.
      - (3) Graduate based on adjusted date to meet the time requirement.
- Employee has completed ALL of the requirements of the NADP and is scheduled to graduate after they return from a non-pay status.

- In a non-pay status for less than thirty (30) days, no action required, time as an employee continues and graduates on time.
- In a non-pay status for more than thirty (30) days, NACC prepares an RPA placing the employee in an LWOP status.
  - If command concurs, the employee will:
    - (1) Return to pay status.
    - (2) Graduate on time.
  - If command does not concur, the employee will:
    - (1) Be placed on hold until returned to pay status.
    - (2) Resumes the NADP where left off.
    - (3) Graduates based on adjusted date to meet the time requirement.

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## Chapter 10 – Records & Benefits

### 10.1 Official Personnel File (OPF).

The OPF for each NADP employee is located in the OCHR at Stennis Space Center, Mississippi. The address is:

Office of Civilian Human Resources  
Attn: Benefits Code 43  
9110 Leonard Kimble Road  
Stennis Space Center, MS 39522-0002

### 10.2 Benefit Information.

#### 10.2.1 Overview.

- Go to <http://www.opm.gov/insure> to obtain information on health, life and long-term care insurance. Employees are eligible to enroll after the reporting date. For Health Benefits, Life Insurance and Thrift Savings Plan (TSP), refer questions to the toll free number (888) 320-2917.

#### 10.2.2 Enrolling in Benefits.

- Go to <https://www.civilianbenefits.hroc.navy.mil> to enroll in health insurance, life insurance or TSP. Click on EBIS/Change Benefits and follow directs to make/change health insurance, life insurance and TSP election.

#### 10.2.3 Beneficiary Selections for Life Insurance and Retirement.

- Go to <http://www.opm.gov>. Click on “Forms” at the top of the webpage; click on “Standard Forms” in the menu on the left-hand side of the screen; then select forms SF 2823 and SF 3102 on the next page.
- Make a copy of each form for your personal records and mail the originals to:  
Department of the Navy  
OCHR Code 43  
9110 Leonard Kimble Road  
Stennis Space Center, MS 39522-0002

#### 10.2.4 Beneficiary Selections for TSP.

- Complete the TSP-3 (Designation of Beneficiary) which is available on the TSP website at [www.tsp.gov](http://www.tsp.gov). Select “Forms & Publications” at the top of the screen then select “TSP-3, Designation of Beneficiary” from the list of available forms.
- Make a copy for your personal records and mail the original to:  
Thrift Savings Plan  
PO Box 385021  
Birmingham AL 35238

Or fax to: 1-866-817-5023

#### **10.2.5 Worker's Compensation.**

- Employees who need information concerning Worker's Compensation (WC) should contact their supervisor or CFM who will in-turn contact the NACC CM. NACC will act as liaison between the employee and HRO WC personnel in Pensacola, FL.

#### **10.2.6 Documents NACC Payroll Processes.**

- Signature Authorizations
- Address Changes
- Taxes
- Direct Deposits
- Allotments to Financial Institutions
- Combined Federal Campaign Authorizations
- Court, Military, Family, and Advance Leave Requests
- Employment Verifications

#### **10.2.7 Employee Assistance Program (EAP).**

- Assistance and counseling for NADP employees can be obtained through the EAP. These programs are cost-free and are designed to help employees effectively address and overcome problems such as alcohol and drug abuse, work and family pressures, and job stress which can adversely affect employee performance, reliability, and personal health. The toll free number is 1-844-366-2327.

#### **10.2.8 Employment Verification.**

- Employees are able to obtain their own employment verification through MyBiz in DCPDS. To get to the Employment Verification in MyBiz:
  - Log into DCPDS at <https://compo.dcpds.cpms.osd.mil/>
  - Select "Smart Card Login" button
  - Select non-email certificate
  - Click "HR MyBiz"
  - Click "Accept" button on Privacy Act Statement page
  - Click "Request Employment Verification" under "Key Services" section
  - Select the appropriate Employment Verification in "Information to Send" (a description of the contents is provide on the right side of the screen) Provide Recipient Information then select "Continue"
  - Select "Acknowledge and Submit"
  - Select "Yes"

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## **Chapter 11 – Program Graduation**

### **11.1 Graduation.**

Upon the successful completion of the IDP requirements, appropriate DAWIA certification and employee program length, an employee is graduated from the NADP. As part of the NADP, commands are responsible for the timely placement of employees at the Full Performance Level (FPL) as listed on the applicable Position Description (PD).

The NADP and its Command customers embrace a shared responsibility to work together for the betterment of the Navy's future acquisition workforce. Commands recruit and select the best qualified applicants to become NADP employees. Furthermore, NACC pays for the salary and training for the 2, 2.5 or 3 year period while they are in the program. When command customers agree to accept NADP allocations and select new hires for the program, they are also agreeing to pick up employees at the time of graduation.

### **11.2 Requirements to Graduate.**

In order to graduate, the employee must successfully complete the IDP as documented by the homeport command CFM on the final performance review. All NACC-funded travel and tuition must be settled with NACC prior to graduation.

#### **11.2.1 Graduation Without Certification.**

- NACC will not provide a graduation certificate to an employee until the program requirements are met. This includes appropriate DAWIA certification in the assigned career field (with the exception of BUS-CE or BUS-FM employees). BUS-CE and BUS-FM employees are not required to be level II certified at graduation, however, they are required to have all required courses completed at the time of graduation.
- In some cases, due to DAU scheduling an employee may not be able to attain appropriate DAWIA certification before their scheduled graduation date. An employee failing to meet graduation requirements on time will still be placed on to the homeport activity's rolls as scheduled; however, no graduation certificate will be granted until the employee provides NACC with evidence of completion.
- If an associate has not achieved the appropriate certification level at graduation, the command is still responsible for picking up that employee as scheduled.
- If an entry level employee has not achieved the appropriate certification level at graduation, the command may elect to pick them up at the GS11 level and then promote them to the FPL of GS12 upon proper certification.
- The command is responsible for bringing the entry level employee to the FPL upon receipt of Level II certification.

#### **11.2.2 Steps to Ensure a Timely Graduation.**

- The employee should contact their assigned ACM approximately sixty (60) days prior to their scheduled graduation date to discuss and resolve any outstanding documents and verify DAWIA certification status.
- The CFM submits the employee's final performance review to NACC via email at [NACC\\_IPMS\\_Forms@navy.mil](mailto:NACC_IPMS_Forms@navy.mil) and assists with obtaining all other requested forms and information.

- Homeport activity initiates necessary HR processing to transfer and reassign/promote, as appropriate, to target position effective the day immediately following the scheduled graduation date.
- An employee failing to meet graduation requirements will be placed on the homeport activity's rolls on the day immediately following the scheduled graduation date.
- The CFM will immediately notify their HQ Working Group Member in the unlikely event the planned target position is not available. Commands are not to notify the employee of any potential availability issues until conferring with the Working Group Member. The Working Group Member will work internally with their HQ and field activities to place the NADP employee at the time of graduation.

### **11.3 Early Graduation Requests.**

- Early graduation requests will be considered on a case-by-case basis. Evidence of accelerated training and completion of all MDP/IDP requirements and DAWIA Level II Certification are required. Requests for early graduation for the purpose of balancing Command/Activity work will not be considered.
- Employees that were hired as Excepted Appointment with a few exceptions (DE, VRA, etc.) must be in the NADP for a minimum of two (2) years in order to be eligible for conversion to Career Conditional.
- Early promotions to the FPL are not possible through the NACC; GS rules require fifty-two (52) full weeks Time in Grade (TIG) for promotion eligibility.
- If early graduation is approved, the homeport command assumes ALL responsibility for ensuring the employee attains their FPL at the proper time. It is strongly encouraged homeport commands coordinate closely with their local HRO before proceeding with an early graduation request.

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## Appendix A – Acronyms

For additional acronyms, go to [http://www.dtic.mil/doctrine/dod\\_dictionary](http://www.dtic.mil/doctrine/dod_dictionary).

ACM	Assistant Career Manager
ALCON	All Concerned
APC	Acquisition Professional Community
ASN (RD&A)	Assistant Secretary of the Navy Research Development and Acquisition
AWTAP	Acquisition Workforce Tuition Assistance Program
CFM	Career Field Manager
CM	Career Manager
CSR	Career Services Representative
DACM	Director, Acquisition Career Management
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DoD	Department of Defense
DON	Department of the Navy
DTS	Defense Travel System
EOD	Entrance On Duty
GAL	Global Address List
GOVCC	Government Credit Card (used in DTS and interchangeably with GTCC below)
GS	General Schedule
GTCC	Government Travel Charge Card
HRO	Human Resource Office

IAW	In Accordance With
IDP	Individual Development Plan
LDTA	Lead Defense Travel Administrator
LWOP	Leave Without Pay
MDP	Master Development Plan
NACC	Naval Acquisition Career Center
NADP	Naval Acquisition Development Program
NMCI	Navy Marine Corps Intranet
NTE	Not To Exceed
OCHR	Office of Civilian Human Resources
PC	Personal Computer
POC	Point of Contact
SYSCOM	Systems Command
TSP	Thrift Savings Plan

## Appendix B – DAU Travel

The “DAU Navy Travel Procedures” provides complete guidance regarding DAU Travel. These instructions are available on the [eDACM](#) website by hovering your mouse over “Manage Career” then over “Travel” then select “Guidance and Documents”.

Important information regarding DAU Travel:

1. Travel for DAU is not currently done through the Defense Travel System (DTS). However, the ability to do so is anticipated in the third quarter of Fiscal Year (FY) 2016.
2. The NACC’s DAU Registration/Travel Team is responsible for registration and travel administration for DAU training for all Navy and Marine Corps civilian and military personnel.
3. To receive DAU centralized travel funding:
  - a. The course you are attending must be mandatory for certification in your primary acquisition career field
  - b. You **MUST** select a cost effect course location
  - c. Currently travel **will not** be processed via DTS
  - d. DAU centralized funds are not typically available for level III DAWIA courses for NADP employees
  - e. All DAU travel procedures must be followed
  - f. **NEVER** travel without approved orders in-hand
4. NACC **will not** provide orders after the fact. You must have your orders prior to departing for class.
5. Changes to travel itinerary, lodging or transportation are **not** authorized without proper prior approval from the NACC.
6. You must file your travel claim (voucher) within five (5) business days of your course completion.
7. All DAU Navy Travel Procedures must be followed.

## Appendix C – DTS Travel Authorization Checklist

ACTION	CRITERIA
<b>1. Government Travel Credit Card</b>	All employees traveling for NADP must have a Government Travel Charge Card (GTCC)
<b>2. Dates of travel</b>	<p>A. If travel for rotation and longer than 45 days, ensure partial payments are selected.</p> <p>B. For rotations, employees should depart on a Monday, unless a federal holiday and return on a Wednesday, Thursday or Friday.</p>
<b>3. Transportation</b>	
IF AIR	<p>A. Baggage fees?</p> <p>B. Transportation to/from airport?</p> <p>C. Government fare selected?</p> <p>D. Check DTS 3 days prior to travel date to ensure that tickets have been paid for. If tickets have not been paid for, contact SATO through the number found on orders.</p>
IF POV	<p>A. Parking included?</p> <p>B. Mileage included?</p> <p>If using POV, only mileage expenses may be claimed. Gas expenses are not authorized.</p>
IF RENTAL CAR	<p>A. Parking included?</p> <p>B. Gas included? *Allowance = \$55/week (No pre-paid gas permitted).</p> <p>If “no” to any of the above, must include remarks to AO, i.e.: if carpooling, list passengers; if riding as passenger with someone, indicate the driver.</p>
<b>4. Lodging</b>	<p>A. Hotel taxes included? (If BOQ, not applicable).</p> <p>B. If no cost for lodging, must include comments to AO.</p> <p>C. Provide address of lodging in comments to AO.</p>
<b>5. Other expenses</b>	<p>A. Parking (If POV or rental car).</p> <p>B. Hotel taxes (When not staying in BOQ).</p> <p>C. Tolls (if necessary).</p> <p>D. Shuttle/Taxi (If no POV or rental car).</p> <p>E. Public transportation fees.</p>

## Appendix D – Formal Requirements Checklist

- Does career field MDP have a requirement for the course/training?
- Who does the MDP note as the funding source? If NACC funded, go to next item on this checklist. If command funded, see supervisor/CFM for guidance on submitting funding request.
- Is this PC software skill training? If so, must be funded by local command.
- Was a complete packet submitted to NACC ACM no later than the date provided in the “Open Season” announcement?
  - What is a complete packet?
    - IDP (associates) or IDP Summary (entry level employees) (if no tuition cost)
    - SF 182 (required if there is a tuition/course cost; not required if there is not tuition/course cost)
    - Course description
    - Tuition fee information page
    - Agenda
  - If the course does not meet the general parameters listed previously in Chapter 6.3, was additional justification provided for approval?
- If travel is involved, please follow the DTS or DAU travel checklist as appropriate for the training request.
- If notification of approval/disapproval has not been received after two (2) weeks of submission of NACC funded course/training (not DAU) and tuition is involved, please contact NACC CSR. If approved, the NACC CSR will send the SF 182 and other required documentation for submission to the vendor.

## Appendix E – Rotational Assignment Checklist

- Travel request information and procedures can be found in the “Travel” and “Rotations” sections of the NADP website:  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>
- Make sure the rotational assignment is a career field requirement of the MDP.
- Know the not-to-exceed (NTE) length of the rotation.
- Submit the DON Acquisition Development Program Rotation Request Form signed by homeport CFM and rotational CFM to NACC ACM no later than the date provided in the “Open Season” announcement. Be sure to include rotational CFM contact information.
- Receive approval from NACC CM.
- Create travel orders in DTS.
- Print travel orders from DTS one week prior to departing for rotation.
- Reminders:
  - The rotational assignment is a requirement of the MDP.
  - Rotations cannot cross fiscal years.
  - NACC funds rotational assignments IAW the MDP.
  - Rotational assignments should be performed within the local commuting area whenever possible.
  - Rotations should start on a Monday. If Monday is a federal holiday, then the rotation can start on Tuesday.
  - Rotations will not be endorsed by the NACC that start on a Wednesday, Thursday, Friday, weekend or federal holiday.
  - Rotations will not be endorsed by the NACC that end on a Monday, Tuesday, federal holiday or weekend.
  - Rotational assignments outside the DON are extremely rare.
  - Rotational assignments must be clearly defined.
  - See section 8.4.6 for special instructions regarding OCONUS rotations.

## **Appendix F – Naval Acquisition Development Program – Wounded Warrior (NADP-WW) Program Expansion Guidance**

The NADP-WW is currently available to any Wounded Warrior who meets OPM qualification standards for any NADP job series and career field at the GS-7 or GS-9 grade levels. This guidance expands the program to allow entry of GS-5 grade level qualified Wounded Warriors with an additional program year for a total program length of up to four (4) years. This expansion is established to enhance employment of Wounded Warriors transitioning from active duty to careers in the acquisition workforce.

The NADP-WW supports command outreach to Wounded Warriors post medical treatment by providing an expanded avenue for employment opportunities in the NADP. The DACM is the program manager for the DON and provides NADP-WW program guidance and oversight. The NACC is responsible for the central management and execution of the NADP-WW Program. This NADP Operating Guide provides detailed guidance that applies to all acquisition entry level employees.

The NADP-WW formal development period will be up to four (4) years with entry at the GS-5 grade level and a GS-12 FPL target position at the homeport command upon successful program completion. NADP-WW hiring will not count against existing SYSCOM annual NADP allocation controls. Candidates will qualify based on the following criteria:

- Honorably discharged disabled veterans who have a compensable service connected disability of thirty percent (30%) or more that resulted from injury or disease received in the line of duty as a direct result of armed conflict, or was caused by an instrumentality of war and was incurred in the line of duty during a period of armed conflict or war.
- Three (3) years of general progressively responsible experience, one (1) year of which was equivalent to at least the GS-4 level or completion of a four (4) year course of study leading to a bachelor's degree (if required by the respective job series).
- Demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work.
- Communicate effectively orally and in writing.

Candidates will be given Veterans Recruitment Authority (VRA) appointments per 5 CFR 307 appointing authority. All disabilities must be documented by a notice of retirement or discharge due to service-connected disability from military service dated at any time or by a notice of compensable disability rating from the Department of Veteran Affairs, dated 1991 or later. After two (2) years of successful performance, candidates will be converted to career conditional appointment in the competitive service.

NADP-WW hires will follow the established MDP for their respective acquisition career field and all other guidance in the NADP Operating Guide. Command CFMs must closely evaluate the background of those hired, to ensure they possess or plan to attain the prerequisite knowledge, skills and abilities to be successful in their career development program. NACC will fund additional training costs of up to \$3,000 per person if requisite training courses are not

available locally, on a no-cost basis or if other funding sources are not available. NADP-WW participants will be funded by the Defense Acquisition Workforce Development Fund – Section 852.

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## Appendix G - NACC Funded Travel Procedures

**Note: Employees must be on eight (8) hour days for the entire pay period when traveling**

### **TRAINING TRAVEL REQUESTS (TUITION REQUIRED):**

**(Technical Training, Program Review, Professional Development Training)**

**NOTE: All training requests MUST be received by the NACC no later than the date provided in the “Open Season” announcement. Employees who have already performed and submitted documentation regarding a NACC funded program review, professional development or technical training have met the program requirements and will not be approved for a NACC funded program review, professional development or technical training.**

1. Employee provides the following to the NACC Assistant Career Manager (ACM) via email:
  - a. Completed and signed SF182. \*Ensure the supervisor or Career Field Manager (CFM) completes and signs Section D, 1a through 1e **only** on page 2. All other areas on page 2 must be blank, these are for NACC personnel.\*
  - b. Provide the email address for the vendor in Section B, box 1d of the SF182.
  - c. Estimated travel costs from Defense Travel System (DTS).
  - d. Registration fee information from training provider.
  - e. Agenda from training provider.
  - f. Course description from training provider.
2. The Career Manager (CM) will review ACM’s recommendation for the requested training.
  - a. If attendance/travel is approved, the CM will inform the employee via email that attendance/travel has been approved and the employee should forward their travel requirements for NACC review in DTS thirty (30) days prior to departure. The appropriate Career Services Representative (CSR) will be copied on the email.
  - b. If attendance/travel is not approved, the CM will inform the requester via email as to the disapproval and the reason it was disapproved.
3. After the SF182 is signed by all NACC personnel, the CSR will send the approved SF182, Tuition Payment Process Memorandum and Wide Area Workforce (WAWF) Process Letter via email to the traveler. The email will outline that employees are not to pay for any courses with their Government Travel Credit Card (GTCC). The billing instructions for the course are provided in the attached documents.

**\* NOTE: IF THE SF182 DOES NOT HAVE ACCOUNTING INFORMATION AND APPROPRIATE SIGNATURES, DO NOT SUBMIT IT TO THE TRAINING SITE.**

### **TRAINING TRAVEL REQUESTS (NO TUITION):**

**(Technical Training, Program Review, Professional Development Training)**

1. Employee submits the estimated travel costs from DTS, training description, agenda and IDP Summary (entry level) with the requested training information in the comment section of the requirement being fulfilled or NADP MDP (associates) with information

- regarding the requested training to the NACC ACM. This email MUST be received by the NACC no later than the date provided in the “Open Season” announcement. The IDP Summary/MDP must have current signatures from the employee, supervisor and/or CFM.
2. The CM will review ACM’s recommendation for the requested travel.
    - a. If attendance/travel is approved, the CM will inform the employee via email that attendance/travel has been approved and the employee should forward their travel requirements for NACC review in DTS thirty (30) days prior to departure. The appropriate CSR will be copied on the email.
    - b. If attendance/travel is not approved, the CM will inform the employee via email as to the disapproval and the reason it was disapproved.

**ACQUISITION INITIAL LEADERSHIP DEVELOPMENT (AILD)/ACQUISITION JOURNEYMAN LEADERSHIP DEVELOPMENT (AJLD) COURSE TRAVEL:**

1. Employees are encouraged to attend the AILD/AJLD as soon as practicable since these courses fill up quickly. It is expected that employees will sign up for the most local/cost efficient class available.
2. Entry level (AILD) or associate (AJLD) enrolls in the course.
3. An SF182 does **not** need to be submitted.
4. After the employee receives notification they have a confirmed seat in the course, employee forwards their travel requirements in DTS for NACC review. This should be completed at least 30 days prior to the start of travel if possible.

**ROTATIONAL TRAVEL REQUESTS:**

**NOTE: All rotational travel requests MUST be received by the NACC no later than the date provided in the “Open Season” announcement. Employees who have already performed and submitted documentation regarding an external rotation have met the program requirements and will not be approved for a NACC funded external rotation.**

1. Employee sends the completed and signed DON Acquisition Development Program Rotation Request Form to the NACC ACM via email. Ensure the Rotational CFM’s name, telephone number and email address are provided and that both the homeport and rotational CFMs have signed the Request Form. This email MUST be received no later than the date provided by the NACC in the “Open Season” announcement.
2. The CM will either endorse or deny the requested travel.
  - a. If the rotation is approved, the CM will inform the employee via email they have approved the rotation and the employee is to forward their travel requirements in DTS to NACC for review at least thirty (30) days prior to departure. The appropriate CSR will be copied on the email.
  - b. If the rotation is not approved, the CM will inform the employee via email as to the disapproval and the reason it was disapproved.
4. Complete and submit a Visit Request to NACC Security at least 30 days prior to departure date. NACC Security will submit the Visit Request via JPAS.
5. If traveling to a foreign country for business or pleasure, employee must complete the “Notice of Foreign Travel” memorandum (Appendix J of the NADP Operating Guide or on our website at:

<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/NACCSecurity.aspx>) and submit it to NACC Security. Orders and leave papers, as applicable, must be stamped “Antiterrorist awareness training has been completed for member per CNO Washington, DC 212050 FEB 97 on \_\_\_\_\_ (date).” ATFP briefing is available at: <https://jkodirect.jten.mil>.

### **NADP TRAINING SYMPOSIUM TRAVEL REQUESTS:**

The process for requesting travel to attend the NADP Training Symposium will be posted in the “NADP Training Symposiums” section of the NADP website.

### **INFORMATION FOR TRAVELERS:**

1. A GTCC must be obtained from the employee’s homeport command prior to traveling.
2. Use of the GTCC is **required** for all government related expenses while TDY.
3. Employees **must** be on eight (8) hour days for the entire pay period when traveling.
4. Travel requests must be submitted via email no later than the date provided in the “Open Season” announcement.
5. Submit DTS authorization at least thirty (30) days prior to departure date. Ensure the appropriate NADP funding source (ex. “15 852 NADP”, “15 NADP TRAVEL”) – the leading two digits will change each FY) is selected for the “CROSS ORG LOA” drop down on the “Accounting” page. Do not select any local command LOA unless instructed to do so by the appropriate CSR. Please note that the routing list in DTS does not always populate – it may need to be selected.
6. When preparing your authorization, ensure that the “Variation Authorized” option is checked.
7. While an employee is on rotation, NACC will **NOT** fund a home visit.
8. All reservations, except lodging, must be made through DTS. If lodging arrangements are made outside DTS, the following information must be provided in the “Comments to Approving Official” section of the first page of the authorization:
  - a. Name of lodging facility
  - b. Address of lodging facility
  - c. Address of where traveler is staying (if different than lodging facility address)
  - d. Nightly lodging cost
  - e. Confirmation number
  - f. Actual taxes (will be entered in “Non-Mileage Expenses”)
  - g. Distance from the TDY site
9. The gas allowance for a rental vehicle is \$55.00 per week. Please keep in mind that if the rental car company provides a free upgrade to a larger vehicle, the gas allowance remains \$55.00 per week.
10. Laundry is reimbursed through the meals & incidentals expenses (M&IE) allowance.
11. Reimbursement for lodging is for actual cost of lodging up to but not exceeding the daily per diem allowance. (Lodging taxes are not included in the per diem allowance. Enter lodging taxes as a non-mileage expense in DTS.)
12. If travel exceeds forty-five (45) days, scheduled partial payments must be selected. To schedule partial payments, go to the “Accounting” page, select the “Partial Payments” tab

then click the “Schedule Partial Payments” button. The scheduled partial payments will be disbursed to the personal account registered in DTS and the GTCC based on the expense reimbursement selected in the authorization. Take note of the partial payment schedule and the amounts for your records. Disbursement of the partial payment may take up to seventy-two (72) hours after scheduled payment date. If there is an issue with the partial payment, contact the DTS Help Desk at 1-888-435-7146.

- Partial payments payouts:
  - First partial payment:
    - All airfare (if applicable)
    - All rental car (if applicable)
    - First 30 days of lodging
    - First 30 days of M&IE
    - Portion of mileage/non-mileage expenses (if dates listed are within the first 30 days timeframe)
  - Second partial payment:
    - Second 30 days of lodging
    - Second 30 days of M&IE
    - Portion of mileage/non-mileage expenses (if dates listed are within the second 30 days timeframe)

\*NOTE: Reimbursement of full or partial advanced payment for lodging will be disbursed as stated above (first partial payment – first thirty days; second partial payment – second thirty days), no more.

13. Despite what the printed orders say, do **NOT** submit interim vouchers every thirty (30) days.
14. While on travel, be responsible when spending money/using the GTCC. Act as if it were money from a personal bank account or credit card.
15. Maximum checked baggage allowance is as follows: three (3) checked bags for rotations; one (1) checked bag for training travel. Baggage must be of normal weight and size based on airline policy. However, exceptions will be reviewed on a case-by-case basis.
16. **Retain ALL receipts.** NACC requires receipts for all reimbursements claimed – even if they are less than \$75.00. Receipts for restaurant bills, beverages, food (groceries, convenience store, etc.), ATM fees, laundry expenses or personal items (hygiene items, napkins, paper plates, etc.) do not need to be provided. These are reimbursed through M&IE allowance.
17. Vouchers must be submitted within five (5) business days of return from travel.
18. While on rotation, zero out the M&IE per diem allowance while on leave or performing travel for the rotational command. If an employee is planning to leave the rotation site for leisure or for work, it must be endorsed by NACC first.
19. If using a rental car, a compact car must be selected unless there is a justified reason for a larger vehicle.
20. The least expensive rental car available in DTS must be used. If the rental car is in DTS, it means they are an acceptable company to use.
21. Reservations and allowances in DTS cannot reflect dates that are before or after the authorized travel dates on the approval.
22. If flying, use of a GSA/City Pair government contracted airline **must** be used.

23. The first and last days of approved travel are deemed travel days to the TDY site and to return to the homeport.
  - a. If the homeport command or residence is within four (4) hours of the TDY site, traveler should report to work for part of the designated travel day and then depart from the homeport command to the TDY site. Also, traveler should depart from the TDY site and return to the homeport command for part of the work day. If not traveling on the designated travel days, must be at work or on leave.
  - b. If use of a POV or rental vehicle is authorized for travel from/to TDY site and it take three (3) days to travel, the first three (3) days and last three (3) days of the approved travel are deemed travel days.

**Example:** Homeport is in Groton, CT. Approved rotation is in Pascagoula, MS to start on Monday, 27 October and end on Friday, 19 December. Employee is authorized to drive POV from Groton, CT to Pascagoula, MS. Employee's travel days to rotational site are Monday 27 October, Tuesday 28 October and Wednesday 29 October with the first day of work at the rotational site Thursday 30 October. Employee's last day of work at the rotational site is Tuesday 16 December. Travel days back to the homeport are Wednesday 17 December, Thursday 18 December and Friday 19 December.
24. Print and take approved orders when traveling. **NEVER** go on travel without approved orders. To print approved orders in DD1610 format:
  - a. Login to DTS at <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>
  - b. Accept the Privacy and Ethics Policy
  - c. On the "Welcome" screen go to "Traveler Setup" dropdown and click "Form Preferences".
  - d. Form Defaults page will pop up.
  - e. For "Authorizations", make sure that "Govt+Form" is selected.
  - f. Go to bottom and "Save Form Defaults".
  - g. Window will not close on its own, so click "Close Window" to go back to "Welcome" screen.
  - h. Go to the "Official Travel" drop down and select "Authorizations/Orders".
  - i. Locate the authorization and select "Print" in that row.
  - j. You should now have a copy of your official travel orders in the DD1610 form.
  - k. Ensure that one of the NACC Approving Officials' (AOs') names is in block 18, an account code is in block 19, and there is a travel order number in block 22.
  - l. You **MUST** print these out and keep them with you at all times while on travel. **DO NOT** go on travel without this completed DD1610 (approved orders).
25. Consider lower cost lodging options, such as Navy Lodge, Bachelor Officers Quarters or commercial corporate lodging facilities.
26. Fuel expenses for personal travel beyond the twenty (20) mile radius of the TDY site will not be reimbursed. This includes fuel expenses outside the twenty (20) mile radius of the TDY site incurred after business hours on weekdays, all weekends and federal holidays.
27. If traveling to a different command while on rotation, complete and submit a Visit Request to NACC (Security) at least thirty (30) days prior to departure date. NACC Security will submit the Visit Request via JPAS.
28. **DO NOT** move out or sublet your apartment when TDY.

29. If an employee has an accident while using an authorized rental car, please go to: <https://www.defensetravel.dod.mil/rental/> Select “Start Vehicle Assistance Request” and follow prompts/directions through to completion.
30. To check the status of travel authorizations/vouchers in DTS:
- Login to DTS at: <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>
  - Accept the Privacy and Ethics Policy
  - Select the authorization or voucher to be checked.
  - If “Open Document – VIEW ONLY” appears with a box that is checked, leave the box checked; removing the check would change it to “Edit” mode, requiring the document to be signed and sent through the routing list again. The document may automatically open in “View” mode which is fine.
  - Go to the “Digital Signature” page.
  - “ROUTING ACTIONS – AWAITING STATUS CHANGE TO....” will appear with a list of the next group of people in the routing list (all from the same level). All members of that group will have the document in their box for action. (\*Not all those people will need to take action.) Let the CSR know who has it and they will send a reminder to push it through.
  - After that list is the “Document History” which shows who it has been with and the actions taken thus far.
31. Lodging in “non-conventional” facilities is authorized in accordance with the JTR. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DoD component. Deposits for these facilities are not entered into DTS since they are refundable directly to the employee from the lodging facility.
32. If the use of Personally/Private Owned Vehicle (POV) is authorized, in/around mileage is calculated by factoring the distance from the lodging facility to the duty site plus five (5) miles each day for personal convenience and is then multiplied by the length of the duty assignment. To calculate the one-way daily commute, any online map program (i.e., MapQuest, MSN maps, etc.) can be used.
- EXAMPLE:
- Distance from lodging facility to duty site is five (5) miles one way making a daily round trip commute of ten (10) miles, add five (5) additional miles for a daily amount of fifteen (15) in/ around miles. The length of the approved rotation is one hundred thirteen (113) days. Computation is as follows:
- $15 \times 113 = 1,695$  total in/around miles
- If a traveler is using both POV and public transportation (i.e., utilizing the metro) at the duty site, they are only authorized half of the in/around mileage. So as noted in the above in/around mileage example, 1,695 miles would be divided in half for an actual total allowance of 847.50 miles for the duration of the rotation.
33. When renting a vehicle for government related travel, ensure that Government Administrative Rate Supplement (GARS) is on the rental agreement.
34. Entering travel requirements in DTS.

- a. When entering travel requirements in DTS, be mindful that DTS can only do what it is told to do. If expected expenses are identified as being incurred on one date, that is the disbursement that DTS will provide.
  - o EXAMPLE:
    - Employee has rotation that starts on 5 March and ends 1 June.
    - In DTS, employee enters Lodging taxes in the amount of \$1,628.70 with “GOVCC” identified as the Method of Reimbursement and the date incurred as 1 June.
  - o In the above, the employee’s GTCC could become delinquent. Since the employee indicated the expenses would not be incurred until the last date of the rotation, payment will not be disbursed until completion of the voucher even though the expenses for the lodging taxes are incurred incrementally throughout the rotation. To avoid delinquency on the GTCC, the employee will have to remit payments directly to the GTCC during the rotational assignment.
  - o When creating a travel authorization, ensure that incremental charges are identified throughout an extended travel that exceeds 45 days, such as rotations. This will ensure that partial payments will be disbursed to the GTCC and personal accounts as appropriate.
- b. If the Method of Reimbursement is identified as “Individual”, payment will be sent to employee’s personal account on record in DTS only.
- c. If during travel, an employee realizes they have overestimated an expense and the Method of Reimbursement should be changed, the employee should contact the appropriate NACC CSR as soon as possible before making any adjustments in DTS.

\*\*NOTE: To ensure DTS travel is correct or to address any concerns or amendments, work with the appropriate NACC CSR.

**EXAMPLES OF REIMBURSABLE EXPENSES:**

***(Note: ALL receipts must be provided for reimbursements claimed)***

1. Airfare
2. Baggage fees (see maximum allowable baggage above)
3. Commercial transportation (taxi, shuttle, etc.)
4. Parking at TDY site
5. Parking at terminal (excluding parking during rotational assignments)
6. Rental vehicle
7. Gas for rental car
8. Tolls
9. Lodging
10. Lodging taxes
11. Lodging cleaning fees
12. Automated toll payment devices if tolls will be incurred on a regular basis between the lodging and TDY sites

**EXAMPLES OF NON-REIMBURSABLE EXPENSES:**

1. Internet
2. Movies
3. Business or personal calls
4. Home visits
5. Car washes
6. Excessive gas usage or gas used for recreational activities (rental car)
7. Mileage outside the twenty (20) mile radius of the TDY site (POV)
8. Pet fees
9. In room concessions (i.e. refreshments in hotel refrigerator, safe fees, etc.)
10. Optional/additional charges through rental car companies (Global Positioning System (GPS), Sirius/XM radio, insurance in excess of the GARS, towing services, etc.).  
*Employees are encouraged to perform a detailed review of their rental car agreement and bill prior to signing or paying.*
11. Tips for hotel staff, housecleaning, baggage handlers, restaurant staff, bar staff, etc.
11. Fuel service options through rental car companies
13. Valet parking
14. Baggage carts or curbside assistance expenses (must provide medical documentation to receive reimbursement)
15. Baggage costs in excess of the airline policy standard shipping costs and/or shipping of items via private shipping methods such as UPS, FedEx, etc.
16. Long-term terminal parking (rotational travel)
17. Laundry and dry-cleaning
18. ATM fees

## Appendix H – New Hire Checklist

- Workstation with telephone and NMCI enabled computer
- Supervisor informed of new employee
- Security informed of new employee arrival
- HRO informed of new employee for onboard processing
- Command Orientation completed
- Career Field Initial Orientation completed
- Employee acclimated to command
- Formal meeting with employee to prepare and review IDP
- Employee's Critical Elements set (IPMS Form)
- CAC issued
- Mentor assigned to employee
- Mandatory trainings (PII, POSH, DTS, GS101, GTCC, etc.)
- Employee provided and familiarized with NADP Operating Guide
- Employee provided and familiarized with NACC website
- Employee provided and familiarized with NACC Payroll Guidance
- IDP/IDP Summary provided to NACC ACM
- Employee has applied for and received a GTCC through homeport command

## **Appendix I – Graduation Checklist**

- IDP requirements complete
- Eligible for Level II certification (required DAWIA classes completed)
- Verifies placement in permanent position
- NACC funded travel and tuition settled
- Verify HRO completed pick-up action
- Final IDP/IDP Summary submitted to NACC ACM
- Close-out DON IPMS submitted to NACC CM

**Appendix J – Notice of Foreign Travel Memorandum**

Date:

**MEMORANDUM**

From: (Name of person who is going on foreign travel)  
To: Security Coordinator  
Via: ASN (RD&A) Security Coordinator

Subj: NOTICE OF FOREIGN TRAVEL

1. I am reporting business/pleasure (circle one) travel outside of the U.S. from \_\_\_\_\_ through \_\_\_\_\_, in the country or countries of \_\_\_\_\_.

2. I have received an Anti-Terrorist Briefing within the last six months. A copy of my completion certificate accompanies this memorandum.

3. My office phone number is \_\_\_\_\_.

4. Upon my return to the U.S., I will report any incident, no matter how insignificant, that could have security implications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Member's SSN (Last 4 digits only)

RETURN VIA FAX OR EMAIL TO: NACC Security  
COM 717-605-1199 DSN 430-1199  
EMAIL: [nacc\\_visit\\_requests@navy.mil](mailto:nacc_visit_requests@navy.mil)

## Appendix K – Memorandum of Agreement for Top Secret Clearance

DEPARTMENT OF THE NAVY  
NAVAL ACQUISITION CAREER CENTER  
MECHANICSBURG PA 17055

NACC  
5500  
Ser D1/0039  
(Date)

(COMMAND)  
5500  
Ser A1/0000  
(Date)

MEMORANDUM OF AGREEMENT  
BETWEEN  
DIRECTOR, NAVAL ACQUISITION CAREER CENTER  
AND  
DIRECTOR, \_\_\_\_\_

Subj: MEMORANDUM OF AGREEMENT

1. This Memorandum of Agreement is between the Naval Acquisition Career Center (NACC) and \_\_\_\_\_ (Command name) hereinafter referred to as the Homeport Command. This agreement covers instances where the Homeport Command desires to place an employee into a billet or position that requires access to top secret information. The Naval Acquisition Development Program (NADP) requires employees to obtain and maintain a secret security clearance only.
2. The Homeport Command by requesting a top secret security clearance for (employee name) agrees the following conditions must be met before NACC will provide the appropriately coded position description. Subject employee must be a GS-9 or higher. The employee must have already received their final secret security clearance from the Department of the Defense Central Adjudication Facility (DODCAF). The Homeport Command assumes all responsibility for actions and costs in submitting the Single Scope Background Investigation (SSBI) and subsequent documentation of the Top Secret security clearance if granted by DODCAF.
3. Should the employee be denied a favorable top secret security clearance by DODCAF, but retains their final secret security clearance, the Homeport Command will place the employee in an appropriate position and pick-up the employee at graduation at their full performance level as a pre-existing requirement of the Homeport Command participating in the NADP.
4. Questions can be sent to the appropriate NACC Career Manager or the Career Management box at NACC\_CAREER\_MANAGEMENT@NAVY.MIL.

\_\_\_\_\_  
HUGH C. SMITH  
Director

\_\_\_\_\_  
Command POC name  
Director

## **Appendix L – Naval Acquisition Development Program – Pathways/Recent College Graduates Program**

The Pathways/Recent College Graduates program is currently available to any applicant who meets OPM qualification standards for any NADP job series and career field at the GS-7 or GS-9 grade levels and qualifications as outlined in the DON Pathways Programs Appendix A.

Coverage and Authority – The hiring authority for Pathways is Schedule D excepted service appointing authority provided in 5 CFR 213.3402(a).

Announcements – Announcements for NADP positions will be advertised on USA Jobs (<http://www.usajobs.gov>). Announcements are made on an infrequent basis and potential applicants are encouraged to check back often for the most current listing.

Pathways Participant Agreement – A Pathways Participant Agreement must be signed and returned within 30 days of Entry on Duty (EOD). The Agreement can be found on the NADP website and will be provided with the employee's new hire package. Completed, signed agreements will be forward by the Naval Acquisition Career Center (NACC) Career Manager to the Office of Civilian Human Resource-Stennis (OCHR-Stennis) Records Branch at [ochrste\\_records\\_bran@navy.mil](mailto:ochrste_records_bran@navy.mil) and maintained in the individuals Electronic Official Personnel File (eOPF).

Program Requirements – Successful completion of the Pathways Program entails completing training as outlined in the Master Development Plan (MDP) and further defined in the Individual Development Plan (IDP) to include completing DAWIA requirements and obtaining stated certification level, and other training requirements such as rotations, technical courses and senior projects. Successful completion also relies upon receiving acceptable performance ratings on the DON Interim Performance Management System (DON IPMS) annual assessment.

Extensions – 5 CFR 262.104(5) affords agency-approved extensions not to exceed 120 days for Recent College Graduates and interns without NTE Dates. Extension criteria must be for a reason that is beyond the control of the organization and/or the participant and will be decided upon on a case by case basis. Extensions must be submitted with and RPA and documented in DCPDS.

Program milestones –

- Signed Pathways Participant Agreement within 30 days of EOD
- DON IPMS critical elements set within 30 days of EOD
- IDP created within 45 days of EOD. Provide IDP summary page to NACC
- Mentor assigned within 90 days of EOD. Pathways mentor synonymous with CFM as defined in the Operating Guide

## Appendix M – Employee Request for Reasonable Accommodation

Employee Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Position/Series/Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Phone No: \_\_\_\_\_

1. Describe the nature of your mental or physical impairment and your limitation(s).

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2. Does the condition substantially impact a major life activity? Yes or No

3. If so, what major life activity is impacted? \_\_\_\_\_

Major life activities include hearing, seeing, walking, speaking, breathing, caring for oneself, performing manual tasks, and working. Major life activities do not include activities such as swimming, shopping, or enduring physical stress. Major life activities also includes the operation of major bodily functions (e.g., functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions).

4. Describe any impact your present limitation(s) have on the performance of the major duties or essential functions of your position or on your participation in the application process.

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5. Describe any impact your present limitation(s) have on the performance of tasks/activities important to your daily life outside of work. Household chores, bathing, and brushing one's teeth are among the types of tasks that are of central importance to people's daily lives.

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6. Describe accommodation(s) you believe may assist you in being able to perform the essential elements of your position or on your participation in the application process.

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7. If accommodation request is time sensitive, please explain.

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8. Medical Documentation: Provide appropriate medical documentation regarding the nature of the disability, the limitation(s) identified above, and the requested accommodation(s).

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9. Medical document is attached:    Yes    or    No

10. If medical documentation provided, is a medical release authorization form signed and attached?    Yes    or    No

11. If request is due to a work injury, provide Worker's Compensation Claim Number

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I certify that the statements and information provided in this document are true and complete to the best of my knowledge. I hereby give permission to release any information contained in this request to authorized agency officials with a need to know.

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Requestor's Signature

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Date

Supervisor or Disability Program Manager should acknowledge the receipt of this Request for Accommodation, along with medical documentation(s) as appropriate.

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Supervisor/Disability Program Manager Signature

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Date

## Appendix N – Confirmation of Request for Reasonable Accommodation

1. Applicant's or Employee's name: \_\_\_\_\_
  
2. Applicant's or Employees phone number: \_\_\_\_\_
  
3. Date of Request: \_\_\_\_\_ Employees Command/UIC/Code: \_\_\_\_\_
  
4. Type of Accommodation Requested: (be specific as possible, e.g., assistive technology, reader, interpreter, schedule change, working space modification, etc.)
  
5. Reason for the request: (if the accommodation is time sensitive, please explain):
  
6. Applicant's or Employees Signature: \_\_\_\_\_

### Return form to Manager/Supervisor

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(Command Liaison will assign number)

7. Log No. \_\_\_\_\_

#### Privacy Act Statement

The Rehabilitation Act of 1973, 29 U.S.C. section 791, and Executive Order 13164 authorize collection of this information. The primary use of this information is to consider, decide, and implement requests for reasonable accommodation. Additional disclosures of the information may be: To medical personnel to meet a bona fide medical emergency; to another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding; to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual; and to an authorized appeal grievance examiner, formal complaints examiner, administrative judge, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee.