

# NADP Quick Reference Guide for Entry Level Employees

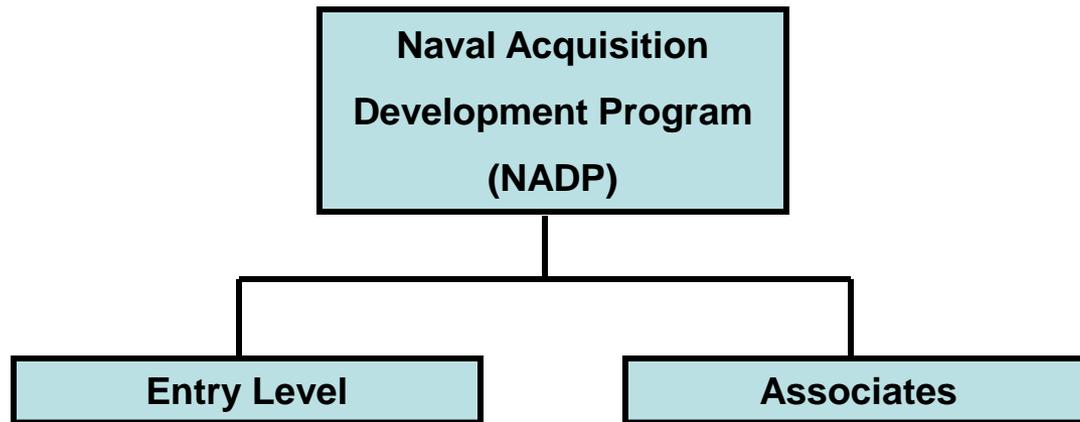


Developing Tomorrow's Acquisition Workforce Leaders

2015-2016

The purpose of the Naval Acquisition Development Program (NADP) Quick Reference Guide for Entry Level Employees is to orient entry level employees to the NADP by providing quick access to important, helpful information.

The NADP Operating Guide and the NADP website provide the official policy and guidance on the topic matter contained herein.



The Naval Acquisition Career Center (NACC) manages the NADP which consists of entry level and associate employees. The NADP is designed to provide the Navy and Marine Corps with Acquisition Professionals. The following quick reference guide is for entry level members of the NADP which is governed by the NADP Operating Guide and the NADP website.

## 7 Steps to Success in the NADP

- Routinely check the NADP website 'Bulletin Board Announcements' link at: <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx>
- Read and adhere to the following policy documents:
  - NADP Operating Guide for policy and guidance.
  - Joint Travel Regulations (JTR).
- Focus on your Individual Development Plan (IDP) and the NADP Mission.
- Assume responsibility for clear communication.
- Take responsibility for your own career.
- Network with other entry level employees.
- Present yourself professionally.

# ACRONYMS

<b>ACM</b>	Assistant Career Manager	<b>GS</b>	General Schedule
<b>ASN (RD&amp;A)</b>	Assistant Secretary of the Navy Research, Development & Acquisition	<b>GTCC (GOVCC)</b>	Government Travel Charge Card Government Credit Card ( same as GTCC above – GOVCC is used in DTS)
<b>AWTAP</b>	Acquisition Workforce Tuition Assistance Program	<b>HRO</b>	Human Resource Office
<b>BUS-CE</b>	Business-Cost Estimating	<b>IAW</b>	In Accordance With
<b>BUS-FM</b>	Business-Financial Management	<b>IDP</b>	Individual Development Plan
<b>CFM</b>	Career Field Manager	<b>IT</b>	Information Technology
<b>CM</b>	Career Manager	<b>LDTA</b>	Lead Defense Travel Administrator
<b>CON</b>	Contracting	<b>LOG</b>	Life Cycle Logistics (also seen as <b>LCL</b> )
<b>CSR</b>	Career Service Representative	<b>LWOP</b>	Leave Without Pay
<b>DACM</b>	Director, Acquisition Career Management	<b>MDP</b>	Master Development Plan
<b>DAU</b>	Defense Acquisition University	<b>NACC</b>	Naval Acquisition Career Center
<b>DAWIA</b>	Defense Acquisition Workforce Improvement Act	<b>NADP</b>	Naval Acquisition Development Program
<b>DON</b>	Department of the Navy	<b>NMCI</b>	Navy Marine Corps Intranet
<b>DTS</b>	Defense Travel System	<b>OCHR</b>	Office of Civilian Human Resource
<b>ENG</b>	Engineering	<b>POC</b>	Point Of Contact
<b>EOD</b>	Entrance On Duty	<b>SYSCOM</b>	Systems Command
<b>FE</b>	Facilities Engineering	<b>TDY (TAD)</b>	Temporary Duty Temporary Additional Duty (used interchangeably with TDY above)
<b>GAL</b>	Global Address List		

## **COMMON ACCESS CARD:**

### **What is the Common Access Card (CAC)?**

The CAC is a Department of Defense (DoD) smartcard issued as standard identification for military personnel, civilian employees and eligible contractor personnel. The CAC is used as a general identification card and is required to log in to DoD computers, web-based DoD applications, and certain DoD facilities.

### **How do I obtain a CAC?**

Your homeport supervisor or command activity field representative should ensure that the proper paperwork to obtain your Navy Marine Corps Intranet (NMCI) account is completed prior to your arrival. This is the first step in providing you with access to government computers

The process for obtaining your CAC does not begin until you have reported for your first day of work.

### **Step 1: Complete the DD 1172-2 with your Supervisor**

Your supervisor, Career Field Manager (CFM) or the local command security office, can provide you with the DD Form 1172-2 that you and your supervisor will need to complete for you get your CAC.

## COMMON ACCESS CARD

### **Step 2: Make an appointment to visit the CAC issuance office**

- After the paperwork has been processed, you will need to make an appointment online at <https://rapids-appointments.dmdc.osd.mil/> to visit the CAC issuance office.

(Your Supervisor, Command Activity Field Representative, or other designee can assist you with the online appointment process, as you will be unable to log on to your computer at work prior to getting your CAC.)

### **Step 3: Contact NMCI Helpdesk for “First Time User Setup”**

After obtaining your CAC and signing on to your computer for the first time, you will need to contact the NMCI Helpdesk at (866-843-6624) to have them guide you through the “First Time User Setup.” This process will ensure that your system certificates (ID, signature and encryption) are registered on your computer and that your Microsoft Outlook e-mail is set-up properly. It should be noted, that you will have to re-register your system certificates any time you permanently change computers.

**Note: The process for obtaining a CAC can be lengthy (2-4 weeks). Please be patient and work with your supervisor to obtain your CAC in a timely manner.**

**Please visit our ‘Welcome Aboard’ link on our website for review of important material at:** <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx>

**Remember to carry your CAC when you leave your area or your command for identification purposes.**

## SLDCADA:

- All NADP employees will use the Standard Labor Data Collection and Distribution Application (SLDCADA) to enter their time and attendance.
- Your time and attendance/type hour code (THC) must be entered in SLDCADA NLT the second Thursday of the pay period.
- To log into SLDCADA please go to [www.sldcada.disa.mil](http://www.sldcada.disa.mil) and select V23 login.
- Employees having problems with SLDCADA should first contact their supervisor/certifier. If the supervisor/certifier cannot resolve the problem then they should go to the command/activity SLDCADA POC. If the local command/activity SLDCADA POC cannot resolve the issue, then the command/activity SLDCADA POC will contact NACC for assistance. If NACC cannot resolve the issue, they will, as SLDCADA administrators, contact the SLDCADA help desk for assistance.
- All new NADP employees must remain on an 8 hour work schedule for their first pay period. Please do not request a change to your work schedule until after the first pay period has been processed.

## Things You Need to Know:

- The NACC Payroll Guide is available in the “Policy & Guidance” section of the NADP website.
- The Reimbursable Overtime and Awards Information Sheet can be found by selecting the “Payroll” section of the NADP website.

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

- Ensure you are using the correct guidance (NADP vs. 852). Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst at NACC:

REG NADP Financial Analyst – 717-605-2744

852 Financial Analyst – 717-605-5471

### NACC SLDCADA Administrator:

- NAVAIR/NAVSUP/NELO/USMC - Phone: 717-605-8642
- NAVFAC/ALL OTHERS- Phone: 717-605-2668
- NAVSEA/SPAWAR – Phone: 717-605-6485

## Overview:

- The Department of Navy (DON) uses the Interim Performance Management System (IPMS) to review and rate General Schedule (GS) employee performance during the rating period.
- Communication with an employee regarding their performance is an integral part of the IPMS process.
- All NADP entry level and associate employees are in the GS pay system.

## Highlights:

- Your Rating Official (RO) is your homeport command supervisor.
- Your Senior Rating Official (SRO) is your homeport CFM.
- **Creating Performance Plan** - must be done within thirty (30) days of EOD or within the first thirty (30) days of the beginning of the FY (1 October).
- **Progress Review** - employee prepares and submits their self-assessment to the RO for the progress review (occurs in March).
- **Annual Assessment** - employee prepares and submits their self-assessment to the RO for the annual assessment (occurs in September).
- **Close-Out Assessment** - graduating employee prepares and submits their self-assessment to the RO for the close-out assessment approximately two (2) weeks prior to the scheduled graduation date
- Employee self-assessments and RO assessments are **required** on the Progress Review, Annual Assessment and Close-Out Assessment.
- IPMS forms are to be submitted to [NACC IPMS Forms](#) after they have been signed.  
**Please do not send these documents to a NACC employee's individual email address.**
- Information regarding IPMS is available in the “Performance Plans” section of our website at <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx>

## Overview

- The Master Development Plan (MDP) is a baseline starting document for new employees. The MDP is the actual template for your plan and it doesn't become the Individual Development Plan or IDP until it is filled in and tailored to an individual employee and signed.
- IDPs have long been used in government as a tool to help employees develop their skills, further their office's mission, and achieve their career goals. The IDP is a requirement for all NADP employees.
- MDPs for your respective career field can be found by selecting the 'Development Plans' link on our website at:  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx>

## Overview

- The MDP becomes the IDP when it is tailored to an individual employee. The IDP is a personalized version of a career field MDP designed to meet the specific needs of the target position and the employee.

## Timelines

- Within 45 days of an employee's Entry on Duty (EOD) date, each employee is responsible for meeting with their supervisor and/or CFM for guidance to establish their IDP.
- The IDP should be reviewed annually (at a minimum) with your supervisor and/or CFM.
- The IDP should be kept on file at your local command. This document will never need to be submitted to the NACC.

## IDP Contents:

- Competencies
- Rotational Assignments
- DAWIA Training
- Senior Projects
- Formal Training
- Education

## **Overview**

- The IDP Summary is a one page overview of the requirements needed to graduate from the NADP and outlines appropriate career field requirements to perform at the journeyman level.
- IDP Summaries for your respective career field can be found on the NADP website.

## **Timelines**

- The IDP Summary must be submitted to the NACC Assistant Career Manager (ACM) on the following dates:
  - Within 45 days of EOD
  - 45 days prior to a promotion
  - 90 days prior to graduation date
- The IDP and IDP Summary should be updated and reviewed with your supervisor and/or CFM annually and the IDP Summary submitted to NACC at the required times.
- When preparing updated IDP Summaries, employees must use the most current forms available on the NADP website.
- Please ensure you submit an updated IDP summary 90 days prior to graduation for NACC review to ensure you have met all requirements of the program.

# Sample IDP Summary

- This is a sample of the Contracting IDP Summary for NADP entry level employees. All MDPs and IDP Summaries look similar but may have different requirements.
- Before submitting, please fill in as much information as you are able. Please do not fill in future dates for completed dates, put them in the comment section.
- Please ensure you have read and understand the NADP Operating Guide. It contains the procedures and guidance for commands and NADP employees.

## Things to Remember:

- You DO NOT need to submit the multi-page IDP to NACC.
- Ensure that you know your promotion and graduation dates.
- Work with your CFM to develop your multi-page IDP and NADP IDP Summary.
- Ensure your IDP Summary is submitted to NACC with your acknowledgement, as well as your supervisor and/or CFMs' signature.
- IDP Summaries can be found by selecting the 'Development Plans' link on our website: <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx>
- When preparing updated IDP Summaries, employees are must use the most current version of the form.

Employee:	Location:	Command:
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1. Competency Development: As identified on the multi-page NADP IDP.

2. Program Dates

Start/Entry on Duty (EOD)	
Promotion 1	
Promotion 2 (if applicable)	
Promotion 3 (4 Year NADP-WW only)	
Graduation	

3. Rotational Assignments. (2 Required. \*If travel funding is required, NACC will fund the cost of 1 rotational assignment within program constraints. Homeport command funds travel cost overruns and any costs for additional rotational assignments.)

Command/Location (include city and state)	Planned Dates	Dates Rotation Performed
Internal:	-	-
External*:	-	-

4. DAWIA Training Requirements (See Core Certification Standards at <http://catalog.dau.mil>.) You must apply for certification in eDACM.

Certification (field for comments)	Date Certified
Level 1	
Level 2	

5. Other Training Requirements \*NADP Orientation Training not required for employees onboard prior to July 2012.

Training (Field for comments/course information)	Date Started	Date Completed
NADP Employee Orientation Training (online via TWMS)*		
Acquisition Initial Leadership Development (AILD) (NACC funded)		
Technical Training Course (Command funded)		
NADP Training Symposium (NACC funded)		

Submit updated IDP Summary with new signatures and dates to NACC Assistant Career Manager (ACM):

- Within 45 days of EOD
- 45 days prior to a promotion
- 90 days prior to graduation

The signatures below acknowledge that you are aware of all NADP requirements and have read the policies outlined in the [NADP Operating Guide](#) and on the [NADP website](#). Your signature below further indicates that you verify the information on this form is accurate and correct.

Type Name	Sign	Date Signed
Employee		
Supervisor		
CFM		
Receipt acknowledged by NACC Career Manager		

# GRADUATION REQUIREMENTS

	*BUS-CE	*BUS-FM	CON	ENG	FE	IT	LOG
<b>DAWIA Training (See DAU for Career Field Course Requirements for Certification)</b>							
Level I	<input checked="" type="checkbox"/>						
Level II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*BUS-CE & BUS-FM not required to be Level II certified at graduation but must have Level II courses completed							
<b>Rotational Assignments</b>							
Internal	<input checked="" type="checkbox"/>						
External	<input checked="" type="checkbox"/>						
<b>Senior Project</b>							
Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Optional (See CFM)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Training</b>							
NADP Web Based Training	<input checked="" type="checkbox"/>						
NADP Training Symposium	<input checked="" type="checkbox"/>						
Management Training Course (AILD)	<input checked="" type="checkbox"/>						
NACC Funded Program Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Command Funded Program Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Development Training (Required)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Professional Development Training (Optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command Funded Technical Training Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
NACC Funded Technical Training Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional DAU courses *Cine 100 Level DALI course *Cine 100 or 200 DALI Level course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>See MDP for Formal Training Requirements</b>							

## ▪NACC Actions

- Approximately 90 days prior to graduation date send email reminder to provide the NACC ACM an updated IDP Summary.
- Provide command with graduation notice about 60 days in advance and confirm pick up date.
- Contact command and confirm that they are picking up the employee on time.
- Ensure graduation requirements have been met.
- Process RPA to convert employee from Excepted Service to Career Conditional, if applicable.

## ▪Command Actions

- Provide the NACC ACM with an updated IDP Summary to verify the graduation requirements have been met.
- Verify with ACM that the employee is getting picked up on specified graduation date.
- Process RPA to pick-up employee the day following the graduation date.
- To request SF-75 information, contact OCHR Stennis at:  
[ochrste\\_records\\_bran@navy.mil](mailto:ochrste_records_bran@navy.mil)
- If employee is being picked up by a command other than homeport, that command must verify pick-up date with the ACM.

The information below applies to Non-DAU, NACC funded travel only.

## Highlights

- Complete the various trainings under the “Training” section:  
<https://www.defensetravel.dod.mil/passport/bin/Passport.html>
- DO NOT purchase your own airfare ticket.
- NADP employees are encouraged to carpool when attending training with other NADP employees.
- Keep ALL receipts for travel settlement, including receipts under \$75.
- Gas money expended for personal trips while on travel will not be reimbursed.
- NACC does not authorize return trips home during a Temporary Duty (TDY) assignment.
- If lodging is not booked through DTS, put location, cost of lodging and distance from TDY site in “Comments to the Approving Official” box within your authorization.

## Highlights (continued)

- Any travel, including personal travel, to a foreign country, submit all required documentation reflected on the NACC Security section for the NADP website  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/NACCSecurity.aspx>.

## Traveling Using DTS

- Create travel authorization in DTS as prescribed by NACC.
- Ensure the appropriate Cross Org Line of Accounting (LOA) is selected in DTS. Note that the leading two digits of the Cross Org LOA will change each fiscal year.
- If flying, you must select government contract flights.
- Validate approvals and airfare prior to departing.
- Print out orders and take them with you while on travel.
- Submit travel voucher in DTS within 5 business days of returning.

• DTS Help Desk: 1-888-435-7146

**NEVER TRAVEL WITHOUT APPROVED ORDERS!**

## **Before going on Travel, make sure you do the following:**

- Submit DTS travel authorization as prescribed by the NACC.
- Obtain approved travel orders via DTS.
- Print your orders and carry with you while TDY.
- If flying, check DTS and ensure tickets have been paid for.
- Make sure your Government Travel Charge Card (GTCC) is activated prior to departure.
- Complete and submit a visit request to NACC at least 30 days prior to departure date. See Security & Visit Request Tab.
- Turn on your “Out-of-Office Assistant” in MS Outlook and put an extended absence greeting on your voicemail.
- Make sure you’re on an 8 hour schedule for the entire pay period when traveling to the temporary duty site and returning to the homeport.

## **While on Travel, make sure you do the following:**

- Save **ALL** of your receipts, regardless if amount is less than \$75.00.
- Use your GTCC for all travel related expenses.
- Contact your CSR before making any changes to your travel arrangements.

## **Upon Return from Travel:**

- Process your travel voucher in DTS within 5 days after your return.
- Turn off your “Out-of-Office Assistant” in MS Outlook and remove your extended absence greeting on your voicemail.

## DTS Travel Authorization Checklist

TRAVEL DO'S	CRITERIA
<b>1. Government Travel Charge Card (GTCC)</b>	You must have and use your GTCC if you are traveling.
<b>2. Review Dates of Travel</b>	A. If travel is longer than 45 days, ensure partial payments are selected. B. For rotations, you should depart on a Monday, unless a federal holiday and return on a Wednesday, Thursday, or Friday.
<b>3. Review Transportation</b>	
IF AIR	Did you select the government fare? Did you include baggage fees and transportation to/from airport?
IF POV	Did you include parking fees and mileage?
IF RENTAL CAR	Did you include parking fees and gas? If "No" to any of the above, you must include remarks to the Approving Official.
<b>4. Review Lodging</b>	A. Are hotel taxes Included? (If Basic Officers Quarter (BOQ), not applicable) B. If no cost for lodging - must include comments to the Approving Official.
<b>5. Review of "Other Expenses"</b>	A. Parking (If POV or Rental Car) B. Hotel taxes (When not staying in BOQ) C. Tolls (if necessary) D. Shuttle/taxi (If no POV or no Rental Car) E. Public transportation fees

## Highlights

- NACC will announce when rotation funding is available and request employees to submit required rotation documentation to the ACM.
- Rotational assignments must be clearly defined.
- Rotations may not cross fiscal years.
- Employees are encouraged to find no-cost, valued added rotations to meet the IDP requirements.
- Rotational assignments outside of the Department of the Navy are extremely rare.
- See the NADP Operating Guide for special instructions regarding rotations outside of the continental United States (OCONUS).

## Rotational Assignment Checklist

Read Sections 5.2.4 and 6.4 of the NADP Operating Guide in their entirety and any appendices referenced prior to submitting documentation to NACC.

Submit appropriate package to CFM via email.

Please include:

- Rotation description (if applicable) with desired competencies

CFM emails completed package to the NACC ACM for review within the timeline provided by NACC.

Upon NACC Career Manager (CM) endorsement, employee creates travel orders in DTS at least 30 days prior to travel start date, or as soon as practicable.

Complete and submit a visit request to NACC Security at least 30 days prior to your departure date.

## Things You Need to Know

- NACC funded rotational assignments must be a minimum of 30 days and will not exceed 90 days in length.
- NACC funded rotation cannot exceed \$20K in cost.
- Employee must have one (1) year in the NADP before starting a rotation.
- All DAWIA Level I courses must be complete before starting a rotation.
- Rotations should start on a Monday. If Monday is a federal holiday, then the rotation can start on a Tuesday.
- Rotations should end on a Wednesday, Thursday or Friday.
- Rotations cannot start on a Wednesday, Thursday, Friday, weekend or federal holiday.
- Rotations cannot end on a Monday, Tuesday, weekend or federal holiday.
- The first and last days of your approved rotation are deemed your travel days to and from the rotation site. They are included in the length of the rotation.
- Appendix G – NACC Funded Travel Procedures in the NADP Operating Guide will provide you guidance and tips on proper travel procedures and submitting an authorization in DTS.

## **The eDACM Website Offers the Following:**

- Ability to search and apply for Defense Acquisition University (DAU) Training.
- Ability to update student profile.
- Ability to request DAU student travel funds.
- Ability to request cancellations.
- Ability to resend approval request emails.
- Register for career field certification.
- Register for continuous learning.

(All personnel in Defense Acquisition Workforce Improvement Act (DAWIA) positions must have 80 CLPS every 2 years.)

NOTE: DAU classes begin filling in May for the upcoming fiscal year. Please apply ASAP for mandatory certification courses. NADP employees may request in-residence DAU courses prior to completion of prerequisites, but all prerequisites must be completed prior to course start date.

## **Navy eDACM Support Team:**

For assistance with eDACM website, please contact an eDACM Support Specialist by doing the following:

- Log into the eDACM site: <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- Place your mouse on the blue 'Help' button, located on the tool bar.
- Click on 'Contact Us'.
- An email is generated and forwarded to the eDACM Support group box.

## **DAU Travel Highlights:**

Once you receive a reservation in a DAU class for which you are eligible for DAU centralized travel funding you will:

- Receive a reminder email at 45 and 30 days prior to class start date with instructions to complete your travel worksheet.
- Receive your travel orders within 30 days of your class start date, once the appropriate Course Manager has reviewed your travel worksheet.
- Print and review all attachments provided with your travel orders.
- Have your supervisor sign block 18 of your travel order.
- Carry your travel orders with you to class.
- Do not travel without travel orders. If you have not received them, please call to check.

## **Upon Return from DAU Centrally Funded Travel:**

- Please refer to the DAU NAVY TRAVEL PROCEDURES located on eDACM.

Log into eDACM

Go to Manage Career/Travel/Guidance and Documents/DAU NAVY TRAVEL PROCEDURES

Instructions for submitting your claim are located in STEP 5 - "Filing Your Travel Claim/Voucher"

# Non-DAU and Non-AWTAP Training

## Highlights:

- The MDP states whether a requirement exists for a technical training course, program review or a professional development training.
- To request tuition funding, submit a complete packet that includes the following:
  - Completed SF182 signed by supervisor or CFM (Section D 1a through 1e **ONLY**)
  - Course description
  - Course agenda
  - Printed version of course cost
  - Estimated travel costs
- If no tuition is required and only requesting NACC funding for travel, submit updated IDP Summary with all required signatures. Provide estimated travel expenses.
- All requests must reach the NACC ACM in accordance with the guidance published by NACC.

## Things You Need to Know:

- Employee is responsible for sending approved SF-182 to the vendor (i.e., college). Please do not send to the vendor without approval signatures and a line of accounting.
- Do not submit last minute tuition requests.
- NACC cannot make corrections on an SF-182. If cancelling or requesting correction to SF-182, please submit a new completed form via email to your ACM. Please ensure that the appropriate status in Box B is selected.

TRAINING  
REQUESTS

## Highlights:

- The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program.
- AWTAP is not a reimbursable program – payments are made directly to the educational institution.
- AWTAP pays most mandatory fees but excludes materials that could become student property such as textbooks, computers, calculators, etc.
- AWTAP will fund only one degree per employee; program length cannot exceed 5 consecutive years.
- Annual limit - The fiscal year limit is subject to change and is reviewed annually; please reference the AWTAP Policy for the current funding limit.
- Requests for AWTAP funding need to be submitted on the eDACM website, log into <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>.
- When ready for course registration you must request a SF182 form through the eDACM system. This should be done up to 60 days prior to or up to 15 days after the course start date. (Employee will not be reimbursed if SF182 is submitted more than 15 days after course start date.)
- Grades must be submitted for all courses identified on the EDP within 45 days of the course completion, regardless of the funding source.

## In order to qualify for AWTAP

- **Employee must be making progress towards DAWIA certification and the supervisor must validate.**
- IDP must be on file at NACC.
- Employee must meet minimally acceptable performance standards.
- Employee must not be pending disciplinary action.
- School must be accredited by an agency approved by the United States Department of Education.
- Employee must pursue an allowable degree program.

## **AWTAP WILL FUND:**

- Courses in the fiscal year in which they start
- Mandatory prerequisite courses
- General electives
- Online/intranet access fees
- College equivalency assessments
- Portfolio assessments

## **AWTAP WILL NOT FUND:**

- Courses or education beyond the masters degree level
- Non-credit courses
- Application and graduation fees
- Entrance examination fees
- Public internet access fees
- Parking, travel, and lodging expenses.
- Courses completed or in process at the time of acceptance into AWTAP
- Courses for which other reimbursement has been or will be obtained, e.g. GI Bill
- Materials that become student property
- Late or delinquent fees incurred by the student

## **Continued Enrollment is Contingent Upon:**

- Undergraduate courses must be completed with a grade of “C” or better.
- Graduate level courses must be completed with a grade of “B” or better.
- Reimbursement will be required of AWTAP participants who fail, withdraw, or do not earn and document the minimum grade for funded courses.
- Students are required to provide grades for all coursework on their approved AWTAP education plan.

**AWTAP questions should be directed to the AWTAP Manager at (717) 605-8124 (DSN:430)**

## **How to Obtain a Visit Request:**

1. Contact the POC for the travel event and determine the security requirements of the event.
2. Download Visit Request Form from the NADP website under 'NACC Security' below.
3. You will need the following information regarding the site you'll be visiting:
  - a. Full address
  - b. Security POC  
(name, phone #, fax #, and SMO code)
  - c. Dates of Visit (from, to)
  - d. Reason for visit
  - e. Level of security access needed
  - f. Your name, grade and phone #
4. Return via email or fax to: 717-605-1199
5. For questions, please contact:  
717-605-1354  
717-605-2548

## **When are they required?**

When traveling outside of your homeport command:

1. Rotational assignments
2. Special projects
3. Meetings
4. Contractor visits
5. Some training sites/vendors may require visit request/clearance information to attend.

## **Things to Remember:**

1. Please submit Visit Requests at least 30 days prior to the start of the event.
2. Make sure the Visit Request is 100% complete; incomplete Visit Request forms will not be processed.

## **Conflict Resolution Process**

- Define the problem.
- Generate possible solutions.
- Evaluate the solutions.
- Make the decision.
- Determine how to implement the solution.
- Assess the success of the solution.
- Always collaborate to produce a win-win solution.

## **Work as a Team**

- There is no "I" in TEAM.
- Be a team player.
- Have a clear goal and results-driven structure.
- Avoid negativity, instead use constructive criticism.

## **Communicate Effectively**

- Most communication is based upon nonverbal cues, while only a small percentage is words.
- Ask questions and paraphrase to ensure you understand.
- Show interest during communication.
- Provide positive and constructive feedback.

***"The greatest problem in communication is the illusion it has been accomplished."***

- Daniel W. Davenport

# LEADERSHIP PRINCIPLES

Listed below are a few proven leadership principles that will separate you from your peers.

- Honesty – always tell the truth.
- Integrity – doing the right thing even when no one is watching! Think about it!
- Inspire – when subordinates are inspired the job is practically done.
- Delegate authority-but not responsibility – a leader can and should delegate authority but the leader has the responsibility. Subordinates own their work and leaders check and double check to ensure the work is accomplished to standard.
- Lead by example – It's so easy to talk the talk. Good leaders also walk the walk. Don't expect subordinates do what you can't do or refuse to do.
- Learn constantly – Good leaders never quit learning. Leaders should regularly do self-awareness, recognize shortcomings and improve upon them.
- Build strong leaders around you - Recognize the potential in others and then help them achieve it.

**“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”**

-John Quincy Adams

- Commit names to memory.
- Know and follow your chain of command.
- Always address someone by their title and last name unless you are instructed otherwise.
- Be on time. Remember: 5 minutes early is on-time, on-time is late.
- Do not enter or leave a room during a presentation.
- Silence your cell phone during meetings and presentations.
- Treat people with respect.
- Cultivate an image of professionalism.
- Show people honest and sincere appreciation.
- When making an introduction, be professional and sincere, use a firm handshake, and keep a mental note of personal details.
- Keep business cards on hand for networking.
- Always follow up after meeting new contacts.
- Remember: There's only one chance to make a good first impression!

## Women

### What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Cotton or silk blouse in a conservative color
- Low to medium heeled, leather shoes
- Never wear open toe shoes.



### What to avoid:

- Athletic shoes, flip-flops, strappy sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained, tight fitting or too revealing.

### What is Business Casual?

- Dress slacks, skirts, dresses, khakis, Capri's
- Tailored blouse/shirt or polo shirt
- Conservative shoes



When in doubt, err on the side of conservatism.

## Men

### What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Long sleeve, button down shirt
- Conservative tie
- Leather shoes, wing tip or loafer style



### What to avoid:

- Athletic shoes, flip-flops, sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained.

### What is Business Casual?

- Slacks, suit pants, khakis
- Dress shirt (tie optional), polo shirt
- Leather shoes



“Dress for the job you want, not the job you have.”

PROFESSIONAL  
ETIQUETTE

## E-MAIL ETIQUETTE:

- Know the difference between “To:” and “Cc:” (Carbon Copy)
  - The people you include in the “To:” field should be those you expect to read and take action on the message.
  - The people you include in the “Cc:” field should be those who have a need to know. Note the “Cc:” should be used sparingly.
  - “Bcc” (Blind Carbon Copy) should be used even more sparingly.
- Keep messages brief and to the point.
- Avoid discussing multiple subjects in a single message.
- Reply to emails in a timely manner.
- Avoid using text message shorthand.
- Use all caps sparingly and be mindful of your tone.
- Avoid replying to a message in anger.
- Avoid using email to criticize others.
- Before you “Reply to All” make sure everyone needs to know first.
- Do not forward chain letters.
- The “High Priority” flag should be reserved for messages that are truly urgent.
- Use your spell check function.
- Include a signature with your contact information at the initiation of an email string or your first response to an email. Thereafter, it is redundant and requires unnecessary scrolling through the email string, “Very Respectfully” or “V/R” with your name is all that is required in subsequent email responses.
- Re-read your email before you send it.
- Be mindful of PII; identify, mark appropriately and digitally encrypt emails containing PII. Avoid using PII where ever possible

# CODE OF ETHICS FOR GOVERNMENT SERVICE

- Any person in Government service should:
- Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
- Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- Make no private promises of any kind binding upon the duties of office, since a Governmental employee has no private word which can be binding on public duty.
- Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
- Never use any information gained confidentially in the performance of governmental duties as a means of making a private profit.
- Expose corruption wherever discovered.
- Uphold these principles, ever conscious that public office is a public trust.

## Professional Development

- USDA Graduate School: <http://www.graduateschool.edu>
- NMCI Homeport Training: <https://www.homeport.navy.mil/training>
- Navy Knowledge Online (NKO): <https://wwwa.nko.navy.mil/>

## Travel

- Travel Regulations: <http://www.defensetravel.dod.mil/site/travelreg.cfm>
- Per Diem: <http://www.defensetravel.dod.mil/site/perdiem.cfm>

## Personnel Information (SF-50s) and Pay

- DCPDS: <https://compo.dcpds.cpms.osd.mil/>
  - -Information will be found under “My Biz+”
- Total Workforce Management Site: <https://twms.navy.mil>
- MyPay: <https://mypay.dfas.mil/mypay.aspx>
- OPM Pay Tables: <http://www.opm.gov>

## Federal Benefits Information

- NACC does not handle benefits. To make elections, please visit:  
<https://www.civilianbenefits.hroc.navy.mil>
- Employee Benefits Information System (EBIS) is an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates. You will need an EBIS login.

**Link:** <https://www.civilianbenefits.hroc.navy.mil>

- For more information on Federal benefits, please visit:

**Link:** <http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx>

- DON Benefits Line: 1-888-320-2917
- The DCPDS Portal provides access to the following links:
  - My Pay
  - EBIS
  - TSP
  - OPM Homepage

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

# POINTS OF CONTACT

COMMAND	CAREER MANAGER (CM)	ASSISTANT CAREER MANAGER (ACM)	CAREER SERVICES REPRESENTATIVE (CSR)
ASN/CIO	717-605-2887	717-605-2279	717-605-6484
IPO	717-605-2887	717-605-2279	717-605-6484
MSC	717-605-2887	717-605-2279	717-605-6484
NAVAIR	717-605-2887	717-605-2279	717-605-6484
NAVFAC	717-605-2887	717-605-2279	717-605-6484
NAVOCEAN	717-605-2887	717-605-2279	717-605-6484
NAVSEA	717-605-2721	717-605-1570	717-605-2627
NAVSUP/NELO	717-605-2721	717-605-1570	717-605-2627
NCCA	717-605-2887	717-605-2279	717-605-6484
ONR	717-605-2721	717-605-1570	717-605-2627
OPNAV	717-605-2887	717-605-2279	717-605-6484
OPTEVFOR	717-605-2887	717-605-2279	717-605-6484
SPAWAR	717-605-2721	717-605-1570	717-605-2627
SSP	717-605-2887	717-605-2279	717-605-6484
USMC	717-605-2887	717-605-2279	717-605-6484

## **Your CM or ACM is the primary contact for the following:**

- Providing guidance concerning career management.
- Rotational assignments
- Training requests
- Graduation requirements (IDP Completion)
- Promotions

Note: The CM is the final endorsing authority for rotations, training, IDPs, etc.

## **Your CSR is the primary contact for the following:**

- Processing DTS travel requests.
- Coordinating DTS travel for training and rotations.
- Updating personal information (i.e. changes to name, phone numbers, email address).
- CSRs do not handle DAU Travel, contact your NACC DAU representative.

## **REMINDERS:**

- Use the NADP website (i.e. Operating Guide) as a resource.
- When contacting your CM, ACM or CSR, please keep in mind that they are responsible for over 1,100 employees. They will respond to your email and telephone inquiries in a timely manner.
- Please do not leave a message or email with more than one person for the same issue. This can cause confusion and delay in resolving your issue.

# MILITARY INSIGNIAS AND CIVILIAN EQUIVALENTS

Civilian Equivalents	Navy Rank	Marine Corp Rank	Navy & Marine Corp Insignia	Navy Shoulder Insignia	Navy Sleeve Insignia
GS-7	Ensign (ENS)	Second Lieutenant (2nd LT)			
GS-8-9	Lieutenant Junior Grade (LTJG)	First Lieutenant (1st LT)			
GS-10-11	Lieutenant (LT)	Captain (CAPT)			
GS-12	Lieutenant Commander (LCDR)	Major (MAJ)			
GS-13-14	Commander (CDR)	Lieutenant Colonel (LT COL)			
GS-15	Captain (CAPT)	Colonel (COL)			
SES	Rear Admiral (lower half) (RDML)	Brigadier General (BRIG GEN)			
SES	Rear Admiral (upper half) (RADM)	Major General (MAJ GEN)			
SES	Vice Admiral (VADM)	Lieutenant General (LT GEN)			
	Admiral (ADM)	General (GEN)			
	Fleet Admiral* (FADM)	N/A			

# ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

E-1

E-2

E-3

E-4

E-5

E-6

E-7

E-8

E-9

## NAVY



SEAMAN  
RECRUIT



SEAMAN  
APPRENTICE



SEAMAN



PETTY  
OFFICER  
THIRD CLASS



PETTY  
OFFICER  
SECOND  
CLASS



PETTY  
OFFICER  
FIRST CLASS



CHIEF  
PETTY  
OFFICER



SENIOR  
CHIEF  
PETTY  
OFFICER



MASTER  
CHIEF  
PETTY  
OFFICER



MASTER CHIEF  
PETTY  
OFFICER OF  
THE NAVY

## MARINES

(no insignia)  
PRIVATE



PRIVATE  
FIRST CLASS



LANCE  
CORPORAL



CORPORAL



SERGEANT



STAFF  
SERGEANT



GUNNERY  
SERGEANT



FIRST  
SERGEANT



MASTER  
SERGEANT



SERGEANT  
MAJOR

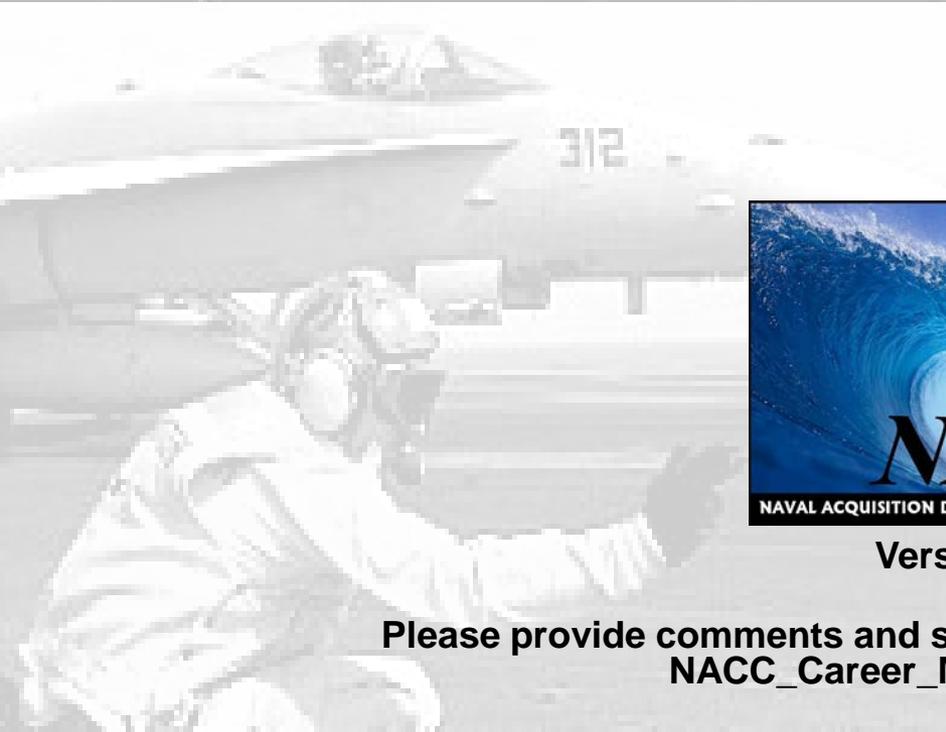


MASTER  
GUNNERY  
SERGEANT



SERGEANT  
MAJOR OF THE  
MARINE CORPS

NAVY/MARINE  
CORPS ENLISTED  
RANKS



Version 5.0

Please provide comments and suggestions regarding this guide to  
[NACC\\_Career\\_Management@navy.mil](mailto:NACC_Career_Management@navy.mil)