

Career Field Managers / Supervisors Quick Reference Guide

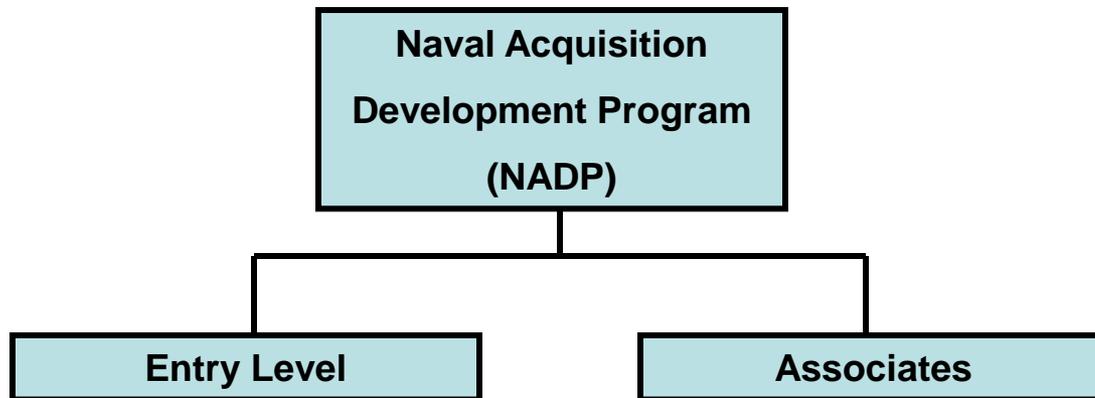


Developing Tomorrow's Acquisition Workforce Leaders

2014

The purpose of the CFM Quick Reference Guide is to assist CFMs and Supervisors by providing quick access to important, helpful information.

The Naval Acquisition Development Program (NADP) Operating Guide, Web-based training (WBT) for CFMs and Supervisors, 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 is comprised of entry level and associate employees. The NADP is designed to provide the Navy and Marine Corps with Acquisition Professionals.

Acronyms

ACM	Assistant Career Manager	GTCC	Government Travel Credit Card
APC	Acquisition Professional Community	HRO-ER	Human Resource Office – Employee Relations
AWTAP	Acquisition Workforce Tuition Assistance Program	IDP	Individual Development Plan
CFM	Career Field Manager	LDTA	Lead Defense Travel Administrator
CM	Career Manager	LWOP	Leave Without Pay
CSR	Career Service Representative	MDP	Master Development Plan
DACM	Director, Acquisition Career Management	NACC	Naval Acquisition Career Center
DAU	Defense Acquisition University	NADP	Naval Acquisition Development Program
DAWIA	Defense Acquisition Workforce Improvement Act	PIP	Performance Improvement Plan
DTS	Defense Travel System	PR	Placement Representative

CFM Duties

- Each employee is assigned a CFM, located at the employee's Homeport command.
- As the CFM, you ensure the employee makes progress on their IDP throughout their time in the program and that all requirements are met prior to graduation. You provide local approval for travel and training requests. It is imperative to maintain contact with the NACC for decisions regarding retention and discipline. You may also have to resolve placement problems prior to the employee's graduation.
- The Homeport CFM is the most important person in the NADP to ensure the success of the member and the program. Be involved with their career to help them achieve the program requirements and develop into successful Acquisition Workforce members.

CM or ACM is the Responsible Person for

- Providing guidance concerning career management.
- Rotational Assignments.
- Training Requests.
- Graduation Requirements (IDP Completion).
- Promotions.
- Resolving personnel concerns.

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

Reminder

- Use the NADP website, WBT for CFMs & Supervisors, and the NADP Operating Guide as a resource.
- When contacting the Career Manager (CM), Assistant Career Manager (ACM), or Career Service Representative (CSR), please keep in mind that they are responsible for over 1,000 employees. They will respond to email and telephone inquiries in a timely manner.
- Please do not leave a message or email for more than one person on the same issue. This can cause confusion and delays in resolving issues.

CSR is the Responsible Person for

- Processing tuition documents and travel requests.
- Coordinating travel for training and education requirements.
- CSRs do not handle DAU Travel. Contact your NACC DAU representative.
- Updating personal information (i.e. changes to phone numbers, email address).
- Processing RPAs for personnel actions.

New Employee Checklist

Pre Employee Arrival

- Make phone contact with the new employee after job offer has been made and accepted.
 - Introduce yourself and begin to get to know the employee.
 - Assign a Mentor to make periodic contact with new employee until Entry On Duty (EOD).
 - Contact NACC Recruiting with any issues that are discovered during this timeframe.
- Verify preparations in the office are moving forward.
 - Desk or workspace seat
 - Computer
 - Dedicated phone line
- Notify local HRO if applicable.
- Schedule time for employee to meet:
 - Chain of Command
 - Local Personnel Security Department
- Ensure Supervisor and Team are aware of new employee arrival.

Post Employee Arrival

- Greet employee first day on board.
- Have employee complete the following training:
 - GTCC
 - DTS
 - GS 101
 - PII
- Review the NADP Operating Guide.
- Assist with employee getting a Common Access Card (CAC).
- Review Master Development Plan (MDP).
- WBT for new employees.
- Understand the Chain of Command.
- Review command Strategic Plan.
- Begin work on the IDP due 45 days from EOD.
- Establish Interim Performance Plan.
- Coach, Counsel, Mentor!

Daily / Weekly / Monthly

- Monitor employee work/progress in the NADP.
- Standard Labor Data Collection and Distribution Application (SLDCADA)
 - Approve Time and Attendance Bi-Weekly
 - Monitor leave and time off
- Set IDP within 45 days of EOD.
- Discuss progress in program at least monthly.
- Sign various documents as required.
 - SF-182
 - Rotation plans
 - MDP/IDP
 - IDP Summaries
 - Leave papers
- Update IDP as necessary to ensure training is tailored to the employee and commands needs.
- IDP Summary due 45 days prior to promotion

Semi-Annual / Annual / Unique

- Performance plans
 - Set Initial within 30 days of EOD for new employees. Oct for current employees.
 - Progress review Mid FY (Mar Timeframe).
 - Final Review End FY (Sep Timeframe).
 - Close out Assessment if required.
- IDP/Performance feedback to NACC 60 days before promotions.
- Contact NACC CM immediately for
 - Conduct Issues
 - Performance Issues
 - Other issues that may affect the employee's ability to complete the NADP.
- Graduation confirmation, 60 days prior to scheduled graduation date.

The Job of an Entry Level or Associate

Entry Level

- Entry level employees are in a training program.
- Entry level employees priorities are to complete the requirements of their IDPs.
- Command duties are NOT to be priority over completing IDP requirements.
- Entry level employees are not “free” labor to fill vacant positions.
- Entry level employees are not Full Performance Level (FPL) employees.
- Entry level employees are not to be placed at levels that are command critical.

Associate

- Associates are journeymen at Full Performance Level (FPL).
- Associates are typically GS-12/13 or equivalent.
- Associates are required to complete requirements of their IDPs.

Master Development Plans (MDPs)

- The MDP is a baseline starting document for new employees. The MDP is the actual template for the employees plan and it becomes the IDP once 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 per career fields can be found using the following link:
<http://www.secnave.navy.mil/rda/workforce/Pages/NADP.aspx>

Individual Development Plan Summary

- The IDP Summary is a single page document that summarizes the data contained in the multi-page IDP for entry level employees. The IDP summary is sent to NACC to ensure that the employee is on track and meeting the requirements of the program. The IDP summary must be signed by the employee, supervisor and/or CFM.
- Timelines for submitting IDP Summaries:
 - Submitted within 45 days of an employee's EOD date.
 - Submitted 45 days prior to any promotion date.
 - Submitted 90 days prior to the employee's graduation date.

- This is a sample of the one page IDP Summary for Contracting entry level employees. All 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 training.
- Ensure you have read and understand the NADP Operating Guide. It contains the procedures and guidance for Commands, Employees and NACC staff with respect to the NADP and is a living document.
- Things to Remember:
 - Employee **DOES NOT** submit the Multi-Page IDP to NACC.
 - Work with your employee to develop their Multi-Page IDP and NADP IDP Summary.
 - Ensure the IDP Summary is submitted to NACC with the employee's signature as well as the supervisor and/or CFM's signature.

Link to IDP Summaries:

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

Naval Acquisition Development Program (NADP) Individual Development Plan (IDP) Summary - Entry Level Employee
Contracting (CON) Career Field

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)		
NACC 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		

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

Important Information

- Ensure employees complete the 'Traveler Course' under DTS Training:
<https://www.defensetravel.dod.mil/passport>
- Ensure employees complete Government Travel Credit Card (GTCC) training.
- Ensure employees obtain a GTCC.
- All requests for NACC funded travel must be submitted to NACC at least 60 days prior to departure date.
- Travelers are encouraged to carpool when attending training with other NACC employees.
- Travelers are to keep ALL receipts, 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 TDY assignment.
- If flying, traveler must select government contract flights.
- Travelers print out orders and carry them while on travel.
- Traveler must process DTS travel voucher within 5 days after return.

Any travel, including personal travel, to a foreign country, traveler must complete the antiterrorist awareness training at <https://jkodirect.jten.mil>. In addition, the traveler must submit a "Notice of Foreign Travel" memo to NACC Security.

Highlights

- Required documentation is due to NACC within current policy.
- Guidance for rotational assignments can be found in the NADP Operating Guide.
- Rotations generally should not cross fiscal years.
- NACC funds rotational assignments in accordance with the MDP.
- Rotational assignments should be performed within the local commuting area whenever possible.
- 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

- Ensure request is in accordance with Section 6.4 of the NADP Operating Guide prior to submitting.
- Ensure the rotation request form is signed by Homeport CFM and Rotation site CFM.
- Ensure completed package is emailed to the NACC ACM for endorsement in accordance within current policy.
- Upon NACC endorsement, ensure employee creates travel orders in DTS at least 30 days prior to travel start date.
- Ensure employee submits a visit request to NACC Security at least 30 days prior to departure date.
- If travel is to a foreign country, ensure employee submits “Notice of Foreign Travel” memo to NACC.

Things You Need to Know

- NACC will announce when rotation funding is available and request employees submit required rotation documentation to the ACM.
- NACC funded rotational assignments must be a minimum of 30 days in length and are not to exceed 90 days or the announced funding limit. Any overages will be the responsibility of the homeport command
- Rotational assignments must be clearly defined.
- Rotations should 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.
- Rotational assignments must be clearly defined.
- See the NADP Operating Guide for special instructions regarding rotations outside of the continental United States (OCONUS).
- Lodging costs paid by the NACC will be for the actual lodging costs and not exceed the per diem allowance. All employees are required to submit lodging receipts that reflect the total amount paid for billeting at each rotational assignment.

Highlights

- The entry level employee MDP states whether a requirement exists for technical training courses, program reviews, or a professional development conference.
- Associates may perform either one NACC funded rotation **OR** one NACC funded technical training course.
- To request funding, submit a signed SF-182 (do not include travel costs on this form) along with the following:
 - CFM or Supervisor's information and signature in Section D, 1a-1e (all other blocks on page 2 are to be blank – they are for NACC personnel).
 - Course description.
 - Printed version of course cost.
- If no tuition is required, submit a signed Technical Training Page from the multi-page IDP noting the requirement being fulfilled.
- All tuition requests must reach the NACC ACM at least 60 days in advance.

Things You Need to Know

- Once employees receive a completed SF-182 from the NACC CSR, employees are responsible for sending the approved SF-182 to the vendor. Forms without approval signatures and a line of accounting should not be submitted to the vendor.
- PDF versions of tuition requests are to be emailed to the ACM.
- Do not submit last minute tuition requests.
- NACC staff cannot make corrections on SF-182. If cancelling or requesting correction to SF-182, please submit a new signed form with only the corrected amount and check the appropriate status in Box B.

The eDACM Website offers the ability to:

- Search and Apply for Defense Acquisition University (DAU) Training.
- Update Student Profile.
- Request DAU Student Travel Funds.
- Request Cancellations.
- Resend Approval Request Emails.
- Register for Career Field Certification.
- Register for Continuous Learning.

(All personnel in DAWIA positions must have 80 Continuous Learning Points every 2 years.)

NOTE: DAU classes begin filling in May for the upcoming fiscal year. Priority 1 students may request in residence DAU courses prior to completion of all prerequisites, however all prerequisites must be completed prior to course start date.

Navy eDACM Support Team

For assistance with eDACM, 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 will automatically be generated based on your sub-UIC to the appropriate Support Specialist.

Highlights

- The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program.
- It is paid “up front” - not as tuition reimbursement after courses are completed.
- 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.
- Additional information regarding AWTAP is available on the Register-Now Website.
<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- When ready for course registration you must request a SF-182 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 SF-182 is submitted more than 15 days after course start date)
- You must provide grades within 45 days of the course completion.

In Order to Qualify for AWTAP

- **Employee must be making progress towards DAWIA certification and 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.
- College equivalency assessments.
- Portfolio assessments.

AWTAP Will Not Fund

- Courses or education beyond the Master's 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.

Promotions

- It is the employee's responsibility to ensure an updated IDP summary is sent to the respective ACM at NACC 45 days prior to their promotion effective date.
- It is the CFM responsibility to notify the respective CM at NACC ASAP if there is a performance issue with an employee that may prevent the promotion.

Transfers

- Transfers are not commonplace.
- The NADP Operating Guide provides specific reasons why a transfer may be considered:
 - Hardship
 - Mission essential
 - Concurrence from the losing and gaining command are required.
- The transfer process is:
 - Submit reason for transfer.
 - Employee obtains losing and gaining command support (i.e. signatures from CFMs and supervisors).
 - Submit documentation to assigned NACC CM for review and processing.
 - NACC retains the authority to approve or disapprove all transfer requests.
 - The request is submitted to NACC by the CFM.

Performance Improvement Plan (PIP)

- The NACC and host commands share responsibility in the development of NADP employees into highly qualified and successful acquisition workforce employees through coaching, counseling and mentorship.
- 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 host 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 PIP entails more direct mentoring, guidance and supervision by either the CFM or the supervisor.
- To review the steps for dealing with an employee performance issue, see Section 5.2.3.2 of the NADP Operating Guide.
- PIPs are generally 30, 60, or 90 days in length.
- Contact your NACC CM for instruction on placing an employee on a PIP.

Discipline – Problems, Causes, Errors

Common Discipline Problems

- Unauthorized absence.
- Leaving work without proper authorization.
- Disrespectful conduct.
- Careless workmanship.
- Misuse of government equipment or travel card.
- Wasting time/inattention to duty.

Frequent Causes

- Employee's personal problems.
- Poor attitude toward work.
- Lax or inconsistent enforcement of rules.
- Desire for personal gain.
- Lack of motivation.

Common Errors

- Allowing problem to continue too long.
- Failing to communicate rules and requirements.
- Enforcing rules inconsistently.
- Reassigning rather than correcting.
- Failure to take action during probationary period (first 364 days).
- Not notifying NACC of issues until it's too late (promotion/graduation).

**PROGRESSIVE
DISCIPLINE**

CFM/Supervisor's Role in Conduct or Performance Issues

Conduct - Won't Do

- Refer the employee to Employee Assistance Program if appropriate.
- Communicate rules, requirements and expectations.
- Ensure fair and consistent enforcement.
- Conduct full and fair investigation in cases of misconduct.
- Progressive discipline to correct conduct.
- Document issues.
- Contact the NACC CM.

Performance - Can't Do

- Notify employee as soon as soon as practical, do not delay.
- Contact NACC CM for assistance in placing member on a PIP.
- Provide extra guidance and direction to employee while on PIP.
- Document PIP progress diligently.
- Understand employee may be terminated if unable to perform to standards.

Steps of Progressive Discipline

- Depending on severity, verbal counseling with memorandum for the record to document.
- Second occurrence, do not verbally counsel, let employee know the “next steps” will be taken.
- Contact NACC right away. NACC in conjunction with Employee Relations at HRO Pensacola will coordinate the “next steps” with host command, i.e.
 - Letter of Caution
 - Letter of Reprimand
 - Suspension
 - Termination
- Remember, don't verbally counsel twice for same conduct occurrence. Once a verbal counseling is administered, other forms of discipline cannot be administered during the same conduct occurrence.

Overview

- All employees will use the SLDCADA to input their time and attendance.
- Time and attendance/type hour code (THC) must be entered in SLDCADA NLT the second Thursday of the pay period.
- To log into SLDCADA go to www.sldcada.disa.mil and click on V23 login.
- Employees having problems with SLDCADA should first contact their supervisor/certifier. If their supervisor/certifier can not resolve the problem then they should go to their command/activity SLDCADA POC. If their local command/activity SLDCADA POC can not resolve the issue, then the command/activity SLDCADA POC will contact NACC for assistance. If NACC can not resolve the issue, we will, as SLDCADA administrators, contact the SLDCADA help desk for assistance.
- All new employees must remain on an 8 hour work schedule for their first pay period. Please do not request a change to employees work schedule until after the first pay period has been processed.

Things You Need to Know

- The NACC Payroll Guidance is available at the following URL, under 'Policy & Guidance'
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>
- The Reimbursable Overtime and Awards Information Sheet is available at the following URL, under 'Policy & Guidance'
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>
- Overtime and Awards Information. Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst at NACC.

NACC SLDCADA Administrator:

NAVAIR/NAVSUP/USMC - Phone: 717-605-8642

NAVSEA/SPAWAR - Phone: 717-605-6485

NAVFAC/ALL OTHERS - Phone: 717-605-2668

**TIME &
ATTENDANCE**

NADP FY 2014 Compensation Plan

Series and pay schedule:	Base Salary (see total salary note below)	Program Length
Entry Level – All positions except 8XX and 1550		
GS-5 Certificate: (NADP-WW program) Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	\$27,705 (GS-5/1)	4
GS-7 Certificate: Bachelors Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	\$34,319 (GS-7/1)	3
GS-9 Certificate: Masters Degree (directly related); or 1 year specialized experience equivalent to the GS-7 level	\$41,979 (GS-9/1)	2
Entry Level – Engineer (8XX)		
GS-5 Certificate: (NADP-WW program) Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	VARIES (GS-5/1)	4
GS-7 Certificate: Bachelors Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	VARIES (GS-7/10)	2.5
GS-9 Certificate: Bachelors Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	VARIES (GS-9/3)	2
GS-9 Certificate: Masters Degree (directly related)	VARIES (GS-9/6)	2

Continued next page

NADP FY2014 Compensation Plan (cont.)

Entry Level – Computer Scientist (1550)		
GS-5 Certificate: (NADP-WW program) Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	VARIES (GS-5/1)	4
GS-7 Certificate: Bachelors Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	VARIES (GS-7/10)	3
GS-9 Certificate: Bachelors Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	VARIES (GS-9/3)	2
GS-9 Certificate: Masters Degree (directly related)	VARIES (GS-9/6)	2
Associate – All Positions		
GS 11-13 Certificate: Qualifications are based on experience and any minimal educational requirements based of the job series (if applicable)	VARIES (GS-11 to 13)	2

- Qualifications above are in addition to any Individual Occupational Requirements as listed in the OPM Qualifications handbook <http://www.opm.gov/qualifications/Standards/index-Standards.asp>
- Grade level determination is based upon the certificate of eligible's an applicant is chosen from
- Total salary is a combination of Base Salary listed above and Local Market Supplements (LMS) which range from 14.16% to 35.15%. Some series have a Special Salary Rate Table which lists total salary as a whole. Salary tables can be found at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>
- Individuals hired under the NADP-WW program are eligible for up to a \$5,000 recruiting incentive
- Current federal employees will be subject to grade and pay retention rules and regulations as per Title 5 Code of Federal Regulations (5CFR)
- Associate positions are hired at full performance level

DoN Interim Performance Management System

Performance Cycle

- Establish Performance plan within 30 days of employee EOD. The Performance Cycle is normally 12 months ending on the last day for the fiscal year (30 Sep).
- Progress Review Occurs Midway through Performance Cycle (Mar).
- Annual Assessment Occurs at the end of the Performance Cycle (Sep).

Things you Need to Know

- All employees must be performing under a performance plan for at least 90 days in order to receive a performance rating.
- Critical Elements rated as “Acceptable” are assigned an award recommendation value of 1, 2, or 3. Assigned recommended reward values for each critical element are then totaled and averaged. The average award recommendation value is then indexed to the Awards Eligibility Table of Appendix A in the NADP GS Business Rules to determine the percentage of award eligibility.

How to Obtain a Visit Request

- Employee contacts the POC for the travel event and determines the security requirements of the event.
- Download Visit Request Form from the NADP Website under 'Official Forms'.
- The following information is needed regarding the site the employee will be visiting:
 - Full address.
 - Security POC (Name, Phone #, Fax #, and SMO Code).
 - Dates of Visit (From, To).
 - Reason for Visit.
 - Level of Security Access needed.
 - Your Name, Grade, and Phone #
 - Return via Email nacc_visit_requests@navy.mil or Fax to: 717-605-1199.
 - For questions, please contact:

717-605-1354

Visit Request Link

717-605-2548

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

When Are They Required?

When traveling outside of the Host Command:

- Rotational Assignments
- Special Projects
- Meetings
- Contractor Visits
- Some training sites/vendors may require visit request/clearance information to attend.

Things to Remember

- Please submit Visit Requests at least 30 days in advance of the event whenever possible.
- Make sure the Visit Request is 100% complete; incomplete Visit Request forms will not be processed.

**SECURITY &
VISIT REQUESTS**

NACC Actions

- 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 required.

Homeport Command Actions

- Verify with CSR 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_Branch@navy.mil
- If employee is being picked up by a command other than homeport, that command must verify pick-up date with CSR.

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

**GRADUATION
REQUIREMENTS**

POINTS OF CONTACT

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



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**Please provide comments and suggestions regarding this guide to
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