

Career Field Managers / Supervisors Quick Reference Guide

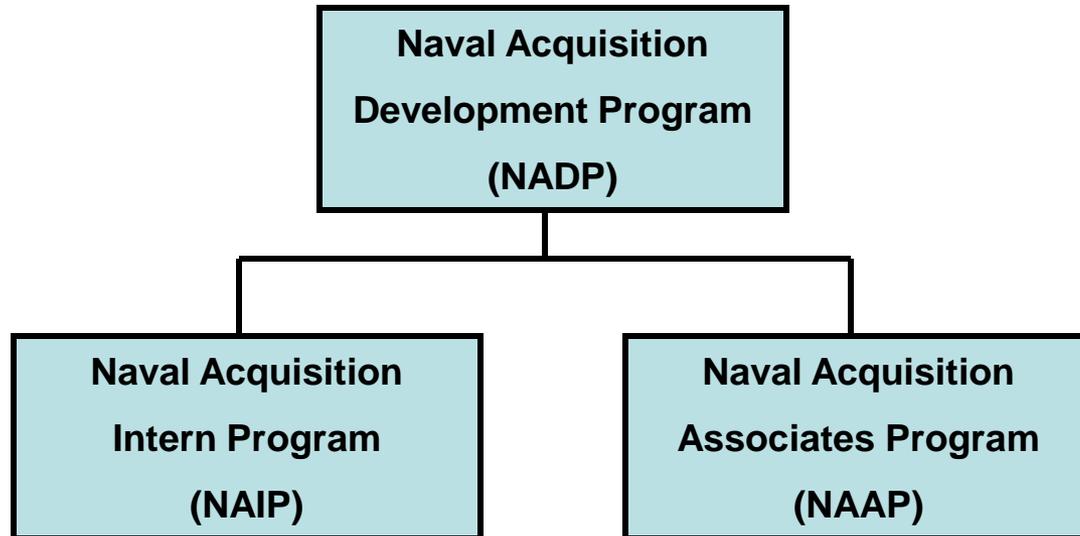


Developing Tomorrow's Acquisition Workforce Leaders

2012

The purpose of the CFM Quick Reference Guide is to assist CFMs and Supervisors 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 manages two Naval Acquisition Development Programs (NADP), the Naval Acquisition Intern Program (NAIP) and the Naval Acquisition Associates Program (NAAP). The NAIP and the NAAP are both designed to provide the Navy and Marine Corps with Acquisition Professionals.

Acronyms

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

CFM Duties

- Each employee is assigned a CFM, located at the employee's Homeport command.
- As the CFM you maintain contact with NACC for decisions regarding retention and discipline. You provide local approval for travel and training requests. In addition you are responsible for ensuring the IDP requirements are met and for ensuring all aspects of the program are completed prior to program graduation. 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.

CM or ACM is the Responsible Person for

- 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.

CSR is the Responsible Person for

- Processing tuition and travel requests.
- Coordinating travel for training and education requirements.
- Obtaining tuition assistance for training requirements.
- Updating personal information (i.e. changes to phone numbers, email address).

Reminder

- Use the NADP website and the NADP Operating Guide as a resource.
- When contacting the CM, ACM, or CSR, please keep in mind that they are responsible for over 1800 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.

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 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.
- Understand the Chain of Command.
- Review command Strategic Plan.
- Begin work on the Individual Development Plan (IDP) due 45 days from EOD.
- Establish Interim Performance Plan.
- Coach, Counsel, Mentor!

Daily / Weekly / Monthly

- Monitor employee work/progress in the NADP.
- 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.

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 (Oct/Nov 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 Intern or Associate

Intern

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

Associate

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

Master Development Plans (MDPs)

- The Master Development Plan (MDP) is a baseline starting document for new employees. The MDP is the actual template for the employees plan and it becomes the Individual Development Plan (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:
https://acquisition.navy.mil/rda/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp2/interns_associates_cfms/official_forms/individual_development_plans_idps/master_development_plans

Individual Development Plan Summary

- The Individual Development Plan Summary (IDP Summary) is a single page document that summarizes the data contained in the multi-page IDP. The IDP summary is sent to NACC to ensure that the employee is on track and meeting the requirements of the program. The employee signs the IDP summary, you will sign the IDP summary as well as the supervisor.
- Timelines for submitting IDP Summaries:
 - Submitted within 45 days of an employee's EOD date.
 - Submitted 45 days prior to the 1 and 2 year promotion date.
 - Submitted 90 days prior to the employee's graduation date.

- This is a sample of the one page IDP Summary for Contracting interns. 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:

https://acquisition.navy.mil/rda/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp2/interns_associates_cfms/official_forms/individual_development_plans_idps/naip_idp_summaries

**NAIP IDP SUMMARY
CONTRACTING (CON)**

Name:	Location:	Command:
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1. Competency Development:
As assigned by host command on local IDP

2. Promotions

	Date
START DATE	
PROMOTION 1	
PROMOTION 2 (if applicable)	
PROMOTION 3 (if applicable)	
GRADUATION	

3. Rotational Assignment Plans (2 Required):

Command/Location	Planned Dates	Date Completed
Internal:		
External: (NACC FUNDED, NTE 90 DAYS)		

4. DAWIA Training Requirements (as listed in Core Certification Standards at: <http://ficatalog.dau.mil/>)

Certification	Date Completed
Level 1	
Level 2	

Note: You must apply for certification through eDACM.

5. Other Training Requirements

Training	Date Completed
Acquisition Intern Leadership Development (AILD) Course (NACC Funded)	
Technical Training Course (Command Funded)	
NACC Conference (NACC Funded)	

Please submit an updated IDP Summary with new signatures and dates to NACC ACM:

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

The signatures below acknowledge that you have read the policies outlined in the NADP Operating Guide and are aware of the NAIP requirements in accordance with the Master Development Plan.

Intern Print Name:	Intern Signature:	Date:
Supervisor Print Name:	Supervisor Signature:	Date:
CFM Print Name:	CFM Signature:	Date:
NACC CM Print Name:	NACC CM Signature:	Date:

V1.2 - 05 Jan 2011

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 submit "Travel to Foreign Country" memo to NACC.

See Travel Section of NADP Website for further instruction and guidance

Highlights

- Required documentation is due to NACC 60 days in advance.
- 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 is signed by Homeport CFM and Rotation site CFM.
- Ensure completed package is emailed to NACC for endorsement 60 days in advance.
- 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 “Travel to Foreign Country” memo to NACC.

Things You Need to Know

- NACC funded rotational assignments must be a minimum of 30 days and will not exceed 90 days in length.
- If a second rotation is required per the MDP, the maximum rotation time will be 59 days unless the host command funds an extension. Commands do not necessarily have to make the 1st rotation 90 days in length. For MDPs which require two NACC funded rotations, either one of the two can be the 90 day rotation.
- NACC will allow back-to-back rotations for any employee who is authorized to complete two NACC funded external rotational assignments per the MDP. For travel purposes, back-to-back rotations will be on one travel order. However for IDP completion, it will show as completing both external rotational assignments.
- In keeping with current policy, under no circumstances will a back-to-back rotational assignment last longer than 149 days in total length.
- 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 intern 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 noting the requirement being fulfilled.
- All tuition requests must reach NACC at least 60 days in advance.

Things You Need to Know

- Employees are responsible for sending approved SF-182 to 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 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 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 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 - \$6,300.00.
- 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 Assistant Career Manager (ACM) at NACC 45 days prior to their promotion effective date.
- It is the Career Field Manager's (CFM) responsibility to notify the respective Career Manager (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 home command and losing 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 Program (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 30/60/90 days in length.
- Contact your NACC Career Manager 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 NACC Career Manager.

Performance - Can't Do

- Notify employee as soon as soon as practical, do not delay.
- Contact NACC 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.

PROGRESSIVE
DISCIPLINE

Overview

- All employees will use the Standard Labor Data Collection and Distribution Application (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 V22 or 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'
https://acquisition.navy.mil/rda/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp2/interns_associates_cfms
- The Reimbursable Overtime and Awards Information Sheet is available at the following URL, under 'Policy & Guidance'
https://acquisition.navy.mil/rda/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp2/interns_associates_cfms
- Ensure you are using the correct form (Regular NAIP vs. 852) for Reimbursable Overtime and Awards Information . Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst at NACC. Regular NAIP 717- 605-1797 or 852 NAIP/NAAP 717-605-1767.

NACC SLDCADA Administrator:

NAVAIR/NAVSUP/NELO - Phone: 717-605-8642.

NAVSEA/MCORPS/ALL OTHERS - Phone: 717-605-2668.

NAVFAC/SPAWAR - Phone: 717-605-6485.

**TIME &
ATTENDANCE**

NADP FY 2012 Compensation Plan

Series and pay schedule:	Base Salary	Program Length
NAIP – All positions except 8XX and 1550		
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	GS-5 Step 1	4
GS-7 certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	GS-7 Step 1	3
GS-9 Certificate: Master's Degree (directly related) or 1 year specialized experience equivalent to the GS-7 level	GS-9 Step 1	2
NAIP – Engineer (8XX)		
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-5 level; or 3 years generalized experience	GS-5 Step 1	4
GS-7 Certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	GS-7 Step 10	2.5
GS-9 Certificate: Bachelor's Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	GS-9 Step 3	2
GS-9 Certificate: Master's Degree (directly related)	GS-9 Step 6	2

Continued next page

NADP FY2012 Compensation Plan (cont.)

NAIP – Computer Scientist (1550)	Base Salary	Program Length
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	GS-5 Step 1	4
GS-7 Certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	GS-7 Step 10	3
GS-9 Certificate: Bachelor's Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	GS-9 Step 3	2
GS-9 Certificate: Master's Degree (directly related)	GS-9 Step 6	2
NAAP –All Positions		
Acquisition Expedited Hiring Authority (EHA) positions (GS-11 to 13)	Based on EHA Request Documentation input	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.
- Total salary is a combination of Base Salary listed above and Local Market Supplements (LMS) which range from 4.72% 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/oca/11tables/index.asp>
- All NAIP 8xx and 1550 series positions are eligible for a \$2,000 recruiting incentive ; requires 1 year service agreement.
- Individuals hired under the NADP-WW program are eligible for up to a \$5,000 recruiting incentive.
- NAAP EHA hires are eligible for up to a 10% recruiting incentive of base pay as requested by the command and approved by NACC Director; requires 1 year service agreement.

NADP FY12

Compensation Plan

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 or Fax to: 717-605-1199.
 - For questions, please contact:

717-605-1354

717-605-2548

717-605-2546

Visit Request Link

https://acquisition.navy.mil/rda/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp2/interns_associates_cfms

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.

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.

Host 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 HRSC-SE at:
HRSCSE_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.

	Contracting	Life Cycle Logistics	Facilities Engineering	SPRDE	BUS-CE	BUS-FM
DAWIA TRAINING	See DAU for Career Field Course Requirements for Certification					
Level I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> See MDP for Level 1 & 2 requirements	<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"/>
Rotational Assignments						
Internal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>
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						
Intern Conference						
1st Year Interns	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Management (AILD/AJLD) Training Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Conf.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Optional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Training Course(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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	717-605-2279	717-605-2721	717-605-3852
MCORPS	717-605-2887	717-605-1570	717-605-2627
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	717-605-2279	717-605-2721	717-605-3852
NAVSUP/NELO	717-605-2279	717-605-2721	717-605-2627
NAVFAC	717-605-2887	717-605-1570	717-605-2627
SPAWAR	717-605-2279	717-605-2721	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 717-605-8643