



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Welcome!



Grab a cup of coffee and settle in to the easy way to get "oriented" to working at NPS, FNMOOC, or any of our other tenant commands.

The Department of the Navy is part of the Executive Branch of the US Government, under the direction of the Chief Executive -- the President of the United States. As an employee of the Navy, and a new member of the faculty, staff, or tenant activity of the Naval Postgraduate School, you are also an employee of the government of the United States.

The purpose of this course is to answer the many questions you may have about your position, your responsibilities, your rights, and the benefits available to you as a federal employee. Your immediate supervisor will acquaint you with the staff, organizational structure, and mission of the department to which you have been assigned and will help you get started in your new job. You may work through the course at your own pace, but you are expected to complete it within 30 days of the date you first report to work.

As a new employee, your questions should first be addressed to your supervisor. If you require additional assistance, please feel free to contact the Human Resources Office (HRO) or information or referral to the appropriate resource. If you have questions which this training session does not answer but which you believe it should, please submit them to the [course administrator](#).

Stay Informed!

You are encouraged to stay informed by regularly checking notices posted on the [NPS Intranet home Page](#), the bulletin boards throughout the installation, and checking the "What's New" page of the [HRO web site](#).

Your loyal, dedicated and enthusiastic support will help the Naval Postgraduate School and its tenant organizations accomplish their missions for the Navy Department and the United States. We are happy that you have chosen to join the proud team of officers, enlisted personnel and civilians working together in Monterey!

Begin New Employee Orientation Course

As you work through the course, click on "Next" at the bottom of each page to advance to the next section. If there isn't a "Next" button, simply click on the "Back" button on your browser menu. [Start](#) the course.



Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Our Mission

The missions of [NPS](#) and FNMOC, the two major Naval activities in Monterey, are important to understand, as well as the [other Department of Defense activities](#) on the Monterey Peninsula, but pay particular attention to the statement of the organization you will be working for.

FNMOC's mission statement is: "To combine innovative technology with the best available science in order to provide the best weather and oceanographic products, data and services to the operating and support forces of the DoD anywhere, anytime." For further details, check out their web site at: <https://www.fnoc.navy.mil/>.

Responsibilities as a Government Employee

You need to know what your responsibilities as a government employee are, including the "[Standards of Conduct](#)" that all Department of Navy employees are held to. The [basic employee and supervisor responsibilities](#) are common to most offices, whether a government office or a private business; most of it is just plain "common sense."

One of the things that may be new to you if you haven't worked on a military installation before are military customs such as "Colors"! The American flag, located in front of Herrmann Hall, is raised each morning at 0800 and lowered at sunset. You may already know that military members have to salute and stand at attention during "Colors", but do you realize that civilian employees are also required to do certain things during this ceremony? If you are driving on the grounds of the Naval Postgraduate School, FNMOC, or other local military installations during this ceremony, please come to a full stop. Do not resume driving your car until the hoisting or lowering of the flag is complete and the playing of the National Anthem has ended.

If you are outdoors during Morning or Evening Colors, you should face the flag (or the music if you cannot see the flag) and stand at attention with your right hand over your heart. Those wearing hats should remove them. Foreign Nationals should stand at attention.

Another military custom you need to be familiar with is what to do when the Admiral (NPS President) enters the room in group setting, such as an auditorium, someone will usually say loudly "ATTENTION ON DECK" as the Admiral enters the room: you are expected to stop speaking and stand as a gesture of respect.

Speaking of active duty personnel, military rank is often confusing for civilians, so here's a [chart](#) to help you tell the difference between a Navy CAPTAIN and an Air Force Captain, not to mention all those Navy "Chiefs."

There are many [services](#) on the base that are available to civilian employees, including various dining facilities and many fitness and recreational activities.

Every new employees must read the [Security Brief](#) (click on "Security Brief" in the top-left frame) for NPS, even if you do not have a security clearance, since this section

addresses physical base security issues. Additionally, parking is a HOT issue at NPS and it's tenant commands, so you need to learn the parking rules while reading through the security brief.

Another big issue is ethics for government workers, including receiving gifts on the job, so be sure to review both the [ethics](#) and the [gifts](#) sections!

[Occupational Safety and Health](#) is an important concern for every employee; be sure you understand your responsibilities.

NPS and its tenant activities are all designated as "Drug Free Workplaces" so learn about the [Drug Free Workplace Program](#); you may be subject to testing!

If you use a computer in your work, you need to learn about [Information Systems Security](#) at NPS. One of the most important items for you to remember is that email is not "private" and both email and Internet usage are monitored for compliance with appropriate use policy.

Most importantly, you need to understand the details of the [personnel issues](#) , such as leave, performance appraisals, benefits, training, grievances, records, hiring and promotions, and so on, that affect your working life in the government.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

NPS Mission


QUALITY EDUCATION



Unique among educational institutions, the Naval Postgraduate School's responsibility for the advanced education of Naval officers is reflected in its stated mission:

"To conduct and direct the advanced education of commissioned officers, and to provide such other technical and professional instruction as may be prescribed to meet the needs of the Naval Service; and in support of the foregoing, to foster and encourage a program of research in order to sustain academic excellence."

History

The idea of a Department of the Navy graduate school was founded in a course of instruction in marine engineering, instituted by the Bureau of Engineering in 1904. The results were so encouraging that in 1909 the Secretary of the navy established a School of Marine Engineering at the Naval Academy at Annapolis, and instruction began with a class of 10 officers. Only three years later the School was designated the Postgraduate Department of the U.S. Naval Academy. By 1948, the scope of the graduate program and the number of officer enrolled had outgrown the east coast facilities, and during the next three years a graduate relocation took place. On 22 December 1951, the Naval Postgraduate School was officially established in Monterey.

Currently, the Naval Postgraduate School occupies a multi-million dollar campus, graduates approximately 800 students per year and offers a range of curricular programs in the scientific, engineering and administrative fields. Its educational and research programs are based on both academic excellence and relevance to Department of Defense requirements. The student body includes officers from all five services, many foreign countries and civilian employees of the Federal government. Fully accredited, the Naval Postgraduate School awards degrees through the doctoral level.

[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Other DoD Activities Mission's

Activity	Mission
Defense Resources Management Institute (DRMI)	DRMI is a jointly-staffed Department of Defense-sponsored tenant activity of the Naval Postgraduate School. Located in Halligan Hall, it was originally established in 1966 as the Navy Management Systems Center. DRMI conducts both resident and on-site defense resource management courses for domestic and foreign military personnel and senior level Department of Defense civilians. The Center's programs focus on the concepts, techniques, and applications of modern defense management systems, with specific emphasis on analytical decision-making and effective resource management.
Personnel Support Detachment	The Personnel Support Detachment (PSD), Monterey is a tenant activity under the command of the Personnel Support Activity, Pudget Sound. PSD is located at Fort Ord, in the DMDC facility,, with a mission which includes providing travel arrangements and travel claims processing for all Navy sponsored travelers, both military and civilian, in the Monterey area. PSD also provides personnel and finance services for local area Naval active duty members.
Naval Security Group Detachment	The Naval Security Group Detachment provides administrative services to active duty Navy and Marine Corps members studying at the Defense Language Institute.
Navy Medical Administrative Unit	The Navy Medical Administrative Unit provides medical care for Monterey area Navy personnel and their dependents.
Naval Reserve Center & Recruiting Office	Located in downtown Monterey, the Naval Reserve Center & Recruiting Office provide Naval Reserve and Navy Recruiting services to the Monterey area.

Defense Manpower Data Center

The [Defense Manpower Data Center](#) (DMDC) is the most comprehensive repository of personnel, manpower, training, and financial data in the Department of Defense. DMDC maintains databases, files, programs, and delivery systems that can provide DOD with the most accurate and timely data about:

- Major personnel programs that benefit all members of the Department and their family members
- Military personnel life cycles from enlistment to retirement
- Reserve component military members
- Families and dependents of Service members
- Civilian employees of the Department of Defense

Defense Finance and Accounting Service

The [Defense Finance and Accounting Service](#) (DFAS) was established to reduce the cost and improve the overall quality of Department of Defense financial management through consolidation, standardization and integration of finance and accounting operations, procedures and systems.

Defense Personnel Security Research and Education Center

The Defense Personnel Security Research and Education Center, (PERSEREC), is a research and educational organization which performs policy-relevant research and analysis for the Department of Defense to improve personnel security procedures, programs and policies. It also provides DOD components with technical assistance, instruction and advice on personnel security matters.

Defense Printing Service

The Defense Printing Service (DPS) was established 31 May 1992. Printing services formerly operating under Navy, Army and Air Force sponsorship were consolidated under Navy administrative components. In the Monterey area, DPS has print shops located at the former Fort Ord, the Defense Language Institute, and the Naval Postgraduate School. The regional office of DPS is the Defense Printing Service Western Area, San Diego. Area offices are also located in Monterey and Oakland.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Standards of Conduct

To maintain the public's confidence in our institutional and individual integrity, all Department of the Navy (DON) personnel shall:

- Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:
 - Using public office for private gain
 - Giving preferential treatment to any person or entity
 - Impeding government efficiency or economy
 - Losing complete independence or impartiality
 - Making a government decision outside official channels
 - Adversely affecting the confidence of the public in the integrity of the government
- Not engage in any activity or acquire or retain any financial or associational interest that conflicts or appears to conflict with the public interests of the United States related to their duties
- Not accept gratuities from Department of Defense contractors unless specifically authorized by law or regulation
- Not use their official positions to improperly influence any person to provide any private benefit
- Not use inside information to further a private gain
- Not wrongfully use rank, title, or position for commercial purposes
- Avoid outside employment or activities incompatible with their duties or which may discredit the Navy
- Never take or use government property or services for other than officially approved purposes
- Not give gifts to your superiors or accept them from your subordinates when it is not appropriate to do so
- Not conduct official business with persons whose participation in the transaction would violate law or regulation
- Seek ways to promote efficiency and economy in government operations
- Preserve the public's confidence in the Navy and its personnel by exercising public office as a public trust
- 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 never be a party to their evasion
- Give a full day's labor for a full day's pay, providing earnest effort to the performance of duties
- 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
- Not engage in business with the government, either directly or indirectly, inconsistent with the conscientious performance of governmental duties
- Expose corruption wherever discovered



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



New Employee Orientation



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Basic Employee and Supervisor Responsibilities

Your Supervisor will...	You should...
Explain the chain of command, and identify the first and second line supervisors in your rating chain.	Know the chain of command and be able to identify your first and second line supervisors by name and position title.
Provide you with instruction and answer questions concerning your duties and responsibilities.	Follow directives and instructions issued by your department head, chairperson or supervisor.
Outline the mission requirements, assign work, define job expectations and provide you with performance standards within 30 days of starting your new job.	Understand your role in the organizational mission, complete work assignments and know what is required to successfully meet your job expectations.
Counsel you and provide you with regular feedback on job performance, furnish training, guidance and assistance as needed, and complete your annual performance evaluation.	Work as a courteous and cooperative team member with a focus on getting the job done, continually self-evaluate and seek self improvement opportunities, and provide your supervisor with feedback on your performance.
Review and discuss your problems to arrive at a satisfactory solution and initiate formal performance improvement plans or disciplinary action should it become necessary.	Discuss misunderstandings, unsatisfactory working conditions or other problems with your supervisor and strive for a mutually agreeable resolution or compromise.
Establish the work unit's leave schedule and approve or disapprove leave requests as permitted by work schedules and mission requirements.	Schedule non-emergency requests for leave in advance to ensure completion of work assignments and to avoid disrupting the goals of the work unit.
Ensure that you are provided with appropriate safety equipment, if any is required and take action to verify and resolve unsafe conditions.	Identify and report unsafe conditions you may observe in your daily work and immediately report accidents to your supervisor or other appropriate official.
Provide instruction on how to secure a medical examination if you are injured on the job, and explain how to file an accident report and, if necessary, a claim for an on-the-job injury.	Follow correct procedures for reporting accidents and secure medical examination and treatment of any injury to be eligible for compensation benefits.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- Overview
- NPS Mission
- Other DoD Activities
- Mission's
- Standards of Conduct
- Employee/Supervisor Responsibilities
- **Military Rank Chart**
- Base Services
- Ethics
- Gifts
- Occupational Safety and Health
- Equal Employment Opportunity
- Classification of Jobs
- Drug Free Workplace (pdf)
- Employee Development
- Conduct and Discipline
- Employee

Military Rank and Grade

Grade	Officers				
	Navy	Army	Air Force	Marin Corps	Coast Guard
O1	Ensign (ENS)	2nd Lieutenant (2LT)	2nd Lieutenant (2d Lt)	2nd Lieutenant (2ndLt)	Ensign (ENS)
O2	Lieutenant Junior Grade (LTJG)	1st Lieutenant (1LT)	1st Lieutenant (1st Lt)	1st Lieutenant (1stLt)	Lieutenant Junior Grade (LTJG)
O3	Lieutenant (LT)	Captain (CPT)	Captain (Capt)	Captain (Capt)	Lieutenant (LT)
O4	Lieutenant Commander (LCDR)	Major (MAJ)	Major (Maj)	Major (Maj)	Lieutenant Commander (LCDR)
O5	Commander (CDR)	Lieutenant Colonel (LTC)	Lieutenant Colonel (Lt Col)	Lieutenant Colonel (LtCol)	Commander (CDR)
O6	Captain (CAPT)	Colonel (COL)	Colonel (Col)	Colonel (Col)	Captain (CAPT)
O7	Rear Admiral (Lower Half) (RADM)(L)	Brigadier General (BGEN)	Brigadier General (Brig Gen)	Brigadier General (BrigGen)	Rear Admiral (Lower Half) (RADM)(L)
O8	Rear Admiral (Upper Half) (RADM) (U)	Major General (MGEN)	Major General (Maj Gen)	Major General (MajGen)	Rear Admiral (Upper Half) (RADM) (U)
O9	Vice Admiral (VADM)	Lieutenant General (LGEN)	Lieutenant General (Lt Gen)	Lieutenant General (LtGen)	Vice Admiral (VADM)
O10	Admiral (ADM)	General (GEN)	General (Gen)	General (Gen)	Admiral (ADM)
O11	Fleet Admiral (FADM)	General of the Army (GA)	NA	NA	NA
O12	Chairman of the Joint Chiefs of Staff				

Benefits

- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Warrant Officers					
Grade	Navy	Army	Marine Corps	Coast Guard	
W1		Warrant Officer-1 (WO1)			
W2	Chief Warrant Officer-2 (CWO-2)	Warrant Officer-2 (CW2)	Chief Warrant Officer 2 (CWO2)	Chief Warrant Officer 2 (CWO2)	
W3	Chief Warrant Officer-3 (CWO-3)	Warrant Officer-3 (CW3)	Chief Warrant Officer 3 (CWO3)	Chief Warrant Officer 3 (CWO3)	
W4	Chief Warrant Officer-4 (CWO-4)	Chief Warrant Officer-4 (CW4) "Chief"	Chief Warrant Officer 4 (CWO4)	Chief Warrant Officer 4 (CWO4)	

Enlisted					
	Navy	Army	Air Force	Marine Corps	Coast Guard
E1	Seaman Recruit (SR)	Private E-1 (PV1)	Airman Basic (AB)	Private (Pvt)	Seaman Recruit (SR)
E2	Seaman Apprentice (SA)	Private E-2 (PV2)	Airman (Am)	Private First Class (PFC)	Seaman Apprentice (SA)
E3	Seaman (SN)	Private First Class (PFC)	Airman First Class (A1C)	Lance Corporal (LCpl)	Seaman (SN)
E4	Petty Officer 3rd Class (PO3) "Third Class"	Specialist 4 OR Corporal (SPC/CPL)	Sergeant (SGT) OR Senior Airman (SrA)	Corporal (Cpl)	Petty Officer 3rd Class (PO3) "Third Class"
E5	Petty Officer 2nd Class (PO2) "Second Class"	Sergeant (SGT)	Staff Sergeant (SSgt)	Sergeant (Sgt)	Petty Officer 2nd Class (PO2) "Second Class"
E6	Petty Officer 1st Class (PO1) "First Class"	Staff Sergeant (SSG)	Technical Sergeant (TSgt)	Staff Sergeant (SSgt)	Petty Officer 1st Class (PO1) "First Class"

E7	Chief Petty Officer (CPO) "Chief"	Sergeant First Class (SFC)	Master Sergeant (MSgt) OR First Sergeant (E-7)	Gunnery Sergeant (GySgt)	Chief Petty Officer (CPO) "Chief"
E8	Senior Chief Petty Officer (SCPO) "Senior Chief"	Master Sergeant (MSG) OR First Sergeant (1SG)	Senior Master Sergeant (SMSgt) OR First Sergeant (E-8)	First Sergeant (1st Sgt) OR Master Sergeant (MSgt)	Senior Chief Petty Officer (SCPO) "Senior Chief"
E9	Fleet (or Command) Master Chief Petty Officer OR Master Chief Petty Officer (MCPO)	Sergeant Major (SMAJ) OR Command Sergeant Major (CSM)	Chief Master Sergeant (SMSgt) OR First Sergeant (E-9)	Sergeant Major (SgtMaj) OR Master Gunnery Sergeant (MGySgt)	Command Enlisted Advisor OR Master Chief Petty Officer (MCPO)
E10	Master Chief Petty Officer of the Navy (MCPON)	Sergeant Major of the Army (SMA)	Chief Master Sergeant of the Air Force (CMSAF)	Sergeant Major of the Marine Corps (SgtMajMC)	Master Chief Petty Officer of the Coast Guard (MCPO-CG)



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Base Services

Post Office

A Monterey branch U.S. Post Office (ZIP 93943) is located in Building 260 on NPS. It is open Monday through Friday from 9:30am until 3:30 p.m. Last mail pickup is 4:00 pm. Closed for lunch 12:30 p.m. to 1:30 p.m.

Bulletin Boards

You should monitor the NPS intranet and read Official Bulk email to keep informed on matters of importance. All official orders and information of general interest are supposed to be posted on the NPS intranet.

Lost and Found

Lost articles may be turned into and retrieved from the Quarterdeck, Herrmann Hall, ext 2441, or you may contact the Base Police Department., Bldg 200, ext 2555.

Dining:

- **Commissioned Officers and Faculty Club**
- **El Prado Room - Herrmann Hall Basement**
 - Breakfast
0645 - 0900
Monday - Friday
 - Lunch
1100 - 1400
Monday - Friday
- **Trident Room - Herrmann Hall Basement**
 - Lunch
1045 - 1315
Monday - Friday
 - Normal business dress or clothing appropriate for special events is expected when using these facilities. Bare feet, no shirt, bathing suits, etc. are not appropriate attire.
- **Commercial Dining Options**
 - Café Del Monte, in the Academic Quadrangle, Mon-Fri, 10:30am-1:30pm
 - The Navy Exchange Food Court, Bldg. 301

Library Privileges

Library cards may be issued to employees once they have received NPS identification cards. Questions regarding library usage should be directed to the Reference Librarian, 656-2485. Library privileges entitle users to check out books and use library services.

Special Services Facilities

All employees are eligible to participate in any of the Recreation Department activities, programs or clubs. Featured activities include basketball, tennis, golf, bowling, swimming, and diving. Clubs and associations include flying, golf, karate, lacrosse, racquetball, rugby, sailing, scuba and tennis. A Child Care Center is available for children six months and older. A Pre-School Activity is also available for children who are at least three years old. Additional information may be obtained by calling 656-2734.

Travel Office

Click here for more info: <http://www.nps.navy.mil/travel/>.

Navy Exchange Privileges

Civilian employees are not allowed to use the Navy Exchange facilities unless this privilege is based upon prior military service (Retired Military status) or family members currently in the service. The only exceptions to this rule are:

1. Eating facilities operated by the Navy Exchange (open to all civilian staff/faculty);
2. Civilian staff/employees making "Bookstore" purchases for a professor (with supervisory approval);
3. Civilian staff/employees purchasing textbooks for an NPS academic class they are enrolled in.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)

Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Ethics

Command Ethics Counsel Don Lincoln
 1 University Circle, Hermann Hall, Monterey, CA 93943-5000
 (831) 656-2506

US Government Resources

- Equipment/Supplies
- Communications
- Time
- Information
- Position
- Transportation
- Benefits



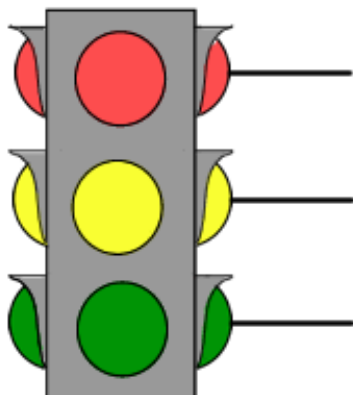
General Rule

"Employees shall protect and conserve Federal property and shall not use it for other than authorized purposes. "
 5 CFR 2635.101(b(9))



As Ben Franklin used to say: "A penny saved is applied to the National Debt under miscellaneous receipts."

What is Authorized?



Personal Use: unrelated to mission (no permission)

Personal Use: supportive of mission (with supervisor's permission)

Official Use: directly related to mission accomplishment.

Authorized Personal Use

Personal Use: (supportive of mission)

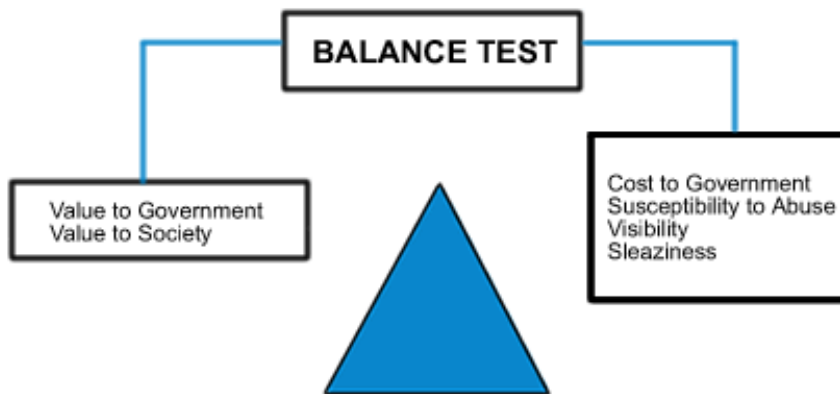
- Does not adversely affect performance of official duties
- Is of reasonable duration and frequency
- Is performed on employee's personal time (of-duty, lunch)
- Serves a legitimate public interest
- Does not reflect adversely on DoD
- Creates no significant additional cost to DoD

Guiding Principles

Rule # 1: Government resources are for the benefit of the Government

Rule # 2: Sometimes, the Government benefits by allowing its employees to use Government resources

- Make employees more efficient
- Improve employee morale
- Increase public's confidence in its officials



The Devil is in the Details

Official Use:

Determined by mission. Must be directly related to and necessary for accomplishing the mission.

Mission:

Will differ from the agency to agency, office to office.

Personal Use:

Supervisor's Approval

1. Formal Regulation
2. Office Policy
3. Case by Case

**Equipments/Supplies
(Computers, Copiers, Printers, Paper)**

Official Use:

- Accomplish mission

Personal Use:

- Does not adversely affect official duties
- Is of reasonable duration and frequency
- Is performed on employee's personal time
- Serves a legitimate public interest
- Does not reflect adversely on DoD
- Creates no significant additional cost to DoD



Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gifts

Gift Acceptance Analysis

This is an easy analysis we can use to determine whether or not we can accept a gift.

When you use the analysis, remember that you will be deemed to have accepted a gift if it is given with your knowledge to a parent, sibling, spouse, child, or dependent relative and given because of that person's relationship with you.

Also, you will be determined to have accepted a gift if you designate a charity to which the gift is given.



There are four general gift rules:

1. Is it:
 1. a form of prohibited source?
 2. offered because of your official position?
2. Is it defined as a "gift"?
3. Is there an exception?
4. Is there a limitation on using the exception?

 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Occupational Safety and Health**Code 223**

The following information will be covered through the Occupations Safety and Health section:

- [Information Covered By Your Supervisor](#)
- [Local OSH Policy Statement](#)
- [Individual Responsibility for Safety and Health](#)
- [Navy Employee Report of Unsafe and Unhealthy Working Conditions](#)
- [Local Occupational Health Program](#)
- [Reproductive Hazards](#)
- [Basic Element of the HAZMAT inst. & Health Hazards Associated with "common use" products](#)

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Equal Employment Opportunity

The Department of the Navy and the Naval Postgraduate School are committed to ensuring in both policy and practice that all persons are afforded equal opportunity for employment, advancement, and treatment regardless of race, color, sex, [religion](#), [national origin](#), age or disability. Equal Employment Opportunity (EEO) is promoted through a continuing Affirmative Employment Program in all situations where under-representation or under-utilization of minorities, women, and individuals with disabilities exist. This includes a work environment free from discrimination which provides equal opportunity for advancement to an individual's maximum potential, and fair and impartial review of complaints of discrimination. It also includes a work force free from sexual harassment by supervisors, colleagues, or subordinates (civilian or military).



The processing of discrimination complaints applies to both appropriated and non-appropriated fund employees of the Naval Postgraduate School and designated tenant activities. Complainants, their representatives or witnesses, EEO Counselors, and EEO program officials shall be free from restraint, interference, coercion, discrimination, or reprisal at any stage during the presentation and processing of a discrimination complaint, or any time thereafter.

Within the framework of the Equal Employment Opportunity Program there are two major divisions, the Discrimination Complaints Process and Affirmative Action which consists of the Special Emphasis Programs. The major goal of these programs is to identify barriers in the employment, advancement, and retention of that particular special emphasis area.

Special Emphasis Programs

- Federal Women's Program
- Hispanic Employment Program
- Black Employment Program
- Asian American/Pacific Islander/Native American Indian Program
- Handicapped/Disabled Veterans Program

The Superintendent of the Naval Postgraduate School is the Equal Employment Opportunity Officer and the Deputy Equal Employment Opportunity Officer is the technical advisor for the EEO Program and may be contacted for additional information in this area.

Deputy EEO Officer (x2025)



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

How Jobs are Classified

All new employees should have received a copy of their position description (PD).

The PD cover sheet includes the title, grade and series of the position as determined by the classification used that best describes work being done. In most cases these standards are based on the 9 Factor Evaluation System (FES) classification factors described below. Each factor is written at various levels that have been assigned points. The points provide the classifier with a means of determining the grade of the position.

Number 7 on the PD cover sheet documents the Fair Labor and Standards Act (FLSA) status of the position, (i.e., Exempt or Non-Exempt). If you are **non-exempt**, and you are required to work overtime, you will receive overtime pay for all hours worked over 40 hours per week, or 8 hours per day. If you are **exempt**, and work overtime you will receive overtime pay computed at the overtime rate of a GS-10 step 01. You may wish to work compensatory time in lieu of overtime.

Your PD will describe the following FES Factors:

Major duties and responsibilities:

- Factor 1 - Knowledge Required - describes the knowledge, skills, and abilities required for the position.
- Factor 2 - Supervisory Controls - Describes how the work is assigned, what the employee's responsibilities are for carry out the work, and how the work is reviewed.
- Factor 3 - Guidelines - Describes the guidelines available to you, and how much judgment is needed to use them.
- Factor 4 - Complexity - Describes the nature of the assignment, what the employee considers when deciding what must be done, and how difficult and original are the employee's actions or responses.
- Factor 5 - Scope and Effect - Describes the purpose of the wo4k, and the impact of the work product.
- Factor 6 - Personal Contacts - Covers the people contacted and the conditions under which the contacts take place.
- Factor 7 - Purpose of Contacts - Explains the purpose of the contacts described in Factor 6. Factor 6 and 7 presume that the same contacts will be evaluated for both factors.
- Factor 8 - Physical Demands - Describes the nature of physical demands placed on the employee.

- Factor 9 - Work Environment - Describes the physical surroundings in which the employee works and any special safety regulations or precautions that the employee must observe to avoid mishaps or discomfort.

Professional and clerical positions are written in FES format. However the classification standards are written in a narrative format, where the responsibilities are described at each grade level. In some cases there are bench-marks to describe the work performed such as positions in the financial series. These benchmarks resemble a written PD that has already been classified and may be used to classify a position that is essentially identical to the PD being classified.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

DEC 13 2005

MEMORANDUM FOR DISTRIBUTION

**Subj: GENERAL NOTICE OF DRUG TESTING FOR NEW EMPLOYEES UNDER
DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM**

On September 15, 1986, President Reagan signed Executive Order 12564 establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy (DON) Drug-Free Workplace Program (DFWP), developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the DON will assist employees with drug problems, it must be recognized that employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order to maintain a safe, secure workplace and efficient DON operation.

The determination that an employee uses illegal drugs may be made on the basis of direct observation, a criminal conviction, the employee's own admission, other appropriate administrative determination or by a confirmed positive drug test. The program subjects all civilian appropriated and non-appropriated fund employees to drug testing under the following conditions:

- a. When there is a reasonable suspicion that the employee uses illegal drugs.
- b. As part of an authorized examination regarding an accident or unsafe practice.
- c. As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.

In addition, certain employees occupying specifically designated sensitive positions within the DON will be subject to random drug testing. These are called Testing Designated Positions (TDPs).

a. Employees in this category will receive individual written notices that their positions have been included in the activity random testing pool at least 30 days prior to actual testing.

b. Employees selected for, or otherwise placed in, a test-designated position will be subject to a drug test prior to final selection/placement and to random testing thereafter.

c. Any employee can volunteer for random testing and will be included in the activity random testing pool.

All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered or substituted. The DON has developed strict chain-of-custody procedures to ensure proper identification of the specimen tested.

All specimens will be tested in certified laboratories following mandatory guidelines published by the Department of Health and Human Services as published in the Federal Register. A Medical Review Officer (MRO) will review all positive, non-negative, and negative test results. Employees will be given an opportunity to provide evidence to a MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

Drug test results will be handled in a confidential manner. Non-negative test results from the laboratory will only be disclosed to a MRO. Non-negative results, verified by the MRO, may only be disclosed to the employee, the activity Drug Program Coordinator, the appropriate Civilian Employee Assistance Program (CEAP) Administrator and appropriate supervisory/management officials necessary to process an administrative and/or adverse action against the employee, or to a court of law or administrative tribunal in any adverse personnel action.

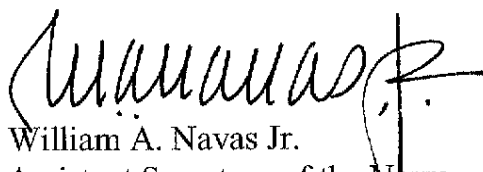
Medical and rehabilitation records in the CEAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, an authorizing court order or otherwise as permitted by federal law.

The DON will not tolerate the use of illegal drugs. Employees of the DON having a substance abuse problem are encouraged to seek assistance through their activity CEAP. Such assistance may be obtained by contacting the activity CEAP administrator. Employees who voluntarily identify themselves to their supervisor or other appropriate management official as a user of illegal drugs, prior to being so identified by other means and who seek counseling and/or rehabilitation assistance, will not be subject to disciplinary action for their prior drug use. This is referred to as safe harbor. It is

important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor.

All employees are expected to refrain from illegal drug use. Disciplinary action up to and including removal from Federal service will be initiated for the first failure to remain drug-free. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, altering or substituting a specimen, failure to report for testing or refusal to submit to a drug test.

This updated General Notice supersedes the DON General Notice of the Navy DWFP initially published on August 6, 1988, and does not affect the ability of activities/commands to continue to conduct drug testing.



William A. Navas Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:
Echelon I & II



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Conduct and Discipline

Conduct

As a government employee you are expected to adhere to basic rules of personal conduct, for example:

- Personal work of any kind is not permitted during duty hours.
- Gambling is prohibited on Navy property.
- Telephones are for official use only. Public phone booths are available for employees who need to make personal calls.
- Working or reporting for work while under the influence of drugs or alcohol is not permitted

In general, the rules governing your personal conduct on the job are no different from those of similar jobs in private industry. You are expected to do a fair day's work, carry out the orders of your supervisor, and properly care for government tools and equipment.

The Department of the Navy Bedrock Rules and [Standards of Conduct](#) are listed in this Orientation. You are expected to be aware and always comply with these rules.

Discipline

Infractions of rules, regulations and prescribed standards may result in disciplinary action. No disciplinary action will be taken until the circumstances have been thoroughly reviewed and a decision rendered by the responsible official. Employees against whom disciplinary action is taken have various grievance or appeal rights which are explained in detail at the time of the disciplinary action.

Grievances

Most problems involving employee job concerns or dissatisfactions are settled through discussion between the employee and his or her supervisor. For the rare situation in which dissatisfaction persists, procedures have been established whereby employees or groups of employees may carry their case to a higher authority for resolution. The Human Resources Office Human Relations Division will, upon request, provide information concerning these grievance procedures.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Employee Benefits

Employee benefits include:

- [Employee Assistance Program](#)
- [Health Benefits](#)
- [Workers Compensation](#)
- [Life Insurance](#)
- [Retirement](#)
- [Thrift Savings Plan](#)
- [U.S. Savings Bond](#)



 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Performance Appraisals

Performance Evaluation

Employee development plans which outline your work expectations are formally established and presented to you within 30 days of your appointment to your new position to provide you with an opportunity to succeed and to encourage you to make a meaningful contribution towards the accomplishment of the mission. Depending on the nature of your appointment, your performance will be evaluated under one of the following performance appraisal systems:

Performance Feedback System (PFS).

Naval Postgraduate School and NSAMB employees on General Schedule (GS) and Federal Wage System (FWS) on appointments of 90 days or more.

Alternate Performance Appraisal System (APAS).

Fleet Numerical Meteorology and Oceanography Center (FNMOC) GS and FWS employees on appointments lasting 90 days or longer.

The Faculty Appraisal System (FPAS).

Faculty members appointed to positions lasting 120 days or longer.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Employee Awards

Incentive Awards

The Incentive Awards Program is intended to encourage all Department of the Navy employees to participate in the task of improving the efficiency and economy of its operations. At the Naval Postgraduate School your contributions may be awarded through a variety of recognition devices (e.g. time off, cash, peer recognition, and honorary awards).

Special Act or Service Award

You may be eligible to receive this type of cash award in recognition of a group or individual special act, service, or non-recurring contribution which goes significantly beyond the expected job performance.

On The Spot Award

Cash award ranging from \$25 to \$250, and an "On The Spot" Cash Award Certificate presented for exceeding job expectations (e.g. taking on an extra project, demonstrating excellence, showing initiative to improve ways of getting the job done, etc.).

Time Off Award

Employees are eligible to receive from 8 to 40 hours of time off in recognition of an act or service which significantly exceeds work expectations. Time Off Awards must be used within one calendar year of its effective date or prior to transfer, retirement, or resignation from the Naval Postgraduate School.

Peer Recognition Awards (aka, Extra MILES Award)

This award is given by one employee to another to personally thank employees and coworkers who demonstrate quality public service, commitment to improvement, and teamwork. Supervisors cannot nominate their own employees, and employees cannot nominate their supervisor. Further, an employee may not be recognized more than four times in a fiscal year. The [award and process](#) are available on the Safety Office web site.

Beneficial Suggestion and Invention Program

The [Beneficial Suggestion](#) and [Invention](#) Program recognizes employee proposals that directly increase economy, efficiency or effectiveness of Government operations.

Beneficial suggestions conserve time, supplies, and equipment, reduce paperwork, improve safety conditions, and otherwise directly contribute to increased productivity, decreased cost, or better service to the public. Adopted suggestions and inventions are ordinarily rewarded through cash awards. To submit a suggestion, use a beneficial suggestion form, available from the Human Resources Office.

Length Of Service Award

All civilian employees are eligible for this award. It is granted to employees to recognize all creditable federal service to include honorable military service. Employees will receive a [length of service award](#) after 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service. The award consists of a lapel pin and a certificate. Employees who complete 40 or more years of service, also receive a certificate signed by the Secretary of the Navy.

Honorary Awards

An Honorary Award may be granted in recognition of continued distinguished service, a single achievement, an act of personal heroism, or any other employee contribution. It may be granted independently of or as a supplement to a cash award.

Navy Distinguished Civilian Service Award (DCSA)

The DCSA is the highest honorary award the Secretary of the Navy can confer on a DON civilian employee. The DCSA is granted only to employees who have given distinguished and/or extraordinary services to the Department of the Navy. The achievements of service must be truly exceptional when measured against position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. The award consists of a citation signed by the Secretary of the Navy, a medal, rosette and lapel bar.

Navy Superior Civilian Service Award (SCSA)

The SCSA is the highest award granted at the major claimant level, and the second highest Navy civilian service award. It is given to recognize superior service or contributions resulting in exceptional value or benefits to the DON; however, contributions while exceptional in value, would be narrower in scope and/or impact than for the DCSA. The award consists of a certificate, citation, medal and lapel bar.

Navy Meritorious Civilian Service Award (MCSA)

The MCSA is the third highest Navy civilian award. It is granted by the local activity head to recognize service or contributions resulting in high value or benefit to DON but, unlike the SCSA or DCSA, the contribution may be limited in scope or impact to the activity level. The award consists of a certificate and citation signed by the activity head, medal and lapel emblem.

Certificate Of Recognition

This certificate may be presented to employees to provide honorary recognition for contributions furthering the achievements and prestige of the Command. It can be awarded for a contribution which does not meet the requirements for the MCSA or SCSA, but has significance meriting more public recognition than a letter of commendation.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Local Labor Unions

The Naval Postgraduate School and NSAMB have granted the following two unions exclusive recognition for representation of civilian employees:

National Federation of Federal Employees, Local 1690. NFFE represents all non-professional General Schedule and Wage Grade employees of the Naval Postgraduate School (NPS), except fire fighters, guards, managers, supervisors, and casual hires -- appointments of not more than 90 days.

International Association of Fire Fighters, Local F-166. IAFF represents all NPS non-supervisory fire fighters.

You have the right to join or refrain from joining a union or other employee groups not subversive in character. Union officials can provide you with more information about these employee organizations:

The NFFE bulletin board is located in the basement of Herrmann Hall on the wall opposite the Navy Federal Credit Union. Current phone numbers, names of officers and stewards, as well as other information is maintained by NFFE.

Information about the Fire Fighters Local F-166 is available at the Fire Department.

Weingarten Rule Right to Representation

In accordance with Title VII, Section 7114, of the Civil Service Reform Act of 1978, employees represented by the exclusive bargaining unit are informed that:

"An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if the employee reasonably believes that the examination may result in disciplinary action against the employee; and the employee requests representation."



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Wellness Program

This program is designed to encourage a healthy civilian workforce, which is essential to the successful accomplishment of the Naval Postgraduate School mission. NPS wants every employee to have the opportunity to actively seek and sustain good physical and mental health. In recognition of the personal commitment many civilians are making in pursuit of a healthier existence, supervisors and managers are encouraged to support that initiative by matching the employee's personal time investment with limited excused absence. The Wellness Program offers health education training, as well as encourages employees to develop and participate in individual wellness regimens.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Holidays and Leave

- [Paid Holidays](#)
- [Annual Leave](#)
- [Sick Leave](#)
- [Advance Leave](#)
- [Family Medical Leave](#)
- [Sick Leave for Family Care or Bereavement](#)
- [Voluntary Leave Transfer Program](#)
- [Leave Bank](#)
- [Leave Without Pay](#)
- [Absent Without Leave](#)
- [Excused Absence](#)
- [Court Leave](#)
- [Military Leave](#)

*** For very specific information on leave issues, check out the [leave FAQ](#) .**

 [next page](#)

Contact the [Orientation Web Site Manager](#)



New Employee Orientation



Certification Test

Welcome

- [+ Overview](#)
- [+ NPS Mission](#)
- [+ Other DoD Activities Mission's](#)
- [+ Standards of Conduct](#)
- [+ Employee/Supervisor Responsibilities](#)
- [+ Military Rank Chart](#)
- [+ Base Services](#)
- [+ Ethics](#)
- [+ Gifts](#)
- [+ Occupational Safety and Health](#)
- [+ Equal Employment Opportunity](#)
- [+ Classification of Jobs](#)
- [+ Drug Free Workplace \(pdf\)](#)
- [+ Employee Development](#)
- [+ Conduct and Discipline](#)
- [+ Employee Benefits](#)
- [+ Performance Appraisals](#)
- [+ Employee Awards](#)
- [+ Local Labor Unions](#)
- [+ Wellness Program](#)
- [+ Holidays and Leave](#)
- [+ Certification Test](#)

Thank you for completing this test. When you have completed the test , just click on the "Submit" button at the bottom of the page to send the test to the HRO. The results will be provided to you and if you have correctly answered at least 80% of the questions, you will receive credit for the course. Be sure to mark the box below if you would like to receive a course certificate.

Name:

Department:

Guardmail Address (for Certificate of Completion, if desired):

Please tell us what your status is:

How useful did you find this course?

Course Test

Here's the test---good luck! When you are finished, press the "Submit to HRO" button at the bottom of the page

1. What is the mission of NPS? [\(Help\)](#)

2. What is the mission of FNMOC? [\(Help\)](#)

3. What courses does DRMI present? [\(Help\)](#)

4. Which of these is in the NPS Strategic Plan's "Guiding Principles"? [\(Help\)](#)

5. Which strategic initiative mentions the "Navy Virtual University"? [\(Help\)](#)

6. Which of these are **not violations of the Standards of Conduct**? [\(Help\)](#)

7. Which of these is **not one of your "employee responsibilities"**? [\(Help\)](#)

8. Which of these is **not one of your supervisor's responsibilities**? [\(Help\)](#)

9. "Colors" is being played & you are outside: which **don't you have to do**? [\(Help\)](#)

10. An Army "Captain" is the same "rank" as a Navy "Captain" [\(Help\)](#)

11. Civilian employees are entitled to use the following services **except**: [\(Help\)](#)

12. If you have a traffic accident on NPS you must call the NPS Police. [\(Help\)](#)

13. What **cannot be used to determine an employee is using illegal drugs?** [\(Help\)](#)

14. The NPS EEO Program is designed to provide all of these **except:** [\(Help\)](#)

15. These are all Thrift Savings Plan fund options **except:** [\(Help\)](#)

16. You may receive free EAP counseling for these types of problems **except:** [\(Help\)](#)

17. If injured on the job, you must notify your boss within: [\(Help\)](#)

18. Which is **not true under the Federal Employees' Health Benefits Program?** [\(Help\)](#)

19. Employees new to federal service are covered by "FERS" retirement. [\(Help\)](#)

20. Which of these are **not part of the "FERS" three-part system?** [\(Help\)](#)

21. Which of these are **not Federal Group Life Insurance options?** [\(Help\)](#)

Congratulations! You have finished the test. Please add any comments or questions you may have in the block below, then press "submit" to send the test results.

Comments or Questions About This Test:

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Ethics**Pop Quiz**

Which of the following use of Government resources is an authorized use?

- Office copier to make myself a personal copy of my daughter's report card to send to her grandparents?
- Office copier to reproduce 75 color copies of my daughter's graduation from Mrs. Smith's Finishing School and Mud Wrestling Academy?
- Office copier to reproduce 200 copies of Secretary of Defense's address to the graduating class of Mrs. Smith's school?
- Office fax machine to receive a 40 page personal fax during working hours?



 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor
- Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gifts - Prohibited Sources

An employee shall not solicit or accept any gift or other item of monetary value:

- from a prohibited source; or
- given because of the employee's official position.

United states Code 7353 prohibits employees from soliciting or accepting anything of value from a prohibited source.

Even if the donor is not a prohibited source, you are not allowed to accept a gift that is offered because of your official position (e.g., a gift to the DoD liaison to the Retired Officer's Association from the Association).

Prohibited Sources:

Any person:

1. Seeking official action from, doing business with, or conducting activities regulated by, the individual's employing agency; or
2. Whose interest may be substantially affected by the performance or nonperformance of the individual's official duties.



A "prohibited source" is an entity (or an entity with a majority of its member who):

- seeks official action from your agency (e.g., the Boy Scouts, the USO, or the Red Cross)
- does business or seeks to do business with your agency (e.g., defense contractor)
- conducts activities regulated by your agency (e.g., if you work for the Corps of Engineers, then any entity that wants to drain wet lands)
- has interest that may be substantially affected by your performance or nonperformance of official duties (e.g., if you are a procurement officer, then the contractor you deal with; if you are a personnel officer, then outside associations for employees)



 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Information Covered By Your Supervisor

The following information will be covered by your supervisor:

- Work unit policy on occupational safety and health.
- Awareness of hazards common to the individual's worksite, trade, occupation, or task.
- Specific hazards of chemicals/materials used in the workplace.
- Personal protective equipment requirements for the job.



NOTE: Appropriate training must be provided prior to an employee working with HM/HW. The NPS HAZCOM instruction will be reviewed with the employee through Safety Stand Down meeting / formal training.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Local OSH Policy Statement :

The policy statement has been issued by the Superintendent of NPS and reflects the commitment to Occupational Safety and Health (OSH) and to programs which prevent or minimize occupational mishaps. The policy statements were distributed to all personnel, and posted on all official bulletin boards.

The policy statements share:

- Maintenance of a staffed OSH Office
- Clear lines of accountability for all personnel concerning their obligations and personal responsibilities to the OSH Program
- Performance evaluations consistent with the duties of the position and with appropriate recognition of superior performance or conversely deficient performance, as appropriate
- Compliance with the occupational mishap reporting procedures
- Inspection of all workplaces at least annually and more frequently based on the level of risk
- Maintenance of the Hazard Abatement Plan (HAP), which include quarterly reviews by the Admiral
- Protection of all personnel from coercion, discrimination, or reprisals for participation in the NAVOSH Program
- Access to exposure and medical records for employees and their representatives
- Equal opportunity to NAVOSH education and training programs



For any questions please contact Michael Berry at extension 2822 or [Email](#).

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Individual Responsibility for Safety and Health

It is important that you understand your responsibilities in the workplace. They include:

- Participating in on-the-job training programs
- Using required Personal Protective Equipment (PPE), when appropriate
- Practicing good housekeeping
- Informing supervisors of safety and health problems (informal or Employee Report of Unsafe / Unhealthful Working Conditions)
- Being alert for job hazards
- Attend required Safety Briefings

It is the responsibility of all civilian and military personnel to understand and comply with NAVOSH standards and all applicable rules regulations, and orders issued under OPNAVINST 5100.23E.

Violators of NAVOSH regulations or instructions are subject to disciplinary action prescribed in the Civilian Personnel Instruction (CPI) 752, Department of Navy Adverse Actions (NOTAL) or the Uniform Code of Military Justice (Captian's Mast).

Such actions shall also be considered in personnel performance evaluations.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Navy Employee Report of Unsafe and Unhealthy Working Conditions

"The employee has the right to decline a task because of a reasonable belief that there is an imminent risk of death and insufficient time for hazard reporting and abatement actions. " (OPNAVINST 5100.23E, CHAPTER 10)

Identification and reporting of unsafe or unhealthful working conditions is the responsibility of ALL Navy employees, both military and civilian. Since many conditions can be eliminated as soon as they are identified, an effective channel of oral and written communications is imperative in the development of a sound NAVOSH program.

All navy employees are encouraged to orally report unsafe or unhealthful working conditions to their immediate supervisor who shall promptly investigate the situation and take appropriate actions.

The supervisor (or employee) will use the [Navy Employee Report of Unsafe and Unhealthful Working Condition form](#) (OPNAV 5100/11) or the [on-line](#) form to report said conditions to the Safety Office, Code 223.

The supervisor shall keep the reporting employee informed of all actions taken.

Upon receipt of a hazard report, the Safety Office shall log in the report, contact the originator by telephone or E-mail to acknowledge receipt, and discuss the seriousness of the reported hazard.

The Safety Office shall investigate all reports brought to its attention. Alleged imminent danger situations shall be investigated within 24 hours. Potentially serious situations shall be investigated within 3 working days. If the situation involves a health hazard, the Safety Office shall refer the report to the cognizant medical activity for investigation.

The Safety Office shall provide an interim or complete response in writing to the originator of the written report within 10 working days of the receipt.

For further information please contact Martin Catanese at extension 3317 or on [E-mail](#).



[next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Local Occupational Health Program

How to obtain occupational medical assistance:

In case of an injury or illness that is serious in nature, phone 911 or 2333 for immediate help from the Fire Department.

Required routine medical evaluations:

Prior to or during your processing into employment here at NPS, the Human Resources Office (HRO) informs the Safety Office that new employees will be coming onboard.

Certain job classifications are required to be enrolled into the appropriate medical surveillance program(s) for that job. (Public Works, laboratory staff, etc.)

Your supervisor is responsible to ask the medical surveillance program manager (Michele Jay in the Safety Office; #2475) to ensure that you are enrolled in the program and appointments are made to the NPS medical provider.

Mishap Reporting: Procedures to follow in case of occupational illness or injury.

Mishaps that result in damage to Navy facilities and equipment or occupational deaths, injury, and illnesses to Navy personnel degrade operational readiness and increase operational costs.

Investigation of such mishaps to identify causes and preventive actions, and establishing accurate record keeping, are essential to the success of the Navy Occupational Safety and Health (NAVOSH) Program.

Mishap investigations are aimed at determining how and why an event occurred and prevention of future occurrences of similar events.

Accurate records are necessary to establish trends, conduct analysis, and to assess the effectiveness of the overall NAVOSH Program.

Currently at NPS, we use OPNAVINST 5100.23E (Chapter 14: MISHAP INVESTIGATION, REPORTING, AND RECORDKEEPING) as our guidance document. This chapter applies to shore on-duty Navy personnel and Navy shore operational mishaps.

When an accident occurs, an immediate telephonic notification must be made to the Occupational Safety & Health Office, Ext. 2822. A completed original NPS 5102/2 form must be received in our office within 10 working days of any reportable mishap. The Safety Office will also want copies of the Human Resources Office forms (CA-1, CA-2, CA-16), within 5 working days of the

mishap.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor
- Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Reproductive Hazards

Navy policy is to provide safe and healthful working conditions for all employees which will not damage or affect their fertility or offspring. A reproductive hazard is defined as any occupational stressor (biological, chemical, or physical) that has the potential to adversely affect the human reproductive process.

The goal is to keep exposures to all reproductive chemical stressors "As Low As Reasonably Achievable" {ALARA}. No one shall be denied employment due to potential exposure to reproductive hazards/stressors. Furthermore, administrative controls implemented to minimize exposure to reproductive hazards, shall not result in reduction of pay or promotion potential. The OSH office shall refer all employee questions regarding pregnancy employment issues to the human resources office.

Control of Reproductive Hazards in the Workplace

Personnel are encouraged to inform supervisors as soon as possible that they are pregnant and to complete a questionnaire (obtainable from their supervisor or the Safety Office), with OSH assistance, if needed, and submit it to the medical clinic. The occupational health professionals provide evaluation and recommendations, and you may use the questionnaire in consultation with your private physician.

Supervisors

Supply Officer shall identify products currently in Navy use at this facility; the Safety Office and the IH shall identify and evaluate physical and biological reproductive hazard stressors and provide guidance to all departments at NPS/TENANT COMMANDS

All Departments shall supply the Safety Office any and all information about potential Hazardous Materials that the departments want to bring to NPS/TENANT COMMANDS before the material is purchased or samples are given.

Responsibilities

Employees are encouraged to:

- Inform supervisors as soon as possible that they are pregnant
- Completely fill out the questionnaire contained in this section and return it to the occupational health professionals for evaluation and recommendation
- Consultation with their private physicians
- Follow the recommendations provided by Navy occupational health professionals.

Federal Personnel Manual, SubChapter 13, Article 13-5, paragraph a.(2)

Agencies should always be aware of working conditions or strenuous requirements in the workplace that could have an adverse effect on an expectant mother. If, after consulting her doctor, an employee asks for a change in duties or assignment, every reasonable effort should be made to accommodate her. Agencies may request medical certification of the nature of the limitations recommended by the employee's doctor. Sick leave may also be used for physical examinations.

Pregnancy Employment Policies and Questions/Answers

- **If, for pregnancy-related reasons, an employee is unable to perform the functions of her job, does the employer have to provide her an alternative job?**
 - An employer is required to treat an employee temporarily unable to perform the functions of her job because of her pregnancy-related condition in the same manner as it treats other temporarily disabled employees, whether by providing modified tasks, alternative assignments, disability leaves, leaves without pay, etc. For example, a woman's primary job function may be the operation of a machine, and, incidental to that function, she may carry materials to and from the machine. If other employees temporarily unable to lift are relieved of these function, pregnant employees also unable to lift must be temporarily relieved of the function.
- **What procedures may an employer use to determine whether to place on leave as unable to work a pregnant employee who claims she is able to work or deny leave to a pregnant employee who claims that she is disabled from work?**
 - An employer may not single out pregnancy-related conditions for special procedures for determining an employee's ability to work. For example, if an employer requires its employees to submit a doctor's statement concerning their inability to work before granting leave or paying sick benefits, the employer may require employees affected by pregnancy-related conditions to submit such statement. Similarly, if an employer allows its employees to obtain doctor's statements from the personal physicians for absences due to other disabilities or return dates from other disabilities, it must accept doctor's statements from personal physicians for absences and return dates connected with pregnancy-related disabilities.
- **Can an employer have a rule which prohibits an employee from returning to work for a predetermined length of time after childbirth?**
 - **No.**
- **If an employee has been absent from work as a result of a pregnancy-related condition and recovers, may her employer require her to remain on leave until after her baby is born?**
 - No. An employee must be permitted to work at all times during pregnancy when she is able to perform her job.
- **Must an employer hold open the job of an employee who is absent on leave because she is temporarily disabled by pregnancy-related conditions?**
 - Unless the employee on leave has informed the employer that she does not intend to return to work, her job must be held open for her return on the same basis as jobs are held open for employees on sick or disability leave for other reasons.

- **Must an employer hire a woman who is medically unable, because of pregnancy-related conditions, to perform a necessary function of a job?**
 - An employer cannot refuse to hire a woman because of her pregnancy-related condition so long as she is able to perform the major functions necessary to the job. Nor can an employer refuse to hire her because of its preferences against pregnant workers or the preferences of co-workers, clients, or customers.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Basic Element of the HAZMAT inst. & Health Hazards Associated with "common use" products

Many personnel routinely use a wide range of HM during daily operations. This instruction provides guidelines to prevent improper handling, storage, or disposal of these materials which could result in personal injury, death, or environmental destruction. NPS is required to comply with the detailed federal and state regulations, and is subject to inspection by local (Monterey County Health Department), state (California Toxic Substance Control Board), and federal EPA. Personnel who willfully violate statutes governing the proper use and disposal of Hazardous Material or Hazardous Waste (HW) may be held liable for their actions; penalties of up to \$50,000 and 2 years in prison may be imposed.

The HAZMAT instruction (NAVPGSCOLINST 4110.1A) covers information from the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), Department Of Transportation (DOT), the California Code of Regulations (CCR), and the Navy Occupational Safety and Health Program Manual (NAVOSH).

Purpose: To promulgate policies and procedures for the acquisition, handling, awareness, storage, disposal and life-cycle control of hazardous material (HM) acquired and used by NPS/NSAMB/Tenant Commands.

This instruction applies to is NPS and tenant commands. It defines various terms used in conjunction with HM or HW and how those materials will be handled. It also identifies who is in charge of the program at various responsibility levels and what their duties are. It explains about Departmental Authorized Use Lists (DAUL), Material Safety Data Sheets (MSDS) and the NPS Unique Identifier for materials that are ordered for each department. It also contains information concerning Spill Plans, Record Keeping and Reporting, and Training.

"Right to Know"

Hazardous Material Control & Management (HMC & M) manual (4110.1A) - Ref: (a) OPNAVINST 5100.23D

1. Reference (a), CHAPTER 7, 0702., e., The safe use of Hazardous Material, (6) Identify and establish specific HAZCOM training requirements for routine and non- routine Hazardous Material (HM) uses based upon assessments of HM use, prevailing conditions for use, and availability of HM controls, i.e., authorized HM use. In other words, the end user of a HM has a "Right-To-Know" how to store, use, and dispose of the product properly.
2. Found in the following pages, is an example of items that are found on the Exempt Authorized List (EAL), "LIST OF PRODUCTS EXEMPT FROM HMC & M PROGRAM REQUIREMENTS", then follows,"HAZARDS UNIQUE TO OFFICE PRODUCTS", gives generic hazard awareness about these products.
3. If you have need of Material Safety Data Sheet(s) for these specific products, you should contact the Supply department or your departmental Hazardous Materail Program Manager.

List of Products Exempt from HMC & M Program Requirements

Toner Cartridges	All types are exempt ONLY if quantities stored do not exceed two backups per printer per department AND if all empties are turned in for recycling. DO NOT THROW AWAY! A list of quantity purchased / turned in for recycling will be requested FROM THE DEPARTMENTS ANNUALLY to allow for accurate reporting in respect to the Hazard Minimization Standard requirements. (CHEMICAL ACCOUNTING)
"White Out", correction fluid	Exempt if used / stored in quantities less than 1 gallon total per department.
Furniture polish	Exempt if used / stored in quantities less than 1 gallon total per department
Ink pad inks	Exempt if used / stored in quantities less than 2 pints total per department.
White board cleaner	Exempt if used / stored in quantities less than 2 gallons total per department.
Batteries	(other than Mercury batteries) Exempt ONLY if expended batteries are turned into Code N3E. DO NOT THROW AWAY!, unless battery is "alkaline". Alkaline batteries may be discarded into normal trash. A list of quantity-types of batteries purchased / turned in for recycling will be requested FROM THE DEPARTMENTS ANNUALLY to allow for accurate reporting in respect to the Hazard Minimization Standard requirements. (CHEMICAL ACCOUNTING) Do not store Lithium or Nickel Cadmium batteries in refrigerator.
Mercury batteries	No exemption
Fax machine toner	Exempt if used / stored quantities do not exceed 3 backup cartridges per fax machine per department.
Glass cleaner	All types exempt if used / stored in quantities do not exceed 2 gallons total per department.
Film for cameras	All types exempt; Instant, 35mm, 125 mm, etc.

HEALTH HAZARDS UNIQUE TO OFFICE PRODUCTS

Routes of exposure: Inhalation, Ingestion, Skin: contact - absorption, Eye

Toner Cartridges (including fax)	Toner is finely divided solid. Do not breathe the dust. Remove to fresh air if any effects occur. No specific hazard is known concerning eye contact, but, any material contacting the eye may be irritating. Flush eyes with plenty of water (15 min. normally) and seek medical treatment. Wash skin with soap and water. No special controls required for storage or use under normal conditions. Clean up with a vacuum cleaner.
"White Out", correction fluid	White or colored fluid with a pungent solvent odor. The product is non-hazardous when used as directed in an office / room with normal air circulation. There are not any anticipated health effects under foreseeable use conditions. Irritation to the skin may occur if contact is prolonged / repeated. Solvents can be absorbed through the skin during prolonged contact, but not likely to happen in short term contact. Wash with soap and water. Eye contact, flush with plenty of water. If irritation persists obtain medical attention. Ingestion; consult a physician.
Furniture polish	Opaque, viscous liquid or spray pleasantly scented. May cause eye irritation. Flush with water and call physician if irritation persists. May cause skin irritation upon prolonged contact. HARMFUL OR FATAL IF SWALLOWED; ASPIRATION OF LIQUID MAY CAUSE CHEMICAL PNEUMONITIS. Store in a dry cool area. Keep from freezing. KEEP OUT OF REACH OF CHILDREN. Read entire label before using.

<i>Ink pad inks</i>	Water soluble material to be cleaned at once. Will cause staining in very high concentration. Wash with soap and water; Drink several glasses of water if ingested.
<i>White board cleaner</i>	Cloudy aqueous solution with a slight sweet aroma. Soluble in water. Keep product out of sewer, watershed, and water system. Use chemical absorbent for large spills. Can cause moderate to severe irritation to the eyes. Flush eyes with water for at least 15 minutes; get medical attention. Amounts ingested incidental to normal use are not likely to cause injury, however, large amounts ingested may cause injury up to death in extreme cases. Do not induce vomiting. Get medical attention immediately. Inhalation of large amounts of concentrated vapor may irritate the nose and throat. Remove person to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention. Wash skin with soap and water while removing contaminated clothing (large spill on to a person).
<i>Batteries (other than Mercury batteries)</i>	Normally batteries are non-hazardous to the user, except when they leak. In general, if contact is made with the skin, wash thoroughly. Eye contact, flush eyes with water for at least 15 minutes and see a physician Clean up of a LITHIUM battery spill should be neutralized with a solution of soda ash (phone HAZMAT or the Fire Department for help). For battery leakers, use neoprene, rubber, latex-nitrile gloves. In the event of an accident or burning batteries, exit the area and notify the Fire Dept.
<i>Glass cleaner</i>	There are many differences between manufactures formulas. Some have ammonia, others use alcohol. Some are clear liquid, others are blue, green, etc. They may have a perfumed smell, or hospital smell. Used under normal conditions, no adverse effects are expected. OVEREXPOSURE: May cause eye irritation. Flush with water. If irritation persists, seek medical attention. May cause drowsiness or dizziness. Remove person to fresh air; If breathing has stopped, administer CPR and seek medical attention. May cause nausea if ingested. Contact the hospital, poison control center, or the Fire Dept. for directions concerning Emergency and First Aid procedures about ingestion.
<i>Film for cameras</i>	Used as directed, no adverse effects expected.

Report an occupational exposure of reproductive concern please fill out this [form](#).



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

**HUMAN RESOURCES AND
EQUAL EMPLOYMENT OPPORTUNITY OFFICE
NAVAL POSTGRADUATE SCHOOL
MONTEREY, CALIFORNIA**

4 February 1998

MEMORANDUM

From: Deputy Equal Employment Opportunity Officer
To: All supervisors and managers

Subj: **NEW GUIDANCE ON RELIGIOUS EXERCISE AND RELIGIOUS EXPRESSION IN THE WORKPLACE**

Ref: (a) Office of the Press Secretary, White House, Guidance dtd August 14, 1997

Encl: (1) Policy Guidance #2, Religious Exercise and Religious Expression in the Workplace.

1. On August 14, 1997, President Clinton unveiled new executive guidelines aim at protecting religious expression in the federal workplace, provided that it does not conflict with an employee's work. Enclosure (1) provides policy guidance for all civilian federal employees on Religious Exercise and Expression in the workplace.

2. Should you have any questions pertaining to enclosure (1) please feel free to contact me at extension 2480 or by Email (DBaity).

DEBORAH A. BAITY

Policy Guidance #2: **Religious Exercise and Religious Expression in the Workplace**

1. **Background.** On August 14, 1997, President Clinton unveiled new executive guidelines aimed at protecting religious expression in the federal workplace, provided that it does not conflict with an employee's work. The guidelines were issued to clarify and reinforce the right of religious expression in the federal workplace. It will also ensure that federal employees and employers will respect the rights of those who engage in religious speech as well as those who do not.

2. **Scope.** This guidance applies to civilian federal employees only. Uniformed military

personnel are exempted from the guidelines because they have a "different set of concerns and obligations."

3. Discussion. This guidance specifically addresses an employee's religious exercise and religious expression when the employees are acting in their personal capacity within the federal workplace. These guidelines do not address whether and when the government and its employees may engage in religious speech directed at the public. This policy guidance should provide answers to frequent questions in the workplace. Actual cases will be reviewed on an individual basis based on facts and circumstances.

4. Policy. Departments must permit personal religious expression by its federal employees to the greatest extent possible. They will not discriminate against employees on the basis of religion, require religious participation or non-participation as a condition of employment, or permit religious harassment. Managers and supervisors must treat all employees with the same respect and consideration, regardless of their religion (or lack thereof).

a. Religious Expression.

(1) Agencies will not restrict personal religious expression by employees in the federal workplace except where the employee's interest in the expression is outweighed by the government's interest in promoting the efficiency of public service, or, where the expression intrudes upon the legitimate rights of other employees or creates the appearance, of an official endorsement of the religion.

(2) Agencies may regulate the time, place and manner of all employee speech, provided it does not discriminate on the basis of content or viewpoint. Agencies are not required, however, to permit employees to use work time to pursue religious or ideological agendas.

(3) Expression in Private Work Areas. Employees should be permitted to engage in private religious expression in personal work areas not regularly open to the public. This is to the same extent that they may engage in non-religious private expressions, subject to reasonable content and viewpoint. This religious expression must be permitted as long as it does not interfere with the agency's carrying out of its official responsibilities.

(4) Expression Among Fellow Employees. Employees can be permitted to engage in religious expression with fellow employees subject to reasonable and content-neutral standards and restriction. This expression should not be restricted as long as it does not interfere with the workplace disruption and efficiency. Employees may not display religious messages on items that convey any governmental endorsement of religion or suppression of another group.

(5) Expression Directed at Fellow Employees. Employees are permitted to engage in religious expression directed at fellow employees, and may even attempt to persuade fellow employees of the correctness of their religious views. Some religions encourage adherents to spread the faith at every opportunity, a duty that can encompass the adherent's workplace. They are entitled to do this as long as a reasonable observer would not interpret the expression as government endorsement of the religion and it does not interfere with workplace efficiency. Employees must refrain from such expressions when a fellow employee asks that it stop or otherwise demonstrates that it is unwelcome.

(6) Expression in Areas Accessible to the Public. When the public has access to the federal workplace, all federal employees must be sensitive to the Establishment Clause requirement that states expression not create the reasonable impression that the government is sponsoring, endorsing, or inhibiting religion generally, or favoring or disfavoring a particular religion. Displaying of religious art and literature in personal work areas subject to the public can be displayed, so long as the viewing public would reasonably understand the religious expression to be that of the employee acting in their personal capacity, and not that of the government.

b. Religious Discrimination. Federal agencies may not discriminate against employees on the basis of their religion, religious beliefs, or views concerning religion.

(1) Discrimination in Terms and Conditions. No employee may promote, refuse to promote, hire, refuse to hire, or otherwise favor or disfavor an employee or potential employee because of his or her religion, religious beliefs, or views concerning religion.

(2) Coercion of Employees Participation or Non-participation in Religious Activities. A supervisor may not explicitly or implicitly insist that the employee participate in religious activities as a condition of continued employment, promotion, salary increases, preferred job assignments, or any other incidents of employment nor may a supervisor insist that an employee refrain from participating in religious activities outside the workplace, except where otherwise legal. A supervisor is free to express their views and engage in some kinds of speech about religion as long as it is understood it is his or her personal view. Because a supervisor has the power to hire, fire, or promote, employees may reasonably perceive their supervisor's religious expression as coercive even if not intended by such. Therefore, supervisors need to be careful of their expressions and that it is not perceived as coercion.

(3) Hostile Work Environment and Harassment. The law against workplace discrimination protects employees from being subjected to a hostile environment or religious harassment, in the form of religiously discriminatory intimidation, or pervasive or severe religious ridicule or insult, whether by supervisors or fellow workers. Religious harassment based on hostile work environment will depend on the frequency or repetitiveness, as well as its severity. Employees should always be guided by general principles of civility and workplace efficiency. A hostile environment is not created by the bare expression of speech with which some employees might disagree.

c. Accommodation of Religious Exercise. Federal law requires an agency to accommodate employees' exercise of their religion unless such accommodation would impose an undue hardship on the conduct of the agency's operations. The accommodation should be made unless it would cause an actual cost to the agency or to other employees or an actual disruption of work, or unless it is otherwise barred by law. If the agency's work rule imposes a substantial burden on a particular employee's exercise of religion, the agency must go further; an agency should grant the employee an exemption from the rule, unless the agency has a compelling interest in denying the exemption and there is no less restrictive means of furthering that interest.

d. Establishment of Religion. Supervisors and employees must not engage in activities or expression that a reasonable observer would interpret as Government endorsement or denigration of religion or a particular religion.

DO's and DON'Ts

Employees May/Can	Agencies May Not/Cannot
1. Keep a Bible or Koran on their private desk and read it during breaks.	1. Restrict all posters or posters of a certain size, in private work areas, or require that such posters be displayed facing the employee.
2. Engage in private religious expression in personal work areas.	2. Restrict religious expression as long as it does not interfere with workplace efficiency.
3. Discuss their religious views with one another in the cafeteria and hallways.	3. Refuse to hire Buddhist or impose more onerous requirements on applicants for employment.
4. Display religious messages on items of clothing to the same extent as they are permitted to display other comparable	4. Impose, explicitly or implicitly, stricter promotion requirements based on their religion.
5. Wear religious medallions over their clothes, yarmulke, head scarf or hyob, etc.	5. Impose more onerous work requirements on an employee because the supervisor does not share the employee religious beliefs.

6. Urge a colleague to participate in religious activities, or to refrain from other personal endeavors.	
7. Display religious art and literature.	

Examples of Religious Exercise and Religious Expression

Private Work Areas:

- An employee may keep a Bible or Koran on their private desk and read it during breaks.
- An agency may restrict all posters, or posters of a certain size in private work areas, or require the posters be displayed facing the employee, and not on common walls.

Fellow Employees:

- In informal settings, such as cafeterias and hallways, employees are entitled to discuss their religious views with one another, subject only to the same rules of order as apply to other employee expression.
- Are entitled to display religious messages on items of clothing to the same extent that they are permitted to display other comparable messages.
- May wear religious medallions over their clothes or so that they are otherwise visible. Typically, this alone will not affect workplace efficiency, and therefore is protected.
- During a coffee break, one employee engages another in a polite discussion of why his faith should be embraced. The other employee disagree with the first employee's religious exhortations, but does not ask that the conversation stop. Under these circumstances, agencies should not restrict or interfere with such speech.
- One employee invites another employee to attend worship services at her church, though she knows that the invitee is a devout adherent of another faith. The invitee is shocked, and asks that the invitation not be repeated. The original invitation is protected, but the employee should honor the request that no further invitations be issued.
- A supervisor who is an atheist has made it known that he thinks that anyone who attends church regularly should not be trusted with the public weal. Over a period of years, the supervisory regularly awards merit increases to employees who do not attend church routinely, but not to employees of equal merit who do attend church. This course of conduct would reasonably be perceived as coercive and should be prohibited.
- At a lunch table discussion about abortion, during which a wide range of views are vigorously expressed, a supervisor shares with those he supervises his belief that God demands full respect for unborn life, and that he believes it is appropriate for all persons to pray for the unborn. Another supervisor expresses the view that abortion should be kept legal because God teaches that women must have control over their own bodies. Without more, neither of these comments coerces employees' religious conformity or conduct. Therefore,

unless the supervisors take further steps to coerce agreement with their view or act in ways that could reasonably be perceived as coercive, their expressions are protected in the Federal workplace in the same way and to the same extent as other constitutionally valued speech.

Hostile Work Environment and Harassment:

- An employee repeatedly makes derogatory remarks to other employees with whom she is assigned to work about their faith or lack of faith. This typically will constitute religious harassment
- A group of employees subjects a fellow employee to a barrage of comments about his sex life, knowing that the targeted employee would be discomfited and offended by such comments because of his religious beliefs.
- A group of employees that share a common faith decides that they want to work exclusively with people who share their views. They engage in a pattern of verbal attacks on other employees who do not share their views, calling them heathens, sinners, and the like. This conduct should not be tolerated.
- Two employees have an angry exchange of words. In the heat of the moment, one makes a derogatory comment about the other's religion. When tempers cool, no more is said. Unless the words are sufficiently severe or pervasive to alter the conditions of the insulted employee's employment or create an abusive working environment, this is not statutory religious harassment.
- Employees may wear religious jewelry and medallions over their clothes or so that they are otherwise visible. Others wear buttons with a generalized religious or anti-religious message. Typically, these expressions are personal and do not alone constitute religious harassment.
- In her private work area, a Federal worker keeps a Bible or Koran on her private desk reads it during breaks. Another employee displays a picture of Jesus and the text of the Lord's Prayer in her private work area. This conduct, without more, is not religious harassment, and does not create an impermissible hostile environment with respect to employees who do not share those religious views, even if they are upset or offended by the conduct.
- During lunch, certain employees gather on their own time for prayer and Bible study in an empty conference room that employees are generally free to use on a first-come, first-served basis. Such a gathering does not constitute religious harassment even if other employees with different views on how to pray might feel excluded or ask that the group be disbanded.

Accommodation of Religious Exercise:

- An agency must adjust work schedules to accommodate an employee's religious observance. For example, Sabbath or religious holiday observance, if an adequate substitute is available, or if the employee's absence would not otherwise impose an undue burden on the agency.
- An employee must be permitted to wear religious garb, such as a crucifix, a yarmulke, or a head scarf or hijab, if wearing such attire during the work day is part of the employee's religious practice or expression, so long as the wearing of such garb does not unduly interfere with the functioning of the workplace.
- An employee should be excused from a particular assignment if performance of that assignment would contravene the employee's religious beliefs and the agency would not suffer undue hardship in reassigning the employee to another

detail.

- A corrections officer whose religion compels him or her to wear long hair should be granted an exemption from an otherwise generally applicable hair-length policy unless denial of an exemption is the least restrictive means of preserving safety, security, discipline or other compelling interests.
- An applicant for employment in a governmental agency who is a Jehovah's Witness should not be compelled, contrary to her religious beliefs, to take a loyalty oath whose form is religiously objectionable.

Establishment of Religion:

- At the conclusion of each weekly staff meeting and before anyone leaves the room, an employee leads a prayer in which nearly all employees participate. All employees are required to attend the weekly meeting. The supervisor neither explicitly recognizes the prayer. This course of conduct is not permitted unless under all the circumstances a reasonable observer would conclude that the prayer was not officially endorsed.

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

**HUMAN RESOURCES AND
EQUAL EMPLOYMENT OPPORTUNITY OFFICE
NAVAL POSTGRADUATE SCHOOL
MONTEREY, CALIFORNIA**

3 February 1998

MEMORANDUM

From: Deputy Equal Employment Opportunity Officer
To: All supervisors and managers

Subj: "SPEAK ENGLISH ONLY" RULE

Ref: (a) 29 CFR 1606

Encl: (1) Policy Guidance #4, "Speaking English Only" Rule.

1. Enclosure (1) contains guidance on requirements for employees to speak English in the workplace.
2. Should you have any questions pertaining to enclosure (1) please feel free to contact me at extension 2480 or by [Email](#).

POLICY GUIDANCE #4: "SPEAK ENGLISH ONLY" RULE

1. **Background:** An important part of a person's national origin is often their native language. It is not unexpected that people who have learned English as a second language are extremely fluent in English, will at times revert to their native language. When a department imposes a policy that requires employees to speak English at all times in the workplace, the rule is subject to extreme scrutiny. An employer must always provide a business justification for such a rule.
2. **Scope:** This guidance applies to civilian employees of Naval Postgraduate School, Naval Support Activity Monterey Bay, and tenant commands.
3. **Discussion:** Prohibiting employees at all times, in the workplace, from speaking their primary language or language they speak most comfortably, disadvantages an individual's employment opportunities on the basis of national origin. The EEO Commission presumes that such a rule violates Title VII. An agency may have a rule requiring that employees speak only in English at certain times where the agency can show that the rule is justified by business necessity. If the agency

believes it has a business necessity for a Speak-English-only rule at certain times, the supervisor should inform its employees of the general circumstances when speaking English only is required and of the consequences of violating the rule.

Where an employee whose primary or first language is not English establishes that the agency has a Speak-English-Only rule in effect at all times, this will constitute a prima facie case of national origin discrimination. Where the "Speak English Only" rule permits the use of a foreign language during breaks and lunchtime, it will not automatically be found burdensome but will be closely scrutinized under the business necessity justification. The business purpose must be sufficiently compelling to override any racial impact; the challenged practice must effectively carry out the business purpose it is alleged to serve; and there must be available no acceptable alternative policy or practice which better accomplishes the business purpose.

4. **Guidance:** The following guidance is provided in accordance with 29 CFR 1606.7:
 1. **When Speak-English-only rule applies at all times.** A rule requiring employees to speak only English at all times in the workplace is a burdensome term and condition of employment. The primary language of an individual is often an essential national origin characteristic. Prohibiting employees at all times, in the workplace, from speaking their primary language or the language they speak most comfortably, disadvantages an individual's employment opportunities on the basis of national origin. It may also create an atmosphere of inferiority, isolation and intimidation based on national origin which could result in a discriminatory working environment. The EEO Commission will presume that this rule violates Title VII and will closely scrutinize it.
 2. **When Speak-English-only rule applied at certain times.** A department may have a rule requiring that employees speak only in English at certain times where the employer can show that the rule is justified by business necessity.
 3. **Notice of the Speak-English-only rule.** It is common for individuals whose primary language is not English to inadvertently change from English to speaking their primary language. Therefore, if an employer believes it has a business necessity for a speak-English-only rule at certain times, the employer should inform its employees of the general circumstances when speaking only in English is required and of the consequences of violating the rule. If an employer fails to effectively notify its employees of the rule and makes an adverse employment decision against an individual based on a violation of the rule, the EEO Commission will consider the employer's application of the rule as evidence of discrimination on the basis of national origin.
 4. In accordance with OPNAVINST 5354.1D Section VIII 1.b. :
 1. Commanding Officers are responsible for promoting the morale, discipline, and effectiveness of all assigned personnel. They must ensure that all personnel can safely and effectively carry out all assigned duties. Clear and effective communication among all personnel in the command will not only enhance operational effectiveness, but also foster unit morale and cohesion. Effective communication within a department depends on smooth, orderly, and constant flow of information that is received, understood, and accepted by all.
 2. Commanding Officers may issue a written oral order that only English may be spoken in the workplace. It must be clear that the purpose of

such an order is to foster uniformity of action and operations within the workplace.

3. **Policy.** If your department wants to implement a Speak-English-only rule, the following procedure must be applied:
 1. The department must document the policy in writing and route the memorandum through the appropriate line manager for approval. This policy can only be based on business necessity and must be specified in the memorandum.
 2. This policy will not be officially implemented until the Deputy EEO Officer and the appropriate union officials and Commanding Officers has reviewed and approved the guidance.
 3. Upon approval, a copy of the policy will be distributed to all employees within the department.

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Employee Assistance Program

The EAP is a professional counseling and referral service designed to help you with your problems on and off the job. It is free, confidential within the limits of the law, and voluntary. They will:

- Help you assess the problem
- Provide short-term counseling or problem-solving
- Assist you in selecting a community resource
- Follow-up to ensure you receive quality assistance

The EAP assists with emotional, relationship, family, alcohol/drug, job performance, and financial challenges.

To contact, please call 1-800-995-7758 or their TDD is 1-800-882-7610.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Health Benefits

The Federal Employees' Health Benefits Program protects you and your family against the cost of accident or illness. Federal employees may elect to enroll in one of several plans offered to them. Brochures for the plans are available in the Human Resources Office and should be studied carefully. Coverage may include "self only" or "self and family ." In November of each year, there is usually a health benefits Open Season, during which you have the opportunity to change plans or your enrollment status. Office of Personnel Management (OPM) has an excellent [web site](#) which contains most of the benefits booklets for the various federal Health Insurance Plans.

Permanent Employees. All permanent employees are eligible to enroll in this voluntary program during the first 31 calendar days from the starting date of your permanent position, or during the annual Open Season. You may cancel your enrollment at any time. Certain changes are permitted between Open Seasons (e. g., if your marital status changes, children are born or adopted, etc.) The Federal Government pays a substantial portion of the premium for permanent employees.

Temporary Employees. Under some circumstances, temporary employees also have the option of enrolling in the health benefits program. Temporary employees who have completed one year of current continuous employment, excluding any breaks in service of three days or less, are eligible to enroll. The employee must enroll within 31 calendar days after becoming eligible. Temporary employees who enroll will have the full premium withheld from their pay.

Health benefits coverage may be continued into retirement; or, if you leave federal service, the insurance may be converted to an individual policy within a specified period at a higher premium.



 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✦ Overview
- ✦ NPS Mission
- ✦ Other DoD Activities
- Mission's
- ✦ Standards of Conduct
- ✦ Employee/Supervisor Responsibilities
- ✦ Military Rank Chart
- ✦ Base Services
- ✦ Ethics
- ✦ Gifts
- ✦ Occupational Safety and Health
- ✦ Equal Employment Opportunity
- ✦ Classification of Jobs
- ✦ Drug Free Workplace (pdf)
- ✦ Employee Development
- ✦ Conduct and Discipline
- ✦ Employee Benefits
- ✦ Performance Appraisals
- ✦ Employee Awards
- ✦ Local Labor Unions
- ✦ Wellness Program
- ✦ Holidays and Leave
- ✦ Certification Test

Workers Compensation

The Federal Employees' Compensation Act provides compensation benefits to Federal employees for disabilities due to personal injury or disease sustained in the performance of one's duties. The law also provides for payment of funeral and burial expenses and compensation for the employee's dependents if the injury or disease caused the employees death.

You are expected to give your immediate supervisor written notice of injury within two working days after an injury occurs in the performance of duty.

Compensation may be denied if notice of injury is not submitted within two working days, or if the supervisor does not have actual knowledge of the injury.

An employee is required to file a written claim for compensation within three years after the injury to be eligible for compensation. If an employee dies, a written claim for compensation by or on behalf of the dependents is required before compensation may be paid. Benefits are based on the employee's annual salary and number of dependents at the time of injury. In order to be assured of available compensation benefits, notify your supervisor immediately upon experiencing any on-the-job injury or illness, no matter how slight.



 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Life Insurance

Most permanent federal employees are eligible to enroll in the Federal Employees' Group Life Insurance Program regardless of health status.

Employees may elect Basic life insurance and, if desired, additional optional insurance in various amounts, as well as coverage for members of their immediate families ("Optional" and "Family" options). Basic insurance is equal to the employee's annual salary rounded up to the nearest thousand plus \$2,000 (in the case of faculty, 10-month salary). Basic and optional insurance provide additional coverage for additional cost. If you leave the Government, you may convert both basic and optional insurance to an individual policy without medical examination or other evidence of good health.

Additional information may be obtained from the pamphlet entitled "Federal Employees Group Life Insurance" which is available from the Human Resources office.



[next page](#)

Contact the [Orientation Web Site Manager](#)

Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor
- Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Retirement

All permanent employees appointed before 1 January 1984 are automatically enrolled in the Civil Service Retirement System (CSRS). Deductions are 7% of an employee's basic salary (7 1/2% for law enforcement officers and fire fighters). If an employee resigns, all money deposited in the retirement fund may be refunded upon request provided the employee is not eligible for a retirement annuity at that time. If the employee returns to civil service after taking a refund, the employee may make a redeposit in order to receive credit. Employees are eligible to retire voluntarily at age 55 with 30 years of service, age 60 with 20 years of service, and age 62 with 5 years of service.



All permanent employees appointed on or after 1 January 1984 are automatically enrolled in the Federal Employees Retirement System (FERS). The Federal Employees Retirement System is a three-part system composed of a Social Security Benefit, Basic Benefit Plan, and the Thrift Savings Plan. Deductions are .80% for the Basic Benefit (.85% for law enforcement offices and fire fighters) and 6.20% for Social Security Benefit. Upon eligibility, an employee will receive a 1% agency automatic contribution of basic pay per pay period in a Thrift Savings Plan account and will have an opportunity to participate in the Thrift Savings Plan. If an employee resigns under this system, a refund of money can also be made. However, if the employee returns to civil service a redeposit cannot be made to receive credit. Employees are eligible to retire voluntarily if they meet the Minimum Retirement Age (MRA) with 30 years of service, age 60 with 20 years of service, and age 62 with 5 years of service. An option available to employees under this system is the MRA plus 10. An employee can retire if they meet the Minimum Retirement Age and has 10 years of service (minimum of five years of civilian service) but the employee may receive a reduced annuity.

The HRO Web Site contains a [page of links on federal retirement](#), including a link to Office of Personnel Management (OPM)'s excellent web site on retirement issues.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Thrift Savings Plan

If you are a FERS or CSRS employee with continuous service, you may be eligible to participate in the Thrift Savings Plan (TSP). The TSP is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you (and your agency, if you are a FERS employee) have contributed to your account during your working years and the earnings on these contributions. The contributions that you make to your TSP account are voluntary and are separate from your contributions to your CSRS or FERS annuity.

The [Thrift Savings Board](#) has a helpful web site you might use!



 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

U.S. Savings Bonds

Employees may purchase Series EE, U.S. Savings Bonds through payroll deduction. You may authorize bi-weekly deductions in amounts ranging from \$3.75 to \$500.00 for the purchase of bonds in \$100 to \$1,000 denominations. Contact the Human Resources Office for applications.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Paid Holidays

Employees normally do not work on the following holidays:

- New Year's Day - January 1
- Dr. Martin Luther King's Birthday - third Monday in January
- Washington's Birthday - third Monday in February
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - first Monday in September
- Columbus Day - second Monday in October
- Veteran's Day - second Monday in November
- Thanksgiving Day - fourth Thursday in November
- Christmas Day - December 25



 [next page](#)

Contact the [Orientation Web Site Manager](#)



New Employee Orientation



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/ Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Annual Leave

Annual leave is paid leave time earned on the basis of creditable federal service and is accrued at the rates indicated below. Employees may use annual leave as it is earned; however, up to 30 days of leave may be saved for later use. Annual leave must be approved in advance by the supervisor. Employees whose appointments are for less than 90 days do not earn annual leave unless they work longer than 30 days under a successive appointment.



Years of Service	Accrual Rates
Less than 3 years	4 hours per pay period
3 to 15 years	6 hours per pay period except 10 hours on the last pay period of the leave year
15 years or more	8 hours per pay period

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor
- Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and
- Health
- ✚ Equal Employment
- Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Sick Leave

Full-time employees accumulate sick leave without limit at the rate of four hours per bi-weekly pay period --104 hours or 13 days per year. Your supervisor may approve sick leave for a scheduled medical, dental or optical examination; or if you are unable to perform your duties because of physical or mental illness, injury, pregnancy, or childbirth.

You must notify your supervisor at the beginning of your scheduled work hours on the first day you are absent. Sick leave must be requested and approved in writing. Sick leave requests for scheduled medical, dental, or optical appointments should always be submitted to your supervisor in advance.

Under some circumstances if your sick leave exceeds three consecutive days, you may be required to provide a doctor's certification with the following information:

- The reason for your absence
- The beginning and ending date of your incapacitation
- If your condition is on-going, the date you will be expected to return to work.

It is your responsibility to provide the required doctor's medical statement; however, under some circumstances your supervisor may excuse this requirement.



[next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Advance Leave

Advance sick or annual leave may be available after approval by your supervisor and management personnel. Each case will be analyzed individually and recommendations and decisions made after careful consideration. The maximum amount of advance sick leave which may be authorized is 30 days (240 hours). Annual leave may be advanced up to the amount the employee will earn during the current leave year.

 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Family Medical Leave

The Family Medical Leave Act (FMLA) of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to employees for certain family and medical reasons. If you have worked at least one year, you may be eligible to request unpaid Family Medical Leave for the following reasons:

- To care for your child after birth, or placement for adoption or foster care
- To care for the your spouse, son or daughter, or parent with a serious health condition
- For your own serious health condition that makes you unable to perform your job

You may elect to substitute your paid leave (e.g. annual leave, sick leave, or donated leave as appropriate) during the period you are on approved Family Medical Leave. A physician's certification is required for request to care for family member with a serious health condition or for your own serious health condition. Ordinarily the employee must provide 30 days advance notice when the leave is "foreseeable."

If you meet the criteria for leave and have complied with the requirements and obligations under the Family Medical Leave Act, you may not be denied family medical leave and will, upon return from Family Medical Leave, be restored to your original or equivalent position.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Sick Leave for Family Care or Bereavement

The 1994 Family Friendly Leave Act authorizes federal employees to use sick leave for the purpose of adopting a child; to care for a family member who is physically or mentally ill, injured, pregnant, or experiencing childbirth; or to accompany a family member who requires care during medical, dental, or optical examination or treatment. Sick leave may also be requested to make the necessary arrangements pertaining to a death in the family or to attend a funeral for a family member.

A family member is defined as follows:

- Spouse or parents of spouse;
- Children, including adopted children and children's spouses
- Brothers, sisters and their spouses
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

If you are a full time employee, you may request up to 13 work days (104 hours) during the leave year provided you maintain a minimum balance of 80 hours of sick leave. A part-time employee or an employee with an uncommon tour of duty may only request the maximum equal to the amount sick leave accrued in a leave year.

If you maintain a minimum sick leave balance of less than 80 hours but more than 40 hours, you may request up to 5 work days (40 hours) during the leave year. A part-time employee or an employee with an uncommon tour of duty may only request a maximum equal to the average amount of sick leave accrued in a work-week.



 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Voluntary Leave Transfer Program

Employees who have exhausted all available leave may apply to become a leave recipient under the Voluntary Leave Transfer (VLT) Program. To be eligible to apply for leave donations under the VLT Program, you must have a personal or family medical emergency that place you on a non-pay status for at least 24 hours because of unavailable leave. If you wish to become a leave recipient, you are required to complete an application, submit it through your supervisor for approval and forward the application to the Human Resources Office along with medical documentation which supports the period of time requested and a current leave and earnings statement.

Employees who wish to donate annual leave to a recipient under this program must complete a leave donor application, submit it through the supervisor for approval, and forward the application to the Human Resources Office. The minimum amount donated is one hour and the maximum is no more than one-half the amount of annual leave the donor would be entitled to accrue during the leave year in which the donation is made.


[next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✦ Overview
- ✦ NPS Mission
- ✦ Other DoD Activities Mission's
- ✦ Standards of Conduct
- ✦ Employee/Supervisor Responsibilities
- ✦ Military Rank Chart
- ✦ Base Services
- ✦ Ethics
- ✦ Gifts
- ✦ Occupational Safety and Health
- ✦ Equal Employment Opportunity
- ✦ Classification of Jobs
- ✦ Drug Free Workplace (pdf)
- ✦ Employee Development
- ✦ Conduct and Discipline
- ✦ Employee Benefits
- ✦ Performance Appraisals
- ✦ Employee Awards
- ✦ Local Labor Unions
- ✦ Wellness Program
- ✦ Holidays and Leave
- ✦ Certification Test

Leave Bank

In addition to the Leave Transfer Program, the Naval Postgraduate School has established a Leave Bank. To be eligible to receive leave from the leave bank, the employee must be a current member of the bank and must meet the above requirements for the leave transfer program. To become a member of the leave bank, you must donate the minimum amount of leave for your leave category (e. g. four, six or eight hours) during the annual open season. The open season for joining is usually held during August and September.

Employees who wish to donate annual leave to a recipient under the leave bank must complete the leave bank donation application, (which can be obtained at the Human Resources office) submit it through the supervisor for approval, and forward the application to the Human Relations Division.

Employees who are not members of the leave bank may donate leave to a leave bank recipient. The minimum and maximum donation amount restrictions are the same for the Voluntary Leave Transfer Program.

 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✦ Overview
- ✦ NPS Mission
- ✦ Other DoD Activities Mission's
- ✦ Standards of Conduct
- ✦ Employee/Supervisor Responsibilities
- ✦ Military Rank Chart
- ✦ Base Services
- ✦ Ethics
- ✦ Gifts
- ✦ Occupational Safety and Health
- ✦ Equal Employment Opportunity
- ✦ Classification of Jobs
- ✦ Drug Free Workplace (pdf)
- ✦ Employee Development
- ✦ Conduct and Discipline
- ✦ Employee Benefits
- ✦ Performance Appraisals
- ✦ Employee Awards
- ✦ Local Labor Unions
- ✦ Wellness Program
- ✦ Holidays and Leave
- ✦ Certification Test

Leave Without Pay

Leave without pay is approved absence from duty granted upon the employee's request and at the discretion of the department head. Leave without pay is only granted when it is held to be in the Government's interest to do so. Leave Without Pay that exceeds more than one pay period will affect you service computation date.

 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Absent Without Leave

If you do not report for duty or secure approval for excused absence you may be charged as Absent Without Leave. Pay is withheld for the entire period of such absence and disciplinary action may be initiated.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Excused Absence

Excused paid absence without charge to leave is left to the discretion of management. It can be granted for reasons such as blood donations, examinations related to your job, official meetings, or for brief periods of absence or tardiness. The amount of time which may be excused will vary based on the reasons for absence. Tardiness may be excused but absences of 1 hour or more require the employee to be placed in an absent without leave (AWOL) or unexcused absence; or annual leave if requested.



[next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Court Leave

An employee summoned to serve on a jury or to testify as a witness in a judicial proceeding in a nonofficial capacity, on behalf of a state or local government, is entitled to court leave. When an employee is summoned or assigned by his/her agency to testify in their capacity as a Federal employee, he/she is in an official duty status, not a leave status, and is entitled to regular pay. Any compensation (except travel expenses) received from the court must be turned in to the Comptroller's Office to avoid dual compensation.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✦ Overview
- ✦ NPS Mission
- ✦ Other DoD Activities Mission's
- ✦ Standards of Conduct
- ✦ Employee/Supervisor Responsibilities
- ✦ Military Rank Chart
- ✦ Base Services
- ✦ Ethics
- ✦ Gifts
- ✦ Occupational Safety and Health
- ✦ Equal Employment Opportunity
- ✦ Classification of Jobs
- ✦ Drug Free Workplace (pdf)
- ✦ Employee Development
- ✦ Conduct and Discipline
- ✦ Employee Benefits
- ✦ Performance Appraisals
- ✦ Employee Awards
- ✦ Local Labor Unions
- ✦ Wellness Program
- ✦ Holidays and Leave
- ✦ Certification Test

Military Leave

A maximum of fifteen calendar days per year of approved absence with pay is granted to permanent employees who are reservists to serve on active duty with their respective National Guard or Armed Forces Reserve unit.



[Back to Main page](#)

Contact the [Orientation Web Site Manager](#)



New Employee Orientation



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Ethics

Communications Systems

Official Use:

- Necessary in government's interest
- Personal communications in emergencies
- Approved personal communications when deployed
- Notify family of schedule change when on official travel



Limited personal use authorized:

- No adverse effect on official duties
- Reasonable duration and frequency
- Serve legitimate public interest
- No adverse reflection on Government
- No significant additional cost to DoD

Privacy

Any official or personal use may be monitored by the Government

- E-mail notes
- Internet searches
- Telephone conversations



 [next page](#)

Contact the [Orientation Web Site Manager](#)



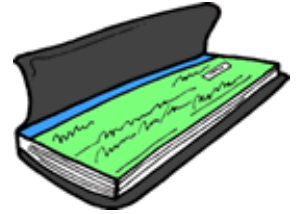
Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gifts

What do you do when you may not accept a gift?

1. Decline acceptance
2. Return to donor later if declining on the spot is impractical
3. Pay full market value (not just the amount over \$20) and retain



Subsequent reciprocation is not a solution.

Not "Gifts"

- Modest items of food and refreshments
- Greeting cards and times with little intrinsic value, such as plaques, certificates, and trophies
- Loans from financial institutions
- Opportunities and benefits available to the public or a class of employees
- Rewards and prizes to competitors
- Pensions and other benefits from a former employer
- Anything paid for by the Government or by the employee
- Gifts accepted under specific statute

There are 12 Exceptions

As you do your analysis with regard to accepting a gift, remember that even when a gift exception could allow you to accept, it is never inappropriate and frequently prudent to decline a gift offered by a prohibited source or because of your official position.

1. [Gifts less than \\$20, up to \\$50 per year](#)
2. [Discounts and similar benefits](#)
3. You may accept gifts when it is clear that the giving is motivated by a family or personal relationship rather than your official position.
4. [Meals, lodging, transportation, other benefits may be accepted under certain circumstances](#)
5. [You may accept gifts \(other than cash or investment interests\) up to \\$200 as a bona fide award for meritorious public service from an entity that will not be affected by your official performance](#)

6. Travel benefits and free attendance from political organizations
7. Gifts to the President or Vice President
8. [Social Invitations from other than prohibited sources](#)
9. [Speaking engagements and widely attended gatherings](#)
10. [Gifts authorized by supplemental agency regulation](#)
11. [Gifts accepted under specific statutory authority](#)
12. [Gifts of meals and entertainment in foreign areas](#)



 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Ethics Pop Quiz

May Government communications systems be used to?

- Send faxes to advertise the sale of your car?
- Do a 12-minute lunchtime internet search on your gardening hobby?
- Make an off-duty toll-free long-distance call for honeymoon reservations?
- Use DSN to call your friend at DoD installation in Continental United States.



 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 1**Gifts less than \$20, up to \$50 per year**

1. You may accept gifts (other than cash or investment interests) up to \$20 per occasion, if the aggregate market value received from one source under this exception does not exceed \$50 a year.
2. You may not pay the amount that exceeds the \$20 limit, but may decline any distinct item in order to make the aggregate \$20 or less.
3. You are responsible for keeping track of your gifts you receive regarding the \$50 limit per year. (Procurement integrity limit is \$10)

[Back](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 2**Discounts and similar benefits**

1. You may accept reduced membership or other fees offered to all Government employees or all military personnel by professional organizations if the only restriction on membership is professional qualifications.
2. You may accept opportunities, benefits, favorable rates, and commercial discounts offered:
 1. to a group in which the membership is unrelated to Government employment (e.g., The Association of Retired Persons)
 2. to members of an organization in which membership is related to Government employment if the same is broadly available to large segments of the public through organizations of similar size, (e.g., The Senior Executive Service Association)
 3. by an entity that is not a prohibited source to a group that is not defined by official Government responsibilities nor favors higher grades (e.g., a community reception honoring returning military personnel)

[Back](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 4**Meals, lodging, transportation, other benefits may be accepted when:**

1. due to the employment activities of spouse when it is clear that such benefits are not offered because of your official position
2. due to your outside employment activities when it is clear that such benefits are not offered because of your official position
3. customarily provided by a prospective employer in connection with employment discussions. Disqualifications will be required if the performance or nonperformance of your duties could affect prospective employer

[Back](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 5

You may accept gifts (other than cash or investment interests) up to \$200 as a bona fide award for meritorious public service from an entity that will not be affected by your official performance.

1. Gifts of cash or of value greater than \$200 may be accepted if an ethics official determines in writing that is offered under an established program of recognition
 1. awards are regularly made or which is funded to ensure awards will be given on regular basis
 2. the selection of recipients is pursuant to written standards

[Back](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 8**Social Invitations from other than prohibited sources**

1. You may accept food, refreshments, and entertainment, not including travel or lodgings, at a social event attended by several people where the invitation is from a person or entity that is not a prohibited source, and there is no fee charged to any person attending the event.

[Back](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 9

Speaking engagements and widely attended gatherings

1. When you are assigned to participate as a speaker or panel member, or otherwise to present information on behalf of the agency at a conference or other event in your official capacity, you may accept an offer of free attendance at the event on the day of your presentation when provided by the sponsor of the event.
2. When there has been a determination that your attendance in your personal capacity is in the interest of the agency because it will further agency programs or operations, you may accept an unsolicited gift of free attendance to a widely attended gathering of mutual interest to a number of parties when provided by the sponsor of the event.
 1. "Widely attended" usually means an event open to at least 20 individuals interested in a given matter.
 2. "Free attendance" includes waiver of fees or the provision of food, refreshments, entertainment, instruction and materials furnished to all attendees as an integral part of the event. IT does not include travel benefits, entertainment collateral to the event, or meals taken apart from the group.
3. Your agency designee (your supervisor) may authorize to accept a sponsor's invitation to an accompanying spouse to participate.


[Back](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor
- Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 10

Gifts authorized by supplemental agency regulation

1. You may accept an unsolicited gift of free attendance from a state, local government, or civic organization for yourself and your accompanying spouse at such an event when there is a community relations interest for your agency (e.g., local special olympics events, high school soccer tournament)
2. You or your dependent may accept an educational scholarship or grant from an entity that does not have interests substantially affected by the performance or nonperformance of your official duties when the DAEO or designee determines the scholarship or grant is:
 1. funded to ensure awards will be given on a regular basis
 2. the selection of recipients is pursuant to written standards



[Back](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 11

Gifts accepted under specific statutory authority

1. There are several statues that provide for the acceptance of gifts to individual employees (e.g., honoraria, 5 USC App 501; ship launch, 5 USC 7301; training awards, 5 USC 4111; gifts from foreign governments, 5 USC 7342)
 1. Under the Honoraria rules, 5 USC App. 501, even those DoD employees who aren't allowed to accept honoraria may accept the following if they are related to an appearance, speech or writing given in a personal capacity on a subject unrelated to official duties.
 1. travel expenses
 2. other actual expenses (such as copying and typing costs)
 3. meals and free attendance
 4. written, audio, or video recordings
 2. Gifts related to ship launches and similar ceremonies are allowed , only when attendance is official and approved by the organization head, limited to the following:
 1. Attendance at appropriate functions to the ceremony (dinner, entertainment and related benefits that are not extravagant)
 2. Tangible gift or memento to official participant in the ceremony when value is no more than \$100 per family.
 3. Training Awards
 1. An employee may accept
 1. Contributions and awards incident to training in an official capacity in non-Government facilities
 2. Travel and other expenses incident to attendance at meetings when 31 USC 1353 does not apply
 4. Gifts from Foreign Governments
 1. Whenever possible, DoD employees shall decline gifts from foreign governments
 2. Gifts from foreign governments may be accepted to avoid embarrassing or giving offenses to the donor
 1. Gifts of minimal value (currently less than \$225) may be retained
 2. Gifts of more than minimal value become the property of the U.S. Government.





[Back](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gift Exception 12

Gifts of meals and entertainment in foreign areas

1. If you are assigned to duty in, or on official travel to, a foreign area, you may accept food, refreshments or entertainment in the course of a breakfast, lunch, dinner or other meeting or event provided:
 1. The market value of the gift does not exceed the per diem rate for that area
 2. There is participation in the meeting or event by non-U.S. citizens or by representative of foreign governments or other foreign entities
 3. Attendance at the meeting or event is part of the employee's official duties
 4. The gift is from a person other than a foreign government



[Back](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gifts**Limitations to Expectations**

There are five limitations on the use of the 12 gift acceptance exceptions:

1. accept a gift in return for being influenced in the performance of an official act
2. solicit or coerce the offering as gift
3. accept from the same or different sources on a basis so frequent that a reasonable person would be led to believe you are using your office for private gain
4. accept a gift in violation of any statute (such as the honoraria prohibition or procurement integrity act)
5. accept vendor promotional training contrary to applicable regulations

 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Ethics**Government Time****Official Use**

- Accomplish mission (includes financial disclosure reports)

Personal Use

- Downsizing
- Non-Federal entities

Non-Federal Entities

1. Reasonable excused absences:
 - a. to participate in non-profit professional associations
 - b. to volunteer for community support activities and public service
2. Limited use of equipment, administrative support, and official time to prepare papers for professional associations if:
 - a. related to employee's duties
 - b. DoD derives some benefit
 - c. does not interfere with official duties

Information

- Nonpublic information cannot be used for your/another's gain.
- Nonpublic if:
 - a. Not available to the general public.
 - b. Routinely exempt under FOIA
 - c. Protected by statute
 - d. Procurement information
 - e. Classified information

Government Position

- Endorsements
 - non-federal entity or product
- Fundraising
 - except CFC and Navy/Marine Relief
- Benefits
 - coercion to provide benefit to you/others

[next page](#)Contact the [Orientation Web Site Manager](#)

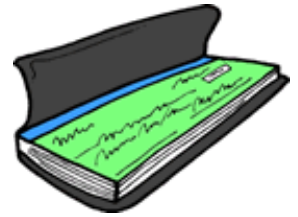


Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

What do you do when you may not accept a gift?

1. Decline acceptance
2. Return to donor later if declining on the spot is impractical
3. Pay full market value (not just the amount over \$20) and retain



Subsequent reciprocation is not a solution.

Not "Gifts"


- Modest items of food and refreshments
- Greeting cards and times with little intrinsic value, such as plaques, certificates, and trophies
- Loans from financial institutions
- Opportunities and benefits available to the public or a class of employees
- Rewards and prizes to competitors
- Pensions and other benefits from a former employer
- Anything paid for by the Government or by the employee
- Gifts accepted under specific statute

There are 12 Exceptions

As you do your analysis with regard to accepting a gift, remember that even when a gift exception could allow you to accept, it is never inappropriate and frequently prudent to decline a gift offered by a prohibited source or because of your official position.

1. [Gifts less than \\$20, up to \\$50 per year](#)
2. [Discounts and similar benefits](#)
3. You may accept gifts when it is clear that the giving is motivated by a family or personal relationship rather than your official position.
4. [Meals, lodging, transportation, other benefits may be accepted under certain circumstances](#)
5. [You may accept gifts \(other than cash or investment interests\) up to \\$200 as a bona fide award for meritorious public service from an entity that will not be affected by your official performance](#)
6. Travel benefits and free attendance from political organizations
7. Gifts to the President or Vice President



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8. [Social Invitations from other than prohibited sources](#)
 9. [Speaking engagements and widely attended gatherings](#)
 10. [Gifts authorized by supplemental agency regulation](#)
 11. [Gifts accepted under specific statutory authority](#)
 12. [Gifts of meals and entertainment in foreign areas](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gifts

Gifts Between Employees

- You may not give, or solicit contributions from other employees for a gift to a superior.
- You may not accept gifts from an employee receiving less pay, unless there is no subordinate-superior relationship and there is a personal relationship that justifies a gift.

There are a few exceptions to giving or accepting gifts between employee:

1. Item, other than cash, with a value less then \$10 per occasion
2. Food and refreshments to be shared in an office
3. Customary personal hospitality provided by a residence
4. Items customarily given in connection with receipt of personal hospitality
5. Transferred leave under 5 CFR 630, expect to an immediate supervisor
6. Special, infrequent occasions

Limitation on use of expectations:

You can never coerce the offering of a gift from a subordinate.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Ethics

Transportation

"Use of Government vehicle shall always be predicated on need, distance and other conditions to justify their use. When an adequate DoD or commercial bus system is available the use of any individual motor vehicle or commercial rental car is prohibited."

DoD 4500.86-R para. 2-5d

Prohibited Use

- Unofficial, personal use
 - Home to work
 - Private social events
 - After-hours official functions from home
 - Personal errands
 - Unaccompanied dependants/visitors

* Mandatory minimum 30 day suspension for Uniform Code of Military Justice violation.

Temporary Duty

Government owned vehicles may be used with on TDY to go to:

- (and from) lodging
- restaurants, PT, barbershop
- religious services
- but not for entertainment
- rental cars not GOVS



 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities
- Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gifts

Special, Infrequent Occassions

On special, infrequent occasions you may not accept gifts from a donating group if the market value exceeds and aggregate of \$300, if any member of the donating group is a subordinate.



Solicitations of voluntary contributions for group gifts to superiors may not exceed \$10.

Special, infrequent occasions include events of personal significance such as birth/ adoption, wedding and major illness.

Also included are occasions that terminate a subordinate/superior relationship, such as retirement, resignation, or transfer out of change of command.

The cost of food, refreshments and entertainment provided for you and your personal guests is not included in the \$300 aggregate limit and a speperate collection of voluntary contributions of up to \$10 per person may be solicited for such accomodations.

The value of the gifts from tow or more donating groups shall be aggregated and considered from on donating group if you have reason to know that an individual who is your subordinate member of each donating group.

 [next page](#)

Contact the [Orientation Web Site Manager](#)



Welcome

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Ethics

Pop Quiz

- Since my organization is downsizing, may I use my Government computer during duty hours to prepare my resume?
- May I use my name and title to ask employees to support CFC or Navy/Marine Corps relief?
- May I take a GOV to a fitness center to exercise while on TDY?



 [next page](#)

Contact the [Orientation Web Site Manager](#)

**Welcome**

- ✚ Overview
- ✚ NPS Mission
- ✚ Other DoD Activities Mission's
- ✚ Standards of Conduct
- ✚ Employee/Supervisor Responsibilities
- ✚ Military Rank Chart
- ✚ Base Services
- ✚ Ethics
- ✚ Gifts
- ✚ Occupational Safety and Health
- ✚ Equal Employment Opportunity
- ✚ Classification of Jobs
- ✚ Drug Free Workplace (pdf)
- ✚ Employee Development
- ✚ Conduct and Discipline
- ✚ Employee Benefits
- ✚ Performance Appraisals
- ✚ Employee Awards
- ✚ Local Labor Unions
- ✚ Wellness Program
- ✚ Holidays and Leave
- ✚ Certification Test

Gifts**Frequent Flyer Benefits**

Anything of value that you receive as a direct result of travel at the Government's expense belongs to the Government, including:

- frequent flyer benefits
- discounts on future hotel accommodations
- other benefits that would not have been possible if not for the official travel

This is a rule made by the General Services Administration, in accordance with many opinions by the Comptroller General.

You may keep careful records of which frequent flyer benefits are from office travel and which are from personal travel. The benefits received due to personal travel are yours to use any way you wish.

You may not use benefits resulting from official travel after you retire. They still belong to the Government.

You may use frequent flyer benefits to upgrade your accommodations to anything other than first class airline seats.



 [next page](#)

Contact the [Orientation Web Site Manager](#)