

Director Civilian Human Resources (DCHR)

NAVWAR Onboarding Process



Date

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Section A: Introduction

A.1. NAVWAR Onboarding Goal

The Naval Information Warfare Systems Command (NAVWAR) Onboarding Process provides guidance to personnel executing the process to ensure new employees are fully equipped with the right tools and resources to begin working their first day. To accomplish this goal, the following requirements must be met:

1. New employee has an asset and appropriate forms submitted to request accounts as identified in position description and/or roles and responsibilities.
2. New employee has an email account by the completion of the NAVWAR HR Day-1 Onboarding (i.e., EOD plus 3 days).
3. New employee secures his or her Common Access Card (CAC) within a day or two of reporting (if employee does not have an existing CAC).

A.2. Purpose

Documenting and standardizing the NAVWAR Onboarding Process ensures requirements for fully equipping new employees are met and that the roles responsible for executing the process have step-by-step guidance to meet those requirements. Therefore, the purpose of this process guide is to provide step-by-step instructions for executing the NAVWAR Onboarding Process for new employees.

A.3. Scope

The scope of the NAVWAR Onboarding Process begins when the EOD is set and the new employee receives a New Hire Package from the Human Resources (HR) Office. The NAVWAR Onboarding Process ends when the new employee is fully equipped to work.

Section B: Roles and Responsibilities

B.1. Roles and Responsibilities

Efficient and effective execution of the NAVWAR Onboarding Process requires a clear understanding of each step, roles included, and a collaborative partnership between each role. This guide is written for each role included in the NAVWAR Onboarding Process. The following subsections provide a high-level description of each role involved in the NAVWAR Onboarding Process and that role's responsibilities.

Each Code has an onboarding team that consists of the Human Resources (HR) Specialist, Supervisor, Sponsor, Chief of Staff (COS)/Director of Operations (DIOPS) (if applicable), Security Office and Activity Contract Technical Representative (ACTR). Within Competencies and PEO's, other team members may exist outside of this core team. The onboarding team ensures successful onboarding of new employees.

B.1.a. Human Resources Office – Human Resource Specialist

The Naval Information Warfare Center, Human Resources Office (HRO) will assign a human resources administrative specialist to facilitate the onboarding process of new hires checking in on their first workday at Old Town Complex (OTC).

The Department of the Navy Office of Civilian Human Resources (OCHR) will email the final job offer (FJO) directly to the selectee, copying the HR specialist and hiring manager. Upon receipt of FJO, the HR specialist will send an initial email to new hire that contains the NAVWAR OTC reporting instructions and employee benefits information, copying the assigned personnel management advisor (PMA) and new employee's supervisor. Within this email a request for Cyber and IA training certificates will be requested (including links to non-CAC resources for training).

Develop and Route the Welcome Package which ensures the new employee is provided clear and welcoming instruction allowing for a smooth arrival. This comprehensive, consistent, concise and relevant package is an essential part of the NAVWAR Onboarding Process as it creates a first impression and introduces new employees to NAVWAR. (See section C of this Guide for additional information).

On Tuesdays prior to the scheduled check-in days, a HR specialist will send a spreadsheet to NAVWAR HQ Code 8.0.3.3 and 8.3 points of contacts that contains relevant information of new hires who will check-in on their first workday at OTC the following Monday or Tuesday following a holiday. The HR specialist also ensures the following (list is not comprehensive):

- The HR Specialist completes the EOD report via TWMS 10 business days prior to the NAVWAR Day-1 Onboarding.
- The HR Specialist emails the completed EOD report to the Assistant Security Manager (ASM) and OD&T at minimum the Wednesday before the NAVWAR Day-1 Onboarding.
- Gathers, maintains, and disseminates information on incoming personnel.
- Ensures a sponsor is assigned to new employees, verifies sponsors have been notified at minimum of one week prior to the check-in and ensures supervisor and sponsor are aware of responsibilities.
- Initiate ticket using NAVWAR Personnel Management Power Application ([NAVWAR Personnel Management - Power Apps \(appsplatform.us\)](https://appsplatform.us))
- Send an OTC access list to NBPL Pass office by Thursday prior to their check-in date (If applicable).
- On the first day of employment, provide a full list of the personnel who started to Personnel Security Code.
- Upon receipt of reporting instructions, the gaining Code's HR Specialist, DIROPS or Supervisor will send a code-specific welcome aboard email to a new employee, copying the assigned PMA.

Courtesy Check-In. If the new employee is from outside NAVWAR, PEO C4I, PEO SS, or JTNC and is scheduled to attend New Employee Orientation (NEO), Reporting Instructions/NEO Benefits will still be e-mailed to the employee. For Example: FMIP, NACC, NADP.

Employee Transfers Internal to NV39. When an incoming employee is from NIWC PAC to NAVWAR, PEO C4I, PEO SS, or JTNC, reporting instructions are not sent to the incoming employee by the HRO. The gaining Office's HR specialist will send an email welcoming aboard the new employee.

B.1.b. Supervisor

Onboarding is the process of integrating new employees into NAVWAR and providing them with the tools, resources and knowledge to become successful and productive. As a supervisor/manager, your importance in onboarding cannot be overstated. Once talent has been recruited and hired, onboarding serves as a critical step to ensure that new employees connect with and effectively contribute to the mission of the organization as quickly as possible. Lack of strategic focus or advanced planning during the onboarding phase can be a barrier to success for the employees' remaining tenure. As a supervisor, you are responsible for providing an effective onboarding experience to the employees new to your organization. This checklist will assist you in effectively bringing your employees onboard.

1. Initial responsibilities:

- Assign a sponsor and inform HRO and NAVWAR OD&T of the sponsor's name prior to EOD day.
- Work with ACTR to ensure employee's workstation is properly equipped; identify systems access requirements, notify other staff of employee's arrival.
- Meet with new employees as soon as possible after onboarding activities are completed.
- Execute internal new employee process (Competency/PEO specific requirements).

2. Communicate job responsibilities.

- Explain and set cultural expectations (e.g., when to copy the manager on emails, what decisions can be made without manager approval, leave request process, communication styles).
- Review the APS performance management system and process with the new employee; develop an individual development plan that sets performance expectations.
- Assign meaningful work within the first 30 days.
- Discuss career development.
- Monitor performance and provide formal and informal feedback throughout the employee's first year.
- Communicate with the appropriate HR Advisor regarding any issues or questions concerning the new employee during the probationary period.

3. Introduction to Organization/Command:

- Discuss the NAVWAR organization; provide a copy of the mission and vision statement of the Command. Ensure employee attend NAVWAR NEO within 60 days of reporting.
- Explain your immediate business/support line, its functions, goals, and the purpose of the employee's position.
- Explain chain of command procedures, including civilian and military rank and protocol/courtesy.
- Refer to frequently used websites, such as:
 - MY BIZ: <https://compo.dcpds.cpms.osd.mil>. This website provides employment related information such as SF-50, the employee's position information, the type of appointment, the salary, and any awards and bonuses that the employee has received during the course of employment. Employees may use this website to provide proof of income or verify the dates of employment.
 - ERP: <https://ep.erp.navy.mil/>. Navy Enterprise Resource Planning (ERP) is the Department of the Navy (DON) financial system of record. Using sophisticated business management software, Navy ERP streamlines the Navy's business operations, namely financial and supply chain management. Employee minimum

access required for timekeeping purposes.

- EBIS: <https://www.civilianbenefits.hroc.navy.mil/>. This website is where employees choose health benefits, make changes to their Thrift Savings Plan as well as Federal Employee Group Life Insurance.
- MYPAY: <https://mypay.dfas.mil/mypay.aspx>. This website allows employees to access their pay information and Leave and Earnings Statement.
- OPM: <http://opm.gov/>. This website provides information about the various programs administered by the Federal government.
- APS: <https://aps.spawar.navy.mil/>. The Alternative Personnel System (APS) is NAVWAR's unique Pay for Performance System. Called by some as "the old Demo Project," APS was developed as a demonstration project under the Civil Service Reform Act of 1978. It was approved for temporary implementation as a "Demonstration" project in 1980 at San Diego and China Lake, CA, and was made permanent as APS in the mid-1990s.
- TWMS: <https://twms.navy.mil/selfservice/login.asp>
- NFASS: <https://navyfamily.navy.mil/>. Navy Family Accountability and Assessment System (NFAAS) standardizes a method for the Navy to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event.
- Any additional websites as applicable to each Competency/PEO.

4. Position/Job Information:

- Review the position description with the new employee.
- Identify key areas the employee should focus on and your expectations from the employee.
- Educate the employee on the relationships with internal/external customers and the emphasis NAVWAR's focus on customer service.
- Discuss employee recognition/awards policy.

5. Office Policies/Procedures:

- Explain work schedule, hours and availability/non-availability of Alternate Work Schedule (AWS) and Flexible Work Schedule (FWS).
- Explain leave policy and procedures for requesting sick and annual leave.
- Explain lunch break policy and the dining facilities available.
- Explain the Telework policy and procedures.
 - Ensure the telework eligibility is correctly reflected in MY BIZ.
- Explain ERP procedures; provide assistance with WBS codes and inputting time.
- Discuss the call-in requirements for unplanned leave requests and provide call-in contact information.

- Explain the Fitness Program policies and procedures.

6. Administrative Details:

- Discuss badge importance and procedure to replace, if necessary.
- Explain parking policy, including policy for disabled.
- Explain policy for gate entrance and exiting.
- Explain Drug Free Workplace Program (DFWP) and indicate if the employee is in a Testing Designated Position (TDP).
- Add the new employee to applicable email distribution lists.
- Discuss unauthorized removal of government property.
- Explain No Weapons/Alcohol Use or possession aboard government facility.
- Explain general housekeeping policy.
- Explain policy for observance of the U.S. Flag and National Anthem (Colors).
- Obtain emergency contact information.

7. Supervisors will assign a sponsor to new employees and provide information to HR Specialist. The sponsor will be someone who can help the new member adapt to the organization and help understand the organizational culture. Sponsors are generally peers who are matched with new employees. (See Sponsor Checklist Appendix (B) for responsibilities that are more detailed).

8. Ensure that the check-in actions listed in Appendix A are completed as soon as possible for a smooth check-in experience. As a best practice, each supervisor is encouraged to maintain a comprehensive check-in process unique to applicable business unit and to review the process annually.

B.1.c. Sponsor

First impressions are very important and every effort should be made to provide an orderly arrival to new employees. To facilitate an efficient and timely check-in process, sponsors will meet incoming personnel upon completion of HRO New Hire Orientation. Within 5 days of assignment as a sponsor, establish contact by writing a letter or email, or placing a phone call to the new member.

- All and/or email prior to onboarding to welcome them aboard and answer preliminary questions.
- Meet the employee during the onboarding process and serve as a guide through the administrative tasks on the first day.
- Understand the written and unwritten elements of the organizational culture.
- Demonstrate how to navigate the organization.

- Meet colleagues and other essential staff including the ACTR.
- Locate copiers, printers, conference rooms, lunch facilities, restrooms, fire extinguishers and plan, bulletin board, and designated smoking area, etc.
- Identify other local facilities as needed, e.g., places to eat, exit gates.
- Tour the workspace.
- Answer any questions.
- Identify useful new employee resources (e.g., intranet sites, points of contact, information).

B.1.d. Assistant Command Technical Representative (ACTR)

- Manages information technology (IT) resources and services for a business unit;
- Is aware of incoming personnel;
- Ensures appropriate assets are available; and
- Sets up assets at the new employee's seat. The Sponsor:
- Validates, plans, and schedules all moves (i.e., transfers, intros, and exits);
- Ensures a seat is identified more than 10 days in advance of the EOD;
- Provides seat information to the Transfer/Intro/Exit (TIE) Manager;
- Is aware of vacant seats and personnel moves;
- Ensures the all-necessary requests are submitted at least 10 days prior to the EOD or move; and
- On the first day on the job, ACTR will assist with initial/updated SAAR-N and Cyber Awareness training which are required before accessing the government networks.

B.1. Systems to Execute Onboarding Process

The following subsections provide a description of each system used to execute the NAVWAR Onboarding process and a link for accessing each Onboarding system.

B.1.a. Defense Personnel Data System (DCPDS)

DCPDS is the enterprise civilian human resources data system that Civilian Personnel supports HR operations and business processes. Use the following link to access DCPDS: (DCPDS)
<https://compo.dcpds.cpms.osd.mil/>

B.1.b. Total Workforce Management System

TWMS is the system for Navy civilian personnel data functions. TWMS is Workforce a repository for all information submitted to OCHR-SD to initiate a hiring action. TWMS provides its users the ability to: see the status of Requests for Personnel Action (RPAs) Monitor timeliness of actions; pull reports including Training; and Input data.

- TWMS: <https://twms.dc3n.navy.mil/selfservice>

B.1.c. Government Employee Management Systems (GEMS)

- What does GEMS do for us?
 - Tracks and guides employees and supervisors through performance objective setting, interim reviews, and annual performance appraisals.
 - Documents and archives all performance plans, appraisals, and activities to maintain an electronic management record for historical purposes.
 - Accommodates NAVWAR APS business rules.
 - Provides checkbook capability allowing for various levels of supervisors/managers.
 - Provides year-end workforce performance reports and metrics.
- GEMS: <https://gems.navwar.navy.mil/>

B.1.d. SharePoint Online

Onboarding helps new hires adjust to the social and performance aspects of their jobs so they can quickly become productive, contributing members of the organization. To be successful, our organization needs to provide the tools new hires, supervisors/hiring managers need to have an effective onboarding process. Over the last few years, the prioritization of onboarding has become a higher priority for all levels. Onboarding is the bridge between selection and productivity, including activities from pre-arrival through the end of the first year.

- Onboarding SPO: [NAVWAR Onboarding - Welcome Aboard! \(sharepoint-mil.us\)](#) This page is intended to be a resource for all stakeholders in an employees onboarding experience.
- Ticket (Onboarding Initiation): Initiate ticket using SharePoint Online List: [8.0 Corporate Operations - Onboarding, Offboarding, Transfers - All Items \(sharepoint-mil.us\)](#)

B.1.e. USA Staffing

USA Staffing is an automated management tool for recruitment, assessment, referral, and applicant notification processes.

- USA Staffing: <https://signin.usastaffing.gov/account/signin>

Section C: Planning and Communicating NAVWAR Onboarding Activities

C.1 Best Practice for Planning and Communicating NAVWAR Onboarding Activities

All roles responsible for executing NAVWAR Onboarding activities must be aware of who is coming aboard, estimate date of arrival, and what actions to take to ensure new employees are on-boarded successfully. Planning and communicating NAVWAR Onboarding activities ensure a smooth transition for new employees.

HR specialists can facilitate regularly scheduled bi-weekly meetings with all roles in the Competencies/Program Executive Offices (PEO) to ensure pertinent information is shared about future NAVWAR employees, e.g.,:

- Number/percentage of new employees' assigned sponsors;
- Number/percentage of new employees seated with functional assets on the EOD;
- Number/percentage of TIE Requests submitted 10 business days prior to the EOD, etc.

The meeting should center on actual (with confirmed EOD notification) and future (with in-progress or nearing EOD notification) onboarding requirements and actions. The meeting should initiate applicable onboarding planning actions by applicable PEO/Directorate personnel to engage the new employee, seat the new employee, provide an asset to the new employee, and establish an account for the new employee upon confirmation of EOD notification. This collected information provides PEOs/Directorates the ability to track and measure NAVWAR Onboarding activities.

HR specialist will also coordinate with NAVWAR Total Workforce Office (8.1) via the Staffing Plan and Phasing plan to ensure accurate accountability of vacancies, hiring actions and pending losses.

C.1.a. Develop and Route the Welcome Package

Developing and routing an up-to-date and complete Welcome Package ensures the new employee is provided clear and welcoming instruction allowing for a smooth arrival. This comprehensive, consistent, concise and relevant package is an essential part of the NAVWAR Onboarding Process as it creates a first impression and introduces new employees to NAVWAR.

The new employee receives the New Hire package via email from the HR specialist at least 10 business days prior to EOD (or as soon as feasible). Complete the following steps for developing and routing the welcome package:

- The HR specialist develops the welcome package to include:

- Directions to the Old Town Campus, NSF Arlington, Washington Navy Yard; or as required if remote
 - Transportation options;
 - Name of Sponsor;
 - IA Training instructions to complete cyber awareness training; and
- The HR specialist emails the Welcome Package to the new employee (See Appendix F: Welcome Package Example)
- The HR specialist copies the supervisor and sponsor on the email for notification purposes.

Section D: Seating

D.1. Goal 1: New Employees Seated When They Complete the NAVWAR NHO

Goal 1 of the NAVWAR Onboarding Process is to ensure new employees are seated when they complete the NAVWAR Day-1 Onboarding. Meeting this goal requires applicable Competency/PEO personnel to be responsible and accountable for planning, processing, and executing required actions within a specified timeframe. Reference local Competency/PEO processes for seating. Applicable to employees who require seats as part of their duties. Refer to telework/remote work agreements as needed.

Section E: Email Account

E.1. Goal 2: New Employees Have Email Accounts When They Complete the NAVWAR Day-1 Onboarding

Goal 2 of the NAVWAR Onboarding Process is to ensure new employees have email accounts when they complete the NAVWAR Day-1 Onboarding. The following sub-sections provide step-by-step actions for obtaining email accounts for new employees.

E.1.a. Federal Employees

Complete the following steps to equip Federal employees with email accounts:

- Security updates JPAS Friday before EOD.
 - The new employee emails the ACTR a completed System Authorization Access Request Navy (SAAR-N), and the Cyber Awareness Training Certificate of Completion NLT seven days prior to EOD.
 - The HR Specialist can ask the new employee for the EDIPI number prior to EOD. As soon as EOD, the HR Specialist can secure the EDIPI via DCPDS (see Appendix E: Obtain EDIPI/DOD ID).
 - The Personnel Security Manager views JPAS to complete Part 3 on the SAAR-N.
 - The ACTR submits a buildout request for an NMCI account to NMCI via the NMCI Enterprise Tool (NET).
 - The ACTR tracks SAAR-N(s) to completion.
-

Section F: Common Access Card (CAC)

F.1. Goal 3: New Employees Receive CACs Prior to Completing the NAVWAR New Hire Onboarding

Goal 3 of the NAVWAR Onboarding Process is to ensure new employees receive their CACs prior to completing the NAVWAR New Hire Onboarding. The following sub-sections provide step-by-step actions for processing CACs for new employees.

F.1.a. Federal Employees (Without a CAC)

Complete the following steps to equip Federal employees with CACs:

- The new employee attends the NAVWAR New Hire Onboarding (Section B: Roles and Responsibilities-HR Specialist)
- The new employee receives the CAC as soon as replicated in DCPDS or NLT Thursday.

Section G: NAVWAR New Employee Orientation (NEO)

G.1 Purpose of the Orientation Phase

The purpose of the NAVWAR NEO is to acclimate new permanently-assigned civilian and military hires and transitioning Department of Navy and NAVWAR HQ's civilian and military staff members to the NAVWAR culture.

G.1.a. NAVWAR NEO

The NAVWAR NEO employs the use of presentations, individual and small group activities, and onsite visits to select NAVWAR sites to provide the newly acquired employee/military member a better understanding of the NAVWAR mission, vision, and roles.

Currently, the NAVWAR NEO is structured so that it includes coverage and completion of six different mandatory courses: Occupational Health & Safety, Initial Security Brief, Operational Security (OPSEC) Overview, DoN Ethics and Personally Identifiable Information (PII), DoN SAPR (Initial for New Fed CIV & Mil; Refresher for Continuing Fed CIV), and DoN EEO Overview. NAVWAR OD&T will constantly evaluate the NEO agenda and look for ways to make it more interactive and include more mandatory training sessions.

The total length of time for the NAVWAR NEO, as well as the overall content for specific sessions, can be adjusted based on course evaluations and other unsolicited participant feedback. NEO information to include registration and additional resources can be found on the OD&T SharePoint Page: [New Employee Orientation \(NEO\) \(sharepoint-mil.us\)](https://sharepoint-mil.us)

Following the completion of the NAVWAR NEO, OD&T ensures all those in attendance for mandatory sessions receive credit in TWMS.

G.1.b NAVWAR NEO Planning

Planning for the next the NAVWAR NEO session begins immediately after a session concludes. Planning begins with receipt of the names, organizations, and other information pertaining to those being in-processed or attending the NAVWAR NEO. This initial information comes from the HR Specialist. Based on the number of attendees, NAVWR OD&T coordinates the preparation of NAVWAR NEO briefs, pocket folders, handbooks, and other documents.

Additionally, scheduling of the RADM, Executive Director, and presenters with scheduling conflicts are attended to on the first few days of the non-NAVWAR NEO week.

Once the schedule and final list of attendees are established, OD&T sends a calendar invite, the final attendee list, and a final agenda to all organizational leaders (military and civilian Senior Executive Service) and HR specialist.

Appendix A: New Hire Onboarding Checklist for First-Line Supervisors

New Employee Information	Name:	Start Date:
	Position:	Supervisor:
	Office/cube number:	Phone number:

<input type="checkbox"/>	Task	Status
Post Selection	Ensure the new hire is provided the initial paperwork from HRO.	<input type="checkbox"/>
	Assign a Sponsor upon notification of selection	<input type="checkbox"/>
Pre-Arrival	Send Equipment Request to IT	<input type="checkbox"/>
	Send an initial congratulation email and provide sponsor contact information.	<input type="checkbox"/>
	Prepare employee's workspace (including cleaning desk and storage places, and providing supplies, name plate, working chair, locks and keys)	<input type="checkbox"/>
	Ensure computer equipment and keys (office, door & cabinet) are working	<input type="checkbox"/>
	Ensure that the sponsor has completed items identified on the checklist to include initiating the completion of the SAAR-N.	<input type="checkbox"/>
	Identify early training opportunities	<input type="checkbox"/>
	Identify early meaningful work assignments	<input type="checkbox"/>
FIRST DAY	If possible, personalize the experience with something unique for the new employee (e.g., welcome note, flowers, name plate, welcome call (virtual environment))	<input type="checkbox"/>
	Have a senior leader welcome the new employee	<input type="checkbox"/>
	Provide information about the NAVWAR's mission, vision and strategic objectives.	<input type="checkbox"/>
	Inform new hire of emergency procedures	<input type="checkbox"/>
	Update org charts and phone lists and provide a copy to the new employee	<input type="checkbox"/>
	Provide a copy of the org chart	<input type="checkbox"/>
	Explain how the employee's job contributes to the mission of the organization	<input type="checkbox"/>
	Ensure that job roles and responsibilities are clearly communicated to the new employee	<input type="checkbox"/>
FIRST WEEK	Introduce the employee to other employees and senior staff	<input type="checkbox"/>
	Obtain emergency contact information	<input type="checkbox"/>
	Provide meaningful work for the new employee-either training or substantive work related to the new job	<input type="checkbox"/>
	Discuss performance evaluation & process	<input type="checkbox"/>
	Establish a Performance Plan – GEMS: https://gems.navwar.navy.mil/	<input type="checkbox"/>

<input type="checkbox"/>	Task	Status
	Explain NAVWAR's initiatives to make this "the best place to work"-Fitness Program, Quality of Work life Team events, etc.	<input type="checkbox"/>
	Ensure the new employee enrolls in the next NEO	<input type="checkbox"/>
30 Days	Discuss the employee's performance	<input type="checkbox"/>
	Inquiry about NFAAS Personnel Accountability in Conjunction with Catastrophic Events https://navyfamily.navy.mil/cas/login	<input type="checkbox"/>

Other information discussed:

Supervisor's signature: _____

Date: _____

Employee's signature: _____

Date: _____

Appendix B: Sponsor Checklist

NEW HIRE ONBOARDING CHECKLIST FOR SPONSORS

New Employee Information	Name:	Start Date:
	Position:	Supervisor:
	Office/cube number:	Phone number:

First impressions are very important and every effort should be made to provide an orderly arrival to new employees. To facilitate an efficient and timely check-in process, sponsors will meet incoming personnel upon completion of HRO New Hire Orientation. Within 5 days of assignment as a sponsor, establish contact by writing a letter or email, or placing a phone call to the new member. Some points to include:

- Introduce yourself and give a warm welcome.
- Brief description of NAVWAR and the San Diego or Washington area.
- Review organization structure of HQ/PEO and NIWCs.
- Overview of Transportation (Shuttles, Buses, etc.) options and Parking policies.
- Include in your correspondence anything you think would be helpful to the individual in arranging for transition to the new assignment.
- Provide information on how you can be contacted, your mailing address, and phone numbers.
- Respond to letters or messages received from the reporting individual and provide any information requested.
- Provide a tour of NAVWAR and appropriate facilities (e.g. food concessions, ATM, workout facility), and introduce the new arrival to other command personnel that are critical to their completing the check-in sheet.
- Continue to act as an escort until the individual feels comfortable.

It's important to follow up periodically (daily or more often for the first week or so), and make a point of contacting the individual and offering your assistance with any problems.

<input type="checkbox"/> Task	Status
Pre-Arrival	Contact the new hire welcome and answer preliminary questions.
	Offer to meet the employee for a meet-and-greet before onboarding date.
	Ensure the new hire is provided the initial paperwork from HRO.
	Ensure the employee knows which gate to enter, has the proper identification to enter the base, and where to park.
	Ensure supervisor/ACTR has initiated SAAR-N and provide a copy to Info Assurance Team and Security.

<input type="checkbox"/> Task	Status	
FIRST WEEK	Provide the new employee the date of the next NEO class and Flexible Work Schedule training.	<input type="checkbox"/>
	Greet the new employee after the onboarding session in OT-28 Conference Room 1147.	<input type="checkbox"/>
	Arrange to have lunch with the new employee.	<input type="checkbox"/>
	Make office introductions.	<input type="checkbox"/>
	Ensure employee gets a badge/CAC. This can be completed on the first day if all the prior steps have been completed and the SF-50 is generated. The new employee should take a copy of their SF-50 to the RAPIDS processing location	<input type="checkbox"/>
	Show the employee around the base/work spaces.	<input type="checkbox"/>
	Navigate the office: show the location of copiers/printers, lunchroom, conference rooms, restrooms, designated smoking areas etc.	<input type="checkbox"/>
	Inform new employee of emergency procedures and show the location of fire extinguishers.	<input type="checkbox"/>
	Assist with any workspace issues.	<input type="checkbox"/>
	Explain housekeeping policies.	<input type="checkbox"/>
	Review internal office structure and policies.	<input type="checkbox"/>
+	Check-in with the employee from time to time to see how he/she is adjusting.	<input type="checkbox"/>

Other information discussed:

Sponsor's signature: _____

Date: _____

Employee's signature: _____

Date: _____

Appendix C: NAVWAR New Employee Roadmap



NAVWAR NEW EMPLOYEE ROADMAP

This checklist is provided to guide you through the first few days, weeks and months as a NAVWAR employee

BEFORE YOUR START DATE

It is important that you complete this paperwork as quickly as possible. Note: *If you are transferring from another federal agency, you should provide a copy of your last leave and earning statement to your assigned human resources (HR) advisor to qualify for interim leave credit.*

- ☐ Ensure you have an active USAJobs account at <https://www.usajobs.gov>
- ☐ Complete new hire paperwork through the Onboarding Manager tool at <https://onboarding.usastaffing.gov> ☐
- Complete background investigation (e-Quip) at <https://nbib.opm.gov/e-quip-background-investigations/>
(see page 2 for details)
- ☐ Complete cyber security training at https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm
- ☐ Review the Navy Civilian Benefits Center website at <http://www.secnave.navy.mil/donhr/Benefits/Pages/Default.aspx>
- ☐ Contact your assigned New Employee Sponsor with questions

FIRST DAY

- ☐ Report to New Employee Indoctrination and bring two forms of identification, as listed in the employment eligibility verification form (I-9).
 - o A copy of your formal offer letter
 - o A Copy of your resume
 - o Valid driver's license, valid vehicle registration and valid proof of liability insurance
 - o Certificate of release or discharge from active duty (DD 214), if you are a veteran
 - o Direct deposit form (SF-1199A)
 - o Change of address form or MyPay (<https://mypay.dfas.mil/mypay.aspx>), whichever is applicable
 - o Federal tax form (W-4) and state tax form
 - o Last leave and earning statement, if you are a prior federal government employee
 - o Current Common Access Card (CAC), if you are current Department of Defense employee

FIRST WEEK

- ☐ Obtain CAC
- ☐ Discuss job responsibilities, performance expectation, work schedule, telework policies, lunch breaks and hours of operation with your supervisor
- ☐ Review relevant organizational charts, policies and procedures
- ☐ Check for Notification of Personnel Action (SF-50) at <https://compo.dcpds.cpmc.osd.mil/>, which should take three of four days to obtain

FIRST 30 TO 60 DAYS

- ☐ Confirm electronic official personnel folder access with your HR adviser
- ☐ Set performance objectives and discuss preliminary performance feedback with your supervisor
- ☐ Take any office or role-specific training, as advised
- ☐ Submit benefits elections at <https://www.civilianbenefits.hroc.navy.mil/>.

FIRST 90 DAYS

- ☐ Work with your supervisor to create and submit an individual development plan
- ☐ Complete the New Employee Evaluation Form
- ☐ Confirm with your supervisor any mandatory training requirements

Have questions? Contact your HR advisor

Appendix D: Glossary and Acronyms

ACIO Assistant Command Information Officer.

ACTR Activity Contract Technical Representative.

ART Analysis and Results Tool.

ASM Assistant Security Manager.

CAC Common Access Card.

CMC Command Move Coordinator.

DCPDS Defense Civilian Personnel Data System.

DEERS Defense Enrollment Eligibility Reporting System.

DoD Department of Defense.

EDIPI Electronic Data Interchange Personal Identifier.

EOD Entrance on Duty.

HM Hiring Manager.

HQ Headquarters.

HR Human Resources.

IT Information Technology.

JPAS Joint Personnel Adjudication System.

NEO New Employee Orientation.

NMCI Navy Marine-Corps Intranet.

NNPI Navy Nuclear Propulsion Information.

NAVWAR Naval Information Warfare Systems Command.

OCHR-SD	Office of Civilian Human Resources San Diego.
PEO	Program Executive Office.
POC	Point-of-Contact.
RPA	Request for Personnel Action.
SAPR	Sexual Assault Prevention and Response.
OD&T	NAVWAR HQ Organizational Development and Training
SEA 10H4	SEA 10 Training and Development Branch.
TA	Trusted Agent.
TASS	Trusted Association Sponsorship System.
TIE	Transfer/Intro/Exit.
TWMS	Total Workforce Management System.
WNY-FM	Washington Navy Yard – Facility Management.

Appendix E: Obtain EDIPI/DOD ID

Many of the elements depend on securing the EDIPI/DOD ID. In this regard, it is critical to obtain this information as early as possible (see Appendix B: How to Pull EDIPI Numbers in DCPDS). HR Specialist and hiring managers need to incorporate the below questions into their screening prior to EOD:

- Are you/were you ever a military dependent?
 - If Yes, their EDIPI/DODID will be on the front of their dependent ID Card. The number never changes, thus they can use an old ID card if they have one.
- Are you/were you ever a member of the armed forces (active, reserves or National Guard)?
 - If Yes, their EDIPI/DODID will be on the back of their CAC.
 - If Yes, their EDIPI/DODID will be on the front of their retired ID Card. The number never changes, thus they can use an old ID card if they have one.
- Are you/were you ever employed as a DOD civil servant or DOD contractor?

How to Pull EDIPI Numbers in DCPDS

- 1) Go to <https://compo.dcpds.cpms.osd.mil/>
- 2) Select the ok button on the DoD Notice and Consent Banner



- 3) Select the Green Smart Card Log In Button



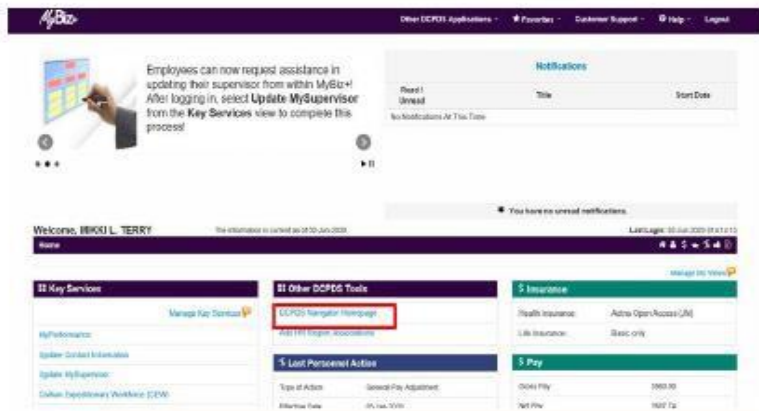
- 4) Select your Authentication Certificate
- 5) Select the Ok button



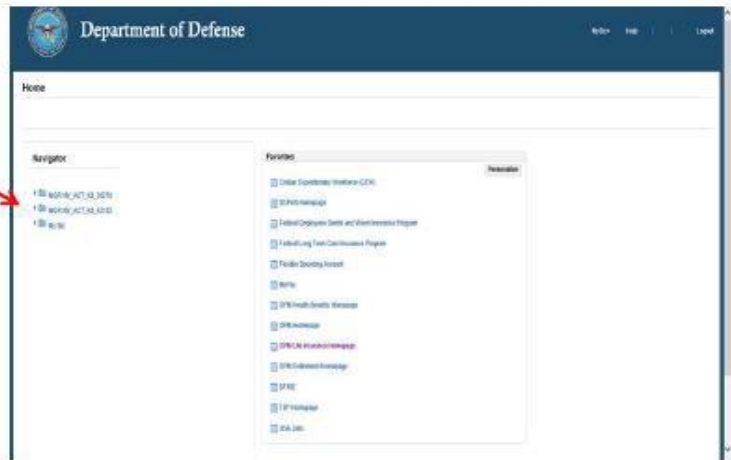
- 6) Select the Accept button on the Privacy Act Statement banner



7) Select the Display Homepage Link



8) From the Department of Defense Page Select the UIC for the Navigator List

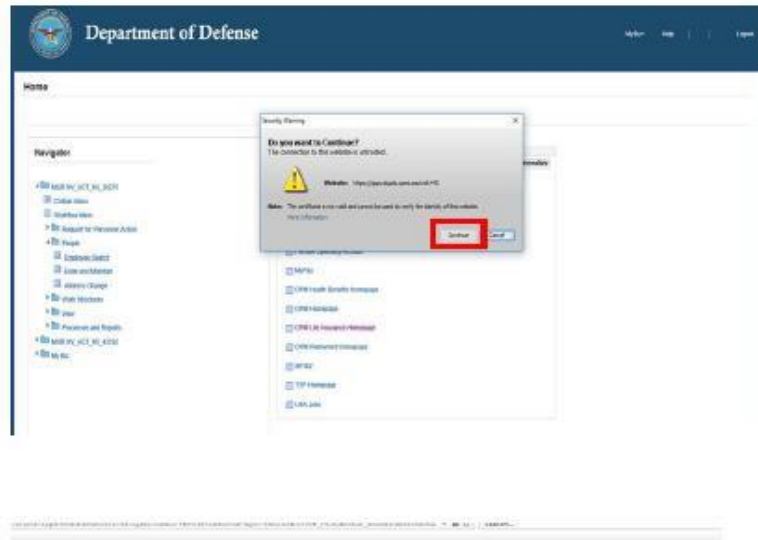


9) Select the People Link

10) Select Employee Search Link



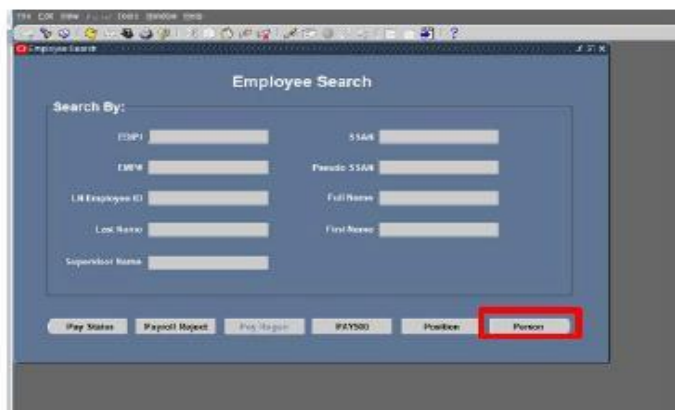
11) Click the Continue button



12) Click the Run button



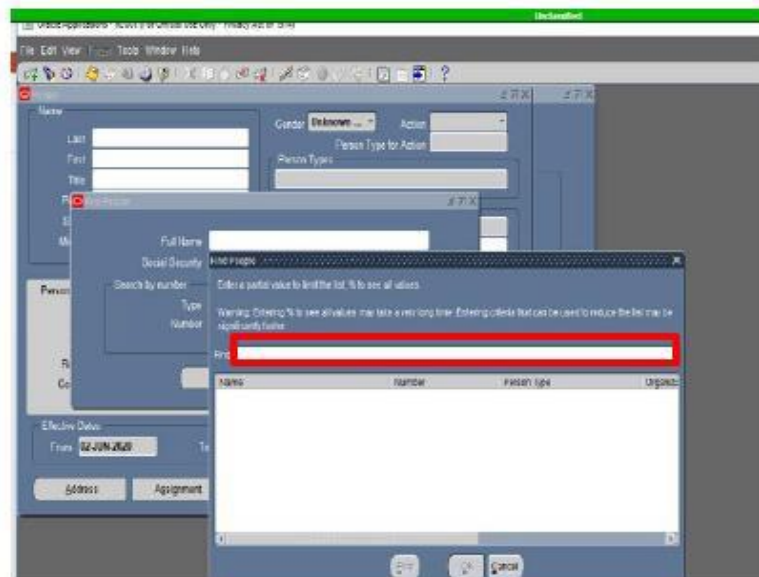
13) Click the **Person** button



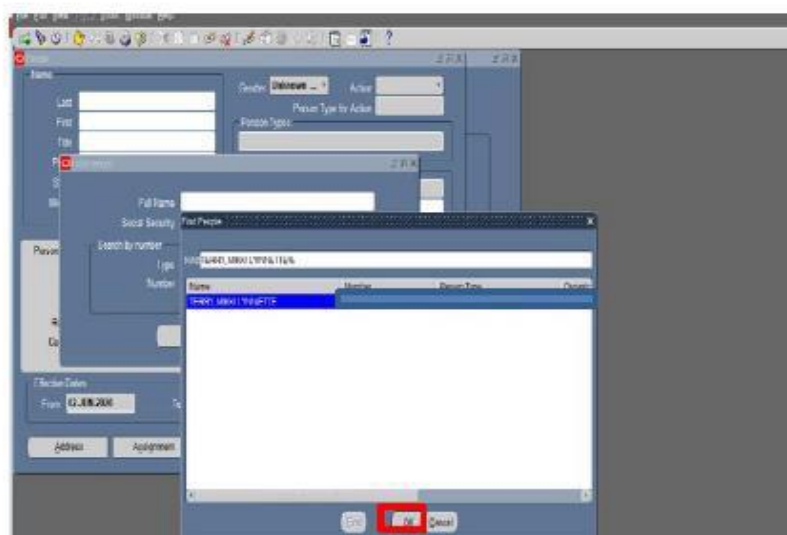
14) Click the Three dots to Search Name



15) Enter Name in Find Field
***Enter Last Name First



16) Select the Employee Name
Click Ok button



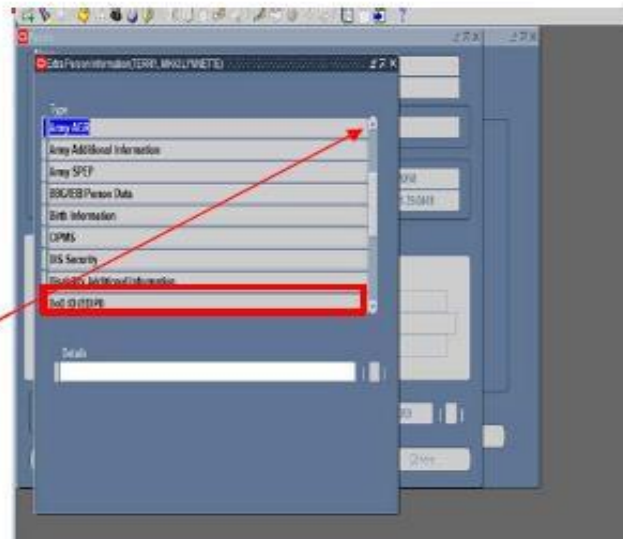
17) Click the Find button
**Employee information appears



18) Click the Extra Information button



19) Extra Person Information for the Employee comes up. Scroll Down to DoD ID (EDIPI) Type and Select that field



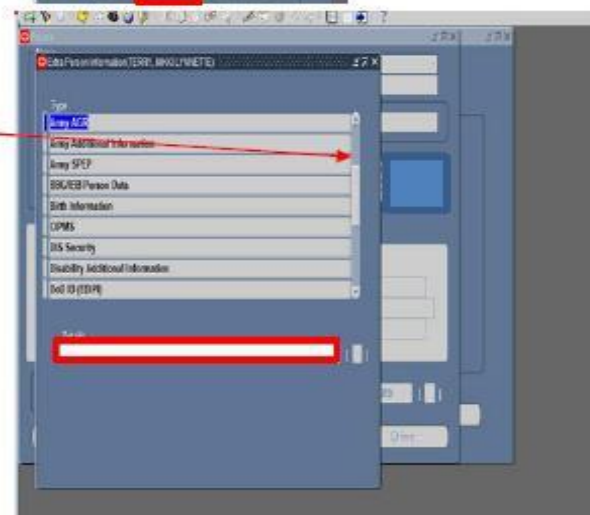
20) Click the Find button
**Employee information appears



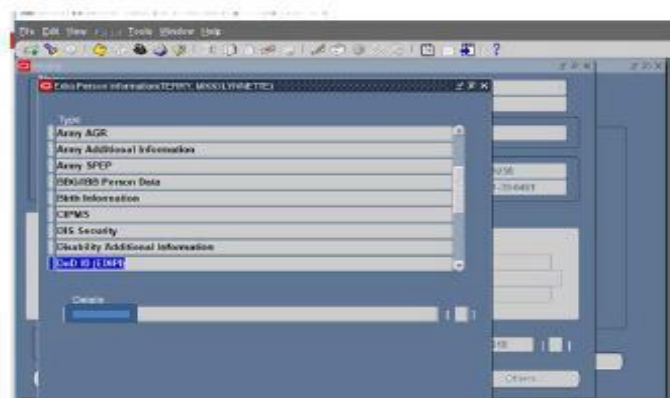
21) Click the Extra Information button



22) Extra Person Information for the Employee comes up. Scroll Down to DoD ID (EDIPI) Type and Select that field



23) EDIPI Number Appears in the Details Window



Appendix F: Welcome Package Example

EXAMPLE OF EMAIL

INSERT NEW EMPLOYEE NAME,

Welcome Aboard! It is my pleasure to welcome you to the Naval Information Warfare Systems Command (NAVWAR), the Navy's Information Dominance Systems Command, where you will be assigned to the [INSERT COMPETENCY/PEO WITH CODE]. [INSERT SPONSOR NAME] is assigned as your sponsor. They can be reached at [INSERT SPONSOR CONTACT NUMBER (Ask sponsor which they prefer or if both a work & cell) or e-mail: [INSERT SPONSOR EMAIL ADDRESS] to provide you with further information on your new duties and to orient you to the command. Your supervisor is [INSERT SUPERVISOR NAME]. They can be reached at [INSERT SUPERVISOR CONTACT NUMBER] or [INSERT SUPERVISOR EMAIL ADDRESS].

After you have checked in to do your onboarding with the Human Resources Office at OTC, BLDG 28 (HRO will send out separate email), your sponsor will meet you at [INSERT SPONSOR PROVIDED LOCATION] or coordinate with your sponsor. You will need a CAC to enter the OTC; if you don't have one, you have been added to the security list for new employees at the front gate. If you have any issues, please contact your sponsor or supervisor. A military ID will work to access the facility as well.

You will start the check-in process when you arrive for commencement of work, which will be coordinated via your supervisor and sponsor. Attached is the Work Schedule form that will need to be completed and sent to our Payroll office the first day.

Within the first month or two, you will need to attend the NAVWAR New Employee Orientation, which is targeted specifically for HQ/PEO employees at OTC. NEO is typically held the last Tuesday of each month and is currently scheduled for [INSERT NEXT NEO DATE]. INSERT VIRTUAL INFORMATION or NEO will be held at OTC in [INSERT LOCATION (Confirm with 80330)] starting at 0800 (unless otherwise moved). Additional information will be sent out from NAVWAR Organizational Development & Training (OD&T) to confirm attendance and schedule.

Please let me know if you have any questions or concerns.

[INSERT SIGNATURE WITH CONTACT INFORMATION]

***The following details are to be used as needed based on employee location.**

Getting to Old Town Campus: 4301 Pacific Hwy, San Diego, CA 92110

Limited parking available on campus with a valid CAC (contractors exempt during normal business hours). Additional parking is available across the street in the west parking lot. Access is available off of Enterprise Road.

Getting to the Washington Navy Yard

WALKING DIRECTIONS to the O Street Gate and Washington Navy Yard (WNY) Visitor Center:

From the Navy Yard Metro Stop: Start address: M Street and New Jersey Ave SE, Washington DC 20003. Take the New Jersey Ave SE exit from the station. Head south on New Jersey Ave SE toward M St SE. Turn left onto M St SE. Turn right onto 11th St SE. Turn right onto O St SE/Water St SE. Arrive at WNY Gate. WNY Visitor Center address is 1022 O St SE, Washington, DC 20003. About 1 mile; 20-minute walk.

From the Eastern Market Metro Stop: Start address: 701 Pennsylvania Ave SE, Washington, DC 20003. Head southeast on Pennsylvania Ave SE toward 8th St SE. Turn right onto 11th St SE. Turn right onto O St SE/Water St SE. Arrive at WNY Gate. Washington Navy Yard Visitor Center address is 1022 O St SE, Washington, DC 20003. About 1 mile; 20-minute walk.

DRIVING DIRECTIONS to the O Street Gate and WNY Visitor Center:

NOTE: If driving onto the WNY, arrive EARLY as wait times can exceed one hour.

From Capitol Hill and Mall: Drive east on Independence Avenue. Continue east on Pennsylvania Avenue. Turn right on 8th St SE. Continue to the end of 8th St SE; turn left onto M St SE. Turn right onto 11th St SE; stay to the right. Turn right into the O St Gate.

From Downtown Washington D.C.: Take 9th St NW (one-way going south); continue through tunnel under Mall. As you come out of tunnel, take first left onto Southwest Freeway (I-395). Take 6th St SE/Navy Yard exit. Proceed down ramp and continue straight ahead to 8th St SE. Turn left onto M St SE. Turn right onto 11th St SE; stay to the right. Turn right into the O St Gate.

From Maryland (Northwest of Washington): Take Beltway I-495 to the George Washington Parkway. Follow Parkway to the 14th St Bridge. At the end of the Bridge, I-395 branches to the right and becomes the Southeast-Southwest Freeway. Take the Freeway to the 6th St SE/Navy Yard exit. Proceed down ramp and continue straight ahead to 8th St SE. Turn left onto M St SE. Turn right onto 11th St SE; stay to the right. Turn right into the O St Gate.

From Maryland (Northeast of Washington: Annapolis, Baltimore): Take MD-295S/Baltimore- Washington (BW) Pkwy. Head northwest on MD-175 E/Annapolis Rd. Merge onto MD-295 S/BW Pkwy via the ramp to Washington. Continue on MD-295 S/BW Pkwy to Washington. Exit from District of Columbia Hwy 295. Take exit 1B-C toward I-695/Route 395/Downtown. Keep left to continue on Exit 1C, follow signs for Martin Luther King Jr Ave SE/11th St SE. Turn right onto Martin Luther King Jr Ave SE and continue onto 11th SE. Turn left into the O St Gate.

From Southern Maryland: Take Beltway (I-495) to I-295 towards Washington D.C. Continue a short distance over the 11th St Bridge; take the Navy Yard exit. At the bottom of the ramp, make an immediate left; then another left onto 11th St SE. Turn right into the O St Gate.

From Virginia: Follow I-395 across the 14th St Bridge. At the end of the bridge, I-395 branches off to the right. The road becomes the Southwest-Southeast Freeway (Do not follow signs for I-395 once you cross the bridge). Take the Freeway to the 6th Street SE exit. Proceed down ramp and continue straight ahead to 8th Street SE. Turn left onto M St SE. Turn right onto 11th St SE; stay to the right. Turn right into the O St gate.

From South Alexandria/Mount Vernon area: Take the Woodrow Wilson Bridge. Exit at the end of the Bridge to I-295N. Take the exit toward Martin Luther King Jr Ave SE. Turn left onto Martin Luther King Jr Ave SE. Turn left onto O St SE/Water Street SE. Continue to follow O St SE to the Washington Navy Yard gate.

Washington DC, Maryland and Virginia (DMV) Transportation Options

OPTION: DRIVING/PARKING A PERSONAL VEHICLE

Driving a Personally Owned Vehicle. All personally owned vehicles (POVs) driven onto the Washington Navy Yard (WNY) must be registered with the command and have a valid parking placard in order to gain access to the base between 6 a.m. and 10 a.m., Monday through Friday.

Parking a POV on the WNY requires a parking permit. Parking is free, but the amount of parking is limited, as the WNY utilizes a One-Yard Parking Policy. Regular employees may park in any WHITE space on the WNY. To apply for a parking permit, visit the NAVWAR Parking Office on the first floor of the Humphreys Building (Building 197); you must provide a valid driver's license, current vehicle registration, and proof of insurance. FYI, anyone arriving aboard the Navy Yard after 3 p.m. will be allowed to park in any available white, green or yellow space for the evening, with or without a placard.

Paid Parking Options Near the WNY. You can also park in paid parking lots in the vicinity of the WNY. Some nearby options are:

Washington Nationals Lot W, Entrance on 7th Street SE. Across the street from the Main Gate on M Street SE; .6 miles, 13 minute walk from the O Street Gate and WNY Visitor Control Center.

Approximate cost \$12/day; be aware when the Nationals baseball team is playing at home, the lot may charge extra for cars not moved in advance of game start time.

Colonial Parking Lot #550, 300 M St SE, Washington, DC 20003

0.06 miles - 2-minute walk

Early Bird Rate (in by 9 a.m.) \$12.95/day (Maximum \$22/day) Lot 56 - Maritime Plaza, 1201 M St SE, Washington, DC 20005

.3 miles – 7-minute walk Daily Max \$9; 24 hours \$18

OPTION: CAR POOLS, VAN POOLS AND “SLUGGING”

Car Pools. To qualify for a WNY car pool parking permit, a car pool must include at least three drivers (civilian/military), all of whom must be employed full time and must physically work aboard the WNY. To apply for a car pool parking permit, visit the NAVWAR Parking Office or the WNY Visitor Control Center at the O Street Gate. All drivers in the car pool must present a valid driver’s license, current vehicle registration, and proof of insurance.

Contractors are permitted to participate in carpools but they do not count as one of the three drivers as stated above.

Carpool parking spaces are marked yellow and available specifically to car pool vehicles with a yellow parking placard, Monday through Friday until 9:30 a.m. After 9:30 a.m., yellow spaces are open to other placarded vehicles as well.

[Please note: if you choose to park on the WNY, individually or as a member of a car pool, you are not eligible to apply for the National Capital Region (NCR) Mass Transportation Benefit Program (MTBP).]

Vanpools. Are very similar to carpools, except they typically involve more people. A vanpool is a group of 5 to 15 people who regularly travel together to work 30 miles or more (roundtrip) in a comfortable van. Typically, riders pay a monthly fare and a maintenance fee, while drivers get a discounted rate in exchange for driving and maintaining the van. Some (but not all) vanpools are eligible for the National Capital Region (NCR) Mass Transportation Benefit Program (MTBP); please use the NCR website to determine whether your vanpool is eligible. Useful links to find a Vanpool near you:

- ☐ <https://www.wmata.com/service/regional-transportation/vanpools.cfm>
- ☐ <http://vanpools.net/>

- <http://militaryvanpool.com/D.C.html>
- <http://erideshare.com/carpool.php>

Slugging. Is sometimes called “casual carpool” or “instant carpool.” Slugging is a unique form of commuting found in the Washington DC area. It may seem a strange concept: people commuting into the city stop to pick up other passengers even if they are total strangers. It may seem haphazard, but slugging is actually a very organized system. It has its own set of rules, proper etiquette, and specific pickup and drop-off locations. The best part...it’s FREE! **Go to <http://slug-lines.com/index.htm> to see maps, learn etiquette/rules and more.**

OPTION: PUBLIC TRANSPORTATION

SAN DIEGO METROPOLITAN AREA TRANSIT AUTHORITY

Trolley. Is an electronic railway operating above ground, and used as a means to get around the city of San Diego and surrounding suburbs without the hassle of driving or parking a car, or the expense of gas.

Metro Bus. The bus service is provided by the same transit authority as Trolley. Commuters and visitors can use both Metro Rail and Metro Bus to get to a destination, or depending on the destination can choose one means of transportation over the other.

For more information about both Metro Rail and Metro Bus, please visit the Washington Metropolitan Area Transit Authority homepage at <http://www.wmata.com/>.

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

Metro Rail. Is an electronic railway operating above and below ground, and used as a means to get around the city of Washington D.C. and suburbs of Virginia and Maryland without the hassle of driving or parking a car, or the expense of gas.

Metro Bus. Is the bus service provided by the same transit authority as Metro Rail. Commuters and visitors can use both Metro Rail and Metro Bus to get to a destination, or depending on the destination can choose one means of transportation over the other.

For more information about both Metro Rail and Metro Bus, please visit the Washington Metropolitan Area Transit Authority homepage at <http://www.wmata.com/>.

COMMUTER RAIL SERVICES

Virginia Railway Express (VRE). Is the commuter rail service that connects the suburbs of Northern Virginia to Washington D.C. via two lines: the Manassas Line and the Fredericksburg

line. The VRE arrives and departs daily from two locations in Washington, DC: L'Enfant Plaza and Union Station. For more information regarding VRE schedules, tickets, etc., please visit <http://www.vre.org/>.

Maryland Area Regional Commuter (MARC). Is a regional rail system comprised of three lines in the Baltimore-Washington Metropolitan Area: the Penn Line, Brunswick Line, and Camden Line, all of which arrive and depart from Union Station. Currently, MARC is considered the fastest commuter railroad in the United States. Please note MARC does not operate on weekends. For more information on the MARC Train please visit <http://www.mta.maryland.gov>.

OPTION: CHARTER BUS SERVICES FOR COMMUTERS

There are numerous charter bus services available in the DMV area. To check schedules and pick-up/drop-off locations, visit the following websites.

Maryland Services: <http://www.kellerbus.com/commuter.php>
<http://www.eyre.com/commuter/index.asp>

Virginia Services:

http://martzgroupva.com/commuting-w_martz-ncw/

<http://omniride.org> <http://www.loudoun.gov/index.aspx?NI>

OPTION: SHUTTLE BUS SERVICES

Washington Navy Yard - L'Enfant Metro Shuttle

The Washington Navy Yard - L'Enfant Metro Shuttle service is provided for WNY personnel traveling between the L'Enfant Metro station and the Washington Navy Yard. Shuttle service runs from 5:40 a.m. until 10 a.m. for the morning commute, and again at 2:40 p.m. until 7 p.m. Monday - Friday, with the exception of Federal holidays. Commuters can expect shuttles during the peak hours of 6:30 a.m. - 9:30 a.m. and 3:30 p.m. - 6:30 p.m. on a less than 10-minute frequency. The shuttle stops are:

- L'Enfant Metro stop is located on D Street SW, just west of 7th Street in front of HUD. Shuttle users should use the "L'Enfant Plaza" exit from the Metro.
- WNY stops are located at the Humphreys Building (Bldg. 197) and the bus shelter west of Parking Garage 386 by the N Street gate.

DoD Shuttle Bus Service DoD shuttle buses are used for transportation between DoD sites for official business. Please visit the website below for important phone numbers and the precise schedule. Valid forms of ID for boarding the DoD Shuttle Bus include Common Access Card or

DoD Building Access ID. For more information about the DoD shuttle, please visit <http://www.jbmhmmwr.com/sites/default/files/DoD%20Shuttle%20Bus%20Program.pdf>.

OPTION: MASS TRANSPORTATION BENEFIT PROGRAM

The National Capital Region (NCR) Mass Transportation Benefit Program (MTBP). Per Department of Defense (DoD) Instruction 1000.27, DoD provides mass transportation benefits to offset commuting costs to its active duty military members and civilian employees, to the extent authorized by law and regulation. To this end, subsidies exist to offset the cost of using mass transit for qualified personnel. These commuters can join the DoD National Capitol Region Mass Transportation Benefit Program (MTBP), which provides individuals with a subsidy of up to \$255 a month for mass transit commuting (including qualified vanpools).

Personnel who use MTBP benefits are not eligible for a regular parking placard at the WNY. However, those who use MTBP benefits are allowed five temporary parking placards a month, obtained from the NAVWAR Parking Office.

Go to <http://www.whs.mil/mass-transportation-benefit-program> to apply for benefits using your CAC. At this site you can check your enrollment status; the status of your last submitted application; and the status of Monthly Claims. You can also subscribe to Program Alerts (or unsubscribe), and link your SmarTrip® card with MTBP.

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Go to <http://www.whs.mil/mass-transportation-benefit-program> to apply for benefits using your CAC. At this site you can check your enrollment status; the status of your last submitted application; and the status of Monthly Claims. You can also subscribe to Program Alerts (or unsubscribe), and link your SmarTrip® card with MTBP.



wmata.com
Customer Information Service: 202-637-7000
TTY Phone: 202-962-2033
Metro Transit Police: 202-962-2121

Legend

- Red Line • Glenmont / Shady Grove
- Orange Line • New Carrollton / Vienna
- Blue Line • Franconia-Springfield / Largo Town Center
- Green Line • Branch Ave / Greenbelt
- Yellow Line • Huntington / Mt Vernon Sq / Fort Totten
- Silver Line • Wiehle-Reston East / Largo Town Center

Station Features
Bus to Airport
Parking
Hospital
Airport
Connecting Rail Systems
AMC

Metro

3 Blocks at the corner of New Jersey Ave and M Street

Washington Navy Yard

Updated: 11/23/2016

