



NAVAL
POSTGRADUATE
SCHOOL

New Employee Orientation

March 6, 2020

Excellence Through Knowledge





Ann E. Rondeau, Ed.D
Vice Admiral, U.S. Navy (Ret)
NPS President



Dr. Steven R. Lerman
Provost and Academic Dean



Capt. Philip E. Old
Chief of Staff



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Military Customs

Chief of Staff
CAPT Old





Useful info for those new to working for the Navy (and good reminders for us who've been in this business a long time!)

- NPS (the school) vs. NSAM (the base)
 - NSAM Security Drills, Parking, Facilities
 - Base-wide Morning & Evening “Colors”
- NPS Military Leadership – COS vs. DOS
- NPS Student Body
- NPS Bulk Email Announcements
- Base-wide Community Events



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Questions?

WWW.NPS.EDU



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Operational Security (OPSEC)

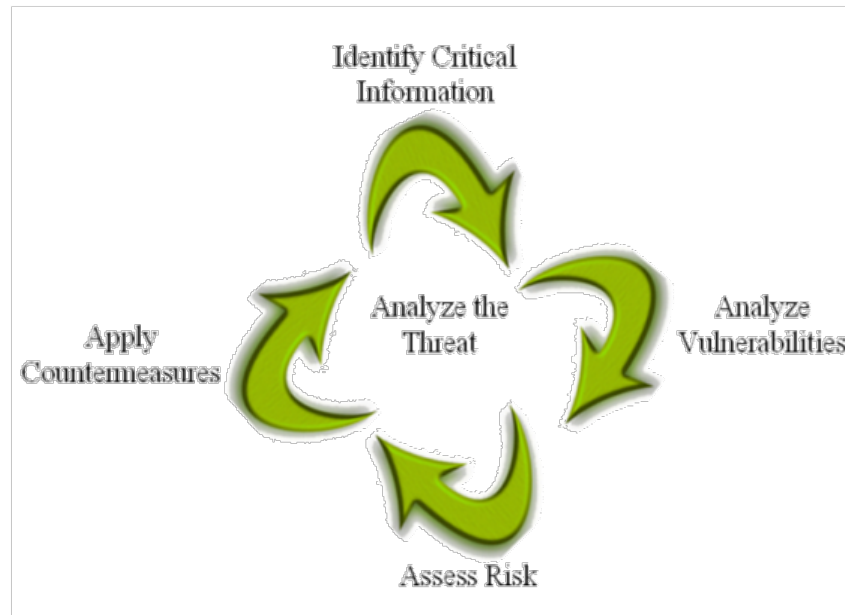
Updated Jan 2020

Monterey, California

WWW.NPS.EDU



Operational Security



OPSEC is a risk management process



Critical Information

- Information **we must protect** to ensure success.
 - Details of research proposals, theses, tests or other activities **leading to the development of, or identifying vulnerabilities in capabilities**
 - Mission-associated information
 - Deployment dates and locations
 - Personally Identifiable Information (PII)
 - Specific details concerning distinguished visitors
 - Network user IDs and passwords
 - Critical technologies



Critical Technologies

- Artificial Intelligence
- Directed Energy
- Information Operations
- Satellite Technologies
- Hypersonic Weapons
- Autonomous Technologies

The Primary Investigator (PI) is the direct representative to the research sponsor and is the primary adjudicating authority for research publication!

Potential Vulnerabilities

Unprotected communications
Sharing too much with strangers
Social Networking Sites
Technology
Trash
Media
Email

STUDENT THESES!!!



Best Practices

Know what should be protected

Engage with your Faculty

Remember Computer Security

Be Careful on Social Media

Confirm and Adjust Privacy Settings

Verify Friend Requests

Share information as if it will be shared with everyone

Points of Contact

NPS OPSEC Officer:

Col Randolph Pugh, rgpugh@nps.edu

NPS Assistant OPSEC Officer

LCDR Eric Regnier, eric.regnier@nps.edu

Security Manager

Mr. Andersen mandersen@nps.edu

Information Technology OPSEC POC

Mr. Holland gjhollan@nps.edu



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Navy Family Accountability and Assessment System (NFAAS)

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- Department of Defense requirement to commence internal accountability immediately upon the occurrence of a disaster. After a major natural or man-made disaster, the Components must account for their personnel (and their families) and assist those in need.
- In 2014, the Secretary of the Navy ordered all DoN military, civilians and overseas contractors to account for personnel and their families during a widespread natural or man-made disasters.
- Web-based tool that Navy uses to account for, assess, manage, and monitor the recovery process of those affected by a widespread catastrophic event. Employees can complete a Needs Assessment in order to receive support if adversely affected by natural or man-made disaster.
- Accessible 24/7 from any computer with internet connectivity. Also available on smartphones.



- If you cannot access an internet-ready computer and/or mobile device is not working, employees can call the Navy Personnel Command Emergency Coordinator who can make necessary updates and assist if needed.
- Accurate contact information of personnel and family members is required to facilitate a quick and accurate muster of personnel in affected areas.
- Taskers requiring updates of personal information is disseminated bi-annually with verified dates of 1 April and 1 October each year by all applicable personnel.



NFAAS can be accessed here:
<https://navyfamily.navy.mil>



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Property Management In Brief

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Personal Property

Categories of Personal Property

- **Capitalized** - \$1,000,000 or greater
- **Minor** - \$5,000 to \$999,999
- **Pilferable** - An asset that is portable, easily converted to personal use, critical to the activity's mission. ie Laptops, Ipads, gaming consoles, desktops
- **Sub-Minor** - Assets with a unit cost below \$4,999 and not considered pilferable property.
- **Classified Equipment** - Equipment requiring protection and control in the interest of national security.
- **Sensitive Equipment** - Equipment which requires a high degree of protection and control due to statutory, regulatory, or mission requirements.



Personal Property Guidance

NPS Instructions

- NPSINST 11016.4F (Personal Property Management)
 - NPSINST 7320.3B (FLIPL/Survey)
 - NPSINST 4505.1 (Excess Procedures)
- Instructions are available for review on the intranet home page under the Instructions & Notices tab.
 - Additional property guidance is located within the Acquisition Management Portal under the Resources tab on the intranet home page.

System of Accountability

Currently we are using DPAS (Defense Property Accountability System)



Property Custodian/Responsible Officer

Duties and Responsibilities per NPSINST 11016.4F

- Complying with applicable regulations, policies, procedures or agreements.
- Reporting loss, theft, damage, misuse or destruction of government property.
- Reporting equipment loaned to other activities.
- Documenting property transfers when equipment changes from one property custodian to another.
- Perform semi annual physical inventories as required.



Shipping/Receiving

Fleet Logistics Center Shipping Receiving

- Bldg 349 (Warehouse)
- Responsible for all receiving and for pick up of all excess furniture and large non- property book items. ie. Desks, chairs, filing cabinets
- Contact information
 - LCDR Nathan Woodward – FLC Site Director Nathan.Woodward@nps.edu x6970
 - Juan Ruiz – Lead Material Handler jcruiz@nps.edu x2256
 - warehouse@nps.edu

Property Management

- Equipment and supplies receiving areas
 - Bldg 284- Central pick-up point
 - Larger Items will be delivered by warehouse specialists upon proper coordination with end user. All tagged property items will be entered into DPAS and signed for upon receipt.
- Excess equipment/Turn-In drop off points.
 - Bldg 284- Contact Candice Pfitzer or Zelene Charles to schedule a drop off of property items for turn in. If more than 10 items, a team from the warehouse will be sent to the pick up location. Inventory will be completed and transfers signed at the time of pick up
- Re-Use program.
 - Property Portal located within the Acquisition Management Portal



Property Contact Information

Property Manager- Ms. Zelene Charles x2923 zelene.charles@nps.edu

Property Administrator- Mr. Tommy Pierce x2833 tpierce@nps.edu

Lead Supply Technician- Ms. Candice Pfitzer x6285 candice.pfitzer.ctr@nps.edu

Warehouse Specialist- Mr. Alex Arzeta x3761 alexander.arzeta.ctr@nps.edu

Warehouse Specialist- Mr. Gilbert Ortiz x7654 gilbert.ortiz.ctr@nps.edu

property@nps.edu



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Questions?



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Suicide Prevention Coordinator

NPS Suicide Prevention Support and Resources

Command Chaplain

- 656-2241

Presidio of Monterey Behavioral Health

- (831) 923-6479

Fleet and Family Service Center

- (866) 923-6478

DON Civilian Employees Assistance Program Hotline

- (844) 366-2327

NPS Suicide Prevention Coordinator

- SPC@nps.edu
- 656-2689



Premier Defense Research University

Monterey, California
WWW.NPS.EDU



Questions?



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Cybersecurity

*Information Technology and Communications
Services (ITACS)*

Gerald J. Holland

Information Systems Security Manager (ISSM)

gjhollan@nps.edu ext. 1833

Monterey, California

WWW.NPS.EDU

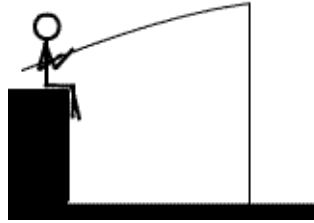
Defending **Cyberspace** Is **Everyone's Business**



Cyber Security
is our shared
responsibility...

Always **Stop,**
Think before you
Connect.

“Globally Exposed – Extensively Interconnected”



phishing a fisherman

Phishing



Spearfishing



Whaling

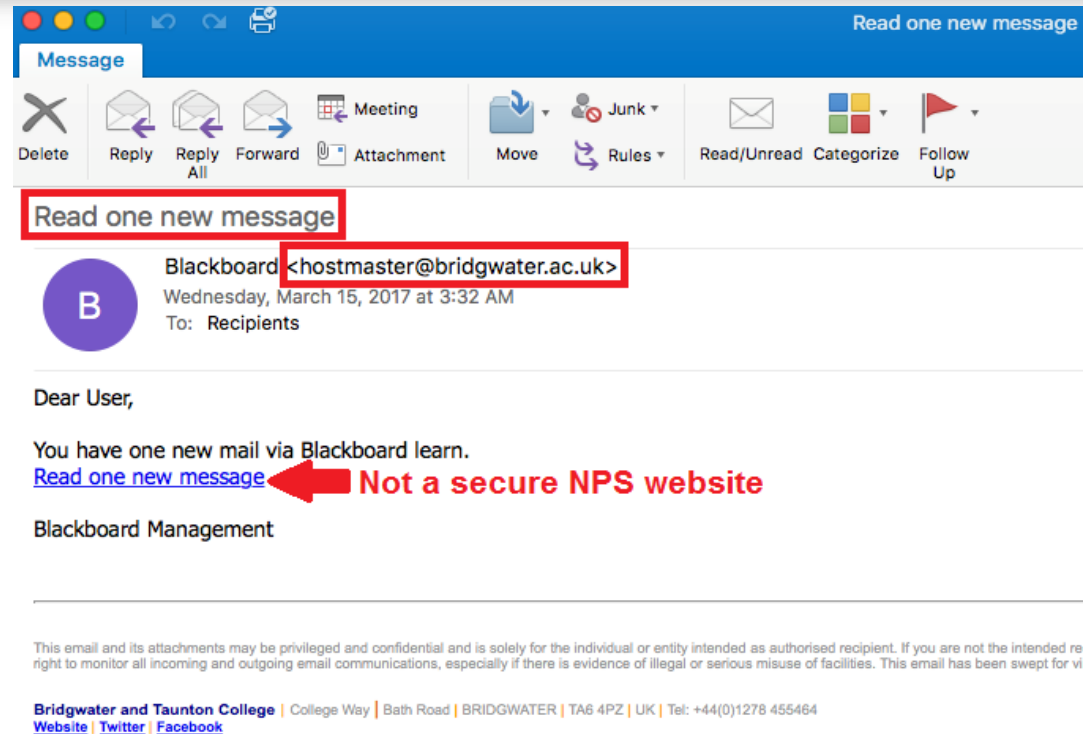




Sample Phishing Email

Is it Legit?

- Who is the sender?
- Digitally signed?
- Secure NPS website?



Don't Know...I'm Suspicious!

- Do not respond, click links, or open attachments
- Permanently delete the email from your mailbox
- Send to abuse@nps.edu





While Traveling

“FreePublicWifi” @ coffee shop, airport, train station, or ski lodge (or NPS)

Similarly-named **fake** hotspots
Criminals ‘**snarfing**’ logins and passwords
Only use VPN tunnels or SSL/TLS sessions



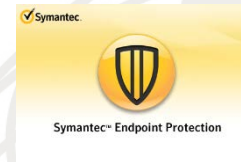
Convenience vs Risk
Socializing vs Privacy



Defense = Encrypt

- ✓ Only https for all Sites (using browser or site settings for certainty)
- ✓ Use a Virtual Private Network (VPN)

- Update your:
 - Use auto-update
 - Operating System, Antivirus
 - Applications (Browsers, Flash, JAVA)



- Add Antispyware Tool



- Use Complex Password/Manage Passwords

LastPass...

"Use Passphrases and Multifactor Authentication"

- Antivirus & Antispyware scans weekly!



Multifactor Authentication



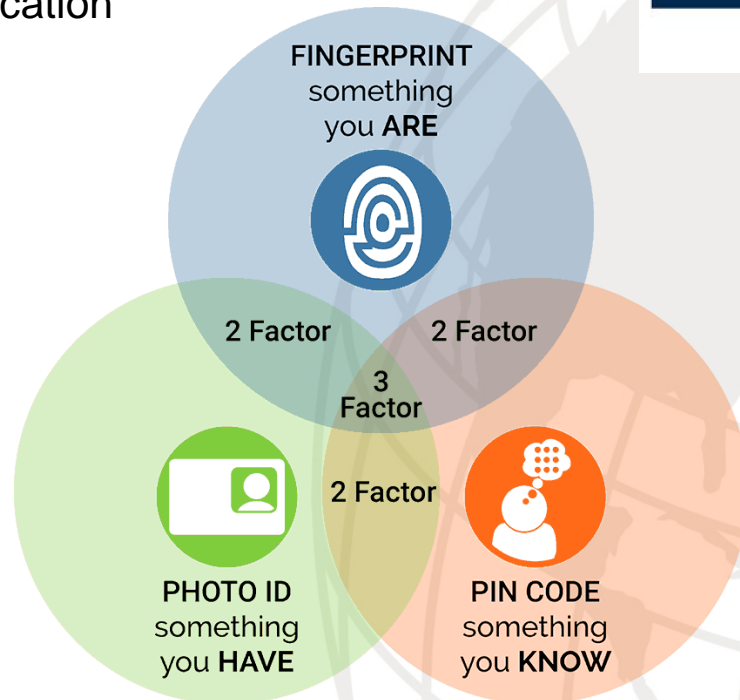
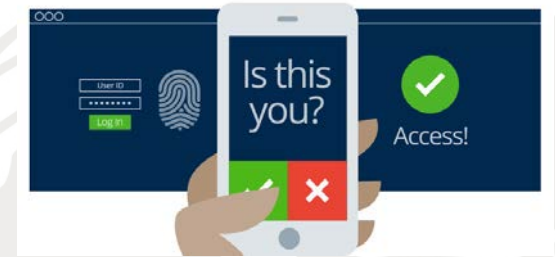
CAC

DoD COMMON ACCESS CARD



PKI

2-Factor Authentication





Information Technology and Communications Services

Connectivity including Guest Networks (Wired & Wireless)

PERMITTED

"all use related to **graduate education and research**; to **NPS military mission**; to **general professional and personal interests and growth** of its faculty, staff, and students."

Bring Your Own Device (BYOD)

- Notebooks
- Laptops
- Mobile Devices

Personally Owned Software on BYOD
(some restrictions apply)



Remote Access (data, service)



NPSINST 5230.4E - Appropriate Use Policy, IT & Communications

PROVIDED

- IT Services Support
 - Knowledge Base: wiki.nps.edu
 - Phone: (831) 656-1046
 - Email: tac@nps.edu
 - Walk-In: Ingersoll Room 151
- Accounts & Passwords (2FA)
- Remote Access & Wireless Services
- Educational Technology
- Telephone & Mobile Devices
- Cloud Storage, Office 365, Exchange Online 
- Email, Computers & Printing
- Cybersecurity (Incident Handling)
- High Performance Computing
- Enterprise Software



NPSINST 5239.2D - Appropriate Use Policy, Email


PROHIBITED

actions


Inappropriate & Inconsistent with professional standards expected of government employees. **Illegal** Activities, Theft, Piracy, ID Theft, Fraud, System Exploits, **Commercial/Personal Business**, Immoral, **Unethical**, Unauthorized Access, Unauthorized Disclosure

products

Kaspersky Labs

- products 

Huawei/ZTE technology

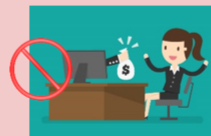
- products 
- components
- services



ONLINE GAMBLING



BITCOIN MINING



ONLINE BUSINESS



SYSTEM SCANNING

"Save your files to OneDrive and retrieve them from anywhere, on any device."

"Box is changing how you manage content across your business from simple file sharing to building custom apps."



"Share and work together with anyone in your work and life."

"Box let's you secure, share, and edit all your files from anywhere, on any device."

Microsoft product

- subscription service
- cloud-based software
- standard business apps
- communications
- collaboration
- automatic updates

Microsoft product

- Store and sync
- 5TB file storage per user
- Max 10GB per file
- Share and collaborate **
- OneDrive app
- File encryption
- Advanced Data Loss Prevention (DLP)
- OneDrive app

Standalone product

- Unlimited online file storage
- Max 15GB per file
- Box sync
- Granular permissions
- Secure file sharing
- Version history, Metadata
- Box mobile app

Cloud Storage lends Convenience enhances Security

- Your activity is being monitored
 - So be careful where you surf
- Don't circumvent security controls
 - e.g. anonymizers (non-NPS VPNs)
 - no network scans (vulnerability scanning)





- Think before you Click (hover over link)
- Look closely at URL – especially one soliciting personal /sensitive information
- ITACS will not ask for your password
- When in doubt ...Ask
 - Help Desk: 656-1046
- Report suspicious email to abuse@nps.edu



Use 2 factor
authentication (2FA)

Use
NPS
Abuse @ **NPS.edu**



HELPDESK

Online: <http://www.nps.edu/Technology>

Email: tac@nps.edu

Phone: (831) 656-1046

In person: Ingersoll Hall, Room 151

Questions???

Discussion



Comments!!!





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Time, Attendance and Leave

Presented by the
Timekeeping Department

*Excellence Through
Knowledge*



- Regulatory requirement to maintain accurate daily record of time in pay and nonpay status.
- Work Schedules define basic work requirement and are documented via SLDCADA, NPS' internal timekeeping system.
 - **Full-Time:** 80 hours in pay period.
 - **Part-Time:** Less than 80 hours, usually for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty.
 - **Intermittent:** Service performed without a regularly scheduled tour of duty.
 - * *Work schedules determine eligibility for benefits and entitlements such as leave accrual, health insurance, life insurance, etc.*
- Time entered must include regular hours and exceptions such as overtime, compensatory time earned and leave taken.
- Overtime/compensatory time cannot be worked until it is requested and approved by supervisor with authority to approve.



Basic Work Schedule

- 40 hours which do not extend over more than 6 or 7 consecutive days.
- Normal schedule includes 8 ½ hours each day
 - Includes 30 minute non-work lunch period.
 - Lunch period can be increased by adding additional time to the workday, up to a 1 hour lunch period.
- Core hours 09:00-3:00.
- Start of working hours 0630-0900.



Flexible Work Schedules

- **Flexitour**
 - Full time employees work 8 hour workdays, 5 days a week.
 - Employee selects a set daily arrival time between 0630 and 0900.
- **Gliding**
 - Same as Flexitour, except employees may vary arrival and departure times on a daily basis during established flexible hours. (0630- 0900)
- **Maxiflex**
 - Flexible schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the pay period.



Compressed Work Schedule

- 5/4-9 model.
- Full time employee works (8) 9-hour days and (1) 8-hour day.
- 80 hours in a bi-weekly pay period completed in less than 10 workdays.
- The short day and RDO must occur on the same day in alternating weeks.
- Arrival and departure times are set, not flexible.



Types of Leave

- Annual Leave
- Sick Leave
- Advanced Leave (Sick/Annual)
- LWOP, with or without FMLA
- AWOL
- Court Leave
- Military Leave





Annual Leave

- Employee's legal right, subject to scheduling in accordance with mission needs.
 - Management controls annual leave usage.
- Accrual per pay period
 - 4 hours – less than 3 years of service.
 - 6 hours – 3-15 years of service.
 - 8 hours – 15 or more years of service.
- Annual leave, which will be accrued during the leave year, may be advanced.
- Employees may carry over a maximum of 240 hours into the new leave year.
- * Note: Employees transferring from OCONUS may carry over a maximum of 360 hours into the new leave year.



Sick Leave

- Granted when the employee:
 - Receives medical, dental, or optical examination or treatment.
 - Is incapacitated for duty by physical or mental illness, injury, pregnancy, or childbirth.
 - Provides care for a family member as a result of physical or mental illness; injury, pregnancy; childbirth; or medical, dental, or optical examination or treatment.
 - Makes arrangements necessitated by the death of a family member or attends family member's funeral.
 - Has been medically determined to have been exposed to a communicable disease and presence at work would jeopardize health of others.
 - Must be absent from duty for purposes relating to the adoption of a child.
 - Authorized for amount of time needed for appointment and reasonable travel time.



LWOP vs. AWOL

- Leave Without Pay (LWOP)
 - Approved non-pay status.
 - Managerial discretion.
 - Leave accrual is reduced only when 80 hours is reached
- Absence Without Leave (AWOL)
 - Absence is not approved.
 - Employee is not paid for AWOL period.
 - Is not disciplinary, but may be the basis for discipline.



Federal Employees Family Friendly Act

- Limited to 104 hours (13 workdays) of sick leave each year to care for a family member or to arrange for or attend the funeral of a family member.
- Full-time employees may use 40 hours (5 days) of sick leave for these purposes without regard to their current sick leave balance. An additional 64 hours (8 days) may be used if the employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account.



Family Medical Leave Act (FMLA)

- 12 weeks of unpaid leave (during any 12-month period).
 - the birth of a child or care of the newborn.
 - the placement of a child with the employee for adoption or foster care.
 - the care of a spouse, child or parent with a serious health condition.
 - a serious health condition of the employee that makes the employee unable to perform the duties of his or her position.
- Employee invokes his/her entitlement by requesting FMLA leave.
- Employee may substitute paid leave for all or any portion of an approved FMLA absence (annual, sick, or leave without pay).
- Employee must provide medical documentation 15 days from date requested by Agency (5 CFR 630.1207(h)).



- **Court Leave:**

- When summoned to serve as a juror or as a witness with a judicial proceeding to which the US, state, or local government is a party.
- Requires Certificate of Attendance be provided to Timekeeping department and should only be requested for time reflected on Certificate.
- * Note: Jurors (if selected for duty) are paid \$15.00 a day and .34 cents a mile, one-way, beginning with the 2nd day of service. Pursuant to CCP Section 215b, government employees who receive regular compensation while performing jury service, will not be paid juror fees.

- **Military Leave:**

- Leave granted to full or part-time employees who are members of the Armed Forces Reserve or National Guard.
- NTE 15 days in any fiscal year.
- For purposes of serving on active duty or engaged in field and/or coast defense training under limited circumstances defined by 5 U.S.C. 30r.
- May carry up to 15 days into next fiscal year.
- Weekend drills do not apply.
- Copy of orders is required.
- 2 week drills only.



Overtime: (*Excludes AD faculty*)

- Worked performed that is not part of an employee's regularly scheduled administrative work week.
- Regular overtime work must be coordinated and approved **PRIOR** to the beginning of an employee's regular workweek.

Compensatory Time: (*Excludes AD faculty*)

- Same criteria must be met as overtime (*above*).
- Time off in lieu of overtime pay for irregular or occasional overtime work.
- Time off in lieu of payment for an equal amount of time spent in overtime work status.
- Must be used within 12 months from date earned otherwise it will be paid out at the overtime rate.



Credit Hours:

- Any hours within a flexible schedule that are in excess of an employee's basic work requirement, and the employee elects to work to vary the length of a workweek or a workday.
- Credit hours are distinguished from overtime in that they are not officially ordered and approved in advance by management.
- Only employees under flexible work schedules (not compressed or alternate) may earn credit hours.
- May be earned only within the flexible time bands established by NPS.
- Work hours that count toward basic work week should not be considered credit hours (excess of employee's basic work requirement).
- Limitations on how many credit hours can be earned in a pay period and how many can be carried for.
- * Note: As per OPM/FMR regulations working/earning credit hours on a federal holiday is not authorized.



- Secondary timekeeping codes are used for more detailed tracking and are required in certain circumstances, including:
 - Care of a family member/serious health condition/adoption. (**DA, DB, DC**)
 - Disabled Veterans Leave. (**PW**)
 - Telework Situational. (**TS**)
 - Telework Regular. (**TW**)
 - Union Official Time. (**BA, BD**)
- These codes are entered in the Environmental Hazard Code column in SLDCADA (**Ehz**).



SLDCADA Website

- How to Register your CaC Card to access SLDCADA
- Go to <https://www.sldcada.navy.mil>
- Click on My Info

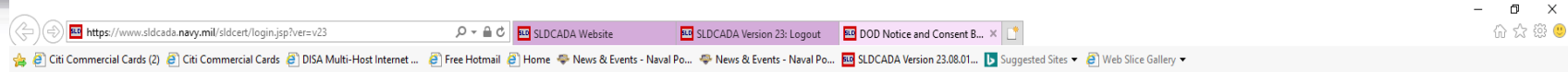
The screenshot shows the SLDCADA website homepage. The browser address bar displays <https://www.sldcada.navy.mil/home.do>. The page features a navigation menu on the left with 'My Info' highlighted in red. A red arrow points from 'My Info' to the 'Login' button in the top right corner. The main content area includes a 'Welcome to SLDCADA' message, a 'Latest News' section with a maintenance notice, a 'Tips and Tricks' section, and an 'About SLDCADA' section. The footer contains a disclaimer: 'This is an official U.S. Navy website. | Please read our Privacy Policy notice | U.S. Navy Recruiting | SPAWAR PEO-EIS | Freedom of Information Act | DoD Disclaimer | Accessibility | Webmaster | Site Map'.

Send to grose@nps.edu

After Access has been granted

Click on Login

Please note that after 30 days inactivity SLDCADA will automatically delete CaC card information and you will have to resend.

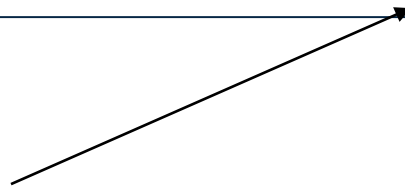


**** DOD NOTICE AND CONSENT BANNER ****

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



Click Accept



- Control Center (04/13/2019)
 - My Tasks (All) - Pending Tasks
 - My Admin Tasks - Pending Tasks
 - Quick Links
 - My Time & Attendance (04/13/2019)
 - My Incorrect Hours (04/13/2019)
 - My OT/CT Requests
 - My Leave Requests
 - My Access Requests
 - My Privileged Access Requests
 - My Prior Pay Corrections (03/30/2019)
- Search / Set Selected Date
- Search Results (04/13/2019)
 - Employees (985)
 - ABAD LINDA J - AUGUSTON MIKHAIL
 - Time and Attendance
 - Future Time and Attendance
 - Employee Edit
 - Employee Reinstatement
 - Employee Mass Updates
 - User Profile
 - Overtime/Comptime Authorization
 - Overtime/Comptime Request
 - Leave Authorization
 - Leave Request
 - Prior Pay Corrections
 - Send Email
 - Access Request
 - Access Authorization
 - Privileged Access Request
 - ANDERSEN MARCUS W
 - ANDERSEN PER MICHAEL
 - ANDERSON DAVID L
 - ANDERSON GALEN M
 - ANDERSON TIMOTHY P
 - ANDIN JOSE Z
 - ANGELOPOULOS CHRISTOPHER J
 - ANGLEMYER ANDREW T
 - ANSELL TROY Y
 - ANTIA JIMMY K
 - APPIEGET JEFFREY A

News | Broadcast | T&A : 04/13/2019 | ABAD LINDA J

Generate Hours: [Generate] [Save] [Print] [Refresh] [Cancel]

Name: ABAD LINDA J | 1 of 985 | Type: Civilian PPE Date: 04/13/2019 (Current)

To generate hours click on box and save

T&A/Cert Mode

Week 1 (04/06/2019) | EVT: | Copy Prev Week (All)

Row	JON	Per Shop*	Sub Shop	Ehz	ND	THC*	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Inj Date	Sub JON	Op Cd	
1		OCOMPT																
Actual Totals:							Actual PP Total											
Sched Totals:							8.00	8.00	8.00	8.00	8.00			40.00	Sched PP Total 80.00			
Clock Totals:							Sun	Mon	Tue	Wed	Thu	Fri	Sat					
	In																	
	Out																	
	In																	
	Out																	
	In																	
	Out																	

To Input click on My Time and Attendance

Week 2 (04/13/2019) | EVT: | Copy Prev Week (All) | Copy Prev Week (Selected)

Row	JON	Per Shop*	Sub Shop	Ehz	ND	THC*	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Inj Date	Sub JON	Op Cd	
1		OCOMPT																
Actual Totals:							Actual PP Total											
Sched Totals:							8.00	8.00	8.00	8.00	8.00			40.00	Sched PP Total 80.00			
Clock Totals:							Sun	Mon	Tue	Wed	Thu	Fri	Sat					
	In																	
	Out																	
	In																	
	Out																	
	In																	
	Out																	



T&A : 01/06/2018
GEORGIA ATLANTA

Generate Hours:

To check Leave Balance

Name: GEORGIA ATLANTA 1 of 1 Type : Military PPE Date : 01/06/2018 (Current)

Week 1 (12/30/2017) | EVT: | Copy Prev Week (All) B,D,P and T codes

Week 2 (01/06/2018) | EVT: | Copy Prev Week (All) Copy Prev Week (Selected)

Row	JON	Per Shop*	Ehz	NO	THC*	Sun 12/31	Mon 01/01	Tue 01/02	Wed 01/03	Thu 01/04	Fri 01/05	Sat 01/06	Total	Inj Date
1		SLDCADA												

Actual Totals:

Sched Totals:

Clock Totals:

Actual PP
Total
Sched PP
Total 80.00

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
In							
Out							
In							
Out							
In							
Out							
In							
Out							



SLDCADA Type Hour Codes

- Not Sure what code to use?
- Under THC (Type Hour Code)*
- Click on ? And a list of all THC will display

The screenshot shows the SLDCADA web application interface. At the top, there are browser tabs for 'SLDCADA Website', 'SLDCADA Version 23: Logout', and 'SLDCADA Version 23.10.01: ...'. The main navigation bar includes 'Labor', 'Employee', 'Reports', 'Admin', 'Reference', 'Tools', 'My Tasks', 'My Admin Tasks', 'Quick Links', 'Window', 'Help', 'Refresh', and 'Exit'. The user is identified as 'ROSE GEORGETTE M, Last login: Mon 04/01/2019 17:42:10'. The interface displays a grid for 'Week 1 (04/06/2019)' with columns for 'JON', 'Per Shop*', 'Sub Shop', 'Ehz', 'ND', 'THC*', and dates from Sun 03/31 to Sat 04/06. A pop-up window titled 'Type Hour Code Reference List' is open, showing a table of codes and descriptions:

Code	Description
20	Primary (through Called to Active Duty) - Nonpaid
21	LA Annual Leave
22	LB Advanced Annual Leave
23	LC Court Leave
24	LF Forced Annual Leave
25	LG Advanced Sick Leave
26	LH Holiday Leave
27	LJ Shore Leave
28	LK Home Leave
29	LL Law Enforcement Leave
30	LM Military Leave
31	LN Administrative Leave

At the bottom of the window, a notice states: 'This window may contain data subject to the Privacy Act of 1974.'



Employee Responsibilities

- Know your departmental leave procedures and adhere to them.
- Ensure you have sufficient leave balances for requested leave.
 - This can be found on your LES; www.mypay.dfas.mil
- Plan your leave in advance whenever possible.
- Record time in SLDCADA timely and accurately. Correct errors PRIOR to end of the pay period. Verify your time has been entered correctly and EVT (*Employee Verified Time*) your timecard.
- Remember to give your certifier/supervisor enough time to review and approve



Timekeeping Department:

Gidget Rose grose@nps.edu
656-2046

Linda Abad labad@nps.edu
656-1191

Human Resources Department:

Jennifer Amorin jamorin@nps.edu
656-3308

Ken Stewart kastewar@nps.edu
656-2007

George Martinez gcmartin@nps.edu
656-2244



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Questions?



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Travel Office

Hermann Hall, Room 038

Open Monday-Friday 07:30-16:00

Comm: 831-656-2041

E-Mail: travel@nps.edu

Website: www.nps.edu/travel



Provide full array of TDY travel services to all NPS personnel

- Administer Defense Travel System (DTS)
- Process DTS authorizations
- Process DTS vouchers
- Process non-DTS travel orders and vouchers
- Process country clearance requests (APACS)
- Administer GTCC Program

www.nps.edu/travel



www.nps.edu/travel

NAVAL POSTGRADUATE SCHOOL Staging Live Admin My Sites Brian J Mahoney

Travel

Home Actions DTS Travel Card Travel Policy Travel Guidance Standard Procedures Foreign Travel Conference Attendance Training Useful Links TIP

Welcome to the NPS Travel Office Website

The NPS Travel Office provides assistance and guidance for temporary duty travel (TDY/TAD) executed in support of the NPS mission. We provide support and services to NPS faculty, staff, students, and other stakeholders including:

- Administration of the [Defense Travel System \(DTS\)](#)
- Administration of the Government Travel Charge Card (GTCC) Program
- Processing of non-DTS business travel
- Entry of foreign clearance requests via APACS

If you are just joining us or have been here a while but are traveling for the first time, the first step you'll need to take is to [in-process](#) with us.

If you are leaving us, please take a moment to [out-process](#) with us.

[NPS Travel Office](#) [Defense Travel System](#) [Travel Card](#)
[Travel Office Hours of Operation](#) [NPS Technology Assistance Center](#)
[DTS Technical Assistance](#) [SATO](#)

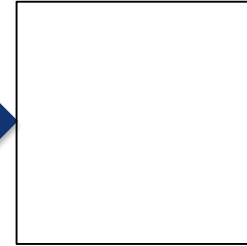
Travel@nps.edu
Located in Hermann Hall, room 038
831-656-2041

General	▼
Lead Time	▼
Student Travel	▼
Faculty & Staff Travel	▼



Check-In Procedure

Go to www.nps.edu/travel



- Click on either the “In-Processing” option under the “Actions” tab on the menu bar, or the “in-process” hyperlink within the Welcome message.
- The check-in questionnaire will step you through the questions and certificates we need to gather to gain your DTS and GTCC profiles
 - DTS (Basic)-About DTS
 - DTS (Basic)-DTS Travel Documents (DTS 101)
 - Programs & Policies-TDY Travel Policies 101*
 - Programs & Policies-Travel Card Program (Travel Card 101)*
 - GTCC Statement of Understanding*(* Refreshers due every three years)
- **DUE 1st DAY OF SECOND QUARTER**

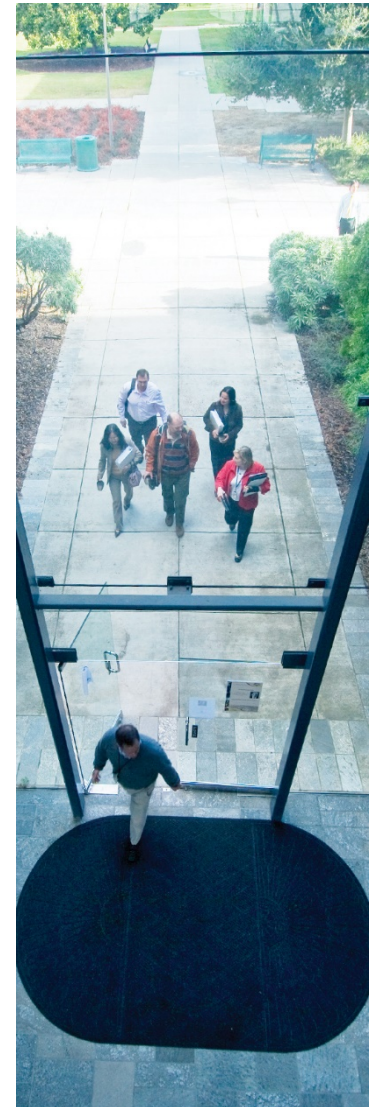




Government Travel Charge Card is **REQUIRED**

- Must use for all TDY travel expenses
- Misuse will not be tolerated
- Must properly split disburse all vouchers
- Update your information with Citi
- Use your NPS e-mail address with your account

TRAVELCARD@nps.edu





Defense Travel System
A New Era of Government Travel



Defense Travel System (DTS)

- Online travel management system use to:
 - Create authorizations
 - Prepare reservations
 - Submit claims for reimbursement
- Use is mandatory
- Training available online and in-person

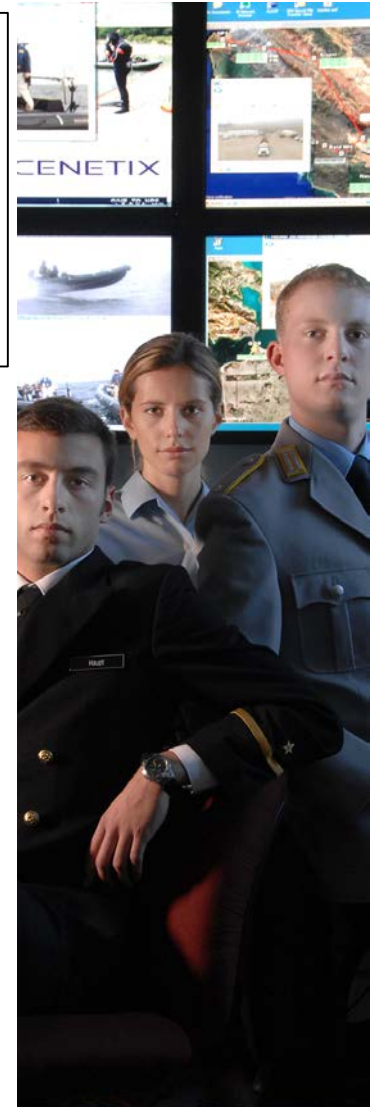


Conference Attendance

www.nps.edu/travel



- Non-DoD Hosted
 - 30 days lead-time
 - All requests submitted through wiki
 - SECNAV 5050-2
 - Costs must be minimized
- DoD Hosted-Check with host POC for restrictions
- Conference fees paid with GPC via SF 182
- For questions, please call x2265.





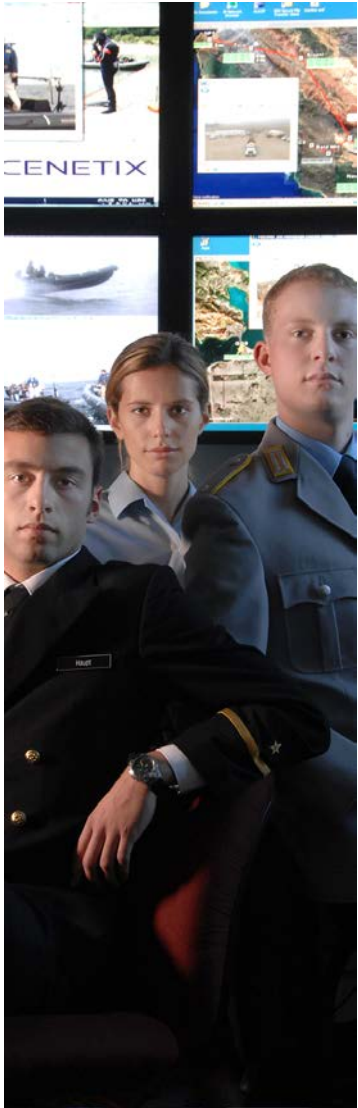
Things to remember...

-
- Check with Travel Office before each TDY
 - We ask for minimum 10 days lead time
 - Submit vouchers within 5 working days
 - Notify Security and Travel of all foreign travel
 - If you have a question, **ASK!**



Transportation Incentive Program

- Subsidizes mass transit passes
- Reduces traffic congestion, air pollution
- Must use 21 business days per month





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**Onboarding and the
Security Process**
Mr. Andy Andersen
Command Security Manager

Excellence Through Knowledge



- All DoD personnel require an investigation
- The P.D.'s position sensitivity determines the type of investigation
 - Non-Sensitive – NACI (now Tier 1)
 - Non-critical Sensitive – ANACI (now Tier 3)
 - Critical Sensitive and Special Sensitive – SSBI (now Tier 5)
 - Critical Sensitive – required for Top Secret
 - Special Sensitive – required for access to Sensitive Compartmented Information (SCI)



- OPM conducts the investigation
 - Most investigations requiring a clearance average a year. Those not requiring a clearance will take less time
 - Depending on the type of investigation conducted
 - Whether there were any issues
 - e.g. DUI's, financial issues, character issues
- DODCAF makes the eligibility determination once the investigation has been completed



- in the context of the whole person
 - Allegiance to the United States
 - Foreign influence
 - Foreign preference
 - Sexual misconduct
 - Personal conduct
 - Financial considerations
 - Alcohol abuse
 - Drug abuse, including legal drugs
 - Emotional, mental, and personality disorders
 - Criminal conduct or significant arrests
 - Security violations
 - Outside activities
 - Misuse of Information Technology



Report to the Security Manager

- Changes in your personal status to include, marriage, divorce (involving name change or foreign national ex-spouse), cohabitation in a spousal like relationship, intent to marry a foreign national or legal name change
- Mental Health counseling. Mental health counseling in and of itself **is not a reason** to revoke or deny a clearance. Reporting is not required if it is strictly marital, family, grief not related to violence by you; or strictly related to adjustments from service in a military combat environment
- Alcohol abuse or the use of illegal drugs
- Financial problems such as repossession, failure to pay taxes, judgments, bankruptcy
- Adverse involvement with law enforcement agencies to include arrests for DUI or DWI



- Outside employment that conflicts with an individual's responsibility to protect classified material, such as with a foreign owned company; analysis, discussion or publication of material on intelligence, defense or foreign affairs; or volunteer service with any foreign national
- Close and continuing personal associations with foreign nationals. **This includes reporting socializing with foreign national students outside of the NPS campus.**
- Unexpected affluence such as a large inheritance or substantial winnings in a game of chance.
- When planning foreign travel
- Security violations or security concerns; when illegal or unauthorized access is sought to classified or proprietary information.
- Any information that could reflect on the trustworthiness of another individual who has access to classified material or any type of suspicious behavior



- U.S. citizens who are dual citizens are not necessarily excluded from occupying either sensitive or designated IT positions; however, a dual citizenship status:
 - raises foreign influence and foreign preference concerns that will likely prohibit interim assignment pending favorable investigation and adjudication of these issues.
 - There are also legal impediments to conducting investigations in many foreign countries, which may impact the ability to gather sufficient information upon which to base a favorable personnel security determination.



Dual citizens (cont.)

- Signing a statement stating willingness to give up foreign citizenship
- Foreign passport
 - It is a requirement to disclose possession of a foreign passport to an appropriate security official for initial review and once annually as long as member retains a clearance or is in a sensitive position.
- If owning property in a foreign country, may have to justify why it is still owned.



- T1 will get a favorable determination
- T3 will get *eligibility* for Secret and assignment to a sensitive position
 - *If the PD does not require access to Secret, individual will not be briefed for Secret*
- T5 will get *eligibility* for Top Secret and assignment to a critical sensitive or special sensitive position, *if the PD requires it.*



- All foreign travel, whether official or leave, needs to be reported to the Security Manager's Office
 - 45-60 days in advance
 - All countries require country clearance requests for official travel, some require for leave travel
 - Anti-terrorism training and other specific trainings and security documents are required, depending on destination



- Foreign contacts need to be reported
 - Particularly close and continuing contacts
 - US citizens working for foreign companies are considered foreign national for security purposes
- Casual contact with foreign students in the course of normal duties does not need to be reported



Security Related Training

- Counter-intelligence and OPSEC Training
 - Required within 30 days of reporting onboard and annually thereafter
- Clearance holders have additional training they will be required to complete.



Controlled Unclassified Information (CUI)

- DODM 5200.01 Volume 4
- CUI is unclassified information that requires safeguarding or dissemination control, pursuant to and consistent with applicable law, regulations, and Government-wide policies
 - Enclosure (3) identifies the controls and protective measures developed for DoD CUI



- DOD CUI
 - For Official Use Only (FOUO)
 - Law Enforcement Sensitive (LES)
 - DoD Unclassified Controlled Nuclear Information (DoD UCNI)
 - Limited Distribution
- Other Executive Branch agencies also have CUI
- Enclosure (3) also addresses handling of certain foreign government information and the use of distribution statements on unclassified technical documents as a means to facilitate control, distribution, and release of such documents.



Controlled Unclassified Information (CUI)

- Information may not be designated CUI to
 - Conceal violations law, inefficiency, or administrative error
 - Prevent embarrassment to a person, organization, or agency
 - Restrain competition; or
- Prevent or delay the release of information that does not require protection
- Information shall not be designated CUI
 - To prevent or avoid its proper classification
 - If there is significant doubt concerning the need for such designation
- Information that has been disclosed to the public under proper authority may not subsequently designated or re-designated CUI
 - on under statute or regulation



Controlled Unclassified Information (CUI)

- Originator of document is responsible for determining at originated whether information qualifies for CUI status, and if so, for applying the appropriate CUI markings
- All DoD unclassified information **MUST BE REVIEWED AND APPROVED FOR RELEASE** before it is provided to the public
- Some CUI is export-controlled information which may additionally be protected by law, Executive order, regulation, or contract.
- DoD official must pay particular attention to export control regulations and to access restrictions on each type of CUI to ensure compliance with export requirements, especially when non-U.S. citizens are assigned to or visit their organizations



- Investigations?
 - Staff & faculty have investigations
 - Int'l students & foreign visitors do not
- Restrictions
 - No access to CUI / FOUO without Foreign Disclosure Officer approval
 - May not share an office containing a safe
 - Dep't security plans for visits over a week long
 - No visitors from China, Iran, North Korea



Security Manager Web Page

- The Security Manager has a web page on the Intranet with a variety of security related information, including instructions for foreign travel, passing security clearances, Federal Laws prohibiting Marijuana use, etc.
 - (intranet) > Resources > Security [Manager's] Office
 - <https://my.nps.edu/group/security-office/>



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Inspector General Office (IG)

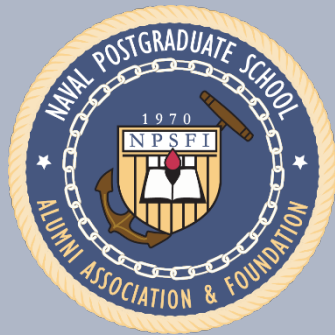
*Mr. Kevin Nykanen
Inspector General
IG Office*

Excellence Through Knowledge

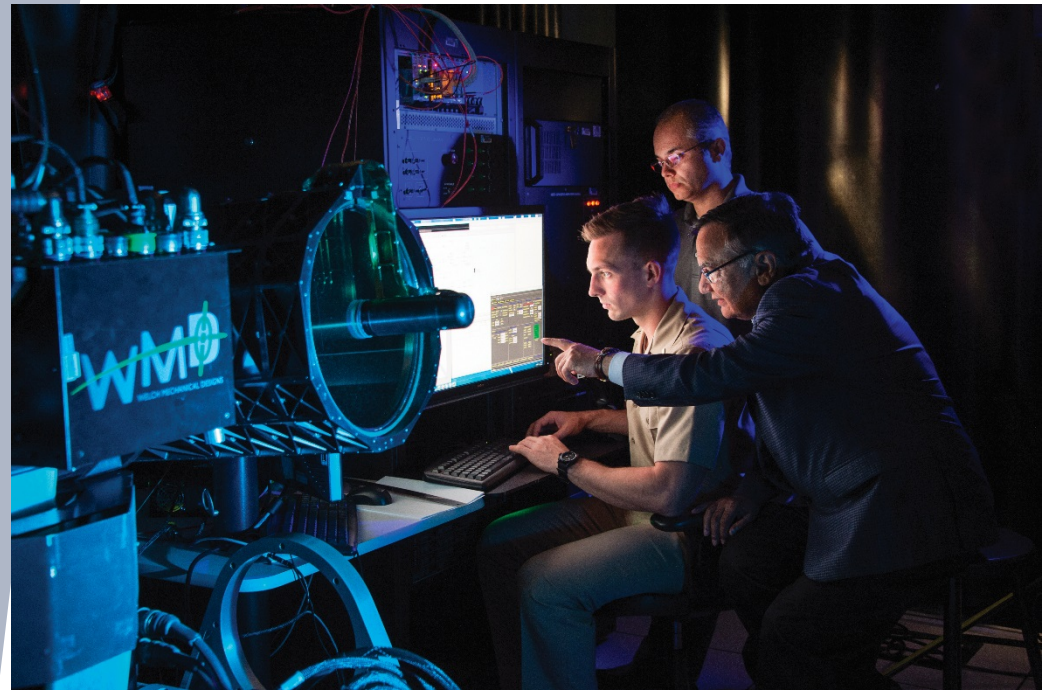


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NPS Alumni Association & Foundation



Supporting our nation's top military and civilian
leaders to overcome the defense challenges of
today and tomorrow

Our Mission

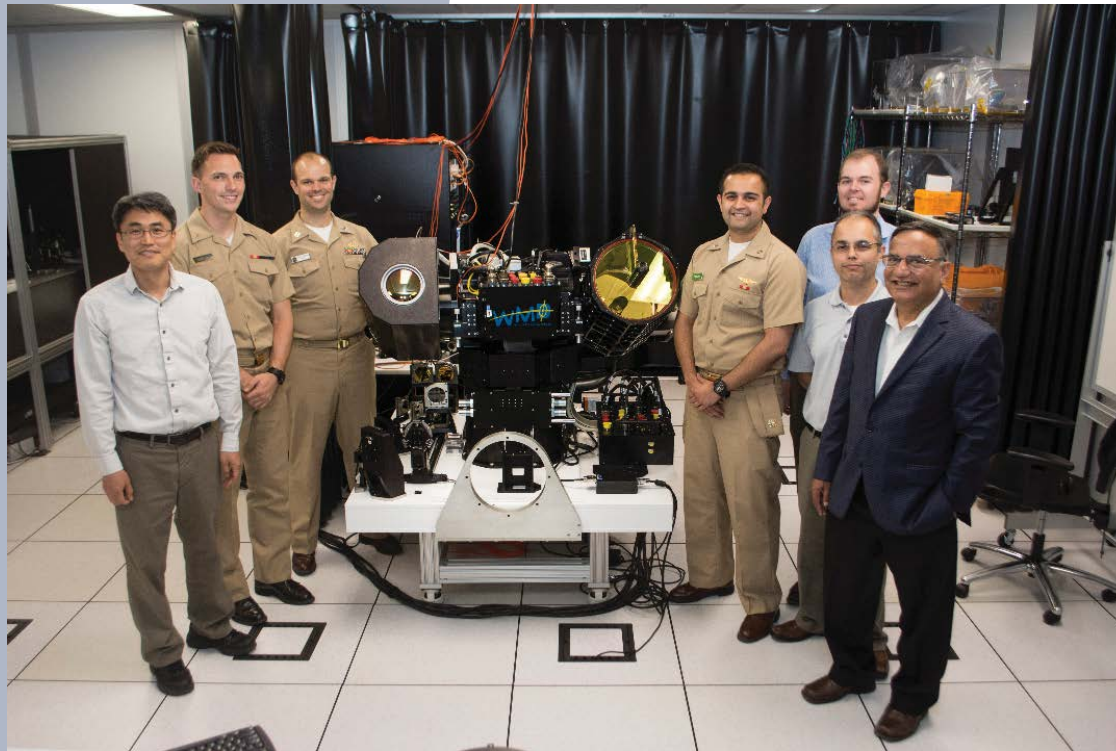
We support and advance the mission of the school by

1. Funding NPS research
2. Supporting NPS strategic priorities
3. Elevating student and faculty/staff life



Research Support

Our Defense Innovation Fund supports early-stage research projects at NPS



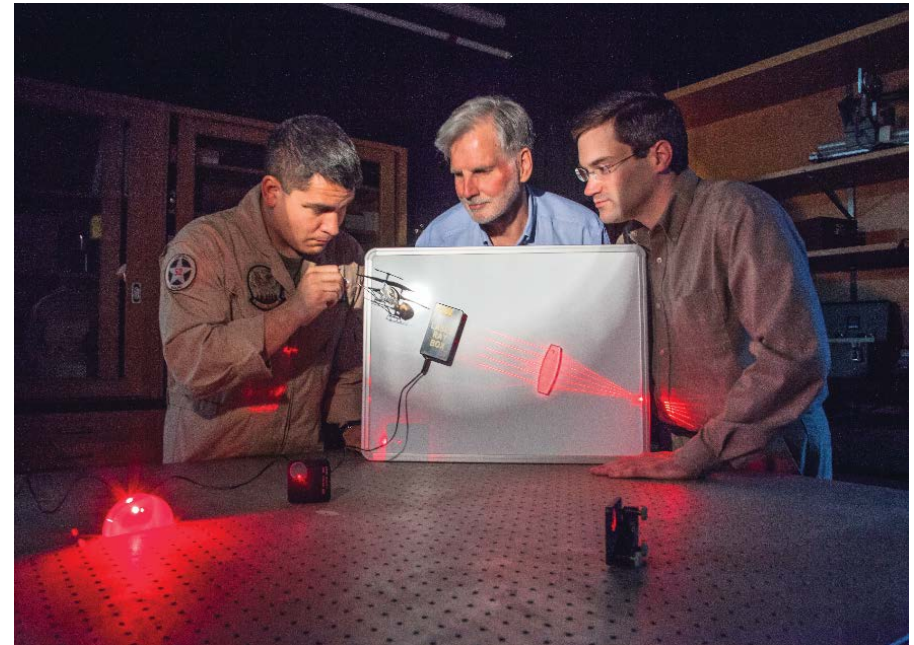
Research Funding: Seed Program

Provides initial capital for NPS research projects through a competitive, venture capital funding model:

Phase One: Open call for research proposals

Phase Two: Selected projects receive \$10,000 each to develop a detailed plan

Phase Three: Selected projects receive additional funding to complete research



Awards

Each quarter, we recognize top faculty and students with monetary awards.



Faculty/Staff Member Benefits

If you decide to join, you gain access to member benefits...



Learn more at NPSFoundation.org/Memberships

Access to 12 Clubs

Sailing
Outdoors
Soccer
Vehicle

Cycling
Cyber
Golf
Running

Wine
Makers
Skydiving
International



Exclusive Events

- Discounted Grand Winter Ball tickets
- Unique volunteer opportunities
- Invitations to quarterly Foundation socials



The Cottage

- FREE coffee
- Cable/Wi-fi
- Lunch space w/ full kitchen
- Meeting spaces (can reserve)



Peacock Shop

Get your FREE Trident Room Mug



Herrmann Hall
Room 124

Monday - Friday, 9 am – 4 pm



Contact Us

Visit us in the Foundation Cottage
Building 283
Monday-Friday, 7:45 am - 5 pm

NPSFoundation.org
info@npsfoundation.org



@NPSfoundation



/NPSfoundation



NPS Alumni Association & Foundation



Employee Development Council (EDC)





NSA Monterey

Security

- **Police Department is located at 1870 Morse Drive - Building 436**
- **Responsible for all Monterey Navy Property**
 - **637 Acres / 5 Separate Sites with interlocking jurisdictions**
- **Navy Civilian Police Officers, Reserve Master-at-Arms, Auxiliary Security Force (ASF)**
- **Emergency Numbers:**
 - **9-911 (From a base phone), 911 or 831-656-2555**

THIS IS A UNITED STATES MILITARY INSTALLATION



Security

- **Current FPCON: BRAVO**
- **Known gang activity: Seaside, Salinas**
- **Bags & Backpacks: ALL bags must be marked!!!!**
- **Crime/Loss Prevention: Mr. David Gallardo dsgallar@nps.edu**
- **Concealed Carry Permits are not honored on Navy Property**
Possession of firearms on base is a federal crime
- **Social Media: Don't make yourself a target, be mindful what you post.**
- **Active Shooter: RUN... HIDE... FIGHT**
- **See Something, Say Something!**

Dispatch: (831) 656-2555



NSA Monterey

Security

- **Sloat Avenue ECP: Open 24/7**
- **Del Monte ECP:**
 - **Monday - Thursday Open 0700 - 0830 & 1600 - 1730**
 - **Friday open 0700 - 0830**
- **Annex ECP (FNMOC): Open 24/7**
- **Gate Hours subject to change (drills, holidays, etc.)**
 - **Changes announced via email**

NSA Monterey Police Webpage:
<https://my.nps.edu/web/base-police/welcome>



NSA Monterey

Security

- Parking: In designated marked spaces only (white lines)
- Visitor Control Center (VCC)(Pass & ID)
 - Located at Sloat Entry Control Point (Closed Weekends & Holidays)
 - Open M-F, 0700-1130 & 1200-1500
 - Phone 831-656-3477
- Gate Access Request: Information on the NPS website under “Assistance” (Police Services)
- Turnstile Access: Have your CAC programmed at the VCC
- Sloat Avenue Parking: Parking off-base on Sloat Ave (Student decal)
- TDY Parking Available in Lot “R1”: Contact Police at Bldg. 436 for Permit
- No Overnight Parking: Except in Lot “R1”

A

B

C

D

E

1

2

3

4

5





LOCAL 1690

Alex Savattone
President
X2948

jasavatt@nps.edu
jsavattone@nffel690.org

Keith Wyckoff
Chief Steward
X2567

kawyckof@nps.edu

localunion@nps.edu
X2400
Herrmann Hall Rm 058



Rich History

- Federal Unions in 1912
- NFFE Founded in 1917
- Local 1690 formed in 1997
- Joined IAMAW 1999
 - 110,000 Federal Employees





Union Benefits

- Free College
 - AS Degree
 - You or your family!
- Scholarships
- Discounts
 - Travel
 - Cell Phone
 - Much more
- Insurance
 - Dental
 - Vision
 - Life
- National Voice
- W3 Training Center



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DIRECTORATE for SAFETY, HEALTH AND ENVIRONMENTAL

The Nation's Premiere Defense Research University

Monterey, California
WWW.NPS.EDU



1. Our Mission
2. Local Awareness
3. Tobacco Policy
4. PPE
5. Ergonomics
6. Lead and Asbestos
7. Reproductive Hazards
8. Bloodborne Pathogens
9. HAZCOM
10. Confined Space Entry
11. Fall Protection
12. Hazardous Energy Control
13. Required Training and ESAMS
14. Optional Trainings Available
 - a) Motorcycle Training
 - b) CPR, AED 1st Aid
15. Reporting Mishaps
16. Hazard Reporting
17. Safety Website
(<https://my.nps.edu/web/safety>)
18. Where we are Located
19. Safety Contacts



It is the mission of the NPS Occupational Safety, Health, and Environmental (OSHE) Directorate to save lives and provide academic and research readiness. We accomplish this mission through the use of leading indicators – proactive, preventive and predictive measures to identify risks and mediate them through process improvement measures.

Readiness Through Safety





Local Installation Hazards

- Historical stairs & steps can be slippery. Caution should be taken when using them and handrails should always be used. Extra precautions should be taken when wearing high heels.
- Uneven sidewalks and paths are located in some areas within the installation. Always pay close attention to your surroundings. Look for items that may cause a trip hazard.
- Parking lots & roads can cause frustration at certain times of the day. Parking stalls are narrow and limited in some areas and several roads can be confusing. Be watchful and alert when driving inside the installation and at the annexes. Do not text and drive and avoid all types of distractive driving.





Second Hand Tobacco Smoke = 4,700
different chemical components including 43
cancer causing agents (EPA).

Installation Policy:

- **Encourage tobacco abstinence**
- **Prohibited in government bldgs/veh.**
- **SECNAV: > 50 feet from all buildings.**





Personal Protective Equipment

1. **PPE = last line of defense.** Eliminate hazard / reduce risk thru engineering controls.
2. **Hearing Protection** @ noise levels > 84 dBA.
3. **Dust masks** require approval of the Respiratory Protection Program Manager (RPPM). Michele Marnach 2324
4. **Lab/Machine Shop Work:** Emergency eyewash & shower stations. Safety eyewear.

Questions? Contact Lab Manager / NAVOSH IPD



Seek assistance before fatigue & discomfort become painful.

Fatigue



Discomfort

Proactive Ergonomics



Pain



Injury

Reactive Ergonomics



Disability

Ergonomic Assessments: Michelle Gomez, 656-3117 magomez@nps.edu



Bloodborne Pathogens

1. All blood and bodily fluids shall be considered to be potentially infected with viruses and bacteria.
2. Utilize PPE during the provision of First Aid service.
3. **Report exposure** incidents to the NAVOSH IPD.



Bloodborne Pathogens



Hazardous Communication

Standard = 29 CFR 1910.1200.





Training Requirements:

- **Chemical Specific**
- **SDS review**
- **HM Program Overview**
- **Proper Labeling: ID, MFG, POC, Expiration Date**
- **Proper Storage**





Globally Harmonized System (GHS):

Changes to OSHA's Hazard Communication Standard are bringing the United States into alignment with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), further improving safety and health protections for our workers. The new standard still requires chemical manufacturers and importers to evaluate the chemicals they produce or import and provide hazard information to employers and workers by putting labels on containers and preparing safety data sheets. However, the old standard allowed chemical manufacturers and importers to convey hazard information on labels and material safety data sheets in whatever format they chose. The modified standard provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labelling and safety data sheets.

GHS Pictograms and Hazards

Gas Cylinder



- Gases Under Pressure

Corrosion



- Skin Corrosion/
Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame Over Circle



- Oxidizers

Environment (Non-Mandatory)



- Aquatic Toxicity

Skull and Crossbones



- Acute Toxicity
(fatal or toxic)

GHS Pictograms and Hazards

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity (harmful)
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Examples of Old Symbols

Chemical purchase & use only through base HM program.



Kathy Franklin, HM Coordinator, kfranklin@nps.edu, 656-7661



Confined Space Entry Program

Confined Space = Enclosures with limited means of entry/exit that are not designed for continuous occupancy.

- 1. Examples: Storage tanks, pits, vats, boilers, fuel cells, sewers, underground utility vaults, tunnels, and manholes.**
- 2. Report unlabeled spaces.**
- 3. ENTRY IS PROHIBITED!!**





- 1. Fall protection required for working at unprotected heights in excess of 4 ft.**
- 2. Fall protection: guardrail systems, work platforms, safety net systems, personal fall arrest systems, work positioning systems, fall restraint systems, ladder climbing safety devices, etc.**
- 3. Required: Written Plan and Training.**
- 4. Fall Protection Program Coordinator: Jennifer Keefer
(831)656-3465**



Hazardous Energy Controls

- **Only authorized and trained employees may engage in tasks that require use of lockout-tagout procedures.**
- **All equipment has a single source of electrical power.**
- **Lockout procedures must be in place for all equipment and processes.**
- **Restoration from Lockout is a controlled operation.**



ESAMS Required Training

Enterprise Safety Applications Management System (ESAMS) is to be utilized by all NPS Staff and Faculty to train, maintain NAVOSH program records, and maintain a safety culture that pervades all aspects of mission accomplishment. ALL NPS Staff and Faculty are required to receive the following Safety Trainings:

- 1. NAVOSH Orientation (ESAMS Course #1356)
- 2. General Ergonomics Awareness (ESAMS Course #371) or Ergonomics Awareness Training for Supervisors (372)
- 3. Individual-Managing Your Risk (ORM) (ESAMS Course #3454). This is a Tri-Annual requirement.
- 4. Individual Managing your Risk Refresher - Equivalent. (ESAMS Course #5423) This is an annual requirement and training requirement may be met through departmental safety talks although it must be logged in ESAMS in order to record that training was completed.

Staff and Faculty may also require lab/hazard specific trainings depending on their the work they are engaged in.



What is a mishap? Any work related injury should be reported.

Ways to Report:

- **Online "Report a Mishap" Form** - We have created an Online Form accessible from our safety site <https://my.nps.edu/web/safety/mishap-reporting> that all NPS personnel can utilize.
- **ESAMS** - NPS Staff and faculty can access [ESAMS](#) to report an "unhealthy employee working condition".



It is critically important that NPS Personnel report all hazards to the safety office. We want to investigate and mediate any hazard discovered to prevent mishaps! There are multiple ways to report:

- [Online Form to Report a Hazard](#) that all NPS personnel can utilize.
- [Unsafe/Unhealthful Reporting Forms](#) are available on all Departmental Safety Bulletin boards. Completed forms may be dropped off at our offices, Faxed to 831-656-7710, or emailed to Safety@nps.edu.
- Personnel can access [ESAMS](#) to report an "unhealthy employee working condition"
- [Or just come see us in person!](#)



We have a new Safety Website which can be accessed off of the [main intranet page](https://my.nps.edu/web/safety/index):
<https://my.nps.edu/web/safety/index>

It has recently been upgraded to be much more user friendly with easier access to training information, safety references, and program specific information.

All of the information discussed today (and far more) may be found on this site.



NPS OSHE Directorate
Bldg. 285 (Quarters N)
(831) 656-7758
safety@nps.edu

Full list of Safety Office Personal
available on the website:

<https://my.nps.edu/web/safety/index>



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WWW.NPS.EDU



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Training and Development





Purposes of Training:

To improve performance of both the individual and the organization in order to achieve the organization's mission and performance goals.



Benefits of Training:

- A more productive employee.
- Maximized employee potential
- Increased job satisfaction,
- Increased productivity,
- Lower position turnover,
- Accomplishment of organizational mission,
- Organizational growth, and
- Competitive advantages in recruiting and retaining high quality employees.



Training Needs

- Determine what development is relevant to the employee's job
- Determine what development will improve performance
- Link improved job performance with the organization's goals
- Evaluate areas of change and consider what new knowledge and skills employees will need.
- Involve employees by asking them what they need to learn to better perform their jobs (IDP)
- Assess future requirements i.e. retirement, resignations, extended LWOP, employee turn over.



Training Should Not:

- Violate merit principles.
- Discriminate in providing equal access to training for which an employee is qualified.
- Be used as a reward or to build morale; for example, sending an employee to a conference in Hawaii, just because he or she deserves a break or a vacation.
- Be used to pursue an academic degree unless the program is supported and approved by the proper authority.



Individual Development Plan (IDP)

What is an IDP?

- Individual Development Plan (IDP), An IDP is a tool to assist employees in career and personal development.
- An IDP is a mandatory Training and Development requirement for employees in accordance with DODI 1400.25 volume 410 that:
 - Identify short term goals? (1-3 yrs)
 - Identify long term goals? (3+ yrs)
 - Select developmental courses
 - Consists of five phases
 - Develops knowledge, skills, and competencies
 - Employee needs or desires
 - Offers a clear plan for working toward long-term career goals
 - Provides supervisor a chance to channel the employee's efforts in ways that help the organization achieve its goals and mission.



Department of Navy (DON) Mandatory Training Requirements for Civilians and their Supervisors

Mandatory training is defined by [SECNAV Instructions 12410.25B](#) as training mandated by executive order, Federal Statute, regulation or at the direction of the Secretary of the Navy (SECNAV).

Along with mandatory training and other training opportunities, employees can find training in their career program.

Mandatory training requirements:

- Are assigned and tracked in Total Workforce Management Services (TWMS)
- Can be completed through TWMS/via TWMS
- Are offered Mass Face to Face
- Are offered via a Monthly Training Email (MTE)



- Mandatory training requirements are listed on NPS intranet: <https://my.nps.edu/web/training/civilian-training>.
- Annual training requirements must be completed by 30 Sep 2020
- The training requirements are offered online:
 - Total Workforce Management Services (TWMS):
<https://twms.navy.mil/login.asp>
 - Navy e-Learning (NeL):
<https://learning.nel.navy.mil/ELIAASv2p/>
- In-person training include: Ethics, Operational Security (OPSEC), Sexual Assault Prevention and Response (SAPR), Suicide Prevention, and Prevention of Sexual Harassment (POSH) for new employees.



NPS Newcomers Briefing Office of Counsel

Ms. Amber Kingery, Associate Counsel



Office of Counsel (OOC)





Federal Ethics Training



Sentinels for Ethical Decision-Making



- “We must all set the example, rejecting any sense of personal entitlement to privilege or benefit, never abusing our position or looking the other way when something is wrong.”
 - Honorable James N. Mattis, (then) Secretary of Defense, 9-13-2018



Road Map



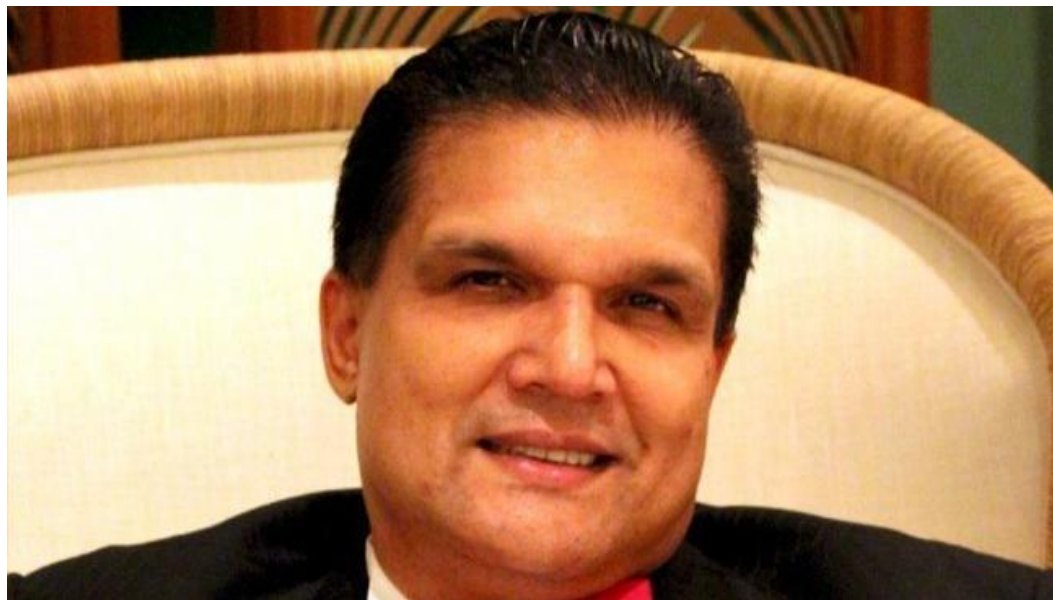
- Conflicts of Interest
- Outside Activities
- Gifts
- Political Activity
- Avoiding Bias and Misuse of Position
- Fundraising
- Contractors in the Workplace
- Post-Government Employment Restrictions



Conflicts of Interest



Earning Back the Public's Trust





Conflicts of Interest

➤ Bribery and Graft

- You may not seek or accept anything of value, other than your salary, for being influenced in the performance of your official duties.

➤ Commercial Dealings Between DoD Employees

- You may not knowingly solicit or make solicited sales to personnel who are junior in rank, grade, or position (or their families). This includes insurance, stocks, real estate, cosmetics, household supplies, and other such goods and services.

➤ Representation of Others in Matters Affecting the Government

- You generally may not represent anyone outside the U.S. Government before a Federal agency or court, or share in any compensation for such representations made by anybody else, if the Government is involved in the particular matter. **Consulting**

➤ Supplementation of Federal Salary

- You may not accept compensation from any source except the U.S. Government for your services as a Government employee. **Service**



Conflicts of Interest

- Title 18 U.S. Code Sec. 208 – **criminal** statute
 - Rule: A **crime** for an employee to participate personally and substantially in a particular matter that will have a direct and predictable effect on the employee's financial interest or those imputed to him under the law
 - Example: You may **NOT** take any official action that affects a company with which you are negotiating for employment or have an arrangement concerning prospective employment

- Title 5 C.F.R. Sec. 2635.807(a)
 - Rule: You may **NOT** *receive compensation* from any source other than the Government for teaching, speaking or writing (TSW) that relates to your official duties
 - Examples: Writing a book that focuses specifically on the research you conduct in your position at NPS. Related: recommending, ordering, or directing the purchase of your own royalty-bearing textbook.



Outside Activities & Employment



- Generally allowed if:
 - No conflicts with official duties
 - No use of government time or resources
 - No appearance of government endorsement

- Procedure:
 - Submit Application and Approval for Off-Duty Activity/Employment through chair and dean (AD), or supervisor (GS)
 - OOC/SJA reviews, Provost/COS decides

- For Financial Disclosure Filers:
 - Prior written approval of Ethics Counselor required before any activity with a prohibited source



Outside Activities & Employment: OGC Resources



← → C <https://my.nps.edu/group/office-of-counsel/outside-employment> ☆ ⋮

 **NAVAL POSTGRADUATE SCHOOL** Admin ▾ My Sites ▾ Amber L. Kingery ▾

 **Office of Counsel**

Welcome Patents Copyright Trademark Standard of Conduct **Outside Employment** Post Government Employment Advice Forms/References Statutory Authority

Outside Employment

For outside employment, NPS' governing instruction is [NPGSCOLINST 5370.3E](#). This instruction covers civilian employees, both faculty and non-faculty, as well as military and students. It sets forth requirements for submitting requests for approval of outside employment, both compensated and uncompensated, as well as professional activities.

The Instruction sets the following basic requirements for **civilian employees**:

- **Faculty:** All faculty must submit requests for approval by the Provost. The review process includes a conflict of interest analysis provided by an Ethics Counselor.
- **Non-faculty:** Only financial disclosure filers must submit requests for approval by the Provost. The review process includes a conflict of interest analysis provided by an Ethics Counselor.

The Application and Approval for Off-Duty Employment is found [here](#). If a request is required, the employee and first and second line supervisor are involved in providing information and signing the request. Completed requests, either hardcopy or electronic copy, may be submitted to NPS Counsel, Katherine Ashton, Bldg 273 Stone Road or kaashton@nps.edu.

Outside Employment and Professional Activities for Faculty, Staff, and Students

- [NAVPGSCOLINST 5370.3E](#)
- [Application and Approval for Off-Duty Employment](#)
- [NPS Policy on Consulting](#)
- [Teaching, Speaking, Writing \(TSW\) Training](#)





Gifts



What is a Gift?

- Anything of monetary value: cash, goods, services, discounts, meals, entertainment, hospitality, lodging, transportation, training, etc.

- Does not include:
 - Coffee, donuts, or other refreshments not intended to be a meal
 - A “presento” of little intrinsic value (card, plaque, certificate).
 - Commercial benefits available to the general public or class of all Government employees/military personnel
 - Anything for which the employee pays fair market value
 - Anything accepted by the Government in accordance with agency gift acceptance statutes (e.g., gifts to enlisted members, gifts of travel)
 - Anything paid for by the Government or secured by the Government under Government contract
 - **Free attendance at an event where you’re assigned to present;**
 - **Travel expenses: transportation, lodgings or meals, incurred in connection with teaching, speaking or writing**
 - **Call an Ethics Counselor**



Gifts to Employees

- An employee shall not **solicit or accept**, directly or indirectly, a gift from a prohibited source or given because of the employee's official position

- **"Prohibited Source"**
 - Is seeking official action
 - Does or seeks to do business
 - Is regulated by, or
 - *Has interests substantially affected by employee's official duties*
 - Organization whose majority is made up of one or more of the above

- **"Official Position"** - Gift would not have been offered or given had the employee not held the status, authority or duties of his position

- **Indirect Gifts**
 - Gifts to parent, spouse, sibling, child, dependent relative given because of the relationship to the employee
 - Gifts given to any other person, including charity on the basis of direction or recommendation of the employee



Gift Exceptions

- Based On Personal Relationship
- Awards
 - Meritorious public service or achievement
 - Grantor not impacted by recipient's performance of duties
 - Higher standards for cash and awards > \$200
- Widely-Attended Gatherings (WAGs)
 - Free attendance at a conference or other event attended by many people representing a diversity of views.
 - Attendance is in personal capacity but must further the Navy's interests
 - Requires written approval
- \$20 or less
 - \$50 max per source, per year
 - Fair market value is retail value of the gift
 - Never cash
 - Can decline items to keep under \$20 but may not pay differential over \$20.



Other Gifts from Non-Federal Sources



➤ Gifts from Foreign Governments

- Cannot solicit, cannot accept cash in any amount, generally may retain if total value of all gifts to you/family is below a threshold, currently, \$390

➤ Gifts to the Navy

- NPS President may accept gifts (except real property) up to a value of \$200,000.00

➤ Gifts of Travel from Non-Federal Organizations

- A type of gift to the Navy even though directed to a particular employee
- Can only be accepted or rejected by the NPS President
- Forms and additional instructions available on NPS Intranet under “DTS/Travel” sidebar



Gifts Between Employees

- You may not accept a gift from an employee who earns less than you unless:
 - You have a personal relationship with the employee, and
 - You are not in the employee's chain of command

- You may not give, make a donation toward, or solicit a gift for someone superior to you in the chain of command
 - Exceptions:
 - Routine Celebrations - Birthdays/Holidays **\$10 or less in value** (no cash)
 - Hospitality or food shared in the office
 - Special and infrequent occasions of personal significance, such as marriage, illness, birth of a child, or retirement
 - No set monetary limit but gift must be "appropriate"
 - Group gifts allowed up to **\$300 in value**
 - Can solicit coworkers but if specifying an amount when soliciting, amount asked for cannot exceed **\$10**



Other Hot Topics



Political Activity

- “All DoD personnel, Service members, and civilian employees alike, swear an oath to protect and defend the Constitution of the United States. Those of us privileged to serve our Nation, in and out of uniform, in the DoD must be the epitome of American values and ethics. Our mission, to protect and defend the Nation, is apolitical.”
 - Honorable Patrick M. Shanahan, (then) Acting Secretary of Defense, June 11, 2019



Political Activity



*No partisan fundraising

*No running for office in a partisan election

*No “political activity” (see handout) while...

- on duty, or
- in federal buildings or vehicles, or
- while wearing official insignia, or
- otherwise implying official endorsement



Be an Honest Broker

Impartiality

Rule: Treat similarly situated Non-Federal Entities (NFEs) the same.

- Bulletin Boards
- Logistical Support
- Fair Competition

No Misuse of Position

Rule: No using your title or position to obtain any benefits for yourself or friends, or to imply endorsement of personal activities or of any person, product, or enterprise.

- Community Service
- TSW Disclaimers
- Letters of Reference



Trouble Spots

Fundraising

Rules:

- * No fundraising generally in the federal workplace (exceptions).
- * No soliciting contractors or subordinate employees for fundraisers even off campus.
- * No partisan political fundraising (ever, anywhere).

Contractors in the Workplace

Rules:

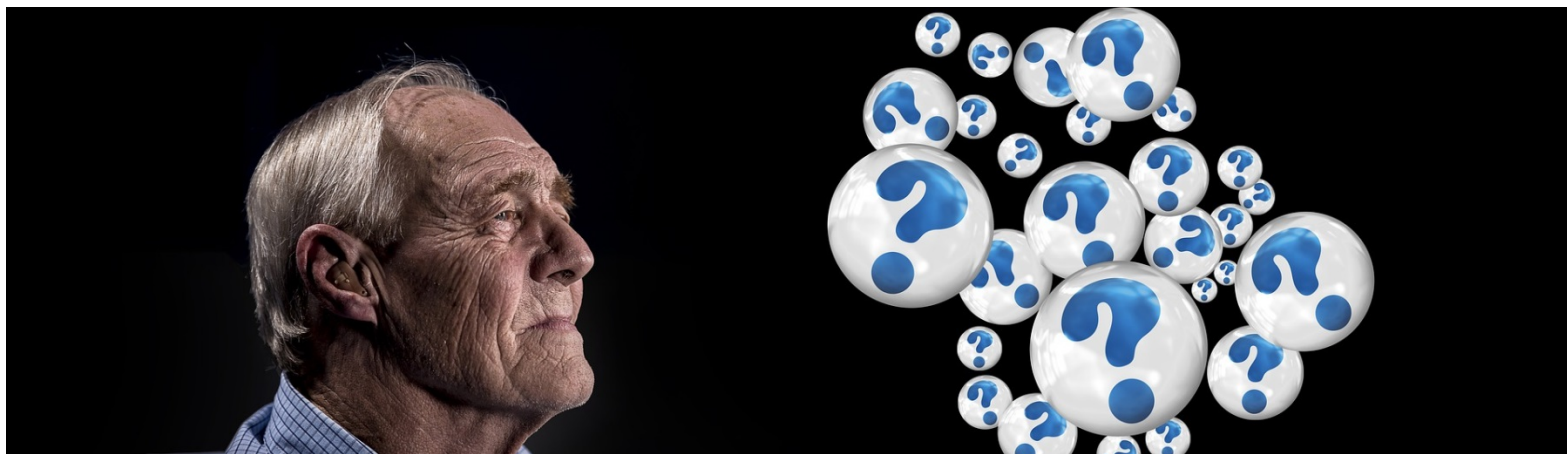
- Avoid unauthorized commitments & “personal services” – no assigning work.
- Direct performance concerns to COR/Contracting Officer.
- Don’t authorize early outs.
- Don’t award/endorse.



Post Government Employment



- Some ethics restrictions extend past your tenure at NPS. As you consider retirement or new horizons, make an appointment to talk with us about how to plan within those rules.



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Principles of Ethical Conduct



Navy Code of Ethics



➤ DO:

- Place **loyalty** to the Constitution, the laws, and ethical principles above private gain.
- Act **impartially** to all groups, persons, and organizations.
- Give an **honest effort** in the performance of your duties.
- **Protect** and conserve Federal property.
- **Disclose** fraud, waste, and abuse, and corruption to appropriate authorities.
- Fulfill in good faith your obligations as **citizens**, and pay your Federal, State, and local taxes.
- Comply with all laws providing **equal opportunity** to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap.



Navy Code of Ethics



➤ DO NOT:

- Use **nonpublic information** to benefit yourself or anyone else.
- Solicit or accept **gifts** from persons or parties that do business with or seek official action from DOD (unless permitted by an exception).
- Make **unauthorized commitments** or promises that bind the government.
- Use Federal property for **unauthorized purposes**.
- Take jobs or hold **financial interests that conflict** with your government responsibilities.
- Take actions that give the **appearance** that they are illegal or unethical.

DoN Code of Ethics available at:

<http://www.secnave.navy.mil/Ethics/Pages/codeofethics.aspx>



Sentinels for Ethical Decision-Making



“The Navy and Marine Corps have a strong tradition of honor that requires all of us to conduct ourselves in the highest ethical manner, to be honest and truthful in our dealings with each other and with those outside the DON, and to act in the best interests of our country. **The trust placed in each of us by the American people must never be taken for granted, and we must remain committed to upholding this public trust through our everyday actions.**

A key component of our ethical responsibility is recognizing ethical behavior as a foundation of our ability to make sound, informed decisions. I ask that each member of the team make ethics an instinctive part of your daily actions, and I appeal to each of you to never look the other way or abuse the power given to you, to act with integrity, and to endeavor to do the right thing always.”

- Honorable Richard V. Spencer, Secretary of the Navy, 10-1-2018



Who You Gonna Call?

- Play it safe – ask an Ethics Counselor

- NPS Ethics Counselors
 - Kath Ashton, kaashton@nps.edu, X3356
 - Curtis Heidtke, cheidtke@nps.edu, X2001
 - Amber Kingery, alkingery@nps.edu, X2129
 - CDR Valerie Small (SJA), valerie.small@nps.edu, X3610



NPS New Employees Briefing Intellectual Property



Overview



- Clients: *NPS faculty, staff, and students*
- Intellectual Property (IP):
 - Patents – *Inventions that are new, useful, and nonobvious*
 - Copyrights – *Original works of authorship*
 - Trademarks – *Marks or symbols used for product or service identification*
 - Proprietary Information – *Trade secrets developed at private expense, or privileged or confidential information*
- Requests for official information: *subpoenas, documents, interviews, expert witness*



Inventions

- Government requires assignment of title to inventions when made:
 - *During working hours;*
 - *With a contribution by the Government of facilities, equipment, materials, funds, etc.; (or)*
 - *Which bear a direct relation to or are made in consequence of the official duties of the inventor.*

- Governed by Executive Order 10096; SECNAVINST 5870.3.
 - *These cast a very wide net.*
 - *Check with IP counsel if you think an invention falls outside these conditions.*
 - *In certain cases, Government can leave ownership with a government employee, in return for a government-purpose license, even when the conditions apply.*
 - *If none of the conditions apply, ownership is left with the inventor.*



Invention Disclosures and Patents

➤ Submit an Invention Disclosure

– *Forms and instructions easily found via links on:*

- *NPS intranet (search keywords: patent, patents, invention, disclosure)*
- *Research website*
- *DKL Thesis processing Resources page*

– *Please call an NPS IP attorney if you need assistance.*

- NPS evaluates the invention disclosure for assignment and USG interest
- NPS prepares patent application and prosecutes before USPTO
- Inventor awards on filing of patent application and on award of a patent
- Inventor shares in licensing royalties if patent is licensed

Patent Basics Brown Bags!



Copyrights



- Works of authorship created by the U.S. Government
 - *SECNAVINST 5870.8 – Copyright in Works of Authorship Prepared by Department of the Navy Personnel*
 - *Copyright protection is not available for any work of the United States Government. (Title 17 USC §105)*
 - *A “work of the United States Government” is a work prepared by an officer or employee of the United States Government as part of that person’s official duties. (Title 17 USC §101)*



Copyrights (cont'd)

- FY2020 NDAA (SEC. 544) – Civilian Faculty (Awaiting DOD implementation)

§105. Subject matter of copyright: United States Government works

(a) **In general.**—Copyright protection under this title is not available for any work of the United States Government, but the United States Government is not precluded from receiving and holding copyrights transferred to it by assignment, bequest, or otherwise.

(b) **COPYRIGHT PROTECTION OF CERTAIN OF WORKS.** Subject to subsection (c), the covered author of a covered work owns the copyright to that covered work.

(c) **USE BY FEDERAL GOVERNMENT.**—The Secretary of Defense may direct the covered author of a covered work to provide the Federal Government with an irrevocable, royalty-free, world-wide, nonexclusive license to reproduce, distribute, perform, or display such covered work for purposes of the United States Government.

(c) **DEFINITIONS.**—In this section:

(1) The term ‘covered author’ means a civilian member of the faculty of a covered institution.

(2) The term ‘covered institution’ means the following:

(A) National Defense University.

(B) United States Military Academy.

(C) Army War College.

(D) United States Army Command and General Staff College.

(E) United States Naval Academy.

(F) Naval War College.

(G) Naval Post Graduate School.

(H) Marine Corps University.

(I) United States Air Force Academy.

(J) Air University.

(K) Defense Language Institute.

(L) United States Coast Guard Academy.

(3) The term ‘covered work’ means a literary work produced by a covered author in the course of employment at a covered institution for publication by a scholarly press or journal.



Copyrights (cont'd)

****NEW**** FY2020 NDAA (SEC. 544) – Civilian Faculty (Awaiting DOD/DON guidance) ****NEW****

What we think FY 2020 NDAA, Sec. 544 means for NPS, subject to guidance from DOD/DON:

1. A civilian member of the faculty of the NPS who produces a literary work for publication by a scholarly press or journal during the course of their employment at the NPS owns the copyright to that literary work.
2. The Secretary of Defense may direct the civilian member of the faculty of the NPS to provide the Federal Government with an irrevocable, royalty-free, world-wide, nonexclusive license to reproduce, distribute, perform, or display such literary work for purposes of the United States Government.



Copyrights (cont'd)



➤ Standard Forms from Publishers

- *Publishers often provide a standard form asking you to assign copyright in the work to the Publisher, OR*
- *Publishers will provide a standard form indicating an author is a U.S. Government employee and copyright does not apply.*
- **But** *these agreements often include other terms, such as indemnification or choice of law, that the government employee probably doesn't have authority to accept.*
- *Ask NPS IP attorneys if you receive an agreement to sign from a publisher.*



Copyrights (cont'd)

➤ Use of Copyrighted Materials

- *SECNAVINST 5870.9 - Use of Copyrighted Works in the Department of the Navy*
- *It is the policy of the Naval Postgraduate School that NPS faculty, students, staff, and contractors abide by the Copyright Law of the United States as well as adhere to the Secretary of the Navy's instruction on copyright.*
- *NPS faculty, students, staff and contractors may not reproduce any copyrighted work in audio, digital, print, or visual form in violation of the law.*
- *HOWEVER, while copyright law gives exclusive rights to copyright owners, the law also balances those rights by providing specific limitations for users of copyrighted materials in an educational setting. See Guide to Copyright at NPS <http://libguides.nps.edu/copyright/>.*

➤ Cease and Desist Letters

- *If you receive a cease and desist letter or email from someone regarding your use of copyrighted material please contact an NPS IP attorney.*



Trademarks

➤ Trademarks

- *The Navy has a Trademark and Licensing Program that is responsible for applying for registration of a Navy trademark at the USPTO and for licensing all Navy trademarks IAW SECNAV INSTRUCTION 5870.7.*
- *If you are considering have a trademark developed for a particular government product, there are specific contract clauses needed to ensure the Government has all the rights to use the artwork created by a contractor.*
- *Please contact an NPS IP attorney before you start a trademark development.*

➤ Cease and Desist Letters

- *If you receive a cease and desist letter or email from someone regarding your use of a trademark, please contact an NPS IP attorney.*



Proprietary Information

➤ Generally:

- *Proprietary Information means information supplied to NPS containing trade secrets or other information, which is developed at private expense and not publicly available.*
- *Proprietary Information may be conspicuously marked, or it may not.*
- *We are prohibited from sharing proprietary information outside the government without an authorized agreement in place first.*
- *You cannot share proprietary information of one contractor with other contractors without an authorized agreement in place.*

➤ Trade Secrets Act, 18 USC § 1905, Criminal Statute

- *Government employees are prohibited from disclosing company proprietary information under threat of criminal penalty.*
- *The penalty for each violation is a fine, or imprisonment for not more than one year, or both a fine and a jail sentence and removal.*



Proprietary Information (cont'd)

- Navy IP also generates “proprietary information” under certain agreements, and which is subject to the same sharing restrictions.
 - *Cooperative Research and Development Agreements (CRADA)*
 - *Any contract requiring data to be produced, furnished, acquired or used.*

- If you intend to share or receive data or software, please contact the RSPO/T2 office, they prepare the agreements with our office.

- If you are asked to sign a non-disclosure agreement (NDA), please contact our office for review.
 - *Typically, there is no reason for a Federal Government employee to sign a commercial non-disclosure agreement (18 USC 1905).*
 - *If a Government employee does sign an NDA, they do so at their own risk.*



Requests for Official Information



- Government researchers may be asked to provide testimony regarding Official Information for litigation purposes (documents, interviews, depositions)
 - *Official Information is information acquired by DON personnel as part of their official duties or because of their official status, while employed by or on behalf of the DOD or on active duty.*
- Employees cannot provide such official information, submit to interview, or permit a visit, without first obtaining authorization from an “determining authority.” (SECNAVINST 5820.8A)
 - *The obligation continues during and after employment, when Official Information is sought.*
 - *If asked to provide Official Information for the purposes of litigation (subpoena, interview, testimony) contact NPS counsel immediately.*
- If you’re not sure if the above applies, please ask!



Thanks!

- 6,664,915 Identification Friend or Foe System Including Short Range UV Shield
- 7,661,271 Integrated Electric Gas Turbine
- 6,600,694 Digital Signal Processor Based Torpedo Counter-measure
- 6,820,025 Method and Apparatus for Motion Tracking of an Articulated Rigid Body
- 6,717,525 Tactical Vectoring Equipment (TVE)
- 6,624,780 False Target Radar Image Generator for Countering Wideband Imaging Radars
- 7,725,595 Embedded Communications System and Method
- 8,443,101 Method for Identifying and Blocking E
- 7,675,198 Inductive Pulse Forming Network for f
- 8,018,096 Inductive Pulse Forming Network for f
- 7,074,697 Doping-assisted Defect Control in Co
- 7,089,148 Method and Apparatus for Motion Tra
- 7,627,003 Automatic Clock Synchronization and
- 8,085,817 Automatic Clock Synchronization and Distribution Circuit for Counter Clock Flow Pipelined Systems
- 8,019,090 Active FeedForward Noise Vibration Control System
- 8,064,541 HyperPhase Shift Keying
- 8,050,849 A Method to Reduce Fuel Consumption By Naval Vessels That Operate in Mixed Propulsion Modes
- 8,006,937 Spacecraft Docking Interface Mechanism
- 7,811,918 Electric Current Induced Liquid Metal Flow and Metallic Conformal Coating of Conductive Templates
- 8,467,548 Miniature Directional Sound Sensor Using Micro-Electro- Mechanical-System (MEMS)
- 8,579,535 Micro-coupling Active Release Mechanism
- 9,003,627 Micro-coupling Active Release Mechanism
- 8,654,672 Method for Optimal Transmitter Placement in Wireless Mesh Networks
- 8,473,826 Hybrid Soft Decision Hard Decision Reed-Solomon Decoding
- 8,433,959 Method for Determining Hard Drive Contents Through Statistical Drive Sampling
- 8,446,096 Terahertz (THz) Reverse Micromagnetron
- 8,624,497 Terahertz (THz) Reverse Micromagnetron
- 8,724,598 Method for Energy-efficient, Traffic-adaptive, Flow-specific Medium Access For Wireless Networks
- 8,269,658 Photonic Analog-to-Digital Conversion Using the Robust Symmetrical Number System
- 9,194,379 Field Ionization Based Electrical Space Ion Thruster Using A Permeable Substrate
- Accuracy Touchdown
- ons Wearing Wires
- System (MEMS) Solar Power Generator
- Method Using Nonuniform Sampling
- Method and Apparatus
- Guidance That Accounts For Ground Winds
- 8,818,581 Parafoil Electronic Control Unit Having Wireless Connectivity
- 8,483,891 Automatically Guided Parafoil Directed to Land on a Moving Target
- 8,693,365 Method and Apparatus for State-Based Channel Selection Method in Multi-Channel Wireless Communications Networks
- 8,810,121 Method and Device to Produce Hot, Dense, Long-lived Plasmas
- 8,746,120 Boosted Electromagnetic Device and Method to Accelerate Solid Metal Slugs to High Speeds
- 8,878,742 Dipole with an Unbalanced Microstrip Feed
- 9,038,958 Method And Apparatus For Contingency Guidance Of A CMG-Actuated Spacecraft
- 8,880,246 Method and Apparatus for Determining Spacecraft Maneuvers
- 9,248,501 Method for Additive Manufacturing Using pH and Potential Controlled Powder Solidification
- 9,234,732 Explosives Storage System

NPS IP POCs:
Lisa Norris, lanorris@nps.edu, x7892
Scott Bell, scott.bell@nps.edu, x7537



NAVAL
POSTGRADUATE
SCHOOL

Questions?



NAVAL
POSTGRADUATE
SCHOOL

Questions?



SEXUAL ASSAULT PREVENTION AND RESPONSE

Jennifer Schoen
SAPR SARC

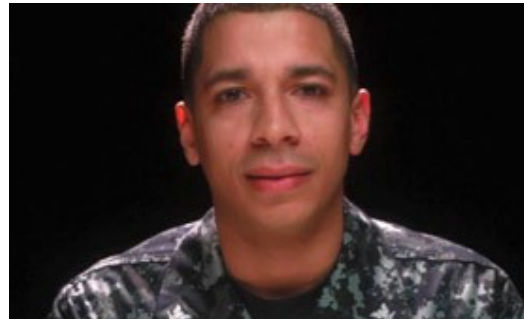


THE OFFICE



VICTIM

SN Caitlin Burns



OFFENDER

LS3 Brad Davis



BYSTANDER

Mr. Walter Jackson

“He’d always find some excuse to touch me...”

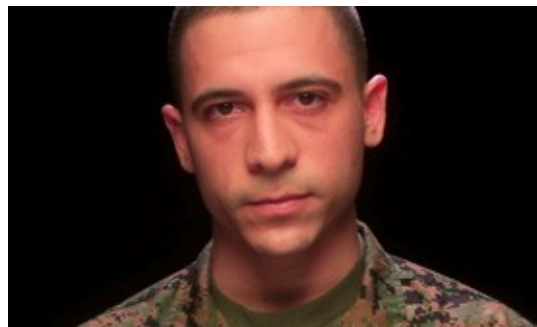
A male Sailor, Davis, behaved increasingly inappropriately with a female Sailor (subordinate), Burns. The inappropriate behavior escalated into him grabbing her breast in the break room. A civilian coworker thinks about what he could have done differently.

PROMOTION PARTY



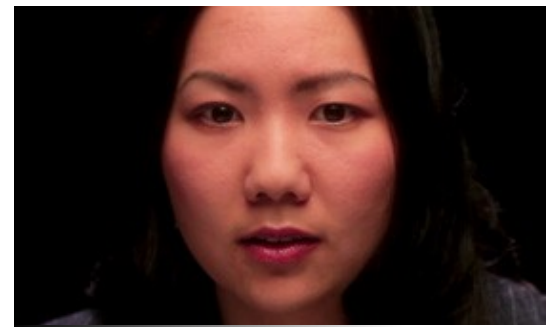
VICTIM

Cpl Emily Tanner



OFFENDER

Cpl Brett Elliott



BYSTANDER

Ms. Jenna Chu

“Everyone knows we’d had sex before...”

Two Marines, Emily and Brett, have a dispute about their relationship at a command event. Brett rapes Emily after the event. A civilian co-worker thinks about how she could have prevented the sexual assault.

ON TAD



Ms. Marie Hughes



Mr. John Thomas



LT Carolyn Jones

“Civilians, active duty...

...we all work for the Department of the Navy...

...we all know the rules.”

Three co-workers were TAD. The male civilian, John, kissed his female coworker, Marie, when she had her eyes closed. The LT thinks about what she could have done differently.



THREE SCENARIOS

The Office



Promotion Party



On TAD





SEXUAL HARASSMENT

Sexual harassment: A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when a person's job, pay, or career is placed at risk; or when it creates an intimidating, hostile, or offensive work environment.

Sexual harassment is handled by EO/CMEO (military) or HR/EEO (civilian).



SEXUAL ASSAULT (DOD TRAINING DEFINITION)

Sexual assault: **intentional** *sexual contact* characterized by use of force, threats, intimidation, or abuse of authority; or intentional sexual contact when the victim does not or cannot consent.

Sexual assault includes rape, forcible sodomy (forced oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts.

SEXUAL ASSAULT IS A CRIME



SEXUAL ASSAULT (DOJ DEFINITION)

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.



SEXUAL ASSAULT vs SEXUAL HARASSMENT

- 1 Undressing a co-worker with your eyes in the workplace.
- 2 Fondling a body part that would be covered by a swimsuit without consent.
- 3 “Sexting” co-workers or others who find the material offensive.
- 4 Forcing oral sex in exchange for a favorable job review.



IMPACTS OF SEXUAL ASSAULT

The Office



Promotion Party



On TAD



RESOURCES AND REPORTING



Ms. Marie Hughes



Mr. John Thomas



LT Carolyn Jones

Think back to the "On TAD" scenario. Why do you think Marie was hesitant to report John for assaulting her outside the bathroom?



RESTRICTED AND UNRESTRICTED REPORTING

DoD **Restricted** Report

- Confidential
- Access to Sexual Assault Response Coordinator (SARC) and Sexual Assault Prevention & Response Victim Advocate (SAPR VA)
- Access to medical & counseling services*

DoD **Unrestricted** Report

- Sensitive/Need-to-know
- Access to Sexual Assault Response Coordinator (SARC) and Sexual Assault Prevention & Response Victim Advocate (SAPR VA)
- Access to medical & counseling services*
- Law enforcement investigation
- Command involvement

* In California and some other states, medical providers are required to report sexual assault to law enforcement and cannot offer a restricted report.

CONFIDENTIAL RESOURCES

- **DON Civilians with access to Military Medical**
- **Active Duty Service Members**

***Sexual Assault Response Coordinator (SARC)**

***SAPR Victim Advocate (VA)**

***Counselors**

Chaplains

***‡ Military Medical**

Safe Helpline / Local Hotlines

Legal Assistance Attorney

- **All DON Civilians**

**** Sexual Assault Response Coordinator (SARC)**

**** SAPR Victim Advocate (VA)**

Civilian Employee Assistance Program (CEAP)

Civilian Counselors / Rape Crisis Centers

‡ Civilian Medical

Safe Helpline / Local Hotlines

***Personnel who can accept a DoD Restricted Report**

****SARCs and VAs will provide DON civilians with immediate crisis SAPR support and connect them to appropriate resources and services.**

‡ In California and some other states, medical providers are required to report sexual assault to law enforcement and cannot offer a restricted report.



CONTACT A SARC OR SAPR VICTIM ADVOCATE

Did you notice one course of action that applies under all circumstances?

CONTACT A SARC OR SAPR VICTIM ADVOCATE



VICTIM BLAMING

- No one asks to be sexually assaulted
- Sexual Assault is always the fault of the offender who refused to recognize or respect the victim's right to consent
- We don't ask most crime victims why they didn't prevent the crime happening to them
 - > We don't ask someone who was robbed why they had cash in their wallet or a nice TV in their living room



INTERVENTION: Don't just stand there, do something!

What we can do to protect others:

- *We shouldn't rely on others to decide if something is wrong.*
- *We shouldn't wait for others to handle a situation.*
- ***"Intervention"** is the term that the Department of Defense uses to explain this responsibility.*
 - > *It means stepping in and intervening in a situation that doesn't seem right.*

TAKING ACTION



Ms. Marie Hughes



Mr. John Thomas



LT Carolyn Jones

In the "On TAD" scenario, what "red flags" did the LT observe, that made her think twice?

Why might the LT have hesitated to say or do something?



ACTIVITY

Imagine you're at a friend's house to celebrate a birthday. There are a lot of people there. There's a lot of alcohol, too. Everyone's having a good time. You notice that Sam and Taylor have been talking all night, but Sam has been drinking heavily and toward the end of the night, Sam is so unsteady that standing becomes difficult.

Taylor helps Sam to the couch and becomes increasingly "friendly." Sam seems more interested in going to sleep. You hear Taylor convince Sam that the guest bedroom will be much more comfortable, and they start to make their way. You're worried.

Think about the intervention techniques we just discussed. What do you do? Be creative!



YOUR ACTION COULD...

Protect a Victim

- Your actions could keep someone safe

Prevent a Crime

- Your actions could keep someone from doing something criminal
- Depending on the severity of the crime, offenders can:
 - > Serve brig/prison time
 - > Lose rank or be demoted
 - > Be discharged or fired
 - > Be required to register as a sex offender.

CONTACTS

- Safe Helpline (24/7)
 - 877-995-5247
- NSAM SAPR Unit Victim Advocate (24/7)
 - 831-760-2329
- Monterey Rape Crisis Center (24/7)
 - 831-375-4357



NAVAL
POSTGRADUATE
SCHOOL

Questions?