

Navy Region Mid-Atlantic

# Welcome Aboard *"Who We Are"*

A Workforce Development Guidebook





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## ***Welcome!***

*Congratulations on your new job and welcome to Navy Region Mid-Atlantic (NRMA). We are happy to have you as part of our team!*

Your job is critical in fulfilling NRMA's mission of supporting the Fleet, Fighter, and Family. There is always a lot to learn on a new job, and you probably have a lot of questions. So to help you gain a better understanding of **Commander Naval Installations Command (CNIC)** and **Navy Region Mid-Atlantic**, and the benefits available to you, this guidebook is provided as an introduction to our organization and a resource that will help you make a smooth transition.

During your first few weeks, you will meet many co-workers, supervisors, managers, and human resources professionals. They are here to support you, so please let them know what you need to accomplish your new responsibilities and be a successful member of our team.

***Again, welcome to the Navy Region Mid-Atlantic team!***



# CNIC Overview

Established October 1, 2003, Commander, Navy Installations Command (CNIC) is the Echelon II command under the Chief of Naval Operations (CNO). CNIC has overall Shore Installation Management (SIM) responsibility and authority as the Budget Submitting Office (BSO) for installation support serving as the Navy point of contact for installation policy and program execution oversight.

CNIC is the sole shore installation management organization that focuses on installation effectiveness and improving the shore installation management community's ability to support the Fleet. The Navy shore establishment is immense, complex, and operationally diverse. CNIC enables Navy operational support to the Fleet, Fighter and Family.

Commander, Navy Installations Command Headquarters is located on board the Washington Navy Yard in Washington, D.C.

## CNIC Mission

Deliver effective and efficient readiness from the shore.

## CNIC Vision

Be the sole provider of shore capability, to sustain the Fleet, enable the Fighter, and support the Family.

## CNIC Guiding Principles

The principles established for Commander, Navy Installations Command (CNIC) in 2015 remain relevant today. They are:

- **Take Customer Service to the Next Level**
- **Be Brilliant on the Basics**
- **Make Smart Business Decisions**

- **Live a Culture of Continuous Improvement**
- **Represent Navy to the Surrounding Community**

Success in these principles is closely linked to how each employee goes about the task at hand. Ground yourself in these principles – as individuals and as a team – as we accelerate support to fleet readiness from the shore.

## Who We Are

- **Ownership** – this is our business
- **Respect** – be considerate of others, everyone matters
- **Integrity** – truthful, honorable and loyal
- **Balance** – life and service

## What We Do

- **Level of Knowledge** – know your job, your role, your authorities
- **Risk Management** – the right risk decisions at the appropriate level
- **Resourcing** – understand requirements and constraints
- **Customer Service** – receptive, responsive with etiquette

## How We Do It

- **Procedural Compliance** – know the standards
- **Communication Protocols** – a mission itself, eliminates confusion
- **Auditability** – know where our resources go and why
- **Questioning Attitude** – initiative and continuous improvement
- **Forceful Back-up** – support each other



# Navy Regions



## Naval District Washington

NSA Annapolis  
NSA Bethesda  
NAS Patuxent River

NSA South Potomac  
NSA Washington  
Joint Base Anacostia-Bolling

U.S. Navy Ceremonial Guard  
NSF Thurmont

## Navy Region Southwest

Naval Air Facility El Centro  
Naval Air Station Fallon  
Naval Air Station Lemoore  
Naval Air Weapons Station China Lake

Naval Base Coronado  
Naval Base Point Loma  
Naval Base San Diego  
Naval Base Ventura County/Pt Mugu

Naval Support Activity Monterey  
Naval Weapons Station Seal Beach

## Navy Region Mid-Atlantic

JEB Little Creek-Fort Story VA  
NAS Oceana VA  
Dam Neck Annex  
NAVSTA Great Lakes IL  
NAVSTA Newport RI  
NAVSTA Norfolk VA  
NSA Crane IN

NSA Hampton Roads VA  
NSA HR - Northwest Annex  
NSA HR - Portsmouth  
NSA Lakehurst NJ  
NSA Mechanicsburg PA  
NSA Philadelphia  
NSA Saratoga Springs NY

NSS Norfolk Naval Shipyard VA  
NSY BOS Portsmouth NH  
SUBASE New London CT  
WPNSTA Earle/Colts Neck NJ  
WPNSTA Yorktown VA  
Cheatham Annex

## Navy Region Hawaii

Joint Base Pearl Harbor Hickam  
Pacific Missile Range Facility Barking Sands

## Navy Region Europe, Africa Central

Camp Lemonnier Djibouti  
Naval Air Station Sigonella  
Naval Station Rota

Naval Support Activity Bahrain  
Naval Support Activity Naples  
Naval Support Activity Souda Bay

Naval Support Facility Deveselu  
Naval Support Facility Redzikowo

## Navy Region Southeast

SUBASE Kings Bay GA  
NSA Charleston SC  
NAS Kingsville TX  
NAS Key West FL  
NAS Pensacola FL  
NAVSTA Mayport FL  
NAS JRB Fort Worth TX

NAS Whiting Field Milton FL  
NSA Mid South  
NSA Panama City FL  
NSF Beaufort SC  
NAS Meridian MS  
CBC Gulfport MS

NAS Jacksonville FL  
NAS Orlando FL  
NAS Corpus Christi TX  
NAVSTA Guantanamo Bay CU  
NAS JRB New Orleans LA

## Navy Region Japan

Commander Fleet Activities Okinawa  
Commander Fleet Activities Sasebo  
Commander Fleet Activities Yokosuka

Naval Air Facility Atsugi  
Naval Air Facility Misawa  
Navy Support Facility Diego Garcia

Singapore Area Coordinator (SAC)

## Navy Region Korea

Commander Fleet Activities Chinhae

## Joint Region Marianas

Anderson Air Force Base/NSA Andersen  
Naval Base Guam

## Navy Region Northwest

NAS Whidbey Island WA  
NAVBASE Kitsap Bremerton WA

NAVMAG Indian Island WA  
NAVSTA Everett WA



# Navy Region Mid-Atlantic (NRMA)



Commander, Navy Region Mid-Atlantic (NRMA) is an Echelon III command and the regional coordinator for all shore-based naval personnel and shore activities in the Mid-Atlantic Region, which encompasses 20 states, 14 installations, and 50 Naval Operational Support Centers (NOSCs).

## NRMA Mission

Provide efficient and effective shore service support to the operating forces within the Navy Region Mid-Atlantic's area of responsibility (AOR).

## NRMA Vision

Deliver effective and efficient shore capability to **sustain the Fleet**, **enable the Fighter** and **support the Family**.

## NRMA Guiding Principles

■ **Teamwork.** One team and one fight! We are all on the same team within Navy Region Mid-Atlantic; it is imperative that we operate as one team to accomplish our mission. As a team striving for common goals, there is nothing that we, as a team, cannot accomplish. The sharing of knowledge does not diminish you; it enhances the larger mission. Ask questions or seek help when the answers or paths forward are not apparent. We are here to help each other succeed.

■ **Integrity.** Moral courage is just as important as the traditional definition of courage. This is the type of courage to admit when you have made a mistake. This is the type of courage to be honest and forthright with people. This is the type of courage to confront a situation that you know is wrong. Never compromise your own integrity or that of the position you hold. Always stand up for "doing the right thing" even when it is easier to look the other way.

■ **Pride and Professionalism.** Pride in your region, pride in doing your best, and pride in your workspaces will all reflect on our ability to accomplish our mission. There is no such thing as a job too small. No matter what the task or job undertaken, we must strive to make it timely and of the highest caliber. Be proud of what you are doing. Always perform to the best of your ability. Do not settle for "it's good enough."

■ **Develop Our People.** Every member of our team is valued for the skills, creativity, and capabilities that he or she brings to our command. We will maintain a supportive environment that affords every team member an opportunity to grow professionally. We encourage every team member to develop new or enhanced skills that will further their professional development and the Navy Region Mid-Atlantic mission.

■ **Resource Stewardship.** In these times of fiscal austerity and declining budgets, it is critical that all members of the Navy Region Mid-Atlantic team consider the most effective/efficient use of limited resources to accomplish our missions. Our missions are growing in complexity and scope, but the resources necessary to accomplish those mission assignments are not growing proportionally.

# NRMA Regional Map



## **MILITARY INSTALLATIONS HAMPTON ROADS, VIRGINIA**

- *Naval Station Norfolk*
- *Joint Expeditionary Base Little Creek-Fort Story*
- *Naval Air Station Oceana / Dam Neck Annex*
- *Norfolk Naval Shipyard*
- *Naval Support Activity Hampton Roads - Headquarters / Northwest Annex / Portsmouth*
- *Naval Weapons Station Yorktown / Cheatham Annex / Huntington Hall*



# NRMA Installations



## Joint Expeditionary Base Little Creek-Fort Story Virginia Beach, VA

Joint Expeditionary Base (JEB) Little Creek-Fort Story is the country's premier installation for housing and training the nation's Expeditionary Forces. It is one command with two properties: JEB Fort Story, formerly Army Post Fort Story and JEB Little Creek, formerly Naval Amphibious Base Little Creek. Fort Story witnessed the humble beginnings of our country as the 1607 first landing site. Little Creek began as a dynamic training ground for World War II amphibious forces. Together they comprise the crown jewel of America's military bases.

## Naval Air Station Oceana/ Dam Neck Annex Virginia Beach, VA

Naval Air Station (NAS) Oceana is the Navy's East Coast Master Jet Base, home to F/A-18 Hornets and Super Hornets. The primary mission

of NAS Oceana is as a Shore-Based Readiness Integrator, providing the facilities, equipment, and personnel to support shored-based readiness, total force readiness and maintain operational access of Oceana-based forces. The base, including Dam Neck Annex and Naval Auxiliary Landing Field Fentress, has approximately 10,500 active Navy personnel, about 10,000 family members and 4,500 civilian personnel, and is home to 18 Hornet and Super Hornet squadrons and is the second largest employer in Virginia Beach.

## Naval Station Great Lakes Great Lakes, IL

Naval Station (NAVSTA) Great Lakes, your Navy in the Midwest, enables the delivery of highly skilled, technically proficient, disciplined, and motivated Sailors to the Fleet and preserves our naval heritage and customs representing the Navy through professional and personal excellence. The Training Support Center Great Lakes provides 24-hour supervision, training, and mentorship to over 4,500 18- to 25-year-old apprentice-level Sailors.

## Naval Station Newport Newport, RI

Naval Station (NAVSTA) Newport is home to 50 Navy, Marine Corps, Coast Guard, and US Army Reserve commands and activities. It is the Navy's premier site for training officers, officer candidates, senior enlisted personnel, and midshipman candidates, as well as testing and evaluating advanced undersea warfare and development systems. Naval personnel assigned to Newport come from all parts of the United States and many free nations of the world. NAVSTA Newport is home to the Naval War College, Surface Warfare Officers School Command and Navy Justice School.



## Naval Station Norfolk Norfolk, VA

Naval Station (NAVSTA) Norfolk is the largest naval station in the world. It supports the operational readiness of the US Atlantic Fleet, providing facilities and services to enable mission accomplishment. It is geographically located in the Southeastern corner of Virginia, collectively known as Hampton Roads. This concentration of 14 piers with 75 ships and 11 aircraft hangers serving 134 aircraft, accounts for 3,100 ship movements per year. Air operations average 275 flights per day, one every six minutes, transporting over 150,000 passengers and 264,000 tons of mail and cargo annually.

## Naval Submarine Base New London Groton, CT

Naval Submarine Base (SUBASE) New London is the world's first and finest submarine base and is also known as the Home of the Submarine Force. This 1,217-acre installation along the Thames River in Groton, Connecticut is home to 15 attack submarines, more than 70 tenant commands, the Naval Submarine School and supports more than 21,000 civilian and active duty personnel.

## Naval Support Activity Crane Crane, IN

At 97 square miles, Naval Support Activity (NSA) Crane is 40 percent larger than Washington, DC. With the highest concentration of scientists, engineers, and technicians in the region, it provides professional, quality shore support allowing tenant partners to focus on engineering, ammunition, and logistics missions for the defense of our nation and to identify deficiencies and follow through with the plan within fiscal constraints.

## Naval Support Activity Hampton Roads- Headquarters Norfolk, VA

Naval Support Activity (NSA) Hampton Roads, with the largest concentration of fleet headquarters administrative and communication

facilities outside of Washington, D.C. is home to more than 6,000 personnel including major tenant commands: US Fleet Forces Command, Joint Staff Hampton Roads, US Marine Corps Forces Command, Naval Submarine Forces, Atlantic, and Naval Reserve Forces Command.

## Naval Support Activity Hampton Roads- Northwest Annex Chesapeake, VA

Naval Support Activity Hampton Roads-Northwest Annex provides a wide array of support services for 11 tenant commands, comprised of U.S. Coast Guard and Department of Homeland Security operational units, U.S. Navy and U.S. Marine Corps Anti-Terrorism/Force Protection training commands, and Navy, Coast Guard and NATO strategic communication activities.

## Naval Support Activity Hampton Roads- Portsmouth Portsmouth, VA

Formerly known as Naval Medical Center Portsmouth (NMCP), Naval Support Activity Hampton Roads-Portsmouth has proudly served the military and their families since 1830, making it the Navy's oldest continuously operating hospital. This is a nationally acclaimed state-of-the-art medical center.

## Naval Support Activity Mechanicsburg Mechanicsburg, PA

Naval Support Activity (NSA) Mechanicsburg located in Central Pennsylvania on the eastern boundary of Mechanicsburg, is a strategic logistics hub for many of the Navy's most important programs. It has more than 150 buildings with 8.8 million square feet of space. The various land uses at NSA Mechanicsburg fall into four functional areas: administrative; housing and community facilities; warehousing; and open storage. Some 40 tenant commands are located on the 806-acre complex.

## Naval Support Activity Philadelphia Philadelphia, PA

NSA Philadelphia and Philadelphia Navy Yard Annex are home to multiple tenant commands in support of the Fleet, Fighter and Family. The installation is located on a streamlined shore and provides an operation-ready, secure shore infrastructure.

## Naval Support Activity Saratoga Springs Saratoga Springs, NY

Naval Support Activity (NSA) Saratoga Springs, aligned under CNIC on October 1, 2010, is located approximately 35 miles north of Albany, New York. Many of the Navy's nuclear operators flow through Saratoga Springs every year as they complete the final phase of the Navy nuclear power training pipeline at Nuclear Power Training Unit, Ballston Spa.

## Naval Weapons Station Earle Earle, NJ

Weapon Station (WPNSTA) Earle, located in both Colts Neck and the Leonardo section of Middletown, New Jersey is connected by a private, federally owned roadway. Colts Neck sits in the heart of New Jersey's horse farming region and is only 20 minutes away from the famed Jersey Shore. Leonardo is located on Sandy Hook Bay overlooking the Atlantic Ocean and the New York skyline. This sparsely populated location affords the Navy an opportunity to receive ammunitions from the west via the railroad and load ammunition onto ships safely.

## Naval Weapons Station Yorktown Yorktown, VA

Naval Weapons Station (WPNSTA) Yorktown is a 15,000-acre facility with more than 19 training zones, two small arms ranges, an Explosive Ordnance Disposal (EOD) range, and two helicopter landing pads. WPNSTA Yorktown is prime real estate for training of the armed forces. WPNSTA Yorktown also includes Cheatham Annex and hosts 37 tenant commands.



## Norfolk Naval Shipyard Portsmouth, VA

Located in Portsmouth, Virginia, Norfolk Naval Shipyard (NNSY) is the oldest and largest industrial facility that belongs to the United States Navy. Established June 12, 1800, it is also the most multifaceted. It is one of the largest shipyards in the world specializing in repairing, overhauling, and modernizing ships and submarines.

## Portsmouth Naval Shipyard Portsmouth, NH

*Proud of our past ... Ready for the future* is Portsmouth Naval Shipyard (PNSY). The shipyard's primary mission is the overhaul, repair, and modernization of Los Angeles class submarines with quality overhaul work in a safe, timely, and affordable manner. This includes fleet requirements such as engineering services, production shops, unique capabilities and facilities, and off-site support. Portsmouth NSY proudly maintains, repairs, and modernizes the Navy's submarines to go in harm's way, defeat enemies in war and return crews home safely.



# What We Do?



## In this Region

NRMA provides shore-based services enabling the Fleet and supported commands to focus on their mission. The effective management of NRMA installations is integral to delivering essential operations, facilities, and quality of life programs. NRMA understands the need to be the best at supporting Navy Readiness and provides facilities, shore management, coordination, and Base Operating Support (BOS) services to homeported and transient ships, submarines and aircraft; afloat and ashore tenants, military members, and families. As a whole, NRMA provides services to over 124,000 active duty and reserve personnel and 201,000 retirees and family members. Our civilian workforce consists of approximately 93,000 civil service and Non-Appropriated Fund (NAF) personnel.

## REGIONAL PROGRAMS

**N00**

Command & Staff

**N1**

Total Force Manpower

**N3**

Operations & Public Safety

**N4**

Facilities & Environmental

**N5**

Shore Integrated Requirements

**N6**

Information Technology

**N8**

Comptroller/ Financial Management

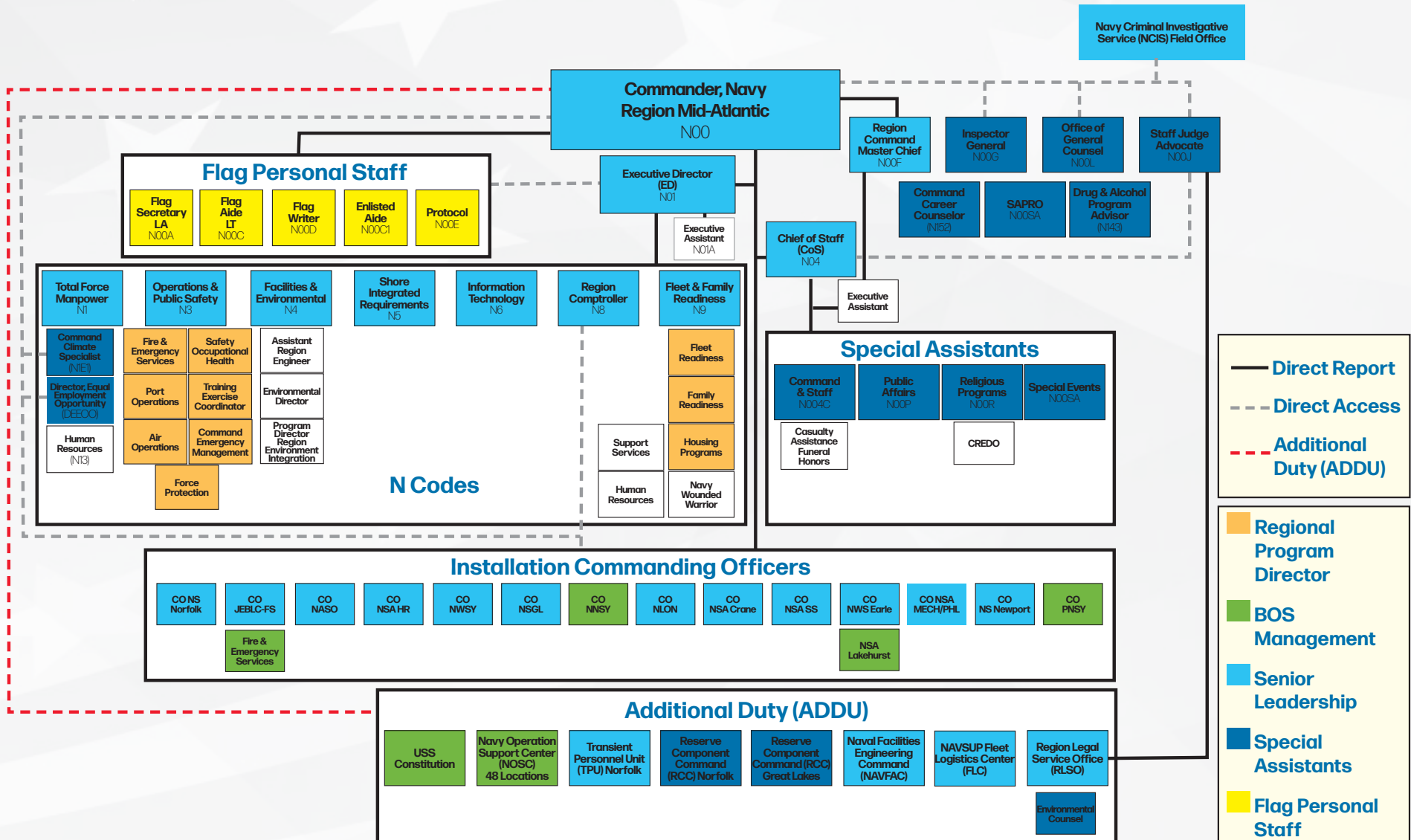
**N9**

Fleet & Family Readiness





# NRMA Organization Chart



# Where Do I Fit In?



## Where Do I Fit In?

### The N-Code

As the executive decision maker for each directorate, the N-Code collaborates with subordinate programs, region leadership and CNIC programs to establish strategy, balance requirements and resources, and standardize service delivery.

### The Region Program Director (RPD)

As the region manager of your program, you plan, budget, oversee, and advise leadership on operations in your program area, working to execute efficiently across all installations in accordance with higher level guidance.

### The Region Employee

In support of customer-facing programs, you provide centralized and customer-focused functions such as human resources, financial management, and regional dispatch.

### The Installation Program Director (IPD)

As the IPD you direct the daily operations at the deck plate level, ensuring effective service delivery, collaborating with the RPD to identify needs, establish plans, and maintain alignment.

### The Installation Employee

YOU execute the mission, interacting directly with customers, working with managers and IPDs to provide efficient and effective service.





**N04C Command and Staff** Assigned under the Chief of Staff in support of staff organization and administration, providing program policy implementation and guidance. Command and staff also provides coordination and support to SAs in the areas of RPA submission, DTS, and Government and Purchase Card. Additionally, provides administrative support to the front office and administrative oversight to NRMA staff and installations.

### □ Special Assistants (SA)

**N00C Administration** keeps the paper from piling up through the management of correspondence, region publications and directives, military awards and records, and official mail, including congressional inquiries.

**N00G Inspector General (IG)** keeps the region in compliance with law and policy etc. through targeted inspections, the IG Hotline, external audits, and the Manager's Internal Control (MIC) program.

**N00J Staff Judge Advocate (SJA)** provides legal advice and counsel to the REGCOM on military personnel matters, managing all courts-martial for the region.

**N00K Casualty Assistance Calls Officer (CACO)/ Funeral Honors Support (FHS)** coordinates, facilitates, monitors, documents and trains all elements that ensure the execution of casualty and funeral honors requirements to all Navy commands and families throughout the NRMA area of responsibility.

**N00L Office of General Counsel (OGC)** provides legal services and business advice to region leadership, including all legal matters from business and commercial law, to labor law, and even litigation.

**N00P Public Affairs Office (PAO)** coordinates external communication and community relations including all region social media for the REGCOM and COs.

**N00R Religious Programs** foster personal and family spiritual fitness and resiliency through the provision of direct pastoral care and facilitation, advising REGCOM on issues of religious accommodation, ethics and morale, and through a wide range of standardized resiliency programs provided by Chaplains Religious Enrichment Development Operation (CREDO).

**N00SA Sexual Assault Prevention and Response Officer (SAPRO)** maintains awareness of Department of Defense (DoD) SAPR programs and initiatives, gathers, monitors and analyzes sexual assault data and trends, ensures policy and procedural compliance for the REGCOM and the ICOs.

**N00SA Special Events** is responsible for the annual planning and execution of Fleet Week New York, the NAS Oceana Air Show and any other event assigned by leadership.

### *What does N00 mean to me?*

**NRMA:** N00 provides administrative, legal, personnel security, external communication, and environmental support.

**Installation:** N00 provides Command and Staff personnel, administrative, legal, external communication and engagement, and religious program support.

# N1: Total Force Manpower



N1 supports the recruitment, development, and management of personnel in support of the region human capital strategy. Additionally, N1 supports hiring and onboarding, labor relations, relations with bargaining units/unions, and employee recognition and awards. N1 provides expertise and support in all aspects of military and civilian manning, civilian personnel policy, training, and staffing related issues. Managing a comprehensive workforce development (WFD) program, providing military entitlement support, personnel accountability, and transient personnel support.

N1's major outputs include processing hundreds of civilian personnel actions, (known as RPAs per year), supporting all civilian performance management assessments and awards, managing the region's military manning, processing transient military personnel, and managing all WFD programs and training events. N1 WFD supports career planning, individual development planning (IDP), mentoring, developmental assignments, career development, and leadership training.

## Who We Are

N1 is a small program with civilian and military staff located at region headquarters. The N1 reports to the region ED.

## What does N1 mean to me?

**NRMA:** N1 team provides manpower, human resources, and workforce development support to the NRMA total force.

**Installation:** N1 provides personnel, transient personnel, human resources for Appropriated Fund Support (APF) employees, ie, GS (General Schedule), workforce development support for the region team, and personnel accountability support to all Navy commands within the geographic footprint NRMA.



## ADMINISTRATIVE Websites to Remember

- **Official Navy Information and Resources**  
[www.cnmc.navy.mil](http://www.cnmc.navy.mil)
- **Navy Marine Corps Intranet (NMCI) Email**  
<https://webmail.east.nmci.navy.mil/owa/>
- **Gateway Website (G2)**  
<https://g2.cnmc.navy.mil/tscnichq/N9/N94/N941/default.aspx>
- **CAC Card Appointments**  
<https://rapids-appointments.dmdc.osd.mil>

# N3: Operations & Public Safety

## N3 Organizational Chart



At the installation, N3 provides 24-hour fire and emergency services support. This includes annual fire inspections and community support around the base through municipal firefighting agency partnerships.

### **What does N30 mean to me?**

**NRMA:** N30 provides fire suppression, emergency medical support, and fire prevention.

**Installation:** N30 provides fire suppression, emergency medical support, and fire prevention.



## **N30**

### **Fire & Emergency Services**

N30 provides 24-hour fire and emergency services support to protect the lives and property of inhabitants and visitors from the adverse effects of fire, medical emergencies, and exposure to hazardous conditions. These personnel are capable of shipboard, aircraft, structural fire suppression, and rescue, and provide emergency medical support (EMTs) including specialized rescue (jaws-of-life). Other services include mitigation of incidents involving hazardous materials and other emergencies, and fire prevention through inspection and education.





## N31 Port Operations

N31 aligns to the N3 Operations Director and provides Port Operation services to Fleet customers throughout each region. These Port Ops services enable Fleet assets to get underway on schedule, on time, and on budget, leveraging and maintaining a well-trained workforce and mission ready equipment. Port Ops supports ship movements, berthing and hotel services, and port logistics. They provide harbor security boat assets and support waterborne oil spill response. This department maintains a full array of comprehensive service support craft, including tugboats and barges.

### *What does N31 mean to me?*

**NRMA:** N31 provides security boat operations and maintenance to region-wide security programs.

**Installation:** N31 provides port services.



## N32 Air Operations

N32 provides 24-hour Air Operations support to well-trained, ready-to-deploy Navy aviation squadrons as well as transient aircraft and deployed detachments. Air Traffic Control supports Navy flight evolutions and commercial/civilian air traffic.

Other duties include maintaining all critical ground electronics systems that support airfield operations and training; search and rescue; passenger terminals and cargo handling.

### *What does N32 mean to me?*

**NRMA:** N32 supports large-scale exercises and training events.

**Installation:** N32 provides air operations support at Naval Air Station Oceana and peripheral support to other Installations.



## N3AT

### Anti-Terrorism (AT) Force Protection

N3AT is a large program with a combination of civilian, military, and contractor personnel providing 24/7 law enforcement, physical perimeter security, harbor security, anti-terrorism, badging, and base access support in each region. This department protects the personnel, assets, resources, facilities, and critical information in each region from hostile action and criminal activity.

N93AT supports the mitigation of incidents involving hazard out materials and other emergencies including staffing and operating harbor security patrols, protecting afloat assets, and executing the military working dog program performing patrol, drug and explosive detection missions.

#### *What does N3AT mean to me?*

**NRMA:** N3AT provides law enforcement, base access, and physical security.

**Installation:** N3AT provides law enforcement, base access, and physical security.

## N35

### Safety & Occupational Health

N35 provides services and oversight designed to protect personnel and property through the development, promotion, and integration of a strong safety culture at all organizational levels. An effective, comprehensive, and aggressive safety and occupational health program ensures the protection of personnel, equipment, and resources throughout all areas of responsibility. N35 helps programs and tenants identify, mitigate, and remove risks in the workplace; develops, implements, and communicates effective safety and occupational health (SOH) programs to satisfy diverse and unique customer needs. Consultation with managers and employees in the workplace on everything from ergonomics to hazardous materials handling and support of mishap prevention through education and inspection is also provided.

Each region has a SOH program including a comprehensive traffic safety program specializing in motorcycle safety. N35 manages and maintains the region's safety training requirements via the Enterprise Safety Applications Management System (ESAMS).

#### *What does N35 mean to me?*

**NRMA:** N35 provides SOH support to installation safety directors in providing a safe working environment for host employees and tenants.

**Installation:** N35 provides SOH services, providing a safe working environment for host employees and tenants.





## N36

### Training & Readiness

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N36 serves as the principal advisor on all matters of operational training and readiness including staff readiness and training. Specific responsibilities include developing ashore training strategies to align with Navy warfare training systems, establishing training requirements for Regional Operations Centers (ROC), supporting Navy Mission Essential Task List (METLS) development, coordinating and distributing CNIC policies for Defense Readiness Reporting System (DRRS-N), and providing REGCOM and ICO training.

#### *What does N36 mean to me?*

**NRMA:** N36 coordinates region-wide exercises and operational training.

**Installation:** N36 coordinates installation exercises and operational training via invitational travel orders (ITOs).



## N37

### Emergency Management

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N37 provides 24-hour all-hazards emergency management support to the region. Protecting personnel, assets and sustaining mission essential functions within the region is done through directing the planning, mitigation, response, and recovery required of an all-hazards emergency management program. This team operates the 24-hour regional dispatch centers providing dispatch coverage for all installations and activities in the region. N37 mans and operates the ROC and leads and coordinates the Crisis Action Team (CAT) who mans the ROC during exercises and emergencies. In direct collaboration with the Navy Emergency Preparedness Liaison Officers (NEPLO), N37 coordinates the Navy response to all hazards, and provides some EOD support. N37 aligns to the N3 Operations Director and has emergency management staff at each installation.

#### *What does N37 mean to me?*

**NRMA:** N37 provides emergency dispatch support for the Fire and Force Protection programs, Operation Center support for the region CAT, and all hazards support.

**Installation:** N37 provides operations center support for the CAT, all-hazards support, and emergency management planning.



# N4: Facilities & Environmental



N4 provides the infrastructure and responsible environment support to enable mission execution from the shore through facilities, environmental, transportation, and utilities support of the region. N4 manages hundreds of millions of dollars in military construction (MILCON) projects and executes sustainment, restoration, and modernization projects for the Navy's diverse facility portfolio. N4 manages and maintains the region's real estate including protecting regions and installations from encroachment by partnering with other government and non-government agencies. N4 contracts to provide facility custodial, grounds-keeping, pest control, waste management, real property care and sustainment of millions of square feet of operational, industrial, and administrative facilities.

The massive multi-faceted utilities infrastructure includes funding and delivery of electric, water, and steam utilities at the bases; region energy reduction and renewable energy projects; comprehensive recycling programs; compliance with federal and local environmental regulations; managing restoration projects, and supporting environmental stewardship. This is accomplished through compliance, awareness, and conservation and pollution prevention. N4 provides a fleet of base vehicles and equipment; everything from heavy construction

equipment, railway equipment and forklifts to buses and carpool sedans to support all aspects of Fleet, region, and installation business.

The N4 Program includes the Public Works Departments (PWDs) and the Region Engineer. N4 employs thousands of civilian, military, and contract employees. CNIC and the Region provide the requirements and resources for N4 to execute facilities and environmental support services that are efficient, effective, and appropriately aligned to guidance.

## *What does N4 mean to me?*

**NRMA:** N4 provides public works services, environmental support, vehicles, and equipment, janitorial, grounds maintenance, pest control, and waste management.

**Installation:** N4 provides facilities, public works, vehicles, and equipment, janitorial, grounds maintenance, pest control, waste management and environmental support.

# N5: Shore Integrated Requirements



N5 is a small group of civilian personnel at the region that manages the business to enable leadership to both plan for and respond to enterprise and local challenges. N5 coordinates and develops the NRMA strategic plan; drives the business planning process; and leads and facilitates the participation in enterprise-wide future planning and integration initiatives. N5 supports process optimization and performance management. Other N5 functions include the oversight of the contract management processes, and including management and support of requirements management, performance management, and defense readiness reporting and region governance. N5's major outputs include the yearly NRMA Strategic Plan, the Electronic Business Plan (eBP), the Executive Steering Committee (ESC) meeting, the bi-weekly Commanding Officer/Program Director (CO/PD) and N-Code/SA meetings and monthly performance management reviews of all region programs.

## *What does N5 mean to me?*

**NRMA:** N5 supports planning, analysis, and performance management.

**Installation:** N5 supports planning, analysis, and performance management.



## **PERSONNEL** Websites to Remember

- **Employee Assistance Program**  
[www.acispecialtybenefits.com](http://www.acispecialtybenefits.com)
- **Work/Life Resource and Referral Services**  
[www.affinity-online.com](http://www.affinity-online.com)
- **Government Job Postings**  
[www.USAjobs.com](http://www.USAjobs.com)
- **NAF Pay Statements and Information**  
<https://ipay.adp.com/iPay/login.jsf>
- **Civil Service Pay Statements and Information**  
<https://mypay.dfas.mil/#>
- **Civil Service Timekeeping**  
<https://www.sldcada.dc3n.navy.mil/home.do>
- **Civil Service 'MyBiz' Performance Management Portal**  
<https://compo.dcpds.cpms.osd.mil>
- **Electronic Official Personnel Folder (eOPF) access**  
<https://eopf.opm.gov/navy/>



# N6: Information Technology



N6 is a combination of civilian and military personnel who provide information management, information technology (IT), and communication services within the region to maintain all information and communication network infrastructure, provide expertise and application support, and manage information security. Comprehensive region-wide networks provide unclassified and classified information systems (IS) services to all base commands and activities including security, alarm, and video surveillance systems. Support and security is provided to minimize vulnerabilities in DoD, Navy commercial and internally developed IT applications including the CNIC Gateway (G2), local database management, and several internet and web-based applications. N6 manages all aspects of information management and knowledge management in the region, from shared drives and email distribution lists to custom G2 solutions. A wide spectrum of communications systems is provided to include cable television, video teleconference (VTC), enterprise land mobile radio (ELMR-used by first responders), and emergency deployable satellite communications. Landline, cellular and satellite telephone services, technical oversight and management of NMCI/OneNET IT services and equipment in support of the NMCI/OneNet contracts are also provided by N6.

## *What does N6 mean to me?*

**NRMA:** N6 provides telephones, radios, alarms, network security, NMCI/OneNet support, application development, and information management.

**Installation:** N6 provides telephones, radios, alarms, network security, NMCI support, application development, and information management.





# N8: Comptroller/Financial Management



N8 is a centralized program of civilian employees at the region with responsibility for the program/installation spend plans, Appropriated Fund (APF) budget execution for labor and non-labor, and monthly financial performance management reviews. Appropriations managed include operations and maintenance for the Navy, Navy Reserves and Family Housing Operations. N8 provides in-depth technical analysis and management of financial and budgetary plans and resources in each Region. N8 enables the success of each region's programs, installations, and leadership through use of financial management and analytical tools, fiscal policy, and internal controls. N8 provides support functions for APF financial programs including the government travel card program, government commercial purchase card, property management, and labor and non-labor resources through the Command Financial Management System (CFMS) and the Standard Accounting, Budgeting, and Reporting System (SABRS). CNIC's Financial Service Center (FSC) supports payroll and timekeeping via the Standard Labor Data Collection and Distribution Application (SLDCADA) and the Defense Civilian Payroll System (DCPS) and travel authorization and voucher approvals via the Defense Travel System (DTS).

## *What does N8 mean to me?*

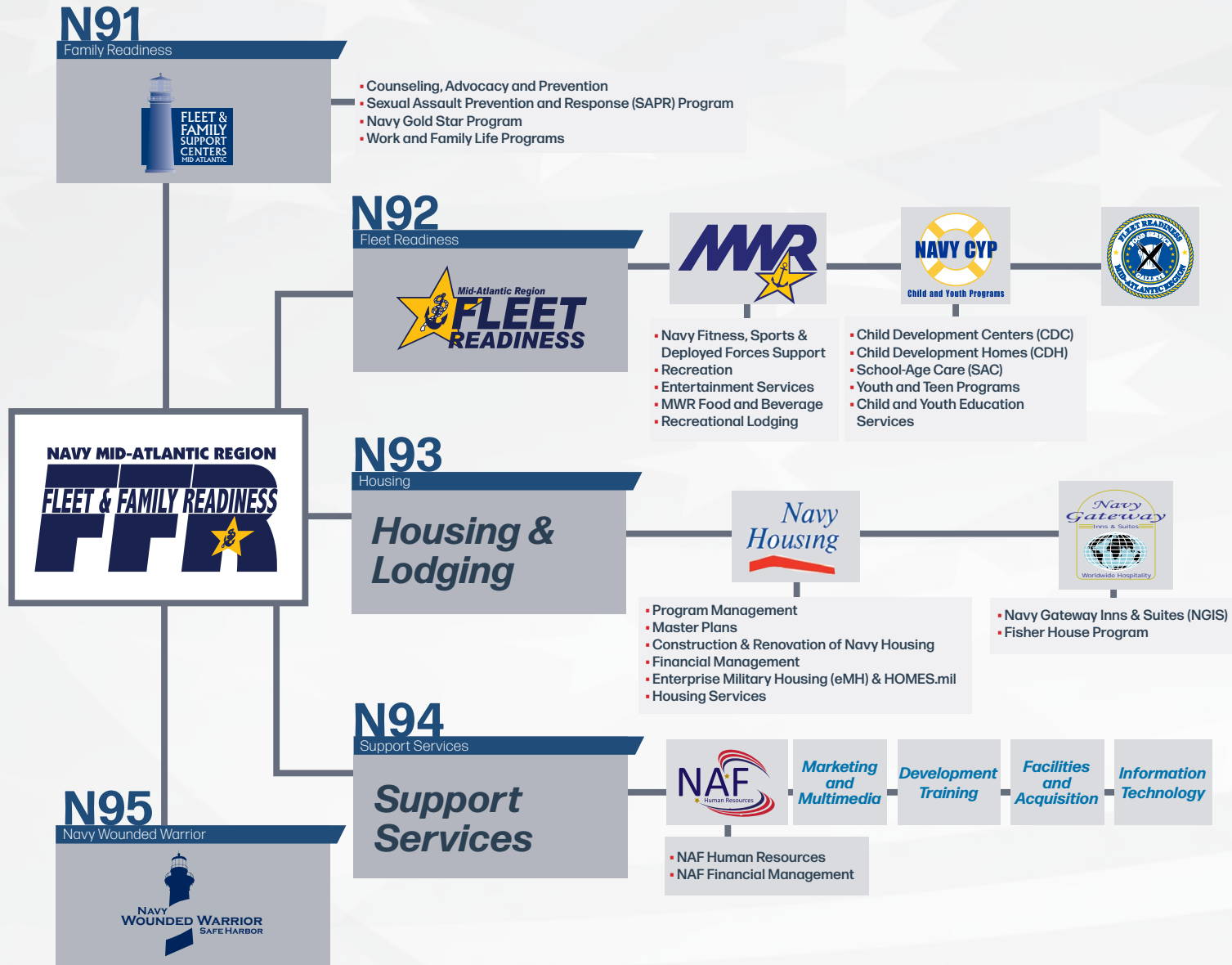
**NRMA:** N8 supports APF financial planning, budget execution, labor management, travel, and civilian timekeeping.

**Installation:** N8 supports APF financial planning, budget execution, labor management, travel, and civilian timekeeping.



# N9: Fleet & Family Readiness (FFR)

The N9 Fleet and Family Readiness (FFR) team provides services that enhance quality of life at home and work. FFR is a catalyst for maximizing partnerships for the mental, physical, and social development of DoD personnel, retirees, and family members.







## N91 Family Readiness

### □ Fleet & Family Support Programs

N91 provides services to active duty, activated reservists, military family members, MIA/POW spouses, OCONUS DoD employees, retirees, Coast Guard and their family members (space available) and family members of those who died while on active duty. Those services include Crisis Response, Counseling and Advocacy, Deployment Support, Career Support and Retention, Life Skills Workshops, Exceptional Family Member Program, Sexual Assault Prevention and Response, Personal Financial Management and Ombudsman support. Services are provided as one-on-one sessions or in a class format.

### Counseling, Advocacy and Prevention

#### ■ Clinical Counseling

Clinical counseling is short-term counseling to help Sailors with problems in daily living (difficulty adjusting to the military, marital discord, parenting issues, personal crises, and grief) that can have a negative effect upon military readiness. These services encompass a wide scope of educational, preventive, and non-medical, brief therapeutic services that promote increased resilience.

#### ■ Family Advocacy Program (FAP)

The Family Advocacy Program (FAP) is a command-directed program that provides clinical assessment, treatment and services for service members and their families involved in incidents of child abuse and domestic abuse. The primary goals of FAP are prevention, victim safety and support, rehabilitative interventions, command and offender accountability, and providing a consistent and appropriate response. FAP provides a variety of interventions and treatment services to meet the needs of individuals and families to include counseling, clinical case management, treatment groups, and refers families to military and civilian resources as appropriate.

#### ■ FAP Victim Advocacy Services

Navy FAP Victim Advocates provide comprehensive support services to help ensure the safety of victims of abuse, assist all family members affected by or involved in the abuse, and help prevent further violence. FAP Victim Advocates assist with safety assessments and safety planning, crisis intervention, education and support, information about rights, referrals to community agencies, accompaniment to investigative agencies, legal appointments and court appearances, and advocate on victim's behalf.



#### ■ Sailor Assistance and Intercept for Life (SAIL)

SAIL is an intervention approach that provides rapid assistance, ongoing risk assessment, care coordination and reintegration assistance for



service members identified with a suicide related behavior (SRB). Risk is assessed at key intervals using the Columbia Suicide Severity Rating Scale (C-SSRS) and managed using the Veterans Administration Safety Plan through a series of contacts over 90 days following an SRB. SAIL does not replace mental health services and is not a form of treatment. SAIL case managers maintain contact with Sailors, healthcare providers and command leadership, assisting with care coordination and engaging additional resources as needed. All services are conducted within a supportive environment and are based on the individual's needs in reducing stress. Sailors are automatically referred to SAIL by their command, however, a referral can also be made by contacting the Fleet and Family Support Center.



### ■ New Parent Support Home Visitation Program (NPSHVP)

Uses the evidence-based Nurturing Parenting Program Curriculum to conduct assessments and provide intensive home visitation services for families who have been identified as “at risk” for child maltreatment and domestic abuse. The New Parent Support Home Visitation Program (NPSHVP) provides comprehensive parenting education for expectant active-duty military personnel, their spouses, and those families with children under the age of four. NPSHVP's primary goal is to enhance their quality of life by empowering them to meet the challenges of parenthood, while maintaining a military lifestyle. The program offers a variety of services, including prenatal health and nutrition consultation, breastfeeding education, early child development education, parenting skills, and home visitation services.

### ■ Deployed Resiliency Counseling Program

Deployed Resiliency Counselors (DRC) promote overall wellness and resiliency by providing private, short-term, non-medical counseling, training and prevention education to Sailors on aircraft carriers and large deck amphibious ships while they are deployed and at homeport.



### Navy Gold Star Program

Our service members who die on active duty have made the ultimate sacrifice, and the Navy is committed to supporting their families. The Navy Gold Star Program serves our survivors by providing support, information, and services for as long as they desire. Navy Gold Star coordinators connect survivors to support groups and grief and bereavement counselors, provide benefits milestone management, request copies of documents, and offer information and referral services.



## Sexual Assault Prevention and Response (SAPR) Program

The U.S. Navy's Sexual Assault Prevention and Response (SAPR) program is designed to meet the needs of victims. Services are available to victims regardless of whether the victim knows the offender, or where and when the assault took place. Sexual assaults encompass a broad range of intentional sexual contacts that are unwelcome and without consent. No form of sexual assault is ever acceptable in the Department of the Navy. Coordination with law enforcement, counseling, medical, chaplains and legal is available. Active intervention is one key element of sexual assault prevention. It emphasizes the responsibility of all service members to protect each other and to actively intervene in circumstances that may lead up to sexual assault. If you or someone you know has been or ever becomes a victim of sexual assault, contact the DoD Safe Helpline at [www.safehelpline.org](http://www.safehelpline.org) or **1-877-995-5247**, a SAPR Victim Advocate, or your installation Sexual Assault Response Coordinator for 24/7 confidential support.



## Work and Family Life Programs

### ■ Deployment Readiness Support

Provides deployment support to commands, Sailors and families throughout each phase of deployment - before, during and reunion/homecoming - to ensure that they can handle the challenges that may arise.

### ■ Ombudsman Support

An Ombudsman is an official representative of the commanding officer and plays a vital role in establishing and maintaining communication between the command and its family members. Ombudsmen provide personalized support, including resource referrals and information to command families, as well as training support to commands. To contact your ombudsman, visit [www.ombudsmanregistry.org](http://www.ombudsmanregistry.org).

### ■ Family Readiness Group Support (FRG)

The FRG is the social outlet for the families of service members. FFSCs provide training, information and resources for both the volunteer leadership and members of these groups.

#### Workshops include:

- Career Exploration
- Collateral/Outreach
- Dress For Success
- Federal Employment System
- Goal Setting
- Job Search Strategies
- Keys to Job Fair Success
- Portable Careers
- Resume Writing
- Self-Employment
- Volunteerism



### ■ Relocation Assistance Services

Provides relocation services that include information, workshops and guidance for permanent change of station (PCS) moves. Offers access to computer-based technology resources to research new installations or locations.



### ■ Exceptional Family Member Program (EFMP)

The Navy's Exceptional Family Member Program (EFMP) serves military family members with special needs. Enrollment in the EFMP is mandatory for all family members identified with medical (physical, mental, or emotional) or special educational requirements of a chronic nature (six months or longer). The primary goal of the EFMP is to ensure Sailors are assigned to geographic areas where their EFM's needs can be met. Sailors must maintain eligibility for worldwide assignment, which may require them to serve on unaccompanied tours. EFMP case liaisons provide information, referral and system navigation to special needs families, link families with available military, national and local community resources, provide non-medical case management, develop and maintain Individual Service Plans (ISP), and partner with the Military Treatment Facility (MTF) Coordinators to provide information, education and program enrollment assistance.

### ■ Individual Augmentee Support (IA)

Sailors may individually deploy from their parent command to support another command or military service. An Individual Augmentee (IA) deployment is different from a traditional deployment, therefore, the Chief of Naval Operations supplements traditional deployment support with personal outreach to IA Sailors and their families through Command IA Coordinators (CIACs) and by FFSC Individual Deployment Support Specialist (IDSS) Case Managers. The IDSS's role is to maintain periodic communications with IA families and provide information and referral resources when requested to support family needs.

### ■ Life Skills Education

Designed to provide the information needed to assess, and enhance the knowledge and skills required to effectively meet military life challenges through self-discovery, exploration of new ways of thinking, interaction and through problem-solving skills. These programs also focus on using personal or professional challenges to affect positive change, support communication to strengthen relationships through mutual respect and understanding and employing mindful thought management with problem solving strategies.

#### Programs include:

- Building Healthy Relationships
- Parenting Classes
- Couples Workshop
- Personal Communications
- Stress Management Courses
- Building Effective Anger Management Skills

### ■ Employment Readiness

As service members prepare to transition to civilian life, preparing adequately for employment is very important. The employment specialists in the FFSC Career Development Resource Center (CDRC) provide education and one-on-one assistance with career exploration and planning, resume preparation, job search, application for federal employment, interview skills and networking.





### ■ Family Employment Readiness Program (FERP)

Frequent relocations associated with military life create tremendous career and employment challenges for military spouses. FFSC employment specialists can assist military spouses and family members in achieving their employment goals by providing employment assistance and job search resources. Family members can utilize the Career Development Resource Center (CDRC) for employment workshops, career planning, resume assistance and job search resources.

### ■ Personal Financial Management

Provides individualized assistance, workshops, and educational seminars to stimulate a change in personal financial behavior to promote financial responsibility and accountability.

#### Programs include:

- Million Dollar Sailor
- Car Buying Strategies
- Marriage and Money
- Home Buying
- Paying for College
- Blended Retirement System
- Thrift Savings Plan
- Art of Money Management

### ■ Transition Assistance Program (TAP)

The primary mission of TAP is to better prepare eligible service members and their families to transition out of military service by providing career and transition support services, including career readiness workshops, career counseling, the 3-day TAP workshop, 2-day Career Tracks, and the Capstone Event, to all eligible service members and spouses.

### ■ Family Emergency Response

The Family Emergency Response Program manages the development and implementation of CNIC's response plans to provide assistance to the Navy family during a natural or man-made disaster. The program provides analysis and evaluation of the effectiveness of family support, disaster response and emergency preparedness. It ensures that Family Readiness Programs are entrenched in emergency response protocols, plans and exercises at all levels of Navy emergency management.

### *What does N91 mean to me?*

**NRMA:** N91 serves Sailors and DoD civilians directly with Counseling, Advocacy and Prevention, Work and Family Life, Sexual Assault Prevention and Response, and Navy Gold Star programs.

**Installation:** N91 serves Sailors, families, retirees, and DoD civilians directly with Counseling, Advocacy and Prevention, Work and Family Life, Sexual Assault Prevention and Response, and Navy Gold Star programs.



## N92 Fleet Readiness

N92 provides services to military, family members, retirees, and civilian employees, providing fitness programs, recreation programs, business activities, movies, golf and marina services, hospitality management, restaurants and catering, recreational lodging, full time child care for children ages six-weeks to five years, youth programs, School Liaison, Galley services and Navy Getaways.



## ☐ Morale, Welfare & Recreation (MWR)

### Navy Fitness, Sports & Deployed Forces Support

#### ■ Fitness

Program delivery is attained via a worldwide network of facilities and trained fitness professionals. The delivery infrastructure includes, but is not limited to:

- **Full-service Fitness Centers, Aquatics Facilities and Outdoor Fields and Courts**
- **Trained MWR Professionals** who deliver Navy-wide programs, such as the Command Fitness Leader (CFL) certification course, available at every shore installation via MWR trainers.
- **Mission Nutrition** is a standardized nutrition education course delivered to Sailors, families and DoD civilians via trained MWR Fitness professionals. The focus of this program is to provide attendees with scientifically sound information and the practical skills to implement healthy nutrition practices in their busy lives.
- **Navy Operational Fitness and Fueling System (NOFFS)** offers a packaged fitness program that removes the guesswork and helps Sailors progress from any fitness level to a high level of operational performance. Injury prevention and operational effectiveness



are the focus of this program. Each series was designed to accommodate all shipboard platforms and corresponding space and equipment constraints. Training is provided by trained MWR Fitness professionals and via NOFFS mobile applications.

■ **Beaches, Pools & Water Parks** are offered throughout the Mid-Atlantic Region. Aquatics programs include lap swimming, lessons and specialty classes such as water aerobics and physical readiness training. Water parks provide the ideal location for summertime birthday parties and casual command events.

### ■ **Deployed Forces Support**

MWR's Deployed Forces Support program enhances the quality of life of Sailors and Marines at sea and at forward-deployed Navy ground locations. Deployed Forces Support Coordinators (DFSCs) are located onboard NAVSTA Norfolk and SUBASE New London to assist with programming, financial management, administration, procurement, and property management. Recreational programs, physical fitness equipment, social activities (parties/picnics), tours, subsidies/rebates, and gear locker checkout are just a few of the morale-enhancing opportunities offered.



### **Recreation**

#### ■ **Liberty Program**

Offers single and unaccompanied Sailors (E1-E6) a place to discover new leisure interests, use computers, play video games and billiards, watch movies, participate in social activities, and join in on outdoor recreation outings and trips to explore the local area.

#### ■ **Libraries**

Navy libraries offer a wide variety of books and periodicals, computer resources and programs that enhance recreational reading. Navy Libraries boast the latest bestsellers, maintain newspaper and magazine subscriptions, have computers with Internet access and WiFi, offer children and teen activities, provide study areas, coordinate children's story times and more. **NavyMWRDigitalLibrary.org** provides 24/7 access to electronic books, audio books, reference materials, and newspapers, all free of charge!

#### ■ **Outdoor Recreation**

Outdoor Recreation, in collaboration with the Liberty program, encourages the enjoyment of and participation in human-powered outdoor and high adventure activities. This may include guided outings, skills development, instruction, and equipment rentals. Several Mid-Atlantic installations offer items for rent such as campers, trailers, lawn equipment, coolers, bicycles and paddle boards.





### ■ Community Recreation

Engages patrons by providing recreational programs and services in the areas of outdoor recreation, community events, discount tickets to attractions and vacation bookings, leisure skills development, recreation equipment rentals, parks and picnic areas, and details on a variety of recreational offerings in the local area.

### ■ Marinas Program

MWR Marinas are open to military members, DoD personnel and their families, offering affordable watercraft rentals, as well as sailing lessons for adults and children. Classes and events offer skill development and encourage responsible boating practices. Marinas also offer berthing and mooring, as well on-water activities, such as fishing and kayaking.

### ■ Tickets & Travel Office

There's no better place for travel, tours or information regarding both on-base and off-base recreation than the your installation Tickets and Travel office. Offering discount ticket service for area tours, shows, concerts and sports events, the Tickets and Travel office can also arrange group tours or help with sightseeing trips, vacation planning and cruise bookings.



## Entertainment Services

### ■ Movie Theaters

For Sailors and their families, watching affordable, first-run movies is one of the most popular leisure activities provided by MWR. Three movie theaters offer the latest Hollywood blockbusters, plus exclusive advance screenings, 3D capabilities and full snack bars. Theaters are also available for rent for command activities or off-duty parties.

### ■ Bowling

Whether patrons want to stop in occasionally to bowl with friends, join a league, participate in professional or fun tournaments, or just brush up their skills, NRMA MWR Bowling Centers can accommodate all of their needs. Birthday parties and other family-oriented activities are also available.

### ■ Golf

Golf is a popular and relaxing sport, whether on an 18-hole course, pitch-and-putt course or driving range. Golf instruction is offered at all levels and clubs can be rented at any of our local golf courses. Additionally, golf equipment, sports clothing and other items for the golf enthusiast can be purchased at our MWR golf pro shops.



## MWR Food and Beverage Program

With Food and Beverage operations worldwide, MWR's Food and Beverage Program includes a variety of concepts, ranging from full-service event hosting to quick-service restaurants in on-base clubs, catering and conference centers, pubs, delis, coffee shops, and nightclubs.

### ■ MWR Catering & Conference Centers

Whatever the occasion (retirements, receptions, birthdays, graduations, etc.), MWR Clubs & Catering are ready to make sure your event is truly memorable. Professional catering specialists will help plan, coordinate and facilitate your event from the early planning stages until the last guest leaves your function.

### ■ MWR Quick Service Dining & Takeout/Delivery Services

Need a quick bite to eat? MWR has your stomach covered! Stop by one of the many MWR snack bars in NRMA to feed your hunger. MWR snack bars, coffee shops and quick-service restaurants currently serve breakfast (not available at all locations), appetizers, coffee, sandwiches, pizza, grill items, salads and more. More than 100 branded concepts are located throughout the Navy, including Chili's Grill and Bar, Guinness Irish Pubs, Sam Adams Brewhouse, YUM Brands, Hot Stuff Foods, and Starbucks "We Proudly Brew." Growing team strength through training is supported by partnering with Food and Beverage industry recognized organizations, such as the National Restaurant Association, Culinary Institute of America, American Culinary Federation, International Foodservice Manufacturers Association, and International Military Community Executives Association, is paramount in the pursuit of industry-recognized certifications and training programs.



## Recreational Lodging

### ■ Navy Getaways (RV Parks, Campgrounds & Vacation Rentals)

Whether travelers are planning a family vacation, a get together, or a weekend getaway, Navy Getaways provides leisure accommodations and exciting recreational "Getaway" experiences to all active-duty and retired military personnel, Reservists, and DoD civilians.

With sites worldwide, Navy Getaways offers affordable accommodations at prime locations that vary from rustic and simple to sophisticated comfort. Locations include cabins, cottages, RV sites, townhomes, tent sites and resort-style vacation rentals -- all available for your enjoyment. Most sites also offer barbecue areas, laundry, bathhouses, children's play areas, game rooms, community centers, and some even offer swimming pools. For reservations or more information, visit [www.navygetaways.com](http://www.navygetaways.com) or call **1-877-NAVY-BED**.





## □ Child and Youth Programs

Navy Child and Youth Programs (CYP) provide high-quality educational and recreational programs for children and youths. Teams of caring, knowledgeable professionals plan developmentally appropriate programs that are responsive to the unique needs, abilities, and interests of children. CYP's worldwide programs are part of the DoD military childcare and youth development system.

### ■ Child Development Centers (CDC)

Provide quality child development programs for children ages 6 weeks to 5 years in CDCs worldwide. Centers are accredited by the National Association for the Education of Young Children.

### ■ Child Development Homes (CDH)

Offer quality care in a loving, learning home environment for children ages 4 weeks to 12 years. The flexible hours, 24/7 care, low child-to-adult ratios, and convenient locations make this a viable option for families whose "normal" workday is anything but normal. All homes are certified by the Navy Child Development Program.

### ■ School-Age Care (SAC)

Provide quality before and after-school programs and camps for children ages 6 to 12 years in centers worldwide. Centers are nationally accredited by the Council on Accreditation.

### ■ Youth and Teen Programs

Offer developmental and recreational programs that provide a safe place to learn and grow - all while having fun. CYP operates Youth Centers worldwide. All programs are affiliated with the Boys and Girls Club of America and 4-H.

### ■ School Liaison Officer (SLO)

The School Liaison Officer's primary function is to serve as a conduit between parents, educators and the command so that military-connected children experience a seamless transition during the transfer between schools. Knowing that many military children move an average of every 2.9 years, School Liaison Officers can provide families with educational information to assist them as they begin their PCS planning.







## Galleys

### Ashore Galley Program

Navy ashore Galleys provide wholesome, nutritious, and delicious meals to authorized active duty and reserve DoD personnel. The Galleys cater to those who are Ration-in-kind (RIK) and entitled to free meals and those drawing Basic Allowance for Subsistence (BAS) who pay cash. Utilizing a standard ashore menu designed to elevate the quality of meals across the board, Galleys maintain consolidated mess attendant contracts ensuring standardized dining room service and do not utilize deep fat fryers for cooking to assist patrons in selecting healthier meal choices. Culinary demonstrations and competitions provide opportunities for military cooks to demonstrate the skills they have acquired.

### ***What does N92 mean to me?***

**NRMA:** N92 serves Sailors and DoD civilians directly with Morale, Welfare and Recreation programs to include Fitness & Sports, Community Recreation, Recreational Lodging, as well as Child & Youth Programs and Food Service Galleys.

**Installation:** N92 serves Sailors, families, retirees, and DoD civilians directly with gyms, aquatics facilities, single Sailor programs, child care and family recreation opportunities such as golf, bowling and marinas.



## **N93**

### Housing

N93 provides services to active duty military members and their families; providing housing referral services, Unaccompanied Housing, intra-station moves, military family housing, and liaison with Public Private Venture (PPV) housing.

### Program Management

Management of the Navy Housing Program includes responsibility for overall policy, planning and execution, operations and fiscal accountability.

### Master Plans

Navy Housing provides development, implementation and maintenance of Family and Unaccompanied Housing Master Plans (FHMP and UHMP). These plans provide a roadmap to ensure that housing requirements are being met and maintained in good condition, and address challenges with inventory capacity, adequacy, sustainable funding levels, and staffing. The FHMP spans the Future Years Defense Plan and the UHMP provides an annual investment strategy through 2030.

## □ Housing Requirements & Market Analysis (HRMA)

Navy Housing provides oversight and management of HRMA, which is required to support military housing projects, determine the quantity of suitable off-base housing, and establish Basic Allowance for Housing (BAH) annually.

## □ Construction & Renovation of Navy Housing

Navy Housing provides oversight and management of any FH new construction, major improvements and renovations to ensure the projects and the inventories are supported and are in balance with justified requirements.

## □ Financial Management

Navy Housing is responsible for planning, programming, budgeting, and executing the Navy Family Housing Operations and Maintenance appropriation (FHOPS), the Quarters Operations (QO) account which supports UH, and the Intra-station Moves (IM) account.

## □ Enterprise Military Housing (eMH) & HOMES.mil

Navy Housing is the system manager, hosting agent and contracting agent for the joint eMH Defense Business System (DBS). eMH is the authoritative database for all family and unaccompanied housing DoD-wide. **HOMES.mil** is a public website segmented in eMH supporting housing referral operations and service member searches for community housing.

## □ Housing Services

The Housing Services Program provides home finding, issue resolution, and cost savings programs to customers.

### ■ Home Finding

Provides home finding counseling on housing options and assistance with finding suitable, affordable and safe housing, move-in/move-out

inspections, lease review and negotiation, and showing tours (where available).

### ■ Issue Resolution

Provides landlord-tenant dispute resolution, Federal Fair Housing Act compliance, and complaint inspections.

### ■ Cost Savings Programs

These include a variety of programs intended to defray the cost of relocation and housing, including the Volunteer Realtor Program (VRP), Rental Partnership Program (RPP), and federal, state, and local housing relief programs.

### ■ Inventory and Assets

The Navy Housing Program provides a variety of housing choices, including Navy-owned housing, Navy-leased housing, privatized housing, and community housing. Navy Housing also manages General and Flag Officer Quarters (GFOQ), and FH and UH furniture, fixtures, and equipment (FF&E).

### ■ Navy-owned Housing

Navy Housing owns and leases family housing at OCONUS installations and permanent party barracks, student dormitories and mission essential housing worldwide. Navy barracks are programmed to house all single, permanent-party Sailors in pay grades E1-E3, E4s with less than four years of service, and as many E4s with more than four years of service as possible.

### ■ Navy-leased Housing

Navy Housing provides oversight and management of the Residential Leasing Program, which is used for requirements of short-term or uncertain duration, or for special situations. The leasing program includes leasing for recruiters in areas not near military installations, and foreign leasing where there is a shortage of suitable housing at or near a military installation.



## ■ Privatization Program Oversight

Navy Housing provides program oversight of both family and unaccompanied privatized housing portfolios to advocate for customers and to support long-term sustainment of the housing assets.

## ■ Community Housing

It is DoD policy to rely on the community first to house service members and their families. Navy Housing manages the Rental Partnership Program (RPP) to provide service members with discounted community housing that has been pre-screened and inspected by the Housing Service Center (HSC).

## ■ GFOQ Management

Navy Housing provides additional oversight of all GFOQs for Public-Private Venture (PPV) owned and Navy-owned/leased homes. All GFOQ requests for furnishings, improvements, or waivers for residency are processed by Navy Housing and submitted to CNIC for disposition. Navy Housing also provides various GFOQ notifications and an annual operations and maintenance expenditure report to Congress.

## ■ FH and UH FF&E

Navy Housing provides oversight and management of government-furnished FF&E for Navy-owned/leased flag quarters or installation commander quarters, and loaner and full-tour furnishings in foreign areas. FF&E in CONUS can include household equipment and furniture, carpet, draperies, etc., deemed necessary for the entertainment areas of these homes. In foreign areas, loaner FF&E is provided to allow the member to occupy permanent quarters while household goods are in transit. Foreign full-tour FF&E can include items such as appliances and wardrobes and are provided for all quarters regardless of rank. Navy Housing centrally funds, oversees and manages UH FF&E replacements.



## □ Lodging

### Navy Gateway Inns & Suites (NGIS)

NGIS is the official and preferred lodging choice for all TDY travelers. NGIS provides a professionally managed, business-based lodging program that contributes to mission readiness by offering quality lodging and services for a mobile military community, while keeping official travel costs to a minimum.

NGIS offers lodging services for individual and group TDY travelers, active-duty and retired military personnel, Reservists, DoD civilians, sponsored guests, and travelers in a leisure status, if space is available. NGIS in-room amenities include free Internet service, free premium cable TV, coffee, newspapers, refrigerator, microwave, guest laundry, business center, fitness room, and housekeeping. NGIS also offers handicapped-accessible guest rooms, and all rooms are non-smoking rooms. To ensure that DoD travelers' needs are met, NGIS at select locations has partnered with commercial hotels to offer rates at or below per diem, while providing safe and secure lodging that meets DoD lodging standards. Specific commercial lodging information will be provided when making reservations to ensure the closest proximity to installations or assignment. For reservations, call **1-877-NAVY-BED** or visit <http://dodlodging.net>.



## Fisher House Program

The mission of the Navy and Marine Corps Fisher House Program is to provide a home away from home for wounded, ill, and injured service members, and their families. These homes enable family members to be close to a loved one at the most stressful time - during hospitalization for an unexpected illness, disease, or injury. There is one Fisher House in NRMA at NSA Hampton Roads, Portsmouth, VA. Fisher Houses operate under a specific eligibility requirement process. Physicians, nurses, chaplains, social workers, the American Red Cross, case managers and/or patient administration may prepare referrals.

### *What does N93 mean to me?*

**NRMA:** N93 oversees home buying/selling/property management workshops, landlord/tenant mediations, lease and purchase agreement counseling, referrals, realty assistance, rental and sales listings and showing services.

**Installation:** N93 programs assist active duty families and unaccompanied personnel in locating housing in their duty station areas.



## N94 NAF Support Services

N94 provides services within N9 for Non-Appropriated Fund (NAF) personnel and payroll, training, NAF accounting and budgeting, procurement, marketing, information systems, NAF construction and administrative support to N91, N92, N93, and N95.

### NAF Human Resources (NAF HR)

NAF HR manages all NAF civilian personnel matters and coordinates the communication and distribution of information regarding overall policy as it relates to NRMA NAF HR programs. NAF HR aids and provides guidance to the regional managers and field personnel offices with the administration of employee benefits, and the compliance of all policies and procedures that govern NAF employees.

### NAF Financial Management/Business Office

Monitors the execution of appropriated fund (APF) via the Uniform Funding Management (UFM) process and non-appropriated fund (NAF) for NRMA N9 NAF Programs (MWR, CYP, NGIS, FFSP, NWW, and CMWR) in the NAF Accounting System (SAP). Performs NAF accounting, procurement, property, and financial analysis functions for the N9 NAF program. Ensures monthly NAF Financial Statements are accurate and in compliance with Generally Accepted Accounting Principles (GAAP).





## ❑ Marketing and Multimedia Development

The Commercial Activities program provides design, production, marketing, information management and sponsorship support of MWR and Warfighter Services (WFS) programs. The regional marketing team uses a comprehensive approach to tell the FFR story by creating products such as region publications, brochures, posters, videos for use across social media platforms such as Facebook, smartphone applications, and websites.

## ❑ Training

The NRMA FFR Training program develops FFR talent with the leadership, service, sales, and FFR-specific business skills to deliver customer driven business results. Through a standardized and consolidated blend of face-to-face, virtual instructor-led and asynchronous virtual learning events led by a cadre of FFR certified learning professionals, FFR Training provides FFR-specific essentials, program-specific development, personal/career development, customized learning events, and Navy required training performance improvement opportunities.

## ❑ Facilities Development

The Facilities Development program provides innovation in planning and renovation of quality of life facilities for MWR, CYP, NGIS, and the broad alignment within FFR facilities, as well as the provision of responsive NAF professional and construction contracting services to support the development, design, repair, modernization, and construction of FFR facilities. These support activities are further enhanced through community support planning, facility sustainment and restoration advocacy, and special equipment management.

## ❑ Information Technology (IT)

Information Technology (IT) manages NRMA NAF core business systems and provides application design, development/procurement, configuration, and support for enterprise resource planning systems. IT offers help desk support concentrated on NAF systems deployed throughout NRMA, such as NAF financial systems, point-of-sale systems, lodging systems, and family services systems. IT also provides production operations, including LAN administration, web application servers, database administration, application server administration, OS administration, hardware support, and maintenance of FFR system and network security, and payment card industry (PCI) certifications.

## What does N94 mean to me?

**NRMA:** N94 programs provide back of the house support to region NAF FFR programs.

**Installation:** N94 provides HR, NAF financial management, marketing and sponsorship, training, facilities development and IT support of FFR programs.



## FAMILY SUPPORT Websites to Remember

- **NRMA N9 Information & Resources**  
[www.NavyLifeMA.com](http://www.NavyLifeMA.com)
- **CNIC MWR Information & Resources**  
[www.navymwr.org](http://www.navymwr.org)
- **Navy Lodging Reservations**  
<http://DoDlodging.net>
- **Navy Wounded Warrior**  
[www.navywoundedwarrior.com](http://www.navywoundedwarrior.com)
- **Rental Housing for Military Families**  
[www.homes.mil/](http://www.homes.mil/)
- **Military One Source**  
[www.militaryonesource.mil/](http://www.militaryonesource.mil/)
- **Military Child Care**  
<https://militarychildcare.com/>
- **Navy MWR Digital Library**  
[www.navymwrdigitallibrary.org/](http://www.navymwrdigitallibrary.org/)



## N95

### Navy Wounded Warrior Program

N95 coordinates the non-medical care of seriously wounded, ill and injured Sailors and Coast Guardsmen, and provides resources and support to their families. Through proactive leadership, Navy Wounded Warrior (NWW) offers individually tailored assistance to ensure the enrollees' successful recovery, rehabilitation, and reintegration. The program allows service members to focus on their recovery goals while its team of experts resolves non-medical hurdles.

### □ Services

#### ■ Non-medical Care Management

Anticipates and addresses the pressing day-to-day non-medical needs of enrolled service members and their families. Develops and executes individually tailored Comprehensive Recovery Plans for enrollees that



list long-term goals and identifies solutions to potential issues that may arise during their recovery, rehabilitation, and reintegration process.

### ■ Pay and Personnel

Works with Navy Personnel Command (NPC), an enrollee's command, Military Treatment Facilities (MTFs), and others to address pay and personnel issues. Administers entitlement programs, such as the Pay and Allowance Continuation (PAC) program and Special Compensation for Assistance with Activities of Daily Living (SCAADL).

### ■ Legal Affairs

Coordinates closely with Naval Legal Service Command to connect enrollees and their families to a global network of legal assistance attorneys to provide guidance on legal issues related to Navy and Coast Guard policies and procedures.

### ■ Family Support

Addresses short-term family and caregiver issues - including childcare, lodging and Invitational Travel Orders (ITO) as well as long-term concerns, such as financial management assistance, respite care, and youth programs.

### ■ Federal Recovery Care Coordination

Provides information related to the administration of and access to benefits provided by the VA. Enrolls the most complex cases (ie, catastrophically wounded, ill, and injured service members) - in the VA's Federal Recovery Care program.

### ■ Adaptive Sports and Recreation Opportunities

Hosts a series of adaptive sports reconditioning camps to aid wounded warriors in their recovery and rehabilitation. Connects enrollees to sports clinics held by partner organizations, as well as national and international wounded warrior competitions.

### ■ Employment and Education Assistance

Connects enrollees and their families and caregivers to a host of education resources and career counseling services, including job applications assistance and vocational training opportunities. Serves as a resource for employers seeking to hire and retain wounded warriors.

1-855-NAVY-WWP (1-855-628-9997)

[www.navywoundedwarrior.com](http://www.navywoundedwarrior.com)

[www.facebook.com/NAVYWOUNDEDWARRIOR](https://www.facebook.com/NAVYWOUNDEDWARRIOR)

### *What does N95 mean to me?*

**NRMA:** N95 coordinates the non-medical care of seriously wounded, ill and injured Sailors and Coast Guardsmen, and provides resources and support to their families.

**Installation:** N94 provides HR, NAF financial management, marketing and sponsorship, training, facilities development and IT support of FFR programs.

# Annual Training & Requirements



by your position or your supervisor, but most are offered as opportunities to learn additional skills and may fit well into your Individual Development Plan (IDP). Meet with your supervisor to discuss your desire to attend available sessions and get the process started. Even after the training, you should meet with your supervisor to share learning experiences and information that will help improve your day-to-day routine.

## Some of the training opportunities that are offered include:

- APF Financial Management
- APF and NAF Financial Analysis
- Establishing Fees and Prices
- Genuine Leadership
- Star Service
- Conflict Resolution
- Communication
- Sales Effectiveness
- Mentoring Process
- Budget Planning & Management
- Supervisory Success
- Priority Management

Annually, DoD and CNIC have established training requirements that we must adhere to or risk losing privileges. These trainings are generally related to our work environments and are meant to keep us safe and informed of what is going on around us. As a federal employee, you have an increased risk of potential security threats, and awareness of these possible threats and situations is part of our annual training. TWMS allows you to link directly with Navy Knowledge Online (NKO) and complete required training, while automatically updating your records. Annual training can easily be maintained using your Total Workforce Management System (TWMS) account at <https://mytwms.dc3n.navy.mil>

It is always a good idea to print or save any certificates that you receive. You want to be able to provide proof of your completed training when required, without having to take it again. Certificates for annual training are good for one year. Be sure to speak with your supervisor about your annual training requirements.

Navy FFR provides many additional training courses and online learning events that are available to you. Some, such as Star Service, may be required



## TRAINING Websites to Remember

- **TWMS - Employee information, training, and resources**  
<https://mytwms.dc3n.navy.mil>
- **Navy Knowledge Online - Training and distance learning**  
[www.nko.navy.mil](http://www.nko.navy.mil)
- **Navy eLearning**  
<https://learning.nel.navy.mil>
- **Cyber Exchange**  
<https://cyber.mil>



## □ Career Development

NRMA hires the best qualified candidate for positions based on the present and future needs of the organization. Positions are filled from within and outside the organization.

If your plans include a long-term relationship with the federal government, you need to discuss your career aspirations with your supervisor. The first step is to assess what additional knowledge, skill or experience you need to acquire to assume positions with greater responsibility and pay. Your supervisor and the NRMA training department can provide help with an individual development plan. A willingness to relocate may be a requirement if your goal is a management position. Overseas assignments enhance career growth within the Enterprise.

## □ Upward Mobility

NRMA prefers to promote from within when filling vacancies. The benefits to promoting our own employees include knowledge of policy and established work experience with the organization. This helps establish more dedicated staff.

All open positions are posted at [www.USAJobs.com](http://www.USAJobs.com). Applicants are responsible for reviewing the minimum qualifications required to ensure they meet the requirements for the listed positions. Only applicants selected for interviews will be contacted.

## □ Workforce Diversity

NRMA prides itself as an organization that promotes and supports a high-performing organizational culture through diversity and inclusion. Our mission is to foster a diverse workforce and an inclusive work environment that ensures equal opportunity through policy development, workforce analysis, outreach, retention, and education to best serve our employees and customers. Diversity is defined as the collection of individuals bringing together varied demographic, cultural, human, intellectual, and philosophical differences to create an environment that honors and respects those differences in a safe and supportive manner.

Diversity embodies differences such as life and work experiences, perspectives, cultures, ethnicity, gender, age and other aspects of life that make us unique individuals. Inclusion is the extent to which associates have the opportunity and feel welcome to fully participate and contribute to the organization. Inclusion also entails building an environment where employee differences are valued, employees are empowered, and diverse communities are connected throughout the world.

## □ Equal Employment Opportunity (EEO)

The Navy is committed to providing equal opportunity for employment, promotion, and training. We practice this by ensuring that our personnel policies are free from any taint of discrimination based on race, color, religion, sex, age, national origin, disability, genetic information, or retaliation for having engaged in a protected EEO activity. Not only is providing equal opportunity the law, it makes good business sense.



# Closing



## A Few Closing Words

This Workforce Development Guidebook is intended to provide a broad summary of things our employees should know about CNIC, NRMA and our organization. While we intended to be inclusive in the information described in this guidebook, we realize that there is a great deal of information that you, as a NRMA employee, may still be looking for. However, we wanted to do our very best to prepare you for your position with NRMA by providing this overview at the onset of employment.

It is important for you to know the organization and the benefits of working for us. The information in this guidebook is general in nature and, should questions arise, employees should consult their supervisor or HR for clarity. We are committed to educating you on our regional programs and helping you take advantage of the benefits and opportunities that make this a great place to start a career, continue one, or begin a post-retirement dream job doing something you love.

Thank you for joining a team dedicated to servicing our Navy community. We want to wish you a successful career as a member of our NRMA team.

***Congratulations!***



# Acronyms

## A

<b>APF</b>	Appropriated Funds
<b>AOR</b>	Area of Responsibility
<b>A/P</b>	Accounts Payable
<b>A/R</b>	Accounts Receivable
<b>AT</b>	Antiterrorism
<b>AWOL</b>	Absent Without Leave <i>This does NOT refer to Leave Without Pay (LWOP)</i>

## B

<b>BBA</b>	Business Based Action
<b>BOS</b>	Base Operating Support
<b>BSO</b>	Budget Submitting Office
<b>BUPERS</b>	Bureau of Naval Personnel

## C

<b>CAC</b>	Common Access Card
<b>CAT</b>	Crisis Action Team
<b>CAPT</b>	Captain
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear Equipment
<b>CDC</b>	Child Development Center
<b>CDH</b>	Child Development Home
<b>CDP</b>	Child Development Program
<b>CFMS</b>	Command Financial Management System

<b>CFT</b>	Cross Functional Teams
<b>CMC</b>	Command Master Chief
<b>CMD</b>	Command
<b>CLP</b>	Certified Learning Professional
<b>CNIC</b>	Commander, Navy Installations Command
<b>CNICINST</b>	Commander, Navy Installations Command Instruction
<b>CNO</b>	Chief of Naval Operations
<b>NRMA</b>	Commander, Navy Region Mid-Atlantic
<b>CO</b>	Commanding Officer
<b>COB</b>	Close of Business
<b>COLS</b>	Common Output Level Standards
<b>CONUS</b>	Continental United States
<b>COS</b>	Chief of Staff
<b>CREDO</b>	Chaplains Religious Enrichment Development Operation
<b>CT</b>	Craft and Trade
<b>CVN</b>	Aircraft Carrier Nuclear
<b>CYP</b>	Child and Youth Programs

## D

<b>DAR</b>	Daily Activity Report
<b>DARS</b>	Daily Activity Report Summary
<b>DCPS</b>	Defense Civilian Pay System

<b>DDG</b>	Guided Missile Destroyer
<b>DFWP</b>	Drug-Free Workplace Program
<b>DoD (DoD)</b>	Department of Defense
<b>DoDI</b>	Department of Defense Instruction
<b>DON</b>	Department of the Navy
<b>DPAS</b>	Defense Property Accounting System
<b>DTS</b>	Defense Travel System

**E**

<b>eBP</b>	Electronic Business Plan
<b>EEO</b>	Equal Employment Opportunity
<b>ED</b>	Executive Director
<b>EFT</b>	Electronic Funds Transfer
<b>EIN</b>	Employee's Identification Number
<b>ELMR</b>	Enterprise Land Mobile Radio
<b>ENCL</b>	Enclosure
<b>EOD</b>	Explosive Ordnance Disposal
<b>ESAMS</b>	Enterprise Safety Applications Management System
<b>ESC</b>	Executive Steering Committee
<b>EURAFGEN</b>	Europe, Africa, Central
<b>EVAL</b>	Employee Performance Evaluation

**F**

<b>FA</b>	Focus Area
<b>FAA</b>	Federal Aviation Administration
<b>FAQ</b>	Frequently Asked Questions

<b>FFG</b>	Guided Missile Frigate
<b>FFR</b>	Fleet and Family Readiness
<b>FFSC</b>	Fleet and Family Support Center
<b>FFSP</b>	Fleet and Family Support Program
<b>FH</b>	Family Housing
<b>FLEX</b>	Employment Category (scheduled or unscheduled)
<b>FY</b>	Fiscal Year
<b>FYI</b>	For Your Information

**G**

<b>G2</b>	CNIC Gateway, Version 2
<b>GS</b>	General Schedule

**H**

<b>HHQ</b>	Higher Headquarters
<b>HQ</b>	Headquarters
<b>HRO</b>	Human Resources Office

**I**

<b>ICE</b>	Interactive Customer Evaluation
<b>IDP</b>	Individual Development Plan
<b>IG</b>	Inspector General
<b>IMP</b>	Intermediate Maintenance Facility
<b>INST</b>	Instruction (or simply "I" following releasing authority)
<b>IPD</b>	Installation Program Director
<b>IPM</b>	Installation Program Manager
<b>IS</b>	Information Services



**ISSA** Intra/Inter-Service Agreements

**IT** Information Technology

## **K**

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**KRONOS** Navy MWR Automated Payroll Time-Keeping System

**KSA** Knowledge, Skills, and Abilities

## **L**

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**LES** Leave and Earnings Statement

**LMR** Labor Management Report

**LMS** Learning Management System

**LWOP** Leave Without Pay

## **M**

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**MIC** Manager's Internal Control

**MILCON** Military Construction

**MOA** Memorandum of Agreement

**MOU** Memorandum of Understanding

**MSEP** Military Spouse Employment Program

**MWR** Morale, Welfare and Recreation

## **N**

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**NB** Naval Base

**NAF** (1) Non-Appropriated Funds  
(2) Naval Air Facility

**NAFCON** Non-appropriated Funds Construction

**NAFI** Non-appropriated Funds Instrumentality

**NAS** Naval Air Station

**NAVBASE** Naval Base

**NAVFAC** Naval Facilities Engineering Command

**NAVINST** Navy Instruction

**NAVMAG** Naval Magazine (Indian Island)

**NAVPERS** Naval Personnel

**NAVSTA** Naval Station

**NAVSUP** Naval Supply Systems Command

**NB** Naval Base

**NCIS** Naval Criminal Investigative Service (formally NIS)

**NDW** Naval District Washington

**NEPLO** Navy Emergency Preparedness Liaison Officers

**NEX** Navy Exchange

**NF** A NAF Pay Band Employee (Pay Plan)

**NGIS** Navy Gateway Inns & Suites

**NKO** Navy Knowledge Online

**NL** A NAF Craft and Trade (CT) position "Leader" (Pay Plan)

**NLT** No Later Than

**NMCI** Navy-Marine Corps Intranet

**NMET** Navy Mission Essential Tasks

**NOTAL** Notice to All

**NOTU** Naval Ordnance Test Unit

**NS** (1) Naval Station  
(2) A NAF Craft and Trade (CT) position  
(3) "Supervisor" (Pay Plan)

**NSA** Naval Support Activity

**NSD** Night Shift Differential

<b>NSY</b>	Naval Shipyard
<b>NTE</b>	Not To Exceed
<b>NTIMS</b>	Navy Training Information Management System
<b>NUWC</b>	Naval Undersea Warfare Center
<b>NWS</b>	Naval Weapons Station

**O**

<b>OCONUS</b>	Outside Continental United States
<b>OF</b>	Optional Form
<b>OGC</b>	Office of General Counsel
<b>OJT</b>	On-the-job Training
<b>OMB</b>	Office of Management and Budget
<b>OPF</b>	Official Personnel File
<b>OPM</b>	Office of Personnel Management
<b>OPNAV</b>	Office of the Chief of Naval Operations
<b>OPNAVINST</b>	Office of the Chief of Naval Operations Instruction
<b>OPS</b>	Operations
<b>ORM</b>	Operational Risk Management

**P**

<b>P&amp;L</b>	Profit and Loss
<b>PAO</b>	Public Affairs Officer
<b>PCS</b>	Permanent Change of Station
<b>PD</b>	Position Description (Job Description)
<b>PMR</b>	Performance Management Review
<b>POM</b>	Program Objective Memorandum

<b>POR</b>	Program of Record
<b>POS</b>	Point of Sale
<b>PPV</b>	Public Private Venture (PPV)
<b>PS</b>	Patron Services, a NAF Position Pay Plan
<b>PWD</b>	Public Works Department

**Q**

<b>QD</b>	Quarterdeck
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**R**

<b>RAP</b>	Resource Allocation Plan
<b>RDC</b>	Region Dispatch Center
<b>REC</b>	Region Environmental Coordinator
<b>RECTRAC</b>	Point-of-Sale System
<b>REGCOM</b>	Region Commander
<b>RFA</b>	Request for Action
<b>RFT</b>	Regular Full-time
<b>ROC</b>	Region Operations Center
<b>ROI</b>	Return on Investment
<b>RPA</b>	Request for Personnel Action
<b>RPD</b>	Regional Program Director
<b>RPM</b>	Regional Program Manager
<b>RPT</b>	Regular Part-time

**S**

<b>SA</b>	Situational Awareness
<b>SAC</b>	Singapore Area Coordinator



<b>SCD</b>	Service Computation Date
<b>SECNAV</b>	Secretary of the Navy
<b>SF</b>	Standard Form
<b>SIM</b>	Shore Installation Management
<b>SJA</b>	Staff Judge Advocate
<b>SL</b>	Sick Leave
<b>SLDCADA</b>	Standard Labor Data Collection & Distribution Application
<b>SME</b>	Subject Matter Expert
<b>SOH</b>	Safety & Occupational Health
<b>SOP</b>	Standard Operating Procedures
<b>SORM</b>	Standard Organizational & Regulations Manual
<b>SOW</b>	Statement of Work
<b>SSN</b>	Submarine Nuclear
<b>SSBN</b>	Submarine Ballistic Nuclear
<b>SSGN</b>	Submarine Guided Nuclear
<b>SWFPAC</b>	Strategic Weapons Facility Pacific

## **T**

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<b>TAD</b>	Temporary Additional Duty
<b>TDY</b>	Temporary Duty
<b>TSP</b>	Thrift Savings Plan
<b>TWMS</b>	Total Workforce Management System

## **U**

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<b>UA</b>	Unauthorized Absence
<b>UFM</b>	Uniform Funding Management

<b>UFR</b>	Unfunded Requirements
<b>UH</b>	Unaccompanied Housing
<b>UIC</b>	Unit Identification Code
<b>USA</b>	United States Army
<b>USAF</b>	United States Air Force
<b>USCG</b>	United States Coast Guard
<b>USFF</b>	United States Fleet Forces Command
<b>USMC</b>	United States Marine Corps

## **V**

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<b>VTC</b>	Video Teleconference
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## **W**

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<b>WIIFM</b>	What's In It For Me?
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## **X**

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<b>XO</b>	Executive Officer
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## **Y**

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<b>YTD</b>	Year-To-Date
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