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THE NEW PROFESSIONAL DEVELOPMENT PROGRAM HANDBOOK(U)
NAVAL OCEAN SYSTEMS CENTER SAN DIEGO CA
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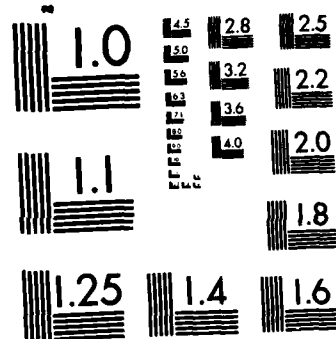
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September 1985

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Naval Ocean Systems Center

San Diego, California 92152-5000

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NAVAL OCEAN SYSTEMS CENTER SAN DIEGO, CA 92152

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ADMINISTRATIVE INFORMATION

The New Professional Development Program Handbook provides guidance to new employees who, as New Professionals, are assigned to the Professional Development Program. Work was performed by the Publications Branch under NAVOCEANSYSCEN funding.

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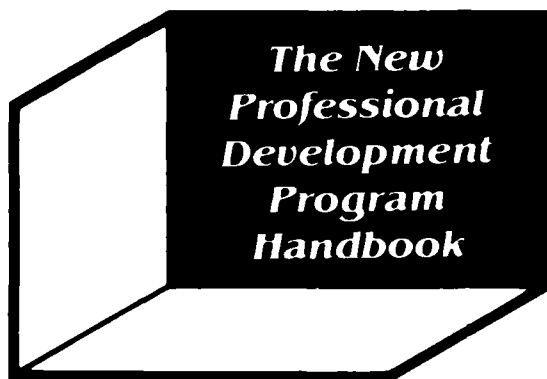
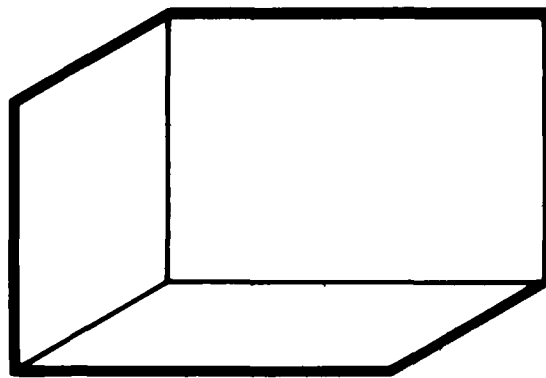
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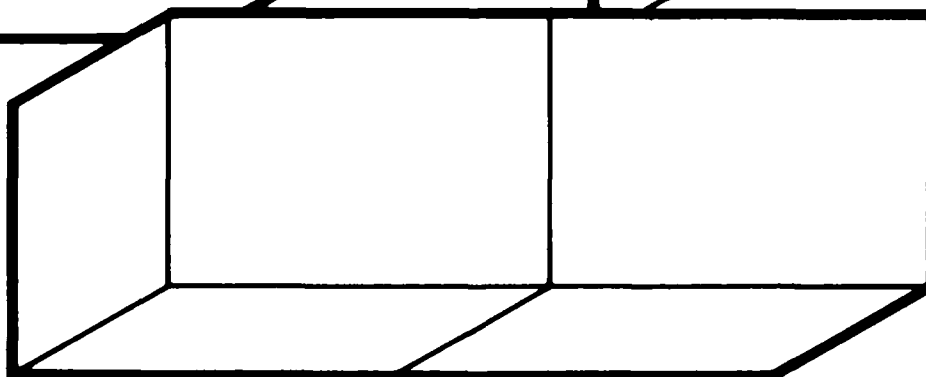
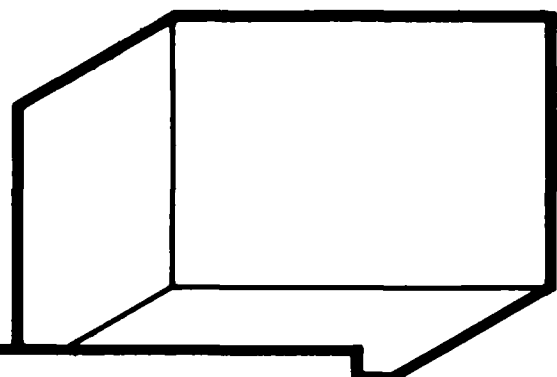
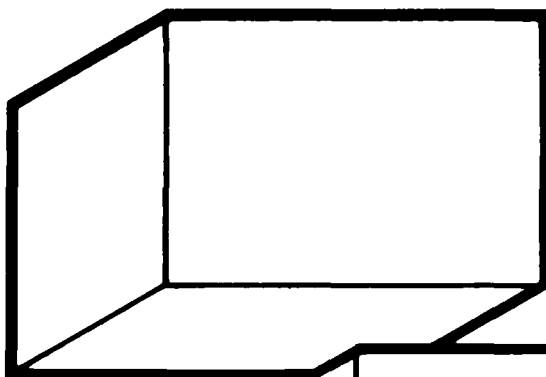
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NOSC

*Naval Ocean Systems Center
San Diego, CA 92152-5000*



INTRODUCTION TO THE NEW PROFESSIONAL PROGRAM

Welcome to the NOSC New Professional (NP) Program. Your year as a New Professional is intended to provide you with important professional growth and a unique insight into the operation, structure, and opportunities within NOSC.

We are investing the first year of your career at the Center in this program because our experience shows that in the long run the investment benefits you and the Center by getting your career off to the best possible start.

While you are an NP you will have an advisor who will work with you to select your tour assignments, your final assignment, and to help smooth out the rough spots along the way.

You will have a great deal of freedom to chart your course through the Center, to determine the type of work you like, and to choose the group with whom you prefer to work. This freedom is important to your enjoying a successful NP career. The few guidelines we ask you to follow are to help the mechanics of the program run smoothly, and to be sure you have the widest possible exposure to the Center.

1. Stay closely in touch with your advisor. Check with him or her for ideas for tours. Be sure your advisor knows how you are doing, especially if you are having any problems.
2. Take an active role in all New Professional meetings, briefings, outings, and presentations. These activities are an important part of your NP experience, and will broaden your insight into the NOSC organization.
3. Be sure your advisor approves each new training assignment or tour. This is done by endorsement on a short memo, copies of which were given to you on the day you came to work at NOSC. This keeps your advisor "in the loop," and enables appropriate people to take care of administrative details concerning you.
4. Take each tour in a different department. This moves you around the Center. If this proves overly restrictive, you may be able to get approval for more than one tour in a department. See your advisor.
5. Don't get "trapped" in a tour assignment. Remember, each tour is a chance for you to learn. As an NP you are not bound to the project completions, deadlines, or schedules. If you feel this is a problem at any time, consult your advisor as soon as possible.
6. Match the Center's investment. We are investing money and a lot of effort by other people to make this year successful for you. Match the investment by becoming an active participant. Seek experiences. Work hard. Open your mind to challenge. You will never have another chance like this one—help us help you to make the most of it.

The NP Steering Committee is a group of recently graduated NPs who are now helping to run the NP Program. They are an excellent source of advice, experience, counsel, and comfort. Don't hesitate to seek out any one of them if you have a question or a problem.

The NP Program is real and honest. There are no gimmicks or hidden factors. The basis for the program is simply that if you have a happy, productive NP experience, you are more likely to become a happy, productive member of the Center's technical staff. If you ever feel things aren't going that way, please let someone in the NP Program know.

Please feel free to talk to me any time about how things are going, and especially if you are having difficulties. We have selected you carefully for this program, and we're glad you are here. We hope you enjoy your career at NOSC and living in San Diego.

Good Luck,

Frank Tirpak

Coordinator, NP Program

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AN OVERVIEW

This handbook will serve as a general guide for you during your assignments to the New Professional Program, and supplement the information you receive from your guide during your "Welcome on Board" and from your advisor. The New Professional Program has been designed to give you the opportunity to learn as much as possible about the people and the work at NOSC, and the types of technical projects in progress. During your first year you will normally have four tours of duty, each in a different area. These tours will give you the chance to investigate and work on a number of technical projects. This experience will help you decide which of the technical areas would be of interest to you as a permanent assignment.

As a part of the New Professional Program, a series of lectures will be given by NOSC personnel introducing you to the types of work carried out, and to the organizational structure of the NOSC departments. Field trips to the various Center facilities and local Navy activities will be arranged. Your participation in the trips and attendance at the lectures will give you an opportunity to understand NOSC and its role in the operation of the Navy. This also gives you the opportunity to meet and compare opinions with other New Professionals in the program.

ADVISORS

Advisors are employees with years of technical experience in the scientific and engineering programs of the Center. Some of them are graduates of the New Professional Program and are well acquainted with what it means to be a new professional beginning a career. If difficulties or problems arise in your work, talk it over with your advisor. He or she has gone through these experiences and can give you the benefit of experience and knowledge. Your advisor is there to help you over the rough spots and provide you with insights and suggestions. Your advisor is a very important part of your career during this first year, and should always know what you are doing and how you are doing. The New Professional Program can be a success only as long as it serves the needs of the New Professional, as well as the long-term interests of the Center. If problems arise, everyone associated with the program is anxious to correct them. If, at any time, you feel that the program is not serving your needs or meeting your expectations, contact your advisor, The New Professional Program Coordinator, or a member of the New Professional Steering Committee. Most problems can be quickly resolved by frank communication.

NOSC TOUR PROGRAM

It is very important that you discuss your interests and aspirations frankly with your advisor so that a program may be developed that will meet both your interests and the Center's needs. Your advisor will guide you in the process of selecting your first tour based on your education, experience, and technical interests. Although you will play an increasing role in the determination and selection of your subsequent assignments, your advisor will be able to

give you good advice and assistance in selecting tours that will give you a broad-based introduction to the work of the Center.

Tours may be taken in any of the following:

- Systems Planning Group, Code 16
- Fleet Readiness Office, Code 18
- Arctic Submarine Laboratory, Code 19
- Command and Control Department, Code 40
- Marine Sciences and Technology Department, Code 50
- Undersea Weapon Systems Department, Code 60
- Surveillance Department, Code 70
- Communications Department, Code 80
- Engineering and Computer Sciences Department, Code 90

You should select no more than one tour from each of the above organizations. In special cases, because of unique background or specialization, it may be desirable for an NP to take multiple tours within a department. Such tours are exceptions, and must be approved by your advisor and the NP coordinator.

CHOOSING A TOUR

The New Professional Guide to NOSC document that you were given on your first day of work is a useful information source which aids tour selection. Familiarize yourself with the assignment possibilities indicated, and then share opinions and ideas with your advisor. Also, talk to the section or branch head before you make any final decisions. If an assignment cannot be worked out in the code you select, an assignment can be arranged in that code during a subsequent tour. Tours should run two to three months in length. However, shorter or longer tours can also be arranged. Assigned work should be completed in one tour before going on to the next, but tasks may be carried over if necessary. This is usually the result of events beyond your control such as equipment failure or delayed test schedules.

HAWAII TOURS

A limited number of NP tours to the NOSC Hawaii Laboratory are available each year, subject to budget and travel constraints. If such a tour interests you, contact Mr. H. O. Porter, Code 51, in San Diego. A reasonable possibility that you will consider NOSC Hawaii for final assignment must exist prior to tour approval in Hawaii.

TOUR AND PERFORMANCE EVALUATIONS

Your advisor has a supply of the Tour evaluation forms used by personnel in assessing the New Professional Program. These should be completed and sent to the Employment Office, Code 143, via your advisor and the NP Program Coordinator within two weeks after the completion of each of your tours. All comments made on the form will be held in strict confidence. You should feel perfectly free to discuss all aspects of your experience on the

tour. In addition to the tour evaluation forms which you complete, there are performance evaluation forms used to assess your work habits, productivity, relationships, etc. These are completed by your Tour Supervisor, and will be discussed with you at the end of each tour. The evaluation's purpose is to give you feedback on your performance, your strengths, and those areas needing improvement. Your comments aid the advisors and supervisors in maintaining the high quality of the program. Attention to these forms and serious consideration of the information you provide are very much appreciated by the program management.

After approval of your next tour by your advisor, and prior to departure from one tour to the next, you *must* notify your current timekeeper and the Employment Office, Code 143.

The notification should include the following:

- New tour supervisor
- New code assignment
- New phone extension
- Start date
- Completion date

Forms for this purpose will be provided to you on your first day of work by Code 143.

MIDTERM REVIEW

A midterm review should be held between you and your advisor near the end of your second tour, and prior to setting up the third tour. The purpose of the review is to assure that the NP is moving toward a good selection of two codes for final assignment and to deal with any problems that may exist. Advisors have information forms which are used as guides for conducting the review.

PERMANENT ASSIGNMENT

Just prior to completion of your year as a New Professional, discuss your final assignment with your advisor and the NP Program Coordinator. You should have at least two choices from the tours you have taken. The assignment will be made by the NP Program Coordinator, taking into consideration your preferences and the requirements of groups within the Center for new personnel. Your choice for final assignment is given very high priority in this process.

EARLY FINAL ASSIGNMENT

Although there is a one year maximum time period provided in the program, early final assignment is allowed as an option for the NP. This option may be exercised if an NP has located a particularly desirable place to work and elects not to continue in the program. If the selected Code agrees to the assignment, final assignment may then occur.

SECURITY PROCEDURES

Security is everyone's job. It is a critical responsibility of each individual at the Center. The person handling classified material is ultimately responsible for safeguarding it. Following are a few of the more important facts to remember:

- A. Never leave classified information on your desk when it is unattended. If you are working with CONFIDENTIAL material and must leave your desk, the material must either be placed in the custody of another person with the appropriate clearance working in the immediate area or locked in the file.
- B. SECRET material is always kept in a locked file except when it is actually in use.
- C. All files containing classified material must be locked when someone responsible is not in the room.
- D. When discussing classified material with another person, it is your responsibility to determine if the individual has adequate clearance and needs the specific information to perform his duties. Your immediate supervisor on each tour should advise you on obtaining clearances and "need to know" for each project.
- E. Never put classified material in a desk or a wastebasket.
- F. All written material must be approved by the Information Security Group, Code 152, prior to release either internally or off-Center. Material must be mailed off-Center through the NOSC mailroom. CONFIDENTIAL material is double wrapped and transmitted off-Center via first-class mail. However, if it is being transmitted to a private contractor, it must go via certified mail. All SECRET material is transmitted via registered mail. In an emergency, classified material may be hand-carried off-Center. To carry classified material you must be issued a courier card by the Security Office at the request of your supervisor. A list of material to be carried is prepared in duplicate. One copy remains with the classified material custodian where you are working. The other goes with you, but separate from the package of documents. This is an information copy only, and may be destroyed when material has been checked back into the Center upon completion of travel.
- G. Classified materials are NEVER to be taken home.
- H. If you must hand-carry material while on official travel, you must keep it in your personal possession at all times, or have it properly stored at the nearest military activity or cleared contractor with proper storage facilities. Always obtain a receipt for material stored.
- I. Classified material may NOT be left in such places as hotel safes, public storage lockers, hotel rooms, or private residences.
- J. Newly generated unclassified material must not be left open to view in unprotected areas, and must not be disseminated until it is reviewed and a distribution statement is assigned.
- K. If you have any questions regarding security procedures, ask your Tour Supervisor or contact the Security Office.

The Security Office is responsible for assisting all personnel in the following areas:

1. Safeguarding classified information.
2. Any security classification problem (e.g., what to classify and what not to classify).
3. Obtaining a higher level of clearance.
4. Issuing car decals.
5. Visits to other activities and contractor facilities.
6. Official travel to foreign countries.
7. Security violations.

GENERAL INFORMATION

- A. Talk to your Tour Supervisor about your day-to-day work.
- B. See the Employment Office about scheduled lectures and tours, the forms you need to complete, etc.
- C. Take your ideas about how the New Professional Program should be run to your advisor, the NP Program Coordinator, or a member of the NP Steering Committee.
- D. Talk to the Personnel Office about leave, pay, promotions, even retirement.
- E. Check the bulletin boards, the NP UPDATE (published and distributed monthly), your electronic mail, and the NPINFO computer program for announcement of technical lectures, special courses, and items of general interest.
- F. Remember, the program as outlined is flexible. Talk to your advisor if you want to change assignments or even tailor-make a program to suit you.
- G. During this first year, you have a chance to find out what goes on behind the next partition, who is doing it, and how things are done "outside." Take advantage of it. There will be less time and fewer opportunities once you reach your permanent assignment.

SUPPORT SERVICES

The following is a description of the main support services available at the Center. The description is brief, and is meant only as a preliminary introduction. As a professional you will need to use these services, so it is best to become familiar with them now.

A. TECHNICAL SHOPS AND SERVICES

The Center's supporting activities provide a number of extremely useful technical services and test facilities. A *Plastics Laboratory*, an *Environmental Laboratory*, a *Metallurgy Laboratory*, the *Transducer Evaluation Center (TRANSDEC)*, and the *Arctic Pool* are among the varied facilities available. Machine shops are also available at all NOSC facilities. The heads of these facilities can provide useful assistance in their specialties.

B. COMPUTER FACILITIES

During your tours, funded projects will often provide training in the use of the various analog, digital, and hybrid computer facilities at the center. Code 91 provides free computer time for NPs on one of the main Code 91 Computer Center machines. This computer is the COD, a VAX 11/780 running the Unix operating system, and can be used for training exercises, checking out programs while becoming familiar with the systems, and other computer work not part of funded projects. Use of these computers will benefit you during your tours as well as after taking permanent assignment. There is an electronic "bulletin board" program called NPINFO which allows NPs to read about and sign up for field trips or other events and an electronic mail address, NPMAILER. NPMAILER provides a fast and easy way to contact all NPs about an upcoming talk, special event, new tour possibility, etc.

The procedures to obtain free use of the computer are as follows:

1. Contact a representative of Code 91, the Computer Sciences and Simulation Division, to begin the process of being added as a new computer user.
2. You will be given a user-ID and a programmer number for the Computer Center machines, and added as a user on the COD. Manuals and other documentation are provided free of charge.
3. Your free account should be used only for the work mentioned above. If computer usage is part of the work done during a tour, the charges should be paid by the tour code. At the end of the NP year, you'll be notified that your account is about to terminate. Future computer funding will have to come from project funds.

C. DOCUMENTATION SERVICES

Professional services in those areas of information management concerned with providing and accessing technical information are available through the Technical Information Division, Code 96.

1. Publications

The Publications Branch, Code 961, provides assistance in the area of publications management. This includes editorial and writing services for any type of documentation (reports, hardware manuals, speeches, conference proceedings, journal articles, and brochures) and coordination of a document's production, printing, distribution, and input to DoD data bases. The Publications Branch should be contacted when nonstandard documents such as brochures, newsletters, etc., are planned to ensure that regulations allow their publication.

2. Audiovisual

The Audiovisual Branch, Code 962, provides artwork for presentation visuals (viewgraphs, video tapes, 35mm slides, flip charts, and posters), supporting illustrations for documentation, and design and development of displays, models, signs, and plaques.

Code 962 also provides photographic services, which include still and motion-picture photography; video, film and audiovisual productions; underwater motion-picture and still

photography; some types of photo-instrumentation work; and a camera loan service. A comprehensive film and still photographic library is maintained for use by on- and off-Center personnel.

All photography conducted by NOSC personnel in the performance of their work is considered as official photography, and must be processed through the central photographic laboratory. Photographic film and supplies are also issued by this group.

All requests for purchase or disposition of photographic and video equipment and supplies must be reviewed by Code 962 prior to submission to Accounting.

3. Library

The Technical Library, Code 964, has a large collection of books, technical reports, and periodicals; emphasis is in the areas of acoustics, electronics, electrical engineering, mechanical engineering, marine sciences, mathematics, physics, computer science, artificial intelligence, robotics, and the Arctic. The library offers a full range of services at both Bayside and Topside locations: reference, literature searching, current awareness, interlibrary loan, acquisitions, and circulation. It also has on-line access to the Defense Technical Information Center, NASA, and to more than 200 open-literature data bases.

4. Hawaii

Similar functions, i.e., publications, audiovisual, and library services, are available through the Technical Information Branch, Code 963, for personnel stationed at NOSC's site at Kaneohe Bay, Hawaii.

D. DIVERS AND DIVING

NOSC maintains a sizeable crew of SCUBA and hard-hat divers for various types of range support, such as underwater construction and tests. Center employees cannot dive on Navy time or use Navy equipment unless they have first passed the civilian diving school course at NOSC. Permission to attend the diving school must come from your division head.

E. PATENT COUNSEL

The U.S. Government is just as vulnerable as a corporation or private individual to legal action for patent infringement. Consequently government activities which do research and development work must substantiate their patent rights to inventive concepts. When a patent right is established, the government is then protected against patent infringement suits by outside concerns.

NOSC has a Patent Counsel and patent attorneys on the staff. Their major functions are (1) identifying inventions resulting from NOSC laboratory and contract work; (2) filing patent applications on those inventions which are of Navy interest; (3) rendering advice to NOSC personnel on all matters of patents, trademarks and copyrights; and (4) conducting state-of-the-art searches for NOSC personnel. Employees who believe they may have an original invention should contact the NOSC Patent Counsel. When a patent application is filed, the inventor receives a \$100 minimum initial award, and upon issuance of the patent receives \$300 as a minimum final award. Higher final awards are possible depending on the importance of the invention and its worth to the Navy. The patent is then documented in the inventor's personnel jacket as an indication of creative ability.

F. SUPPLY DIVISION

This division provides logistic support to the entire Center in areas of procuring standard stock material, storage, shipping, receiving, material handling, surplus disposal, transportation management, material identification, etc. The Purchase Section of the Supply Division is responsible for all purchases and contractual support for the entire Center. Each NP is invited to contact the office of the Director of Supply for an introduction to the people and procedures of the Supply Department.

G. TRAVEL

Whenever you travel on official orders, you are eligible for per diem allowances. Advances can also be issued based on estimated expenses. Upon your return from travel, you must submit a travel voucher and a receipt for your lodging. Use of your own car for transportation on official travel, entitles you to a mileage allowance. The secretary of your code or the Travel Office will be able to help you prepare travel orders and vouchers. Any charges for travel not associated with the NP Program, i.e., travel in conjunction with a project, must be funded by the requesting code.

Travel reservations are made by the Travel Office as requested by the traveler. However, all other reservations such as rental car (when authorized), hotel, etc., are the traveler's personal responsibility. Airline schedules and the hotel guide book are available at the Travel Office for reference.

EDUCATION

NOSC offers a diversified educational program designed to assist in developing the professional careers of its most valuable asset, its employees. Employees are encouraged to keep up-to-date on the expanding knowledge and techniques in science and engineering. The majority of these opportunities become available after completion of one year's service at NOSC. Short courses are only available if the code to which you are currently assigned agrees that postponement of that training would be detrimental to the Center. This training must have prior approval of the NP Program Coordinator and Code 143.

A. EXTENDED DAY COURSES

After one year of current continuous civilian service, employees enrolled in extended day upper division and graduate-level classes in local colleges and universities may receive tuition reimbursement if the training will improve job-related skills and knowledge. The program must be approved for such reimbursement prior to enrollment. Such reimbursement is made upon the employee's successful completion of the course supported by a recorded grade.

B. RESIDENT DAY COURSES

After one year of current continuous civilian service, employees are eligible for enrollment in job-related, upper division and graduate-level college resident day classes. The Center will provide tuition reimbursement and up to a maximum of six hours a week in a work status for class attendance. Such a program must have been approved prior to enrollment and reimbursement is made upon the employee's successful completion of the course.

C. SHORT COURSES

Short courses offered by Government agencies, educational institutions, recognized private foundations, and training institutes may qualify for enrollment cost support. These courses normally extend from two days up to two weeks and consist of intensive study in a specialized area. NOSC will normally pay enrollment costs for courses offered within the commuting distance. When training is conducted out of town, enrollment cost will be paid and travel and per diem will be allowed in accordance with travel regulations.

D. SHORT COURSES IN-HOUSE

NOSC offers a variety of short courses tailored to the specific needs of the Center. Topics included are: employee orientation, presentations and briefings, clerical training, EEO, safety and security training, technical writing, first-line supervisory training, financial management orientation, computer and computer related training, and specifically requested scientific or engineering courses. Included with these in-house courses are live instructional television credit courses from local universities which present academic and extension courses in the fields of science, engineering, project management, and computer science.

E. ACADEMIC STUDY PROGRAMS

NOSC has two programs involving graduate study—the Graduate Academic Program (GAP) and the Long-Term Training assignment program (LTT)—which are open to those who meet specified eligibility requirements described in NOSC Instructions 12410.1 and 12410.3. All Center supported training in nongovernment facilities in excess of 80 hours in a single program carries a service obligation of three times the amount of time spent in training.

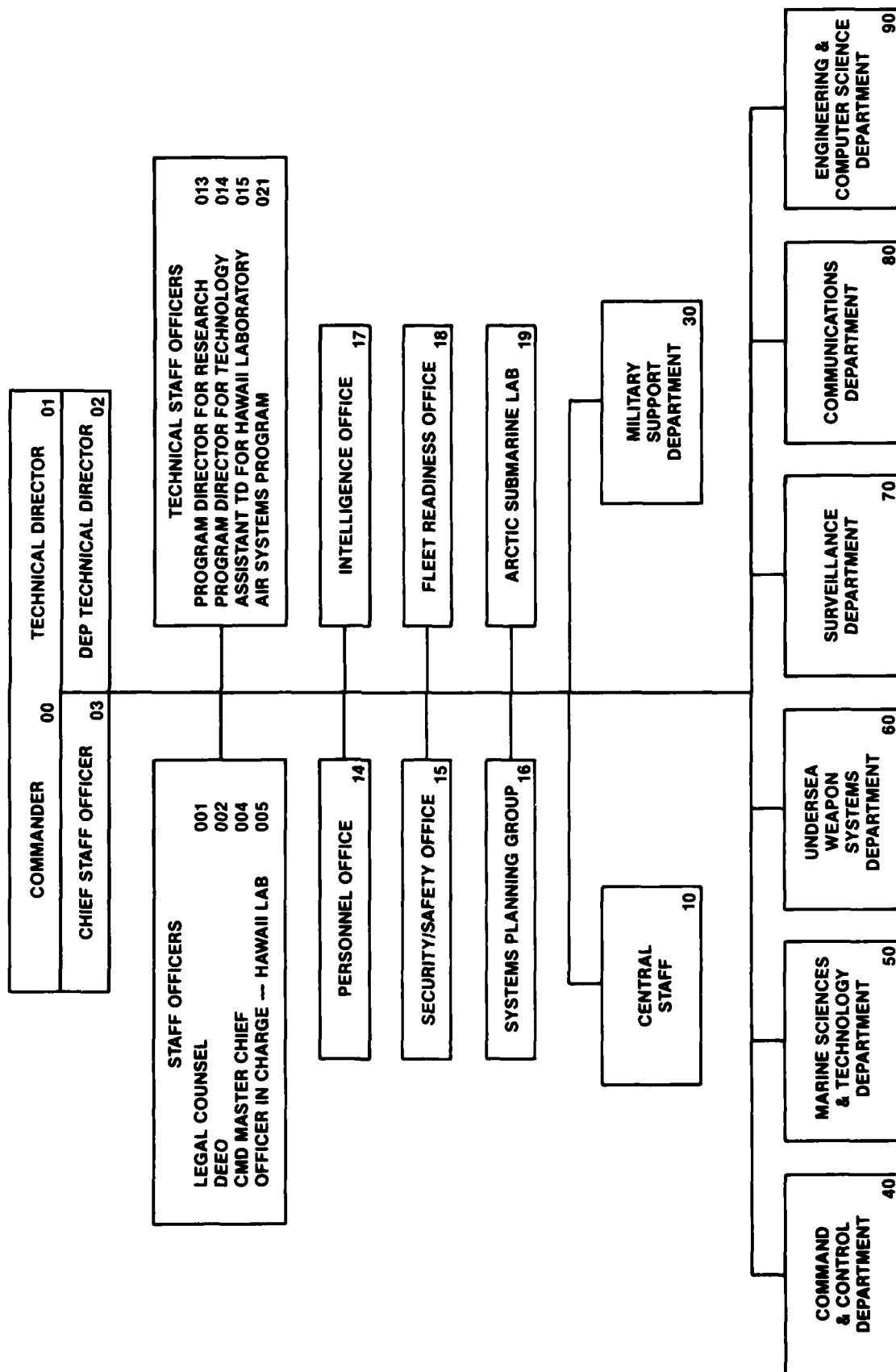
GAP study assignments involve graduate study in scientific, engineering, or administrative fields by combining work and study. Participants receive full salary and tuition while attending a local accredited institution during part of the work day. A GAP assignment permits a maximum of 20 hours a week for two semesters or three quarters while classes are in session during the academic year. A minimum of six credit hours of academic course work per semester, or the equivalent per quarter is a requirement of such an assignment.

LTT assignments may be granted employees holding degrees to permit them to pursue advanced graduate work in a specialized field of science, engineering, or management. Such an assignment covers full time attendance for two semesters or three quarters at any accredited graduate institution within an academic year. Appointees receive full salary and benefits, and tuition. If the institution is out of town, travel and relocation expenses are paid in accordance with Center policy and regulations. Assignments are made for two semesters or three quarters. A minimum of 12 credit hours of academic course work, or the equivalent, is required per semester.

ORGANIZATION

Following is a simplified organization chart for NOSC. NOSCINST 5400.2, NOSC Organizational Manual, is available through your immediate supervisor.

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