

U.S. Army Corps of Engineers Norfolk District



EMPLOYEE HANDBOOK

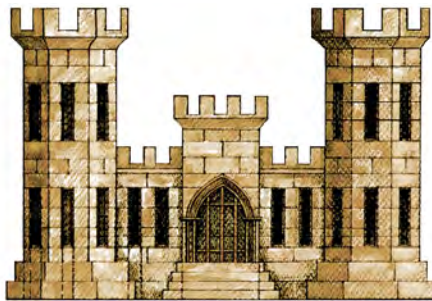


TABLE OF CONTENTS

Organization info	2
Commander's welcome	4
Mission, vision and goals	5
Organizational structure	6
Fort Norfolk history	8
Harold Waterfield history	9
District Commander	https://go.usa.gov/xug87
Deputy District Commander	https://go.usa.gov/xug8s
Deputy District Engineer	https://go.usa.gov/xug8H
Floor plan maps	13
Mailroom operations	15
CAC cards	16
Telephone operations	18
Computers/ACE-IT	19
Facility work order	19
Emergency notification system	20
Emergency evacuation map	22
Evacuation instructions/shelter-in-place	23
Leadership Development Program	24
Commander's Open Door policy	25
Equal Employment Opportunity	25
Telework	26
Sexual harassment	26
Employee Activity Group	27
Norfolk District Fitness Center	28
Physical fitness opportunities	29
District Library	31
Union	32
Acronyms and abbreviations	33
Rank/Insignia	37
Telephone directory	39



MISSION, VISION & GOALS



Mission:

Norfolk District provides innovative engineering solutions, in collaboration with our partners, to deliver water resources, military, interagency, environmental and disaster-response programs that make our communities, the commonwealth and nation a better place to work and live.

Vision:

Dedicated public servants revolutionizing delivery of engineering solutions to our nation's toughest challenges!

Motto:

“Essayons!”
(Let us try)

Army Civilian Corps Creed:

I am an Army civilian – a member of the Army team.

I am dedicated to our Army, Soldiers and civilians.

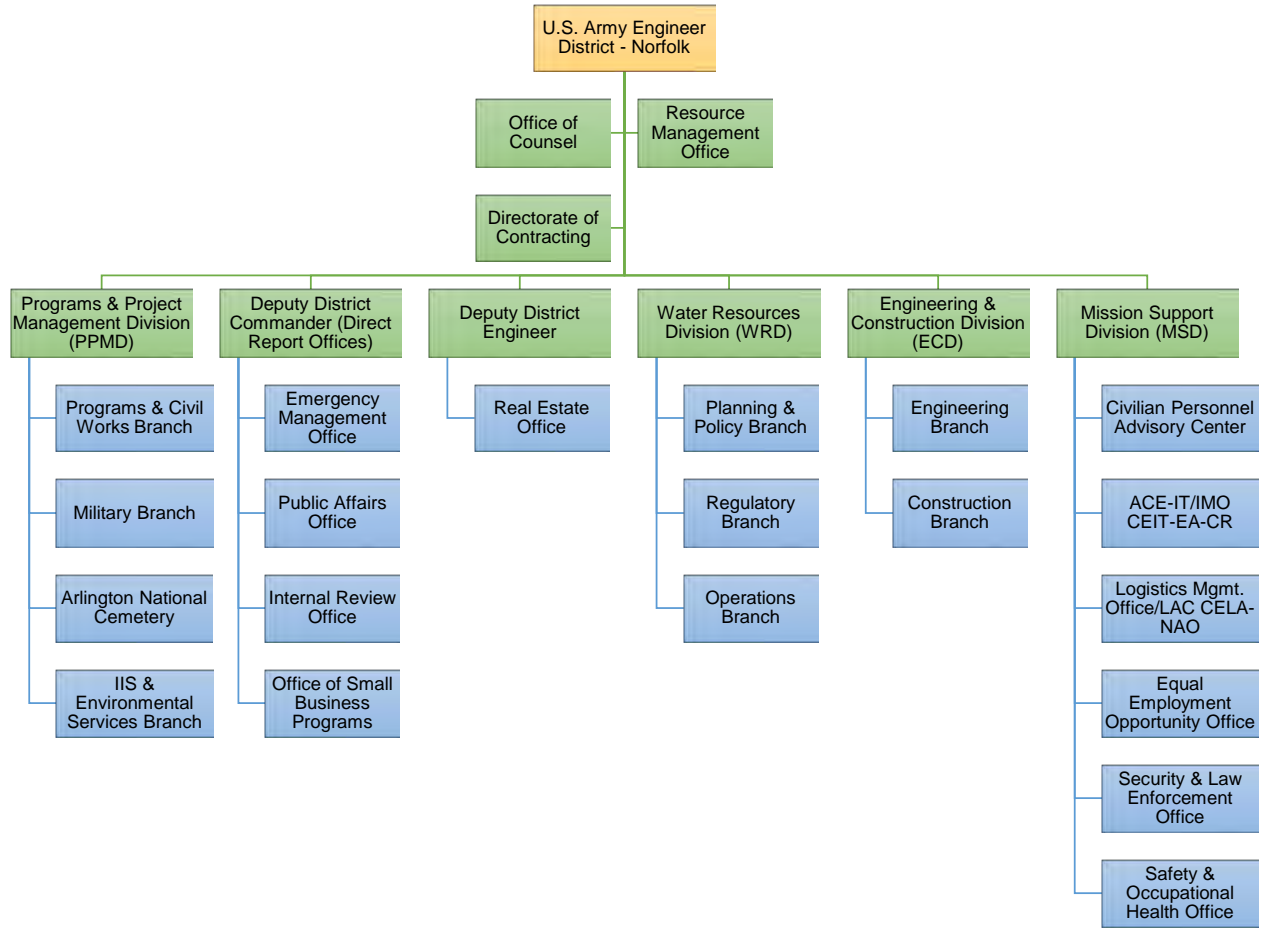
I will always support the mission.

I provide leadership, stability, and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our nation and our Army.

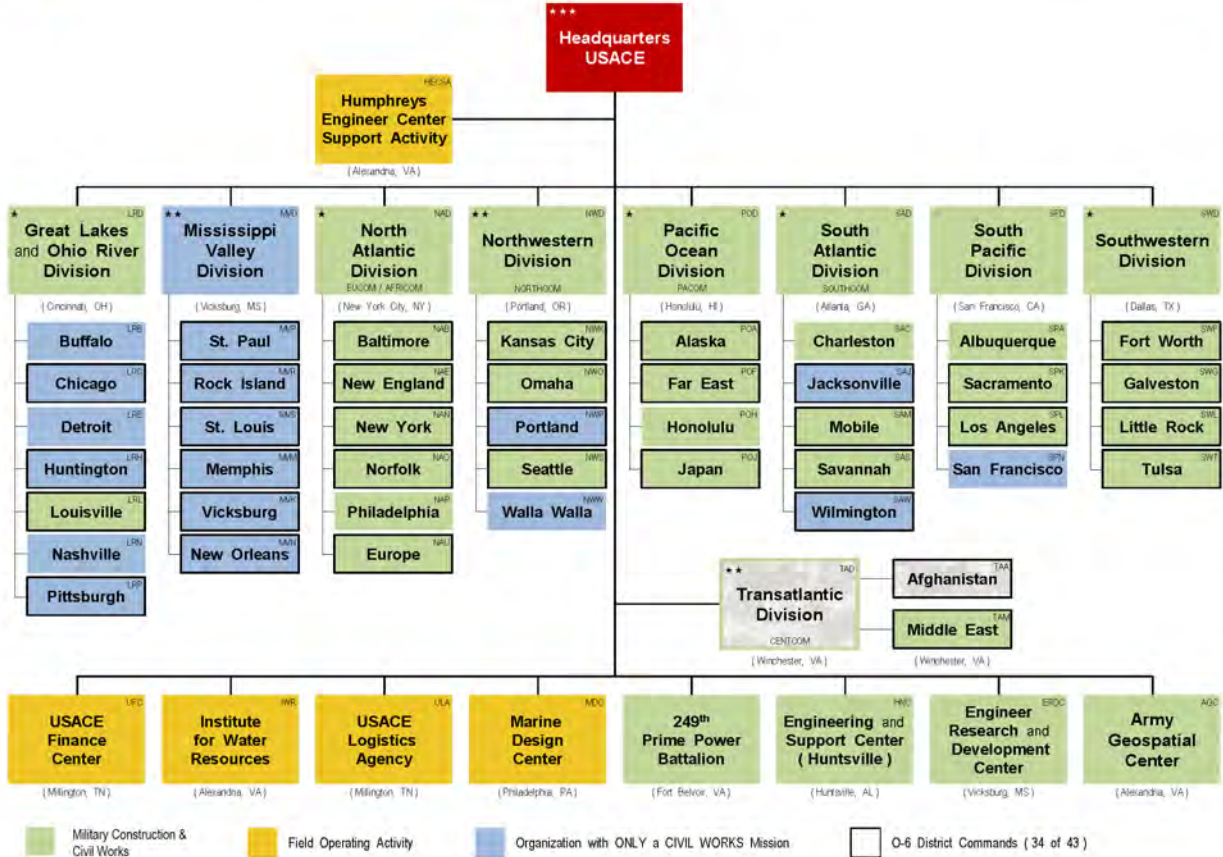
I live the Army values of loyalty, duty, respect, selfless service, honor, integrity and personal courage.

I am an Army civilian.





Organizational Structure





NORFOLK DISTRICT HISTORY

Established in 1802, the U.S. Army Corps of Engineers has played a vital role in the defense and development of the United States. For more than 240 years, we have supported the nation's water-based commerce, protected established population centers, provided disaster response, supported wars and contingency operations, and constructed military facilities that are vital to our national defense.

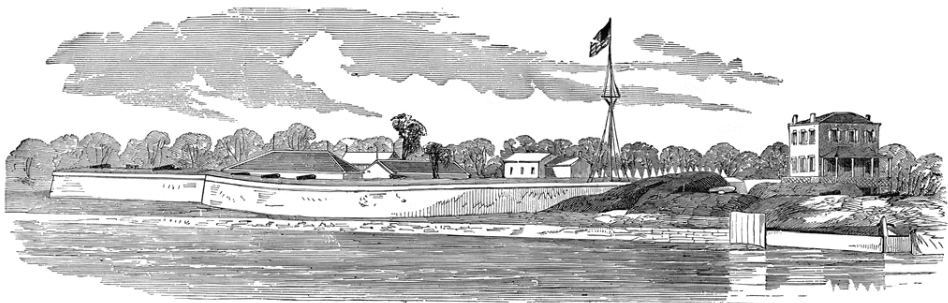
Today, the Army officers and civilian personnel of Norfolk District continue the proud legacy of service to the nation and commonwealth of Virginia established by the U.S. Engineers Norfolk Office in 1879. With environmental sustainability as a guiding principle, our disciplined team of engineers, scientists and skilled professionals works diligently to execute our civil works, military, environmental and emergency operations missions.

Through deeds, not words, we are Building Strong.

FORT NORFOLK

In 1776, American colonists established an earthen fort on the site historic Fort Norfolk now occupies. That fort quickly fell into a state of disrepair and remained unused until Congress passed "An Act to provide for the defence of certain Ports and Harbors in the United States" in 1794. That year, Army engineers began work on a new Fort Norfolk. During the War of 1812, the USS Constellation sheltered behind the fort's guns and, during the Civil War, the Confederate ironclad CSS Virginia stopped here to load ammunition before sailing into battle with the Union ironclad USS Monitor in the waters of Hampton Roads.

The 19th-century historic landmark became the district's home in 1923, when its 27 employees moved into the fort's historic buildings. Sixty years later, in the spring of 1983, the staff moved into its present headquarters, the Waterfield Building.





HAROLD WATERFIELD HISTORY

Harold Waterfield began his career with Norfolk District as a survey boatman in 1923. Despite little formal education, he conceived, designed and developed the Craney Island Dredged Material Management Facility, which solved the serious problem of Hampton Roads Harbor expansion in the 1950s.

He also established and developed an electronic-positioning system for conducting hydrographic surveys that was adopted for use throughout the U.S. Army Corps of Engineers. Waterfield retired from the Corps in July 1960, having served 37 years at Norfolk District and ultimately rising to the position of Survey Branch chief. The Norfolk District headquarters building at Fort Norfolk was named in Waterfield's honor on Aug. 12, 1983.

BRIGADIER GENERAL CARROLL E. ADAMS JR.

A native of Rhode Island, Brig. Gen. Carroll Adams graduated from the U.S. Military Academy at West Point in 1945 and was commissioned a second lieutenant in the Corps of Engineers. He served various tours in Hawaii, Europe, the United States and Canadian Arctic. His last tour of duty prior to volunteering for service in Vietnam was as district engineer, Norfolk District, U.S. Army Corps of Engineers.

Adams departed for Vietnam in January 1970 and assumed command of the 937th Engineer Group. On May 12, 1970, while conducting an inspection tour with Maj. Gen. John A.B. Dillard, chief of U.S. Army Engineer Command in South Vietnam, Adams' helicopter was shot down by enemy fire.

Adams was buried with full military honors at West Point.

Adams left behind a legacy of compassion and loyalty in all who knew and served with him. In 1972, Norfolk District renamed the survey vessel Chesapeake in his honor. When that vessel was retired from service in 1997, the district commissioned its replacement, the Adams II, as tribute to the general.



MAILROOM OPERATIONS

The Norfolk District Mailroom is managed and operated by The Louise W. Eggleston Center, a United Way agency. The following are mail-processing procedures here:

INTERNAL MAIL	<p><u>Schedule:</u> Mail is picked up and dropped off three times a day: 8 a.m., 10:30 a.m. and 1:30 p.m.</p> <p><u>Operating hours:</u> Mailroom operating hours are 7:30 a.m. to 4 p.m. weekdays. Mail may be dropped off anytime during normal working hours while the mail clerks are present.</p> <p><u>Closeout times:</u> No later than 3 p.m. for regular outgoing mail, UPS and Express mail.</p>
INCOMING MAIL	<p><u>Regular:</u> Mail is picked up from the U.S. Postal Service about 10:30 a.m., sorted and distributed throughout the Waterfield Building. The district's outgoing official mail is collected at the same time. It gets metered and delivered to the Postal Service about 3:30 p.m.</p> <p><u>UPS and Express:</u> Incoming UPS and Express mail is delivered throughout the workday. If Saturday or other special delivery times are needed, call FedEx at 800-GO-FEDEX or UPS at 800-PICK-UPS.</p> <p><u>Personal:</u> The receipt of personal mail is prohibited, with one exception: Newly assigned personnel may receive it through the Norfolk District Mailroom for a period not to exceed 60 consecutive days.</p>
OUTGOING MAIL	<p><u>Regular:</u> All outgoing mail received prior to 3 p.m. will be metered and delivered to the Postal Service.</p> <p><u>Overnight/Express:</u> Outgoing Express mail requires a complete address, including name, organization, street and room number, city, state, ZIP code and phone number. FedEx and UPS cannot be delivered to a P.O. Box, FPO or APO. Express mail should be brought to the mailroom as early as possible and no later than 3 p.m.</p> <p><u>Certified and registered:</u> Contact the mailroom at 757-201-7622 for assistance in processing outgoing certified and/or registered mail.</p> <p><u>United Parcel Service:</u> UPS mail must include a street address, building number or physical location, not a P.O. Box.</p> <p><u>Personal mail services:</u> Norfolk District has permission to deliver personal correspondence to the Postal Service. It must be stamped or prepaid and in the mailroom no later than 3:30 p.m.</p>



CAC CARDS

The Norfolk District Deployable RAPIDS workstation is in the Security Office on the Waterfield Building's first floor. Military members, civilians, contractors and retirees can be issued their common access card, have it unblocked and update personal information related to the card at this location.

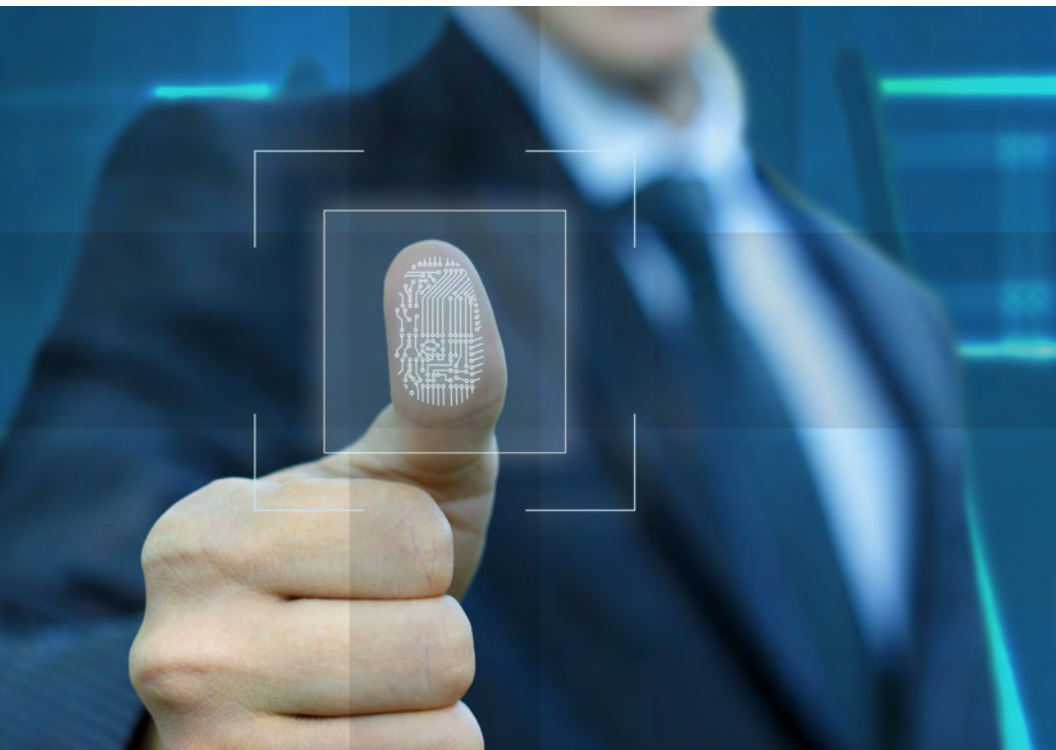
Common access cards are valid up to three years, or the length of a contractor's agreement, not to exceed three years.

Step 1: Sponsorship & eligibility

CAC applicants must be sponsored by a DOD government official or employee. For the majority of CAC holders (military and DOD civilians), your sponsor will be an authoritative data feed from your Human Resources department. Otherwise, the sponsor is the individual affiliated with the DOD or other federal agency who takes responsibility for verifying and authorizing the applicant's need for an ID card.

Step 2: Registration & enrollment

Civilian personnel must be registered in the Defense Enrollment Eligibility Reporting System through CPAC prior to card issuance. Also, if you change roles — for example, moving from civilian to contractor status — you will need to register again in DEERS.





CAC CARDS

Initial issuance of a CAC may take 3-4 days for your records to be updated. Subsequent CAC cards can be issued within 90 days of the current expiration date by contacting the Security Office to set up an appointment.

Step 3: Background investigation

All personnel being issued a CAC are required to have, as a minimum, an initiated or completed background investigation.

This process involves the following steps:

- An FBI fingerprint check
- A National Agency Check with Inquiries

Since the NACI process can take several weeks, you may be issued a CAC before the process is completed and after a favorable fingerprint return. If the NACI process is completed and you are not approved, however, your CAC will be revoked.

Step 4: Obtaining your card

Once you're ready to receive a CAC, you may contact the Security Office to set up a time or visit the RAPIDS Locator at www.dmdc.osd.mil/rsl to find a site near you. When you go to a RAPIDS site, you must bring the following items:

- Two forms of ID in original form. Both IDs must be among those listed on the I-9 Form. At least one ID must bear a photo (for example, a passport or driver's license).
- A 6-8 digit number to use as your personal identification number. Your PIN should not be a number derived from something easily known about you, such as part of your Social Security Number, birthday, anniversary, telephone number or address.
- Your unclassified email address if you use a government computer.



For more information about your CAC or how to obtain one, contact the district's Security Office at: 757-201-7087.



TELEPHONE OPERATIONS

Calls within Waterfield Building: dial last 4 digits

All other calls: 10 digits

DSN: 94+10-digit DSN number

Answer a call

- Lift the handset
- To answer with speakerphone:
 - Press the Speaker button -or-
 - Press the Answer soft key while handset is on hook -or-
 - Press the line button for incoming call

Put a call on hold

With a current active call on your phone, press Hold. The call remains on your display, but with the “pause” icon. The call is continued once the call is selected (if multiple calls) and Resume is pressed.

Transferring calls

With a current active call on your phone, press Transfer to get a new dial tone (current call is automatically placed on hold). Call the party to whom you wish to transfer the call. Press Transfer again to release the held call and complete the transfer.



For voicemail, conference calls and other features, visit:
https://intranet.usace.army.mil/nad/nao/aceit_imo/pages/home.aspx
and look for VoIP in the documents section of the webpage.





COMPUTERS/ACE-IT

[ACE-IT Help Desk: 866-562-2348](tel:8665622348)

ACE-IT at Norfolk District maintains a page on the district portal. There, you will find links to ACE-IT, various computer projects and updates.

https://intranet.usace.army.mil/nad/nao/aceit_imo/pages/home.aspx

For support with computer issues, click on the Enterprise Service Desk logo and choose the option that best matches your request.

Always physically lock or secure your laptop when you leave the building. Remove your CAC when stepping way from your desk.

Make sure your computer is ready for Refresh. From the district portal home page, click on the RefreshTrak logo. Ensure your location and contact information are complete, accurate and all special software is listed.

FACILITY WORK ORDER

To make routine maintenance work requests (such as a power outage in cubicle, burned-out light bulbs or backed-up sinks) email: DLL-CENAO-WORKORDER@USACE.ARMY.MIL.



EMERGENCY NOTIFICATION SYSTEM

How-to Emergency Notifications

It occasionally becomes necessary for Norfolk District to delay opening or close the Waterfield Building or other facilities due to inclement weather, natural disaster or other event. In these cases, the primary method for notifying employees is through the District's emergency notification system, an automated phone system that utilizes a combination of phone, email and SMS (text) notifications.



Other methods of notification include the District's public website at www.nao.usace.army.mil, and official Facebook and Twitter page. These pages are updated immediately following activation of the emergency notification system.

Local media outlets (radio, TV and Web-based) may also carry news of the District's operational status, but these outlets are often subject to significant delays in publication of the information.

Employees who work at field or resident offices located on military installations should follow the reporting instructions issues by that installation's military commander.

How to enroll in the emergency notification system:

The District public affairs officer manages the emergency notification system. Employees should contact the PAO by email for:

1. New enrollment
2. Changes to enrolled phone numbers or email addresses
3. Disenrollment due to retirement or change of employment

What you'll hear during an emergency notification:

During an emergency notification, the District will announce its operating status as follows:

Normal Operations

The District is open for normal operations. Employees who work at the Waterfield Building should report for their scheduled tour of duty.

Delayed Opening/Early Dismissal

The commander or designated representative has authorized an opening or closing of the Waterfield Building outside of normal operating hours. In the case of a late arrival or early dismissal, employees who are on pre-approved leave for the entire workday must continue to be charged leave for the entire workday.



Liberal Leave Authorized

Employees not already on approved annual or sick leave may elect to use accrued annual leave for the day without prior approval.

An employee who elects to use accrued annual leave in this manner must notify his/her supervisor of the decision to use leave for the day.

Administrative Leave

Administrative dismissal is an absence when employees are released from duty because all or part of an activity is closed. Employees affected by these actions are generally excused without charge to leave and without loss of pay. The commander or designated representative may issue administrative orders relieving employees from work when emergency conditions exist, when normal operations are interrupted by events beyond the control of management, for managerial reasons, or when it is in the public interest. An administrative order is defined as an order issued by an authorized official of an agency that relieves employees from work without charge to leave or loss of pay.

Telework Authorized

Under this option, the commander directs all personnel with an approved telework plan to telework for the day. In accordance with the District's telework policy, employees will work on pre-approved tasks, which include, but are not limited to, completing mandatory annual training requirements.

Employee polling/employee accountability:

During an emergency notification event, the district may ask employees to report his/her status by pressing a touch-tone key after the message is complete. For example, the message may ask the listener to "Press 1 to report you are safe" and "Press 2 if you'd like a supervisor to contact you." The results of the polling are reported to district managers immediately after each call. The polling feature does not work if listening to the call on voice mail.

Caller-ID:

Calls initiated as through the emergency notification system will show as from 757-201-7673, the public affairs officer's number.

If you miss the call:

If you miss the initial emergency notification, the system will: 1) leave a voice mail message or; 2) if no message can be left, the system will attempt to call your number(s) again.

Call your supervisor:

If you have any questions about the operational status of the district, reporting for employee accountability, or your leave/work status, contact your supervisor.



LEADERSHIP DEVELOPMENT PROGRAM

The intent of the Norfolk District Leadership Development Program is to develop leaders at all levels of the organization, provide consistent leadership tools and expose participants to management opportunities by means of a structured training program.

The district administers levels 1 and 2. North Atlantic Division administers Level 3, known as the Executive Leadership Development Program. USACE headquarters manages Level 4 and Level 5 participation.

Level 1 is open to all district permanent federal employees. The goal is to help each individual better understand USACE business and culture. Level 1 offers participants the opportunity to meet in small groups to discuss what they have learned in the self-study programs.

Level 2 provides participants with experiences that increase self-awareness and understanding of their individual strengths and talent potential. Associates participate in interactive workshops designed to enhance their comprehension of basic leadership concepts. Members of the district's Leadership Development Admissions Board select Level 2 participants.

Level 3 offers participants the opportunity to develop and expand their regional leadership perspectives, ability to influence organizational effectiveness, operate at a regional level, and begin to interact at the national level with a regional and national perspective.

Level 4 participants enhance their Executive Core Qualifications and attend a two-day ECQ course. Participants develop further insight into



strength-based leadership through a facilitated discussion and Web seminar. They demonstrate leadership effectiveness through a team project that develops and implements a strategy to effect change for a national challenge.

Level 5 participation is automatic and mandatory for SES personnel.

The district's workforce coordinator provides oversight and administration of Leadership Development Program opportunities. For more information, call 757-201-7410.

COMMANDER'S OPEN DOOR POLICY

Executive Office: 757-201-7601

The Norfolk District commander encourages all personnel to engage directly to present facts, concerns, problems or issues the employee has been unable to resolve at a lower level of the organization. The right to speak with the commander may not be denied by any level of district management. The commander requests all reasonable attempts are made to resolve the issue at the lowest level possible before scheduling an appointment.

EQUAL EMPLOYMENT OPPORTUNITY

EEO Office: 757-201-7054

Norfolk District is committed to providing a diverse workforce that reflects the nation we serve. Leaders, managers and supervisors must ensure all personnel receive every opportunity to achieve their full potential without regard to race, color, religion, sex, national origin, age, disability, reprisal, genetic information or other impermissible basis. All employees must foster a work atmosphere of dignity and respect for others.





TELEWORK

The district's Telework Policy seeks to afford NAO personnel the opportunity to perform their work on a schedule and/or location that appropriately balances the organization's needs with those of the individual. Supervisors will manage NAO's telework program in a way that employee performance is not diminished, mission readiness not jeopardized, and daily operations, stakeholder and partner service, and overall project delivery are not adversely affected. A properly executed telework program also minimizes disruption of services and provides maximum operational continuity during emergencies. All personnel should have an approved telework agreement that outlines program participation, expectations and limitations.

SEXUAL HARASSMENT

EEO Office: 757-201-7054

Norfolk District has a zero-tolerance policy for sexual harassment and assault. Sexual harassment is unacceptable, unlawful, discriminatory and will not be tolerated. Sexual assault is a crime that involves inappropriate conduct of a sexual nature. Both behaviors interfere with official duty performance and disrupt the work environment. All sexual harassment and assault allegations will be investigated immediately. New employees will receive SHARP training at the earliest opportunity.



To access district policy memorandums, go to:
<https://intranet.usace.army.mil/NAD/NAO/pages/home.aspx>.



EMPLOYEE ACTIVITY GROUP

The Employee Activity Group is a volunteer organization whose mission is to host events and improve the morale of Norfolk District personnel. Various members assist with specific activities and functions, such as food drives, Organization Day, craft shows, lunches, parties and the sale of Corps wear.

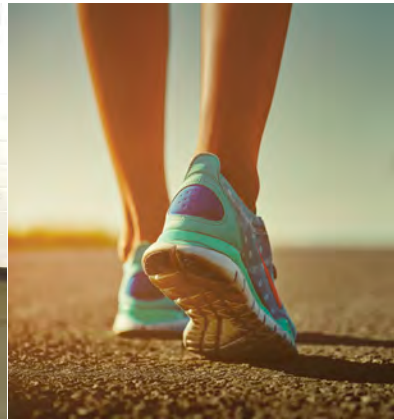
Proceeds go toward future events or purchases aimed at improving employee welfare.



If interested in participating, email:
E4XXXNWC@usace.army.mil.



PHYSICAL FITNESS OPPORTUNITIES



NORFOLK DISTRICT FITNESS CENTER

Hours of operation: 8 a.m. to 5 p.m. (civilians)
Open 24/7 (military)

The Norfolk District commander encourages all Defense Department personnel to participate in an active physical fitness program. The Waterfield Building has a fitness center on the first floor. It features two treadmills, two elliptical trainers, a bicycle, Nautilus machine, squat rack, dumbbells, free weights, medicine balls, kettlebells, and open area for yoga and calisthenics.

Before using the Norfolk District Fitness Center, military and civilian employees must sign an NAO Fitness Center Liability Form, assuming all associated risks with its use, including yoga and other activities.

Front Street Striders is an off-duty run/walk group and participation is voluntary. Meetings are every Tuesday and Thursday at 3:45 p.m., weather permitting. The main focus is encouragement – whether it's a training walk or run together, meeting up for a race, or just cheering on fellow walkers/runners from afar during a race. A little bit of encouragement goes a long way to motivate and inspire others.

Yoga sessions are held weekly in the NAO Fitness Center or outdoors if weather permits. Participants learn the basics of mindfulness through yoga while relieving stress and enjoying relaxation.



For more information about the Norfolk District Health and Wellness Program, email: DLL-CENAO-Health and Wellness Committee.



PHYSICAL FITNESS OPPORTUNITIES

In addition, military installations throughout Virginia maintain facilities available for DOD civilian and service member use:

FORT A.P. HILL	
Ambrose Fitness Facility Building 106 18340 4th St., Fort A.P. Hill, VA 22427	804-633-8219
https://aphill.armymwr.com/programs/community-recreation-programs-services-and-facilities	
Wilcox Fitness Facility 1657 Wilcox Drive, Fort A.P. Hill, VA 22427	804-633-8219
https://aphill.armymwr.com/programs/indexphpcid10305	
Longstreet Fitness Center Building 1535, Fort A.P. Hill, VA 22427	804-633-8219
www.basedirectory.com/fort-a-p-hill-directory/fitness-center-long-street	
FORT BELVOIR	
Graves Fitness Center 2116 Abbott Road, Fort Belvoir, VA 22060	703-806-5368
The Body Shop 1023 12th St., Fort Belvoir, VA 22060	703-806-3100
Kawamura Human Performance Center Building 1481 9250 Gunston Road, Fort Belvoir, VA 22060	703-806-4655
For more information about the wide variety of recreation and fitness options at Fort Belvoir, visit https://belvoir.armymwr.com/programs/fitness-facilities .	
FORT EUSTIS	
McClellan Fitness Center 673 Monroe Ave., Fort Eustis, VA 23604	757-878-5556
https://jbleforcesupport.com/fort-eustis/mcclellan	
FORT LEE	
Clark Fitness Center Building 2414, C Avenue, Fort Lee, VA 23801	804-765-3636
https://lee.armymwr.com/programs/clark-fitness-center	
JOINT EXPEDITIONARY BASE LITTLE CREEK-FORT STORY	
Rockwell Hall Gym Building 3147 3147 5th St. and Nider Blvd., Virginia Beach, VA 23459	757-462-7735
www.navymwrmidlant.com/programs/0154c565-20c9-4ef6-b5d9-764db9018012	
LANGLEY AIR FORCE BASE	
ACC Fitness Center Building 658 216 Dodd Blvd., Hampton, VA 23665	757-764-5791
https://jbleforcesupport.com/langley/acc-fitness-center	



LANGLEY AIR FORCE BASE	
Shellbank Fitness Center 36 Sweeney Blvd., Hampton, VA 23665	757-225-8166
https://jbleforcesupport.com/langley/shellbank-fitness-center	
NAVAL AIR STATION OCEANA	
Hornet's Nest Gym Building 529, D Avenue, Virginia Beach, VA 23461	757-433-3928
For more information about fitness, sports and aquatics programs at NAS Oceana and Dam Neck, visit www.navymwroceanadamneck.com/fitness .	
NAVAL MEDICAL CENTER PORTSMOUTH	
Riverview Fitness Center Building 276 1101 Holcomb Road, Portsmouth, VA 23708	757-953-7024
www.navymwrhamptonroads.com/programs/a52fdb07-e19d-4f39-8dd3-9e83689a68a9	
NAVAL STATION NORFOLK	
N-24 Gymnasium Building N-24 1570 Gilbert St., Norfolk, VA 23511	757-444-2276
McCormick Sports Center Building CEP-58, B Avenue (just inside Gate 5), Norfolk, VA 23505	757-444-4016
Waterfront Athletic Complex Building Q-80 1910 Decatur Ave., Norfolk, VA 23511	757-444-1267
For more information about fitness, sports and aquatics programs at Naval Station Norfolk, visit www.navymwrnavalstationnorfolk.com/fitness .	
NAVAL SUPPORT ACTIVITY HAMPTON ROADS	
NH-30 Gym Building NH-30 1427 Mitscher Ave., Norfolk, VA 23511	757-836-1812
www.navymwrhamptonroads.com/programs/c4dd7013-50e0-4b65-ac30-56c91b828575	
Marianas Fitness Center & Gym Building SC-400 7800 Hampton Blvd., Norfolk, VA 23511	757-443-6110
www.navymwrhamptonroads.com/programs/3b7a0d6c-b6f8-4ba0-b767-6d1b8744f50c	
NAVAL SUPPORT FACILITY DAHLGREN	
Dahlgren Fitness Center Building 219 17526 Dahlgren Road, Dahlgren, VA 22448	540-653-8580
www.navymwrдахlgren.com/programs/55ffc314-97ce-4396-b470-f58ae188c9d5	
NORFOLK NAVAL SHIPYARD	
Callaghan Fitness Center Building 310, Cole Avenue Portsmouth, VA 23709	757-967-2495
www.navymwrnorfolkshipyard.com/programs/661dfa53-a256-470e-874a-8f9836004d8d	



DISTRICT LIBRARY

757-201-7219

The District Library is located on the Waterfield Building's first floor, near the main entrance. Library hours are 9 a.m. to 5 p.m. Monday through Friday.

The library offers about 25,000 volumes, access to the USACE Electronic Library and 3,500 technical reports. The library may also serve as an alternate meeting space.

To reserve it for your next meeting, contact the librarian at 757-201-7219 or by email at Lori.A.Jansson@usace.army.mil.

The District Library offers:

- 90+ journals and periodicals
- Engineering map files
- Complete collection of Chief of Engineers reports
- River and harbor documents from 1900 to 1960



UNION

AFGE Local 22

The American Federation of Government Employees is the largest federal employee union, representing 700,000 federal and D.C. government workers nationwide and overseas. Workers in virtually all functions of government at every federal agency depend upon AFGE for legal representation, legislative advocacy, technical expertise and informational services.

AFGE represents government workers who are the vital threads of American life's fabric. AFGE is proud to make America work.

Your AFGE representative: Bernard Jackson

757-484-3869 (office)

757-713-3588 (cell)

757-484-3844 (fax)

NFFE Local 1028

The National Federation of Federal Employees is a national union representing about 110,000 blue and white collar government workers across the United States. Its mission is to advance the social and economic welfare and education of federal workers through continued work in organizing units of federal employees, representing their interests through collective bargaining, lobbying for legislative action, fighting for better working conditions and promoting labor-management partnerships in agency decision-making.

NFFE local president: Carlton Lillard

757-201-7089



A

AAR after-action report
ABC Army Benefits Center
ACE-IT Army Corps of Engineers-Information Technology
AIWW Atlantic Intracoastal Waterway
AKO Army Knowledge Online
AL annual leave
AOC area of concern
AOR area of responsibility
AR Army regulations
ASA(CW) assistant secretary of the Army for Civil Works
AWS alternate work schedule
AWP archaeological work plan

B

BIMS Building Information Modeling System
BIS Bridge Inventory System

C

CAC common access card
CEFMS Corps of Engineers Financial Management System
CERCLA Comprehensive Environmental Response Compensation and Liability Act
CHRA Civilian Human Resources Agency
COCs chemicals of concern
CPAC Civilian Personnel Advisory Center
CPOL Civilian Personnel Online
CTC cost to complete
CWA Clean Water Act
CWS compressed work schedule

D

DA Department of the Army
DCPDS Defense Civilian Personnel Data System
DE district engineer
DFAS Defense Financial and Accounting Service
DERP Defense Environmental Restoration Program
DOD Department of Defense
DODEA Department of Defense Education Activity

E

EA environmental assessment
EEO Equal Employment Opportunity
EE/CA engineering evaluation/cost analysis



EFT electronic funds transfer
EIS environmental impact statement
EPA Environmental Protection Agency
ER engineer regulation

F

FAA functional assessment area
FS feasibility study
FEMA Federal Emergency Management Agency
FERS Federal Employees Retirement System
FLSA Fair Labor Standards Act
FMLA Family and Medical Leave Act
FOIA Freedom of Information Act

G

GI general investigation
GIS Geographic Information System
GOV government-owned vehicle
GS General Schedule

H

HHRA human-health risk assessment
HRS Hazard Ranking System
HRSD Hampton Roads Sanitation District
HTRW hazardous toxic or radioactive waste

I

IAG interagency agreement
IM Information Management
IPR in-process review
ITIPS Information Technology Investment Portfolio System

J

JTR Joint Travel Regulation

L

LES Leave and Earnings Statement
LM Logistics Management
LWOP leave without pay

M

MFR memorandum for record
MMRP Military Munitions Response Program
MOA memorandum of agreement



MOU memorandum of understanding
MQAPP Master Quality Assurance Project Plan
MW monitoring well

N

NAO Norfolk District
NEPA National Environmental Policy Act
NHPA National Historic Preservation Act
NOAA National Oceanic and Atmospheric Administration
NOFA no further action
NTP notice to proceed

O

O&M operations and maintenance
OCONUS outside the continental United States
OMB Office of Management and Budget
OPM Office of Personnel Management
OT overtime

P

PA preliminary assessment or programmed amount
PE professional engineer
POC point of contact
PDT project-delivery team
POU potential operable unit
PMP project-management plan
PPA project-partnership agreement
PPDS programs and project-delivery system
PP proposed plan
PPMD Programs and Project Management Division

Q

QA quality assurance
QC quality control
QAPP Quality Assurance Project Plan

R

RA remedial action
RAB Restoration Advisory Board
RAMS Regional Analysis and Management System
RAPIDS Real-Time Automated Personnel Identification System
RD remedial design
RI remedial investigation
ROD record of decision



S

SA source area

SAP sampling and analysis plan

SES Senior Executive Service

SF Standard Form

SHARP Sexual Harassment/Assault Response and Prevention

SHPO State Historic Preservation Office

SI site investigation

SL sick leave

SMP site-management plan

SOP standard operating procedure

SSP site-screening process

T

TCL target compound list

TCRA time-critical removal action

TSP Thrift Savings Plan

TDY temporary duty

U

USACE U.S. Army Corps of Engineers

UFC USACE Finance Center

USC U.S. Code

V

VDEM Virginia Department of Emergency Management

VDEQ Virginia Department of Environmental Quality

VDGIF Virginia Department of Game and Inland Fisheries

VDHR Virginia Department of Historic Resources

VDOT Virginia Department of Transportation

VIMS Virginia Institute of Marine Science

VOCs volatile organic compounds

W

WG Wage Grade

WP work plan

WRDA Water Resources Development Act



RANK INSIGNIA OF THE U.S. ARMED FORCES

ENLISTED

E-1 E-2 E-3 E-4 E-5 E-6 E-7 E-8 E-9 SERIES ENLISTED ABOVE

ARMY

no insignia											
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SJM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

MARINES

no insignia											
Private (PV1)	Private First (PFC)	Lance Corporal (LPL)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Gunnery Sergeant (GySgt)	Master Sergeant (MSG)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgMaj)	Sergeant Major of the Marine Corps (SgMajMC)

AIR FORCE

no insignia													
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (Sca)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSG)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Chief Master Sergeant (E-9)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)

NAVY

no insignia										
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Chief Petty Officer (FORMC/FLTMC)	Master Chief Petty Officer of the Navy (MCPON)

COAST GUARD

Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPO-CG)



RANK INSIGNIA OF THE U.S. ARMED FORCES

OFFICERS

0-1 0-2 0-3 0-4 0-5 0-6 0-7 0-8 0-9 0-10 SPECIAL

ARMY - AIR FORCE - MARINES

Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

NAVY - COAST GUARD

Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADML)	Rear Admiral Upper Half (RADMU)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

W-1 W-2 W-3 W-4 W-5

ARMY

Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

NAVY - COAST GUARD

Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.				NO Chief Warrant Officer (CW5)
	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	

MARINES

Warrant Officer (WO)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

AIR FORCE

NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT
------------	------------	------------	------------	------------



EXECUTIVE OFFICE	
District Engineer	757-201-7601
Deputy District Engineer	757-201-7709
Executive Secretary	757-201-7601
Executive Assistant	757-201-7309
Staff Action Coordination Officer	757-201-7129
Internal Review Office	757-201-7376
PUBLIC AFFAIRS	
Chief	757-201-7673
General inquiries	757-201-7606
LIBRARY	
Librarian	757-201-7219
SAFETY AND OCCUPATIONAL HEALTH	
Chief	757-201-7671
REAL ESTATE	
Chief	757-201-7777
General inquiries	757-201-7820
Residential Communities Initiative	757-201-7188
Recruiting Facilities	757-201-7739
Leased Government Housing	757-201-7628
Army Timber Disposal Program	757-201-7822
SMALL BUSINESS OFFICE	
Chief	757-201-7077
OFFICE OF COUNSEL	
Chief	757-201-7720
FOIA Officer	757-201-7271
EMERGENCY MANAGEMENT	
Chief	757-201-7633
PROGRAMS & PROJECT MANAGEMENT DIVISION	
Chief	757-201-7649
Deputy Chief	757-201-7709
Program Branch	757-201-7243
Projects Branch	757-201-7811
ENGINEERING AND CONSTRUCTION DIVISION	
Chief	757-201-7668
Deputy Chief	757-201-7693



ENGINEERING AND CONSTRUCTION DIVISION	
Engineering Branch	757-201-7882
Architecture	757-201-7707
Civil Engineering	757-201-7612
Cost Engineering	757-201-7615
Hydraulics & Hydrology	757-201-7107
Engineering Support	757-201-7482
Geo-Environmental	757-201-7086
Mechanical & Electrical	757-201-7302
Structural	757-201-7528
DODEA (Department of Defense Education Activity)	757-201-7882
Center of Standardization	757-201-7220
Construction Branch	757-201-7650
Quality Assurance	757-201-7687
Central Virginia Area Office	804-734-4041
Fort Eustis Resident Office	757-878-1382
Langley AFB Resident Office	757-225-4053
MISSION SUPPORT DIVISION	
Chief	757-201-7688
Workforce Coordinator	757-201-7410
EQUAL EMPLOYMENT OPPORTUNITY OFFICE	
Chief	757-201-7054
CIVILIAN PERSONNEL ADVISORY CENTER	
HR Specialist	757-201-7319
HR Specialist	757-201-7117
HR Specialist	757-201-7853
RESOURCE MANAGEMENT	
Chief	757-201-7885
Accounting	757-201-7711
Resource Analysis	757-201-7615
Government Travel Card	757-201-7781
Payroll Customer Service	757-201-7781
CEFMS problems	757-201-7318
SECURITY AND LAW ENFORCEMENT	
Security Manager	757-201-7087
Security Desk	757-201-7014
Front Gate	757-201-7015



LOGISTICS	
Chief	757-201-7743
Facility Manager	757-201-7314
Government transportation/vehicles	757-201-7051
ACE-IT	
IT Chief	757-201-7644
Operations Officer	757-201-7783
CONTRACTING	
Chief	757-201-7026
Secretary	757-201-7310
WATER RESOURCES DIVISION	
Chief	757-201-7764
PLANNING & POLICY BRANCH	
Chief	757-201-7390
Flood-Plain Management Services	757-201-7491
Planning Resources	757-201-7539
REGULATORY BRANCH	
Chief	757-201-7657
Regulator of the Day	757-201-7652
Deputy Chief & Chief of Special Projects Section	757-201-7873
Southern Virginia Section Chief	757-201-7579
Eastern Virginia Section Chief	757-201-7504
Northern Virginia Section Chief	757-201-7653
Western Virginia Section Chief	540-344-1498
Full staff listing is available at: www.nao.usace.army.mil/Missions/Regulator/Contacts.aspx	
OPERATIONS BRANCH	
Chief	757-201-7004
Design	757-201-7584
Geospatial Services	757-201-7616
Navigation & Survey	757-201-7125
Operations Support	757-201-7645
Gathright Dam	540-965-4117
Craney Island	757-484-1021
Great Bridge Lock	757-547-3311
Technical Support	757-201-7668

Social Media



Join our Facebook community of 11,000 fans and counting—we post about our mission and share those random fun finds.

www.facebook.com/NAOonFB



Yes, we tweet—and we really shine when our community needs us most. During weather events and emergencies, we share info, tips and more.

<https://twitter.com/norfolkdistrict>



We've made a video or two in our time. These videos about our mission and projects aren't too shabby, if we do say so ourselves.

www.youtube.com/user/armyengineersnorfolk



We've been called snap-happy. On Flickr, you can find photographic proof of that, as well as photos of our projects and people.

www.flickr.com/armyengineersnorfolk



Come see our casual side on Instagram—an unfiltered, behind-the-scenes look at what we do best. #Nofilter. #Nokidding.

www.instagram.com/norfolkdistrict



Connect with us—professionally—at LinkedIn.

www.linkedin.com/company/u-s-army-corps-of-engineers-norfolk-district

