Welcome Aboard
Commander, Navy Installations Command
Washington Navy Yard, DC
TWMS MANDATED YEARLY TRAINING

66470 • FY17 PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING

CREATED BY OCHR FOR ALL ACTIVE DUTY, APPROPRIATED FUND EMPLOYEES, NON-APPROPRIATED FUND EMPLOYEES, FOREIGN NATIONAL EMPLOYEES, AND RESERVIST PERSONNEL. APPLIES TO CONTRACTOR PERSONNEL WHO HAVE ACCESS TO PII.  Aug 30 2017 12:00AM

66504 • FY17 ACTIVE SHOOTER TRAINING

IAW USFF message DTG 131955ZSEP16, Active Shooter training is required to be completed by 31JAN2017. If "classroom" materials are necessary, please refer to the message for authorized sources. Jan 31 2017 12:00AM

66506 • FY17 CNIC SUICIDE PREVENTION TRAINING

CREATED BY CNIC HQ FOR ALL MILITARY, APF AND NAF CIVILIAN, CONTRACTOR, AND FOREIGN NATIONAL DIRECT (FND) EMPLOYEES. OPNAVINST 1720.4A OF 4AUG09 AND DODI 1400.25 (SERIES) REFER. TRAINING COMPLETION DUE ANNUALLY BY 30 SEPTEMBER 09/30/2017

66511 • FY17 RECORDS MANAGEMENT

DODD 5015.2 "DOD RECORDS MANAGEMENT PROGRAM" 6 MARCH 2000. CREATED IN SUPPORT OF ALL EMPLOYEES - ACTIVE, CIVILIAN, NAF, RESERVE, AND CONTRACTOR PERSONNEL. 09/30/2017

66513 • FY17 OPERATIONS SECURITY (OPSEC)

CREATED BY OCHR TRAINING TEAM FOR ALL MILITARY, APF AND NAF CIVILIAN, CONTRACTOR, AND FOREIGN NATIONAL DIRECT EMPLOYEES. DOD DIRECTIVE 5205.02 "DOD OPERATIONS SECURITY PROGRAM" 06 MAR 2006 09/30/2017

66599 • FY17 DOD CYBER AWARENESS CHALLENGE V4

19OCT16: NAVADMIN UPDATE FORTHCOMING 5 CFR 930.301; SECNAV 5239.3B "Department of Navy (DoN) Information Assurance Policy" 17 June 2009 This course was previously titled "FY16 DOD CYBER AWARENESS CHALLENGE V2". Established by OCHR for all Active Duty and Reserve personnel, Appropriated and Non-Appropriated Fund employees, NAF employees, Foreign National Employees, and Contractors. 09/30/2017
66650 • FY17 CNIC DOD COUNTERINTELLIGENCE AWARENESS AND REPORTING

CREATED FOR CNIC ALL HANDS: ACTIVE DUTY, APPROPRIATED FUND AND NON-APPROPRIATED FUND CIVILIANS. COURSE IS NOT HOSTED ON TWMS. IT IS EITHER CLASSROOM OR ONLINE VIA http://cdsetrain.dtic.mil/cidod . PLEASE PROVIDE CERTIFICATE TO COMMAND POC. 09/30/2017

66446 • FY17 CNIC WHISTLEBLOWER RETRISAL

Directed by CNIC IG for all CNIC civilian and military personnel. Not required of foreign national or contractor personnel. 09/30/2017

66448 • FY17 PREVENTION OF SEXUAL HARASSMENT (POSH)

SECNAV 5300.26 "Department of the Navy (DON) Policy on Sexual Harassment 03JAN2006 directed training Established by OCHR for APF, FND, NAF. 09/30/2017

66477 • FY17 LEVEL ONE ANTITERRORISM TRAINING

ANTITERRORISM TRAINING FOR SERVICE MEMBERS AND GOVERNMENT CIVILIANS. AUTHORIZED ON NKO/ETDMS ONLY. THIS COURSE IS DIRECTED BY DODI 2000.15. THIS COURSE REPLACES THREE RETIRED COURSES: ANTITERRORISM LEVEL 1 AWARENESS TRAINING (CONUS)(CENSECFOR-A-CONUS-2.0); ANTITERRORISM LEVEL 1 AWARENESS TRAINING (OCONUS-HIGH THREAT)(CENSECFOR-1T-OCONUS-HT-1.0); ANTITERRORISM LEVEL 1 AWARENESS TRAINING (OCONUS - LOW THREAT)(CENSECFOR-AT-OCONUS-LT-1.0). 09/30/2017

66479 • FY17 COMBATING TRAFFICKING IN PERSONS (CTIP) GENERAL AWARENESS

AS REQUIRED BY DODI 2200.01 15 SEPTEMBER 2010 IF YOU ARE UNSURE WHICH VERSION YOU ARE TO COMPLETE, PLEASE CONTACT YOUR SUPERVISOR. ESTABLISHED BY OCHR FOR APF, NAF, FND, AND INCLUDES ACTIVE DUTY PERSONNEL IAW DODI 2200.01 15 SEPTEMBER 2010 09/30/2017

66480 • FY17 TRIM TRAINING

DODD 5015.2 "DOD RECORDS MANAGEMENT PROGRAM" 6 MARCH 2000. 09/30/2017

66493 • FY17 CNIC DRUG FREE WORKPLACE FOR EMPLOYEES (DFWP)

For all APF and NAF employees. Required by DON Civilian Human Resources Manual Subchapter 792.3. Not required for contract support or Foreign Nationals unless stipulated in contract or Foreign Agreement. 09/30/2017

66499 • FY17 SAPR REFRESHER TRAINING

This is the refresher training required annually of all civilian employees, APF, NAF, and FND. Warning! Content may contain material objectionable to some persons. 09/30/2017
66501 • FY17 CNIC READY NAVY EMERGENCY PREPAREDNESS

IAW EXORD (13-36) CNIC READY NAVY EMERGENCY PREPAREDNESS COURSE (RNEPC). This applies to all CNIC personnel, uniformed (active and reserve), civilians, and contractors (full time employees, onsite-only). CNIC established an annual training requirement for the Ready Navy Emergency Preparedness Course consistent with references (a) and (b) that "All personnel are required to complete public awareness training that addresses hazard awareness, the Regional/Installation mass warning and notification system, evacuation, sheltering, shelter-in-place, and safe haven procedures." All CNIC personnel must complete the Ready Navy Emergency Preparedness Course, on an annual basis, once each fiscal year. 09/30/2017

66502 • FY17 CNIC ANNUAL SECURITY REFRESHER BRIEF

Annual All Hands security brief. Content provided by CNIC HQ Security Manager. Content is unchanged from prior fiscal year 09/30/2017
Wide-Area Alert Network (WAAN) Registration

The CNIC Commander requires all CNIC personnel to register in the WAAN system.

HQ personnel located at WNY register at this link:


You can also click on the Purple Globe in the hidden icons at the bottom of your computer screen. When you hover your mouse over the globe, it reads Washington Navy Yard (Powered by Athoc).

Complete all the information under the “My Info” Tab and under the “Devices” tab. This will ensure all notifications sent out by the system, i.e. emergencies, inclement weather alerts, Threatcon Levels, etc., are sent to your computer, your email, and your registered phone numbers.

Note: Contact the CNIC HQ Battle Watch via phone or e-mail to confirm registration.

HQ personnel outside WNY should contact their local WAAN administrator to register.

If you require access to the CNIC Shore Support Center (SSC), contact CNIC HQ Security Manager at (202) 433-9688 or (202) 433-9687 (Cub. #13).
Snow & Dismissal Procedures Mobile App

OPM Alert Mobile App

OPM Alert is the official operating status app of the US Office of Personnel Management (OPM). This free app provides a real time look at the current operating status for Federal Government offices in the Washington, DC area.

This app allows you to instantly view the current and active operating status and sign up for optional push notifications when status changes occur. You can also review previous status updates and take a look at OPM's Dismissal and Closure procedures for the Washington, DC area.

Download the Blackberry version from Blackberry App World.
Navy Family Accountability and Assessment System (NFAAS) App

Description

The Navy Family Accountability and Assessment System (NFAAS) app brings together all the emergency preparedness information Sailors and their family members will need to prepare for and survive an emergency or disaster. It standardizes a method for the Navy to account for, assess, manage, and monitor the recovery process of those affected by a widespread catastrophic event. NFAAS also provides valuable information to all levels of Navy leadership, allowing commanders to make strategic decisions that facilitate a return to stability.

Get up-to-date information on emergency preparedness, local weather and other local emergency situations with notifications and alerts.

The NFAAS app allows users to:
- Report accounting status
- Update contact/location information
- Manage your personal contacts
- Use checklists to help prepare for an emergency
- Use GPS and get turn-by-turn directions to the closest Navy installation
- Learn what to do before, during and after an emergency or disaster
- Watch videos showing you how to update your NFAAS information and why

For more information on NFAAS, visit https://navyfamily.navy.mil.
COMMUTER OPTIONS IN WASHINGTON DC

It’s easy to travel around the Washington, DC area using public transportation. Since Washington, DC traffic is often congested and parking is expensive, taking public transportation can be a convenient way to get around. Sports, entertainment, shopping, museums and sightseeing attractions are all accessible by public transportation. Commuting to work by subway, train or bus can be less stressful and more convenient than driving a car to some areas around the region. Here is a guide to Washington, DC’s public transportation systems.

**Metrorail** - The Washington Metrorail is the regional subway system, providing clean, safe and reliable transportation around the Washington, DC metropolitan area using five color-coded lines that intersect at various points, making it possible for passengers to change trains and travel anywhere on the system. [http://www.wmata.com](http://www.wmata.com)

**Metrobus** - Metrobus is the Washington, DC area’s regional bus service and connects to all Metrorail stations and feeds into other local bus systems around the region. [www.wmata.com/bus](http://www.wmata.com/bus)

**National Mall Tour Buses** - The express bus runs from Union Station, to the World War II Memorial, the Lincoln Memorial, Arlington National Cemetery, the Martin Luther King Memorial, the Smithsonian Metro station and back.

**DC Circulator** - The DC Circulator, provides inexpensive, frequent service around the National Mall, between Union Station and Georgetown, and between the Convention Center and the National Mall. [http://www.dccirculator.com/](http://www.dccirculator.com/)

**DC Streetcars** - Streetcars will soon be providing transportation around Washington DC. New lines are being built and the first one is expected to begin operations in 2013. [https://www.dccstreetcar.com/](https://www.dccstreetcar.com/)

**MARC Train Service** - MARC is a commuter train providing public transportation along four routes to Union Station in Washington, DC. The starting points are Baltimore, Frederick, and Perryville, MD and Martinsburg, WV. Beginning in December 2013, MARC service will run on weekends between Baltimore and Washington on the Penn Line. The other lines run Monday through Friday only. [https://mta.maryland.gov/marc-train](https://mta.maryland.gov/marc-train)

**Virginia Railway Express (VRE)** - VRE is a commuter train providing public transportation from Fredericksburg and Broad Run Airport in Bristow, VA to Union Station in Washington, DC. VRE service runs Monday through Friday only. [www.vre.org](http://www.vre.org)

**ART-Arlington Transit** - ART is a bus system that operates within Arlington County, Virginia and provides access to the Crystal City Metro station and VRE. [www.arlingtontransit.com](http://www.arlingtontransit.com)

**City of Fairfax CUE** - The CUE bus system provides public transportation within the City of Fairfax, to George Mason University, and to the Vienna/Fairfax-GMU Metrorail Station. [www.fairfaxva.gov/CUEBus](http://www.fairfaxva.gov/CUEBus)
**DASH (Alexandria)** - The DASH bus system provides service within the City of Alexandria, and connects with Metrobus, Metrorail, and VRE. [www.dashbus.com](http://www.dashbus.com)

**Fairfax Connector** - The Fairfax Connector is the local bus system for Fairfax County, Virginia connecting to Metrorail. [www.fairfaxcounty.gov/connector/](http://www.fairfaxcounty.gov/connector/)

**Loudoun County Commuter Bus** - The Loudoun County Connector is a commuter bus service providing transportation to park and ride lots during rush hour, Monday through Friday. Destinations include West Falls Church Metro, Rosslyn, the Pentagon, and Washington, DC. Loudoun County Connector also provides transportation from West Falls Church Metro to Eastern Loudoun County. [https://www.loudoun.gov/bus](https://www.loudoun.gov/bus)

**OmniRide (Northern Virginia)** - OmniRide is a commuter bus service providing transportation Monday through Friday from locations throughout Prince William County to Metro stations of Northern Virginia and to downtown Washington, DC. OmniRide connects (from the Woodbridge area) to the Franconia-Springfield station and (from the Woodbridge and Manassas areas) to the Tysons Corner station. [http://www.prtc.org/commuter-bus/](http://www.prtc.org/commuter-bus/)

**Ride On (Montgomery County)** - Ride On buses serve Montgomery County and connect to the Metro’s red line. [https://www.montgomerycountymd.gov/dot-transit/](https://www.montgomerycountymd.gov/dot-transit/)

**The Bus (Prince George’s County)** - The Bus provides public transportation in Prince George’s County. [http://www.princegeorgescountymd.gov/1120/TheBus](http://www.princegeorgescountymd.gov/1120/TheBus)

**TRANSPORTATION INCENTIVE PROGRAM**

For information on TIP (Transportation Incentive Program), the federal government’s public transportation Direct Metro Subsidy Application for Employees Traveling Inside of the National Capital Region:

[http://www.whs.mil/mass-transportation-benefit-program](http://www.whs.mil/mass-transportation-benefit-program)

Commuter Rideshare Program:

METRORAIL

Each passenger needs a farecard to enter and exit. Up to two children under age five may travel free with a paying customer.

Fares are based on when and how far you ride. Station-to-station fares are located on station manager kiosks and FARECARDS & PASSES machines. The machines accept credit and debit cards. If you use cash, bring small bills; the machines only provide up to $10 in change (in coins).

Save money by using a SmarTrip® card instead of a paper farecard. SmarTrip® is a plastic farecard that can be reloaded with value and reused to pay Metrorail and Metrobus fares and parking fees at Metro-operated lots.

SmarTrip® cards are sold from dispensing machines at Metrorail stations. You can also buy a SmarTrip® card at over 200 retail locations or online at wmata.com. You can add value to your SmarTrip® card at FARECARDS & PASSES machines in Metrorail stations, at select retail locations and on our website. You can also check your registered card’s value, see where and when you used it last or report it lost or stolen on our website.

If you plan to ride a lot in one day, get one day of unlimited Metrorail rides with a One Day Pass. Buy it from a FARECARDS & PASSES machine in Metro stations.

HOURS OF SERVICE

Open: 5 a.m. Mon.-Fri. 7 a.m. Sat.-Sun.
Close: midnight Sun.-Thurs. 3 a.m. Fri.-Sat. nights

Last train times vary. To avoid missing the last train, please check the last train times posted in stations.

FARES FOR SENIOR/DISABLED CUSTOMERS

Senior citizens 65 and older and persons with disabilities may ride for half the regular fare. On Metrorail, use a senior or disabled SmarTrip® card or a SmarTrip-enabled WMATA-issued disability ID. On Metrobus, use a senior or disabled SmarTrip® card or a Metro Disability ID. Customers can also present a valid Medicare card and a photo ID and pay the reduced fare in cash. For details about qualifying for a Metro ID and buying senior or disabled SmarTrip® cards, visit wmata.com or call 202-637-7000 (TTY 202-638-3780).

Free orientations on how to use accessible Metrorail and Metrorail services are available to senior citizens and people with disabilities by calling 202-962-1100 (TTY 202-962-2033).

PARKING AT METRO STATIONS

There is a daily fee to park at Metro lots and garages Monday through 3 a.m. Saturday morning. There is no parking fee on weekends and federal holidays. Cash is not accepted, except at metered spaces. All Metro lots and garages accept payment with a SmarTrip® card and most accept major credit cards. Daily parking fees vary by station and are posted at the parking entrance/exit and on our website.

TRAVEL TIPS

To avoid long lines at farecard machines after a major event, make sure you have roundtrip fare on your SmarTrip® card (or buy a roundtrip farecard) at the start of your trip.

The weekday rush-hour periods — before 9:30 a.m. and between 3 and 7 p.m. — are the most crowded. If possible, plan your trip to avoid those times.

If you lose an item on a bus or train or in a station, please call Lost & Found at 202-962-1195 or visit our website.

Sign up for MetroAlerts at wmata.com and get timely, targeted Metro information sent right to your desktop or mobile device.
### NAVY YARD - L'ENFANT SHUTTLE SCHEDULE

#### DEPARTURES

<table>
<thead>
<tr>
<th>L'ENFANT PLAZA (AM)</th>
<th>NAVY YARD (PM)</th>
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<tbody>
<tr>
<td>5:40</td>
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From 6:10 to 9:40 shuttles will depart at approx. 10 min. intervals.

| 9:50                | 18:50          |
| 10:00               | 19:00          |

*AM & PM PEAK: SIX SHUTTLES WILL RUN CONTINUOUSLY*

#### STOPS

**L'ENFANT:** On D Street SW, just west of 7th in front of HUD. Use "L'Enfant Plaza" exit from Metro.

**NAVY YARD:** Humphreys Building (197) & the bus shelter west of Parking Garage (386).

#### NAVY YARD PLAZA STOP LOCATION

![Map of L'Enfant Plaza stop location]

VRE STATION  
D STREET  
"L'ENFANT" METRO EXIT  
BUS STOP  
HUD  
7TH STREET  
NORTH

WEATHER POLICY: In case of an OPM delayed arrival, the AM "peak" will be extended until 10:30 am. Likewise, in the case of an early dismissal, more frequent afternoon service will begin as soon as possible. Please be advised that safety considerations may cause delays. Shuttles will not operate if OPM closes federal offices in the National Capital Region.

**EFFECTIVE 06/01/2015**
## DoD Bus Schedule

### ROUTE 8

<table>
<thead>
<tr>
<th>WNY Bldg. 197</th>
<th>WNY Bldg. 111</th>
<th>WNY Bldg. 386 (West Side)</th>
<th>Pentagon Transit Center (PTC)</th>
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<tr>
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**NOTE:** THERE IS NO RETURN SERVICE TO THE PENTAGON AT 4:00 PM

If Route 8 arrives at Washington Navy Yard ahead of schedule, the driver will wait in front of Bldg. 197 until the scheduled departure time.

*Please arrive 10 minutes prior to your scheduled departure*