

NORFOLK NAVAL SHIPYARD



APPRENTICESHIP INFORMATION PACKAGE

Revision 1- 6/18/2018

ANNOUNCEMENT PERIOD: July 5th – August 5th, 2018

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INTRODUCTION

A four year program that is the start a great career
EARN A COMPETITIVE SALARY WHILE YOU LEARN

Earn your
TCC TRADE TECHNICIAN CAREER STUDIES CERTIFICATE
at the same time!

YOUR EMPLOYER PAYS FOR ALL OF YOUR TUITION & BOOKS!

Norfolk Naval Shipyard's (NNSY) Apprentice Program is a program which is designed to attract talented individuals who want a rewarding career with the Federal Government. Students enter employment in various occupational trades.

Sheet Metal Mechanic • Welder • Inside Machinist • Marine Machinery Mechanic

Boilermaker • Marine Electrician • Electronics Mechanic • Marine Pipefitter • Flange Turner • Boat Builder

Air Conditioning and Refrigeration Mechanic • Insulator • Wood Crafter • Painter • Fabric Worker • Rigger

Temporary Service (Dockside) Electrician • High Voltage Electrician • Industrial Equipment Mechanic

Heavy Mobile Equipment (Crane) Electrician • Temporary Service (Dockside) Pipefitter • Metal Forger

Shipfitter • Heavy Mobile Equipment (Crane) Mechanic • Metals Inspector • Shipwright

Students participate in a vigorous training program, which combine Tidewater Community College's (TCC) academic classes, NNSY's trade theory training, and on-the-job learning experience (OJL). For more information on Norfolk Naval Shipyard and **descriptions of the trades listed above**, you may go to website: <http://www.navsea.navy.mil/Home/Shipyards/Norfolk/Careers/Apprentice-Program/>

TIDEWATER COMMUNITY COLLEGE CERTIFICATE PROGRAM

TRADE TECHNICIAN CAREER STUDIES CERTIFICATE

Course #	Course Name	Credits
SDV 101	Orientation	1
CAD 140	Technical Drawing	3
SAF 126	Principles of Occupational Safety	3
ITE 115	Introduction to Computer Applications and Concepts	4
NAS 115	Science in the Workplace	3
IND 113	Materials and Processes of Industry	3
IND 101	Quality Assurance	3
IND 137	Team Concepts & Problem Solving	3
PSY 126	Psychology for Business and Industry	3
ENG 115	Technical Writing	3
MTH 111	Basic Technical Mathematics	3

Total Credits = 32

Note - In addition to the above courses:

- 1) Welders will take WEL 123 - Shielded Metal Arc Welding (Basic)
- 2) All other trades will take HLT 100 - First Aid & Cardiopulmonary Resuscitation

OVERVIEW

Apprentices are employed at the pay rate of WT-1 with a salary range of \$14.37 to \$15.83 per hour and receive promotions upon successful completion of program requirements.

Academics for the certificate program are given during working hours, typically within the 1st year of the program. Participants will take courses taught by TCC, normally at the Portsmouth campus. Compressed sessions will consist of 2 nine week sessions.

During the four years of the program, students will also be given on-the-job learning and trade theory courses.

Students will be required to provide their own transportation while employed with NNSY.

Applicants will work a standard 40-hour workweek and will be eligible to work overtime provided they are not in class.

Upon graduation, apprentices are eligible to be converted to the journeyman level of their trade which in most cases will be WG-10.

FREQUENTLY ASKED QUESTIONS

Q: How do I apply for Norfolk Naval Shipyard's (NNSY) Apprenticeship Program?

A: In the order listed you must:

- Complete an admissions application for Tidewater Community College (TCC), either online or at college.
- Take the college VPT placement test.
- Set up an account and complete an application on the Office of Personnel Management's website www.usajobs.gov

The job announcement for the 2019 Apprentice hire will be posted on the USAJOBS website beginning **JULY 5th, 2018**. **Your application and college placement test must be completed and submitted via www.usajobs.gov by the closing date AUGUST 5th, 2018!**

Q: How do I complete an admissions application for Tidewater Community College?

A: Visit any campus Admissions Office for assistance or apply online at <https://www.apply.vccs.edu/>

Q: I have previously been enrolled in Tidewater Community College, but it was several years ago. Do I have to reapply?

A: If you have not been enrolled in classes at TCC for more than three years, yes you will need to reapply. Visit any campus Admissions Office for assistance or reapply online at <https://www.apply.vccs.edu/>

Q: How do I find information about taking the college placement test?

A: Log into on the TCC website: <http://www.tcc.edu/admission/placement-testing> or call any of the TCC campuses at: Chesapeake 822-5131; Norfolk 822-1310; Portsmouth 822-2194; Virginia Beach 822-7390 or email at porttestctr@tcc.edu.

The TCC website provides information about the testing center locations, testing schedule, practice questions, links to resources for studying Math / English, et cetera. Since the placement tests can only be retaken once within a 12 month period, we recommend completing the practice tests prior to taking the actual placement test. You also may want to consider arriving at the testing center closer to opening, rather than closing time, as the English and Math tests can take up to 2-4 hours each to complete. For the same reason, many choose to take the tests on separate days. As of December 20, 2014 there is no testing fee required.

Q: Who needs to take the placement test?

A: The test results determine eligibility for the program. Everyone who wants to apply to NNSY's Apprenticeship Program must participate in the college's Placement Testing Program within one year of the announcement opening date. For the 2019 hire, this will be between July 5th, 2017 and the current application closing date.

College degrees/transcripts and SAT scores CANNOT be used in lieu of the placement test.

Q: How do I know if my scores meet the requirements for eligibility?

A: For you to be eligible for an interview, the "Placement based upon results" must say you have placed out of MTH 3 (or MTH 1), or MTE1, 2, & 3, or qualifying placement and are recommended for ENF3 or higher (includes being eligible for ENG111). **Note: You must PRINT A COPY of your test results right AFTER COMPLETION AND BEFORE EXITING YOUR EXAM. You will need to scan and attach your test results as a PDF with your application on www.usajobs.gov.** If you have any questions about the test results meeting the eligibility requirements, ask the TCC staff at the testing center.

Q: Do my scores impact my eligibility for any particular trade?

A: No. However, applicants may influence the trade they are selected for if they take advantage of their opportunities to describe applicable aptitude and experience on their resume and during the interview. Candidates will have the opportunity to list three prioritized trade choices, which will be considered by the interview selection panel. The selection panel makes the final selections and applicants have the right to refuse any offer. If the applicant refuses a job offer, no other offer will be made during this hiring cycle.

Q: I attended another college before coming to TCC. Will my credits transfer? If so, can I be exempt from courses I've already completed?

A: Have an Official Copy of your previous college/university transcript sent to Tidewater Community College, Central Records Office, P.O. Box 9000, Norfolk, VA 23509-9000 You will also need to complete TCC's Evaluation of Previous Educational Experiences Form and submit it electronically to the Central Records Office.

This WILL NOT EXEMPT YOU from taking the placement test or the courses required by the apprentice program.

Q: How do I set up an account and complete an application on the Office of Personnel Management's website?

A: On the USAJOBS website www.usajobs.gov

- Create a password
- Upload or create your resume
- In the *Keyword* block type "Apprentice", and in the *Location* block, type "Portsmouth VA"
- Open announcement by clicking on Apprentice vacancy
- Click "apply online" button
- On this page select your resume then click "apply for this position now"
- Upload and submit your printed copy of your TCC placement test results and all other applicable supporting documents (DD-214, etc.).
- After submitting your application, TCC test scores, all supporting documents and the assessment questionnaire, you will receive a confirmation message with your Vacancy ID number. After approximately 24 hours, log back into your account to confirm that each document was received.

If you send documents via fax, print a [fax confirmation sheet](#) immediately after the fax is successfully sent. If a problem/question arises concerning the faxed document, you will be required to provide the [fax confirmation sheet](#) as proof.

Q: What if I forgot my USAJOBS.gov username and/or password?

A: On the login screen there is a link "forgot user name or password". Click on the link and it will prompt you to submit your email address. Follow the directions and you should be able to obtain your username and/or password.

NOTE: The Human Resources Office (HRO) does not have access to your account; therefore, it is imperative that you keep this information for future use.

Q: What happens after the announcement's closing date?

A: **If you are eligible for an interview, you will be notified, via the email** address provided on your usajobs account, **of your interview date and time**. Please monitor your email inbox carefully, as well as the spam/junk folders.

Interviews are expected to be held between September and October 2018. After the interviews are completed, selections will be made and **if you are selected for a job offer, you will be notified via the email** address provided on your usajobs account. Each individual accepting a job with NNSY will be **required to pass a pre-employment physical and security review** at the Shipyard. You will be scheduled for both of these by shipyard personnel.

The dates in which new employees will arrive on-board at the Shipyard are to be announced at a later date.

Q: Where else can I go to get more information?

A: NNSY will conduct information sessions at TCC, Portsmouth Campus, on Mondays @ 4:00 PM and on Wednesdays @ 2:00 PM. These sessions will start June 20th and continue through August 1st. They will be held in either Building B, Room B227 or in the Forum located in Building A. To view the schedule with specific locations, visit the TCC website below:

<http://www.tcc.edu/about-tcc/apprenticeship-institute/nnsy>

EMPLOYEE BENEFITS INFORMATION – WEB SITES

TOPIC	WEB SITE
MyPay / Military Service Considered for Civil Service Retirement	http://www.dfas.mil/civilianemployees.html
OPM Homepage	http://www.opm.gov
OPM Electronic Forms / Voluntary Contributions to CSRS	http://www.opm.gov/forms
Life & Health Insurance	https://www.opm.gov/healthcare-insurance
FERS Retirement	https://www.opm.gov/retirement-services/fers-information
Thrift Savings Plan	http://www.tsp.gov
Social Security Online Retirement Planner (can compute estimates of future Social Security retirement benefits)	http://www.ssa.gov/retire
FEDweek	http://www.fedweek.com
FEDmanager	http://www.fedmanager.com
Federal Times	http://www.federaltimes.com

BENEFITS OF WORKING FOR THE DEPARTMENT OF THE NAVY

Set your sails in OUR direction for an exciting civilian career with the Department of the Navy. Whether you are looking for a challenging career or career advancement, you have come to the right place. In addition to a competitive salary, we offer paid vacation time and sick leave, a portable retirement plan with Government matching contributions, affordable health and life insurance plans, and health and wellness services. See the information below for a sample of what the Department of the Navy offers you:

Competitive Salaries

We offer salaries that are competitive. Employees are normally paid every two weeks. In certain circumstances, employees may also receive overtime compensation, holiday pay, night differential, Sunday premium pay, bonuses and allowances. Federal employees receive annual cost of living pay adjustments and also receive other pay increases based on time in position and performance.

Paid Annual Leave

Annual leave accrual rates are determined by an individual's total years of federal service. This includes both civilian and most military service. However, the majority of retired military members will not be eligible to receive annual leave accrual credit for their military service.

Years of Service	Hours/Pay Period	Days/Year
Less than 3	4	13
3 but less than 15	6	20
15 or more	8	26

Employees typically are allowed to carry a maximum of 30 workdays (240 hours) of annual leave from one leave year to the next.

Annual Leave Accrual for Military Service

Credit may be given for military time served for the following situations.

* For non-retired members, full credit for uniformed service (including active duty and active duty for training) performed under honorable conditions is given for annual leave accrual purposes.

* For retirees, annual leave accrual credit is given only for: Actual service during a war declared by Congress (includes World War II covering the period December 7, 1941, to April 28, 1952) or while participating in a campaign or expedition for an authorized campaign badge.

Sick Leave

Full-time employees accrue 4 hours of sick leave per pay period or 13 workdays per year. Unlimited hours of sick leave can be accumulated and carried over to succeeding years. Sick leave can be used for personal illness, care of sick family members, adoption, and medical appointments.

Sick Leave to Care for a Family Member

Beginning December 2, 1994, most Federal employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to:

- * provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
- * provide care for a family member as a result of medical, dental, or optical examination or treatment;
- * make arrangements necessitated by the death of a family member or attend the funeral of a family member.

A covered full-time employee may use 40 hours (5 workdays) of sick leave each leave year for these purposes. An additional 64 hours (8 workdays) of sick leave may be used each year if the employee maintains a balance of at least 80 hours of sick leave in his or her account. "Family member" is defined as:

- * Spouse and parents thereof
- * Children, including adopted children, and spouses thereof
- * Parents
- * Brothers and sisters, and spouses thereof
- * Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Military Leave

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. 5 U.S.C. 6323 (a) provides 15 calendar days per fiscal year for active duty, active duty training, and inactive duty training. An employee can carry over a maximum of 15 days into the next fiscal year. Any full-time Federal civilian employee whose appointment is not limited to 1 year is entitled to military leave.

Support of Work and Family

Comfortably balancing career and family requirements is an important issue to employees and managers within the Agency. The Department of the Navy's foundation of policies and programs is designed to help its employees cope with balancing the dynamic complexities of today's work and family life.

Friendly Working Environment

The Department of the Navy is an equal employment opportunity employer and fosters an environment where employees are valued for their individual contribution to the accomplishment of the Department's mission. Employees have an opportunity to reach their fullest potential in a professional and challenging work environment.

On-the-Job and Formal Education and Training

Education and training is encouraged. Navy employees have access to many excellent training programs and classes. All new employees attend a basic orientation and most receive on-the-job and formal classroom training through a wide variety of courses.

Retirement Plan

As a **new** federal employee, you are covered by the Federal Employees Retirement System (FERS)-Further Revised Annuity Employees (FRAE) plan. FERS-FRAE is a defined benefit plan that provides a future annuity based on your years of creditable service and highest three years of salary. Under this plan, you contribute 4.4% of your biweekly salary.

Under this system, employees contribute to Social Security and Medicare, a Retirement fund and a Thrift Savings Plan. Its features are "portable" so that employees who leave Federal employment may still qualify for the benefits. Minimum retirement age under FERS is dependent on date of birth, but ranges from age 55 to 57 1/2.

401K - Type Thrift Savings Plan (TSP)

The TSP is a retirement savings and investment plan for Federal employees, similar to the same type of savings and tax plan offered under most private corporation 401(k) plans and is one element of the FERS three part retirement system. The retirement income you receive from your TSP account will depend on how much you have contributed to your account during your working life and the earnings on these contributions. FERS participants may contribute any dollar amount or percentage (1 to 100) of your basic pay under any of the several funds offered. The Government automatically contributes 1% to your TSP account and will further match participant contributions up to 4% of basic salary, bringing the maximum government contribution to 5%. Two of the main features of TSP are "tax savings" and "tax deferred earnings". This means the contributions you make come out of your pay before taxes, and the earnings made on your TSP account are not taxed until you receive the money.

Group Health and Life Insurance

Under the Federal Employees Health Benefits (FEHB) program, employees can choose from a number of health insurance plans that vary in costs and benefits. The Federal Employees Group Life Insurance (FEGLI) Program offers term life insurance at reasonable rates via payroll deductions. The Navy pays a percentage of the employee's premiums under both the Federal Health Benefits and Life Insurance programs.

Recreation Activities and Programs

Generally, civilian employees may also use Department of the Navy recreational facilities that are open to active duty military personnel on a space available basis. This includes libraries, restaurants, movie theaters, gyms and other facilities. Discount entertainment tickets (theaters, movies, sporting events, and theme parks), vacation packages and cruises, and personal travel (air, train, and ship) are also available to employees.

Designation of Federal Holidays

- * New Year's Day (January 1).
- * Martin Luther King, Jr.'s Birthday (Third Monday in January).
- * Washington's Birthday (Third Monday in February).
- * Memorial Day (Last Monday in May).
- * Independence Day (July 4).
- * Labor Day (First Monday in September).
- * Columbus Day (Second Monday in October).
- * Veterans Day (November 11).
- * Thanksgiving Day (Fourth Thursday in November).
- * Christmas Day (December 25).

Holiday Premium Pay

Employees who are required to work on a holiday receive their rate of basic pay, plus holiday premium pay, for each hour of holiday work. Holiday premium pay is equal to an employee's rate of basic pay. (See 5 U.S.C. 5546(b)).



**TIDEWATER
COMMUNITY COLLEGE**
From here, go anywhere.™

VIRGINIA PLACEMENT TEST (VPT) ENGLISH AND MATH

PREPARE! PREPARE! PREPARE! PREPARE! PREPARE! PREPARE!

All students are encouraged to **prepare** for placement testing. The importance of reviewing material that has previously been studied cannot be over emphasized. Not reviewing before taking the placement tests could place students into courses that are below their actual skill level.

The links listed below can be found:

<https://www.tcc.edu/student-services/academic-success/testing-services/placement-testing>

Review ALL of the Following VPT Links to Prepare for the Placement Test:

- <http://www.nvcc.edu/testing/files/online-resources-help-student.pdf>
- <https://college.measuredsuccess.com/mscollege/practiceTest2/>

Resources to Review English:

- [Online Resources to Prepare for VPT English](#)

Resources to Review Math:

- [TCC EdReady](#)
- [Khan Academy](#)
- [MathVids](#)

Resources for Dealing with Test Anxiety:

- [Test Anxiety Tips from the Women's Center](#)
- [How to Deal with Math Test Anxiety Powerpoint](#)

TCC Resources:

- [Learning Assistance Services](#)

Additional information for the resources listed below can be found:

<http://www.tcc.edu/student-services/academic-success/tutoring>

CAMPUS	TUTORING	MATH LABS	WRITING CENTER
Chesapeake	(757) 822-5157	(757) 822-5157	
Norfolk	(757) 822-1420	(757) 822-1383	(757) 822-1584
Portsmouth	(757) 822-2709	(757) 822-2709	(757) 822-2931
Virginia Beach	(757) 822-7338	(757) 822-7176	(757) 822-7170

The VPT is a computerized placement test composed of 2 separate assessments, **English and Math**. Each test usually takes between **3-4 hours** to complete; however, there is not an established time limit. **Completion of the entire English and Math Placement Tests average(s) 4-6 hours.** **You are encouraged to take the English and Math tests at separate times to avoid test fatigue.** Please arrive at least 3 hours prior to closing. Placement tests will NOT be started any later than 3 hours before the posted closing time.

Chesapeake #822-5131, Norfolk #822-1310, & Portsmouth #822-2194 Campuses Testing Center Hours of Operation

Monday through Thursday	8:30 a.m. to 9:00 p.m.
Friday	8:30 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.

Virginia Beach #822-7390 Campus Testing Center Hours of Operation

Monday, Tuesday & Thursday	8:30 a.m. to 7:00 p.m.
Wednesday & Friday	8:30 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.

Bring a valid photo ID (TCC is preferred). The following are **not** permitted inside the Testing Centers:

- Personal Items
- Electronic Devices
- Other Unauthorized Materials
- Food and Drinks
- Children
- Parents & visitors who are not testing