

Communications, Professionalism, Etiquette



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**Naval Surface Warfare Center
Port Hueneme Division**

**Naval Facilities Engineering and
Expeditionary Warfare Center**

**Naval Air Warfare Center
Weapons Division**

Topics

- Professionalism
- Etiquette
- Business Interviews
- Communications
- Questions/Answers

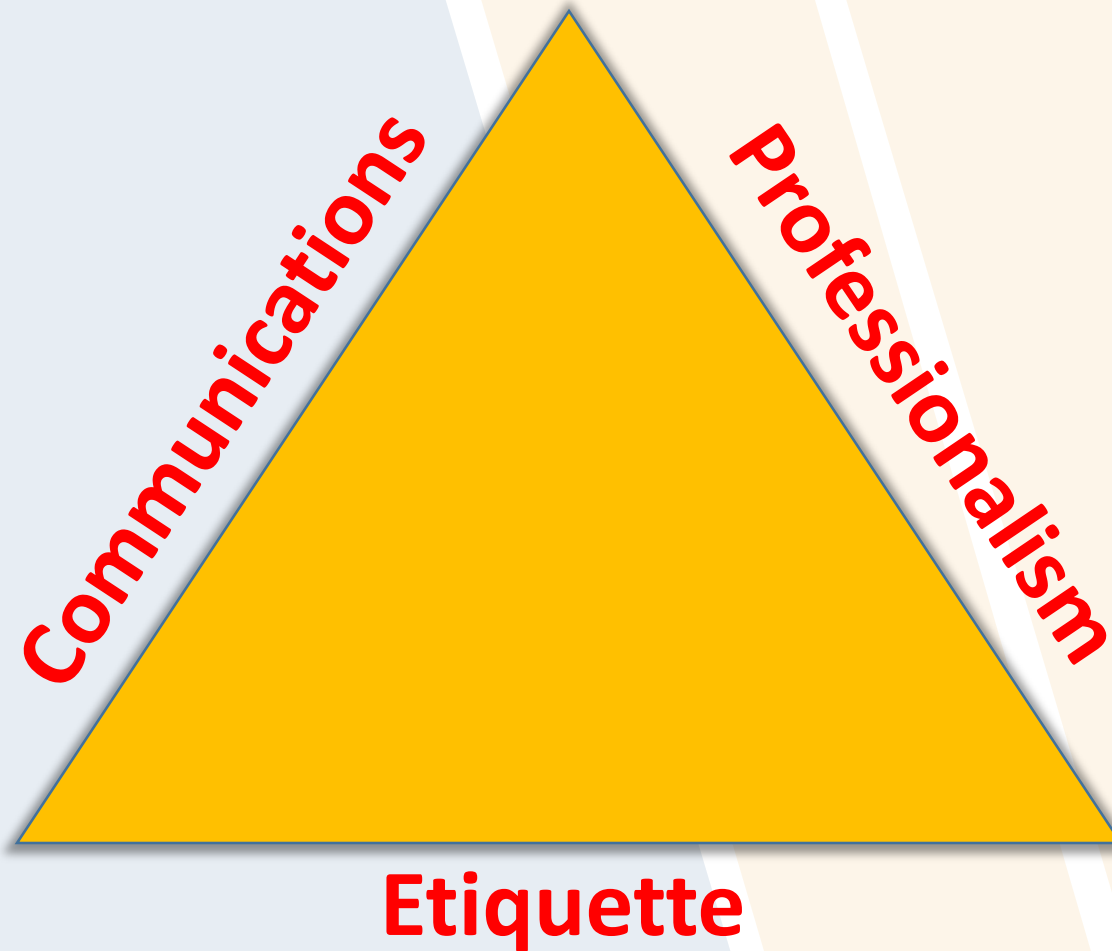


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Inter-Relations



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Professional Interviews

- Before the Interview
 - Leverage Social Media to Land the Job
 - Is your profile professional?
 - LinkedIn
 - Do homework on the job and the company
 - Understand the work
 - Understand the company culture
 - Determine if your values align?
 - Practice your elevator pitch in front of the mirror
 - Past, Present, Future

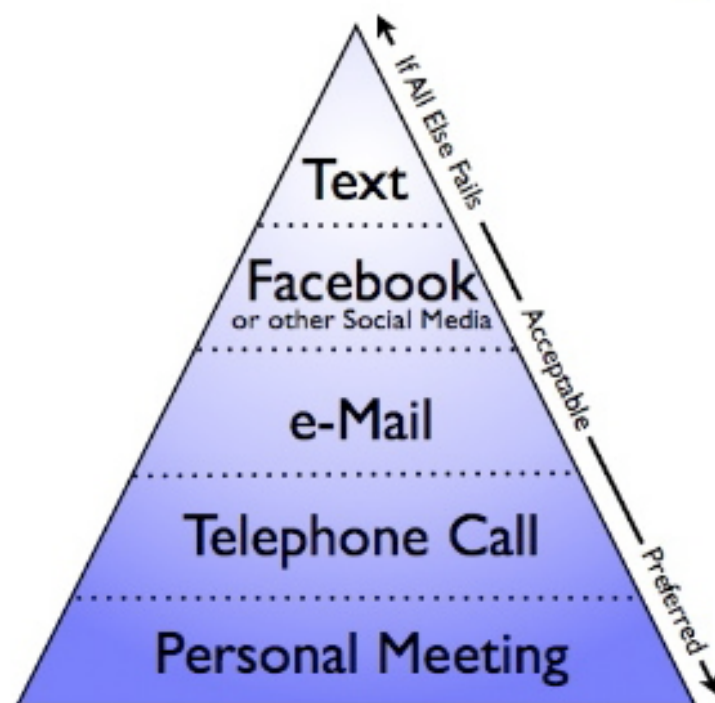


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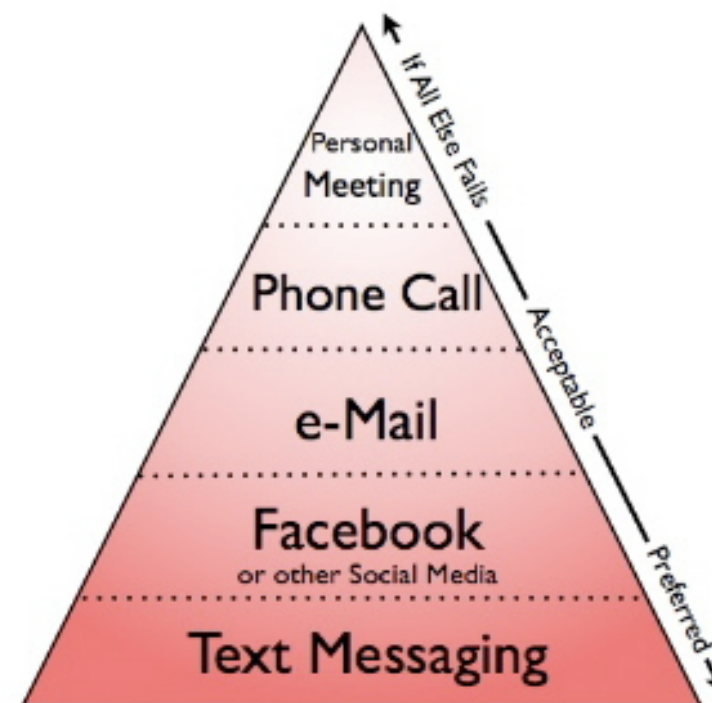
Professional Interviews

- During the Interview
 - Dress the part for the interview
 - Firm Handshake
 - Be prepared with questions of your own
- After the Interview
 - Follow-up

Chester's Hierarchy of Communication Needs[©]



People born before 1980
Traditionalists, Baby Boomers, Gen X



People born after 1980
Millennials or Gen Y/Z

Communications



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PHONE

BE AWARE OF YOUR SPEAKING VOLUME.

Some people just don't know how loud they are, especially when their attention is focused on the person on the other line.

DON'T ANSWER YOUR PHONE WHEN MEETING WITH OTHERS.

If you answer a call, you're basically telling the person you're meeting that someone else is more deserving of your time than they are.

DON'T PLACE YOUR PHONE ON THE TABLE WHEN MEETING OTHERS.

Otherwise, it looks like you're ready to drop them and connect with someone else.

LET THE OTHER PERSON KNOW WHEN YOU HAVE THEM ON SPEAKERPHONE.

If you must put someone on speakerphone, make sure you immediately let them know who else is in the room with you.



Communications



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EMAIL

USE A PROFESSIONAL EMAIL ADDRESS.

Never use email addresses (perhaps remnants of your grade-school days) that are not appropriate for use in the workplace, such as "diva@..." or "babygirl@..."

USE EXCLAMATION POINTS SPARINGLY.

If you choose to use an exclamation point, use only one to convey excitement.

THINK TWICE BEFORE HITTING "REPLY ALL."

No one wants to read 20 emails that have nothing to do with them.

BE CAUTIOUS WITH HUMOR.

What may be funny when said out loud can come across differently when written. When in doubt, leave it out.



Communications



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TEXTING

BE CAREFUL WITH ABBREVIATIONS.

Shortcuts are more common today, but make sure it's appropriate for 'u' to be that informal.

DON'T CHANGE MEETING TIMES OR VENUES IN A TEXT.

Potential attendees may not check their phones in time.



Closing Thoughts

- Management Team
 - Observe your behavior at all times
 - Act as if you are always in an interview
- Co-workers
 - Value others time
 - Workplace moral
- The Power of First Impressions
 - Dress for the job you want



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Thank You



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Ventura County Internship Opportunities

Presented by: NAVSEA, NAVFAC & NAVAIR
Fall 2022

Summer Internship Programs

Science Engineering Apprenticeship Program (SEAP): An 8-week summer internship for high school students at a Navy laboratory. <https://navalsteminterns.us>

Naval Research Enterprise Internship Program (NREIP): A 10-week summer internship for undergraduate and graduate students at a Navy laboratory. <https://navalsteminterns.us>

Problem-based Initiatives for Powerful Engagement and Learning In Naval Engineering and Science (PIPELINES): 8 week paid summer internship with UCSB open to community college students interested in working on Naval supported projects. <http://tinyurl.com/go-pipelines>

Test Resource Management Center (TRMC) STEM Internship Program: A 10 week internship designed to acclimate you to the fundamentals and concepts of test and evaluation (T&E) within the Department of Defense.

<https://www.broadleaf-inc.com/jobs/>

Fellowship and Scholarship Programs

Cyber Scholarship Program (CySP) – DoD Cyber Exchange: Provide scholarships to students in pursuit of cyber-related degree at National Centers of Academic Excellence in Cybersecurity (NCAE-C), Cyber Defense Research (CAE-R) or Cyber Operations (CAE-CO). <https://www.dodemergingtech.com/cyber-scholarship-program-cysp/>

Science, Mathematics, and Research for Transformation (SMART) Scholarship-for-Service Program: Provides a combined education scholarship and career opportunity to students pursuing STEM degrees that will enhance the Department of Defense civilian workforce. <https://www.smartscholarship.org/smart>

National Defense Science and Engineering Graduate (NDSEG): Fellowship for graduate students is designed to increase the number of United States citizens trained in science and engineering disciplines of military importance leading to doctoral degrees. <https://ndseg.sysplus.com>

DoD College Acquisition Internship Program (DCAIP)

<https://www.hci.mil/dodcareers/internship.html>

Hiring Authorities and Professional Development Opportunities**Naval Acquisition Development Program / Professional Development Center**

Professional Development Program for entry level Navy employees.

NAVSEA:

NAVAIR: https://navair.navy.mil/nawcwd/now_hiring

NAVFAC: NAVFAC_EXWC.fct@navy.mil

OPM Pathways Intern and Pathway Recent Graduates Programs

Hiring authority for current and recently graduated students. <https://www.usajob.gov>

STEM Student Employment Program (SSEP)

Hiring authority for current students.

Science, Mathematics and Research for Transformation



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SMART
SCIENCE, MATHEMATICS, AND RESEARCH FOR TRANSFORMATION

SMART

SCHOLARSHIP-FOR-SERVICE PROGRAM

Defense Created by Scientists and Engineers

smartscholarship.org



"The SMART Scholarship program has allowed me to continue serving the military community. As an engineer working with the DoD, I better understand the soldier's needs on the battlefield. This allows me the privilege to develop and advance the DoD's radio frequency and millimeter wave biosensor technology."

— Khaldoon Ishmael, Scholar of the Year Award Recipient

The Science, Mathematics, and Research for Transformation (SMART) Program provides STEM students with the tools needed to pursue higher education and begin a rewarding career with the Department of Defense (DoD). SMART is the largest education to workforce program offered by DoD STEM.

BENEFITS FOR SMART SCHOLARS



Full Tuition

Full tuition, annual stipends, and book/health allowances to students pursuing STEM degrees.



Internships

Receive invaluable experience during summer internships with the Department of Defense.



Career

Pursue full-time employment with the Department of Defense after graduation.

ELIGIBILITY AND PROGRAM REQUIREMENTS



U.S. Citizen



Minimum 3.0 GPA



Degree in STEM



18 Years or Older



Minimum 1 Year



Obtain Security Clearance



Complete Internship



Accept DoD Employment



[SMART DoD Scholarship](#)



[@SMART_DoD](#)



[SMART Scholarship](#)



[SMART_DoD](#)



[DoD SMART Scholarship](#)

Naval Research Enterprise Internship Program

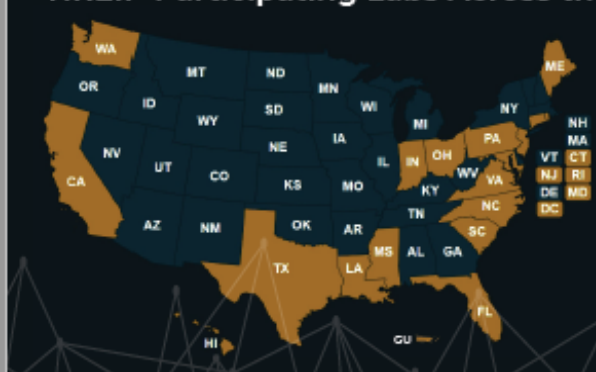


The **Naval Research Enterprise Internship Program (NREIP)** provides an opportunity for college students to participate in research at a Department of Navy (DoN) laboratory.

Eligibility

- Enrolled at a four-year U.S. college or university accredited by the U.S. Department of Education; students attending two-year colleges who meet the credit hour requirements may be eligible at the laboratory's discretion
- University sophomores, juniors, seniors or graduate students; freshmen who have reached the credit level of a sophomore before starting the internship are also eligible
- Studying in a program of study that is relevant to the research interests of the participating laboratories
- U.S. citizenship; some participating laboratories will consider permanent residents

NREIP Participating Labs Across the Country



Award duration is a continuous 10 weeks. NREIP offers a competitive **stipend** for its interns.

- New undergraduate student participants: \$7,500
- Returning undergraduate students (students MUST have completed a full 10-week program in a prior year to receive this level): \$9,000
- Graduate students (students must currently be in graduate school and taking graduate school courses to receive this level): \$11,500

For internship details visit:

NAVALSTEMINTERNS.US



Naval STEM Interns



@navalsteminterns



Naval STEM Interns



Naval STEM Interns



Participating Labs by Region

WEST

Pacific
 NUWC - Keyport, WA
 PSNS/IMF Puget Sound - Bremerton, WA
 MCTSSA - Camp Pendleton, CA
 NPS - Monterey, CA
 NRL - Monterey, CA
 NAWCWD - China Lake, CA
 NAVFAC - Port Hueneme, CA
 NSWC - Port Hueneme, CA
 NSWC - Fallbrook, CA
 NAWCWD - Point Mugu, CA
 NSWC - Corona, CA
 NEPMUS - San Diego, CA
 NIWC Pacific - San Diego, CA
 FRCSW - North Island, CA
 NIWC Pacific - Guam
 NIWC Pacific - Honolulu, HI
 NUWC - Pearl Harbor, HI

NORTHEAST

New England
 NSLC - Kittery, ME
 NUWC - Newport, RI
 NSMRL - Groton, CT

Mid-Atlantic

NAWCAD - Lakehurst, NJ
 NSLC - Mechanicsburg, PA
 NIWC Pacific - Philadelphia, PA
 NSWC - Philadelphia, PA

MIDWEST

East North Central
 NAMRU - Dayton, OH
 NSWC - Crane, IN

SOUTH

South Atlantic
 NHHC - Washington, DC
 NRL - Washington, DC
 USNO - Washington, DC
 AFRRI - Bethesda, MD
 NSWC Carderock - Bethesda, MD
 NMRC - Frederick, MD
 NSWC - Indian Head, MD
 NAWCAD - Patuxent River, MD
 NMRC - Silver Spring, MD
 NSWC Dahlgren - Dahlgren, VA
 NSWC Dahlgren DNA - Virginia Beach, VA
 NIWC Atlantic - Hampton Roads, VA
 NSWC Carderock CCD - Norfolk, VA
 MCWL - Quantico, VA
 FRCE - Cherry Point, NC
 NIWC Atlantic - Charleston, SC
 FRCSW - Jacksonville, FL
 NAWCTSD - Orlando, FL
 NSWC - Panama City, FL
 DEOMI - Patrick SFB, FL

East South Central

CNMOG - Stennis, MS
 NRL - Stennis, MS
 NIWC Atlantic - New Orleans, LA

West South Central

NAMRU - San Antonio, TX

ACRONYMS

AFRRI - Armed Forces Radiobiology Research Institute
 CNMOG - Naval Meteorology and Oceanography Command
 DEOMI - Defense Equal Opportunity Management Institute
 FRCE - Naval Air Systems Command Fleet Readiness Center East
 FRCSW - Naval Air Systems Command Fleet Readiness Center Southwest
 FRCSW - Naval Air Systems Command Fleet Readiness Center Southwest
 MCTSSA - Marine Corps Tactical Systems Support Activity
 MCWL - Marine Corps Warfighting Laboratory
 NAMRU - Naval Medical Research Unit
 NAVFAC - Naval Facilities Engineering Command
 NAWCAD - Naval Air Warfare Center Aircraft Division
 NAWCTSD - Naval Air Warfare Center Training Systems Division
 NAWCWD - Naval Air Warfare Center Weapons Division

NEPMUS - Comprehensive Industrial Hygiene Laboratory at the Navy Environmental and Preventive Medicine Unit
 NHHC - Naval History and Heritage Command Underwater Archaeology Branch
 NIWC Atlantic - Naval Information Warfare Center Atlantic
 NIWC Pacific - Naval Information Warfare Center Pacific
 NMRC - Navy Medical Research Center
 NPS - Naval Postgraduate School
 NRL - Naval Research Laboratory
 NSLC - Keyport Naval Sea Logistics Center
 NSMRL - Naval Submarine Medical Research Laboratory
 NSWC - Naval Surface Warfare Center
 NUWC - Naval Undersea Warfare Center
 PSNS/IMF Puget Sound - Naval Sea Systems Command Puget Sound Naval Shipyard and Intermediate Maintenance Facility
 USNO - United States Naval Observatory

Naval Horizons



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A promotional poster for the Naval Horizons STEM essay contest. The background is dark with a blue and orange color scheme. It features a jet fighter in the top left, a drone in the top right, and a naval ship at the bottom left. A yellow starburst in the top center announces a \$200 prize for up to 5,000 winners. The title "NAVAL HORIZONS" is prominently displayed in the center, with the tagline "Where Students Design the Navy and Marine Corps of the Future" below it. The poster is divided into sections for Eligibility, How to Participate, and Contest Dates, with a QR code at the bottom right for more information.

\$200 Prize
for up to 5,000 winners!

NAVAL HORIZONS
Where Students Design the Navy and Marine Corps of the Future

Naval Horizons is a STEM essay contest that introduces students to cutting-edge STEM topics that impact the U.S. Navy and Marine Corps through an engaging video series.

ELIGIBILITY
This essay contest is open to United States (U.S.) citizens who are:

- Students in grades 9 – 12 and attending public, private, or home school in the U.S. (including U.S. territories or possessions and schools operated by the U.S. for the children of American personnel overseas).
- Students currently enrolled at an accredited U.S. college or university, e.g. community college students, undergraduate students, graduate students.

HOW TO PARTICIPATE

1. Read the Rules & Info
2. Watch the videos
3. Write your essay
4. Submit your essay

CONTEST DATES
October 3rd - November 28th 2022

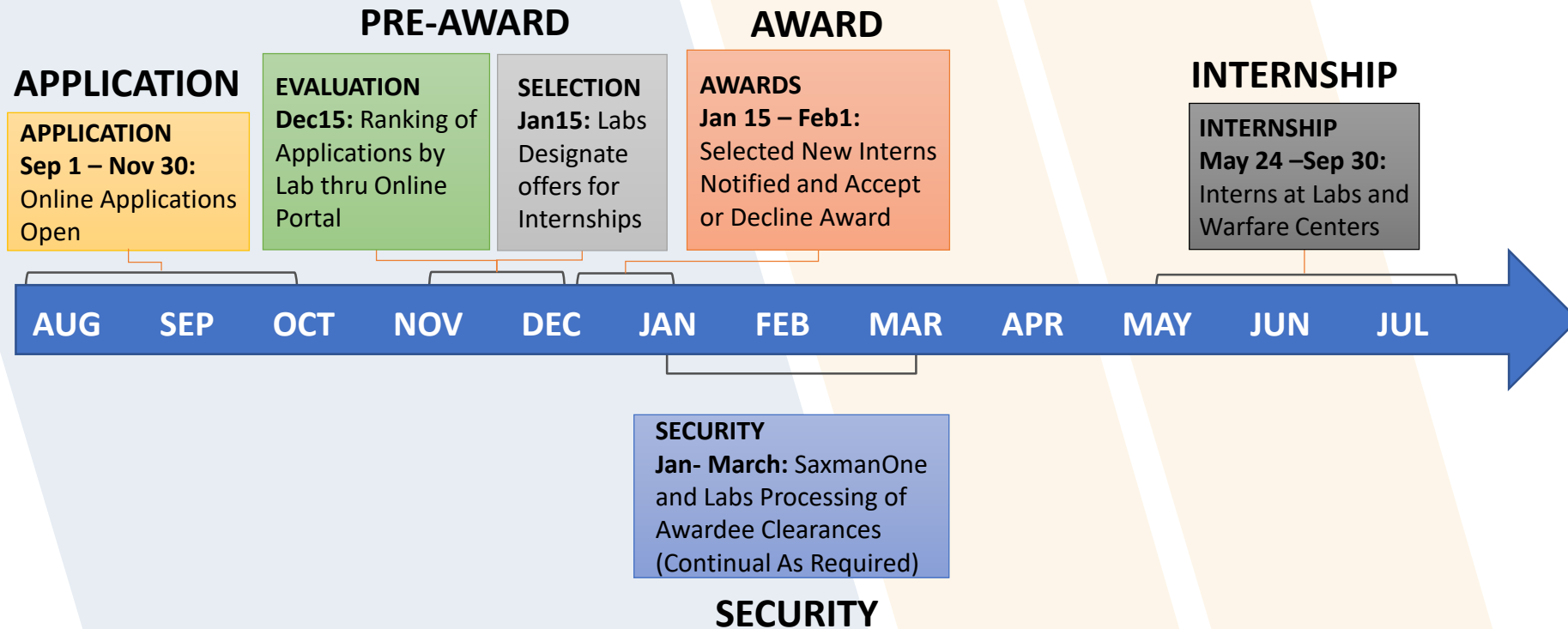
FOR FULL CONTEST INFORMATION & TO PARTICIPATE, SCAN THE QR CODE

NREIP: Naval Research Enterprise Internship Program



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Program Timeline for 2022-2023



Opportunities for Employment



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To apply, visit:

<https://tinyurl.com/2zeqexsa>



To apply, visit:

<http://tinyurl.com/y2huju9t>

To apply, email:

mark.a.campbell8.civ@us.navy.mil