Storyboard Content

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Title

The title of my webpage is "Exceptions and Waivers of Policy." The subtitle is "When to Apply an Exception."

Description

The webpage is designed for the VOLED personnel who will be granted the authority and access to provide a Sailor with an exception to a specific policy. This will be a step by step guide to understanding the circumstances that justify an exception and applying the exception to the Sailor's account allowing them access.

Objectives

At the end of the tutorial, personnel will be able to:

- Identify 3 justifications that warrant an exception to policy.

- Perform necessary actions to allow Sailor access when an exception warrants.

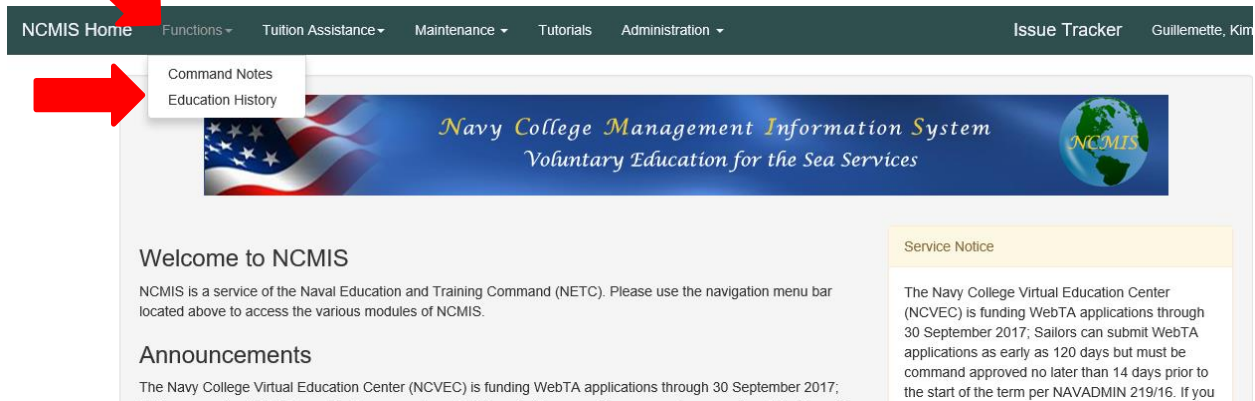- Properly document the Sailor's record after access is granted.

Steps

Prior to starting the tutorial personnel will be well versed in current policy.

- Step 1: Scenarios

    o Provide scenarios that warrant an exception to policy

    o Provide scenarios that require a formal waiver

- Step 2: Granting access

    o Log into Navy College Management Information System (NCMIS) Modern
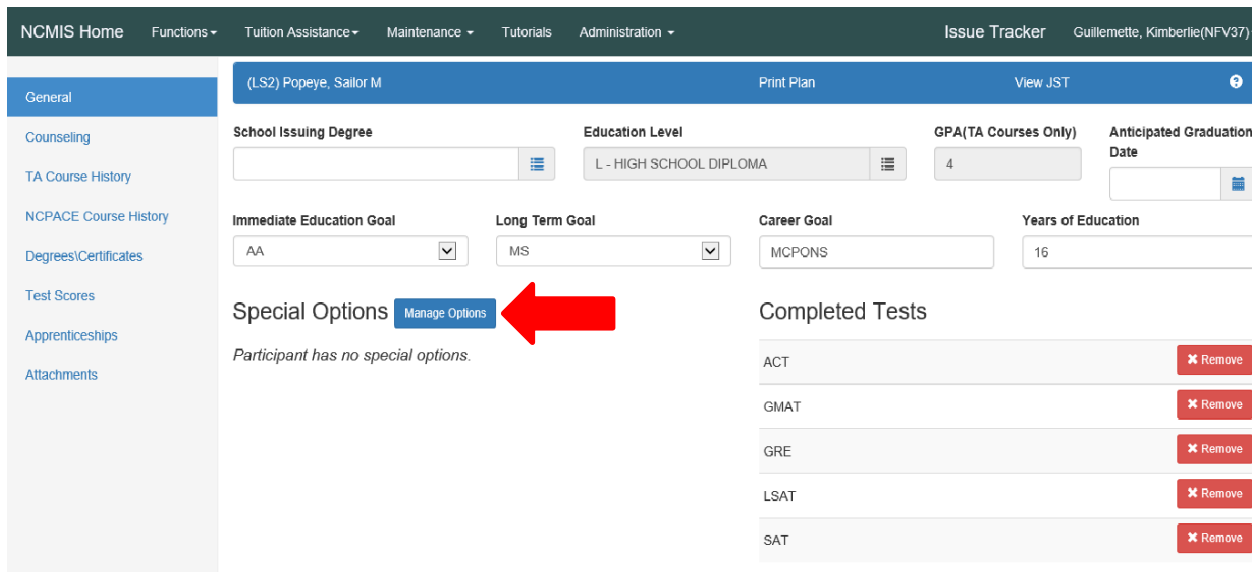
o Click on "Functions", then "Education History"

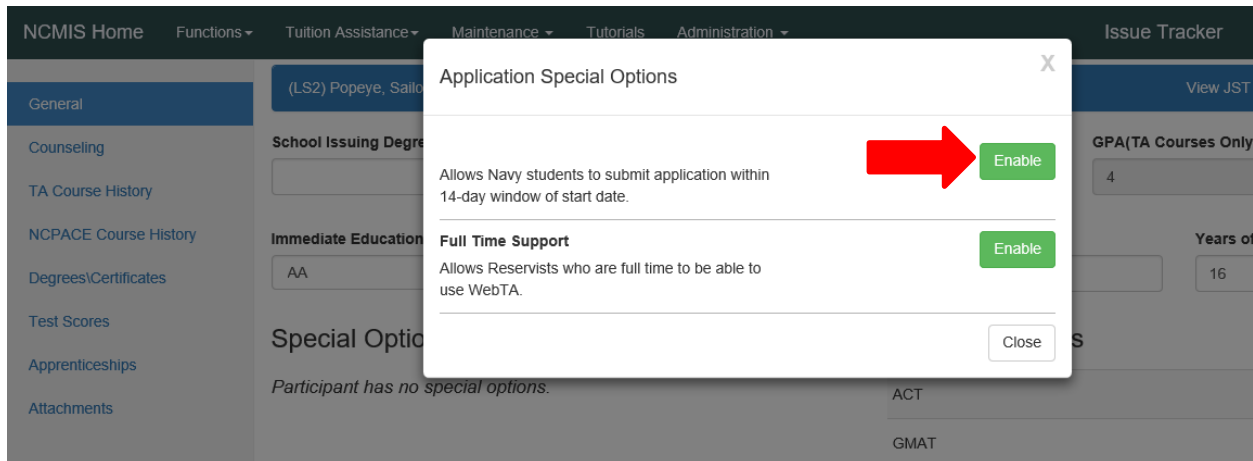o Click "Manage Options"

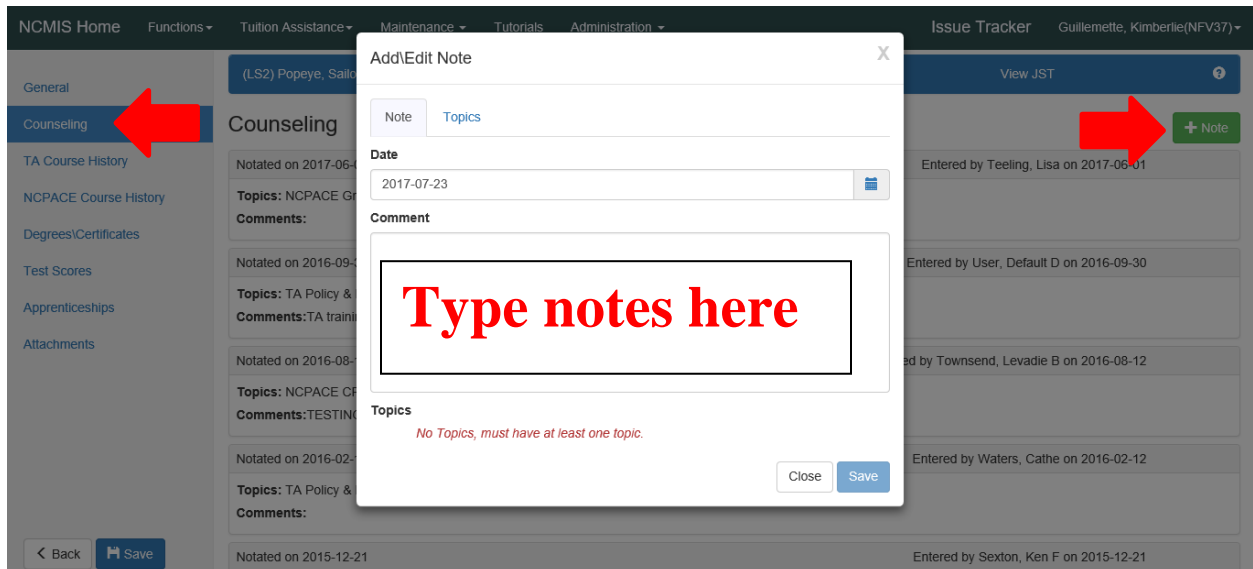o Select "Enable" from the Application Special Options for the 14 day window access and close the pop-up window
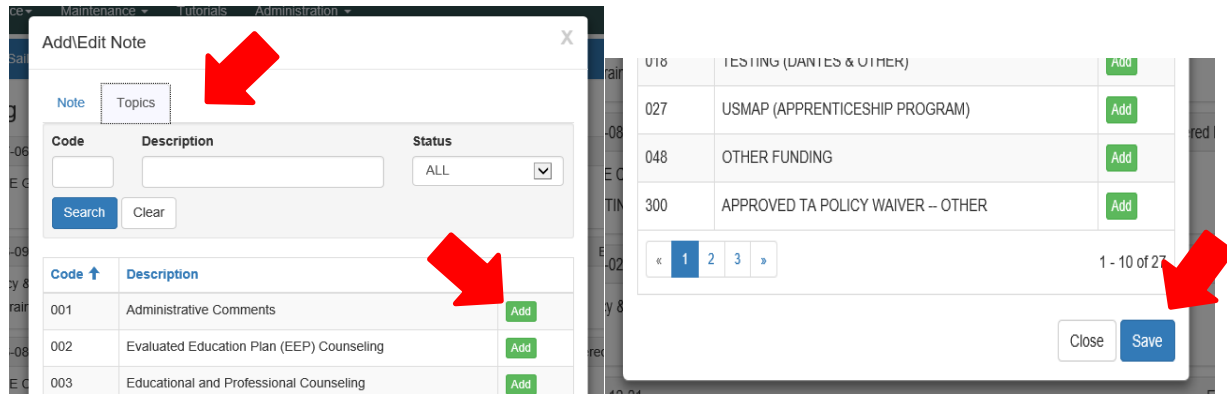
- Step 3: Document the record

  o Click on "Counseling," then "+ Note"

  o Type notes beginning with "Provided 14 day policy exception based on (one of the 3 qualifying justifications)

  o Click on "Topics" and choose topic 001; click "Add," then "Save

References

Lee, W. W., & Owens, D. L. (2004). *Multimedia-Based Instructional Design.* San Fransisco:

    Pfeiffer.

Navy College. (2017). *NCMIS Education History.* Retrieved from Navy College Management

    Information Systems:

        https://voled.training.navy.mil/education/shared/common/home.html#nbb

VADM Burke, R. P. (2016). *NAVADMIN 219/16.* Retrieved from Navy College Program:

        http://www.public.navy.mil/bupers-

        npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16219.txt