

WORK FROM HOME TIPS

HELPFUL HABITS

01

Sensitive Materials

Follow all rules regarding the handling of unclassified Naval Nuclear Propulsion Information (NNPI) Materials and HII Proprietary Information.

02

Secure Wi-Fi

Only use secure Wi-Fi and establish a secure connection through your approved company-provided VPN or other technology used to connect to the internet.

03

Personal Technology

Adhere to your division's rules regarding personal technology, including use of personal monitors and printers.

04

Record Your Time

Continue normal time keeping practices to ensure your work time is accurately documented.

05

Power Off

Ensure you power off your work laptop when not in use.