



# Operational Test and Evaluation Force (OPTEVFOR)



*Welcome Aboard*

August 2025

### **Mission**

Independently test and evaluate warfighting systems; assess capabilities, limitations, and unknowns with fleet operators employing systems against current threats in operationally realistic environments, in order to prevent discovery by the Fleet in combat.

### **Strategic Vision**

Prevent Discovery in Combat

### **North Star**

OPTEVFOR efficiently plans, test, evaluates, and reports informing stakeholders ahead of need.

### **Guiding Principles**

In executing our mission, OPTEVFOR at all levels and ranks will plan, execute and assess their activities in a manner that is:

- Respectful...rather than inconsiderate
- Thoughtful...rather than rash
- Collaborative...rather than stove-piped
- Cost wise...rather than at any cost
- Innovative...rather than accepting status quo

### **Director's Intent**

Value our workforce – We act and function as a team. We value all of our military, civilian, and contractor teammates and their families. Our behavior and actions reflect the core values and attributes of the Navy and Marine Corps.

Advance operational test expertise and capabilities – We focus on building skillsets and acquiring tools and training to execute efficient and rigorous operational testing.

Share operational test and evaluation knowledge – We rapidly share information across Fleet, acquisition, resourcing, and Joint Service stakeholders to accelerate learning.

Support rapid capability development and Fleet experimentation – We are innovative and adapt our processes to support the Navy.

## OPTEVFOR Civilian Leadership



Director, Mr. Locksley (SES) 🍷

The Director is devoted to OPTEVFOR mission execution and efficiency. The single, empowered Operational Test authority designated by Chief of Naval Operations (CNO), the Director makes major decisions, establishes policy, and liaison with senior and subordinate commands from all branches of Department of Defense (DOD) regarding operational test issues.

The Chief of Staff (CoS) handles the day-to-day operations of the Force for the Director and directs the staff in all support roles facilitating the Director's mission execution.



Chief of Staff, Dr. Leccia

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## OPTEVFOR Military Leadership



Commanding Officer, CAPT McCallister

The Executive Officer (XO) is responsible directly to the CO (MILSTF) for such personal duties as assigned. The XO executes the policies of the CO (MILSTF) assisted by subordinates.



Executive Officer, LCDR Perry



Command Master Chief Lopez

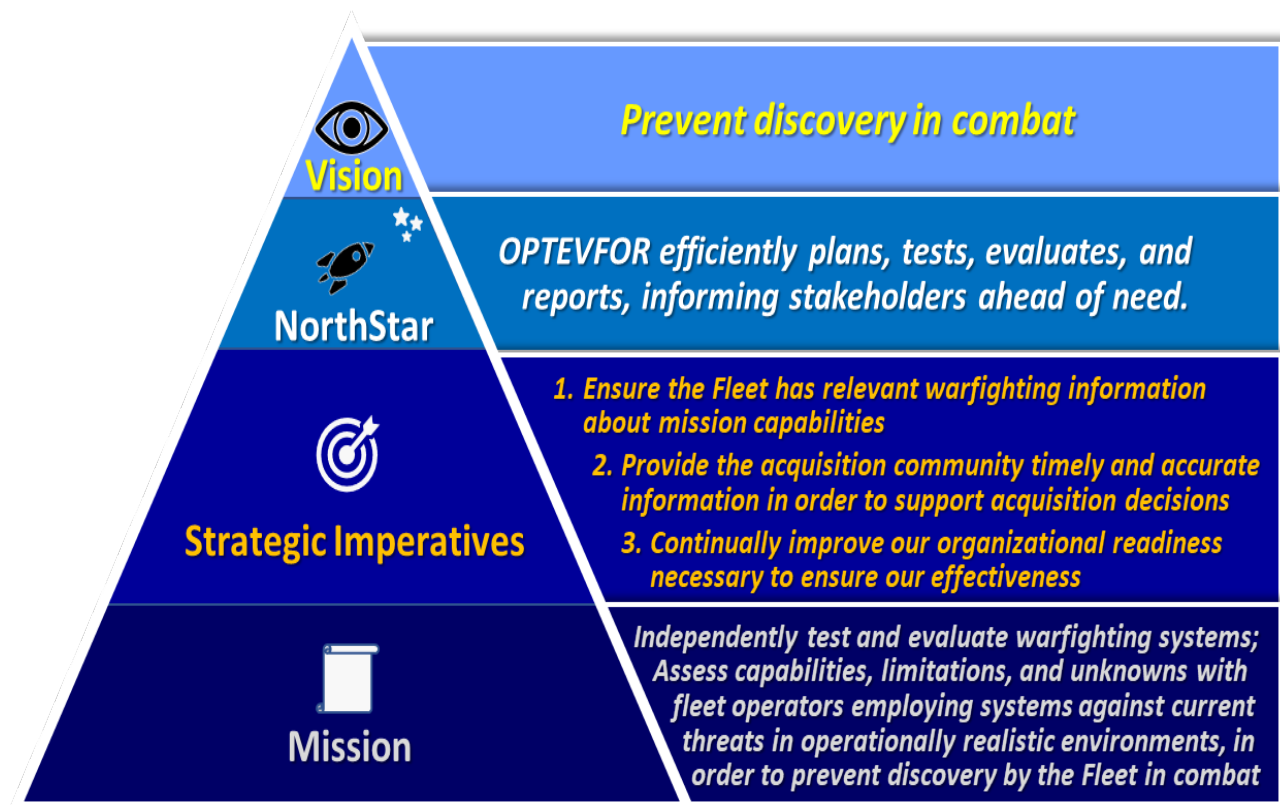
Command Master Chief (CMC) is the Command Senior Enlisted Leader (CSEL). CMC duties include advising and providing input in matters affecting operational mission success, operational readiness, manning, and training of all Sailors. CSELs provide input to the formulation, implementation, and execution of policies concerning morale, welfare, job satisfaction, discipline, and support to military families.

## Welcome Aboard!

Welcome to Operational Test and Evaluation Force located in Norfolk, Virginia. This Handbook is a general reference to assist in joining the OPTEVFOR staff. Content applies prior to arrival as well as during your first day, weeks and months onboard OPTEVFOR.

### About Operational Test and Evaluation Force

OPTEVFOR is the independent Operational Test Agency of the U.S. Navy and evaluates the operational effectiveness, suitability, and cyber survivability of naval system capabilities, to include U.S. Marine Corps aviation and U.S. Coast Guard system capabilities. Our work spans all maritime domains, enabling warfighters to use these capabilities to fight and win. OPTEVFOR also supports Joint, Multi-Service, and Missile Defense Agency cross service program capability development.



**OPTEVFOR Strategic Approach:** Our North Star drives us to ensure we deliver information to the Fleet and the Acquisition Community ahead of need. Information at speed yields advantage; to the Fleet to prevent discovery in combat, and to acquisition to fix systems earlier in their lifecycles before delivery.

OPTEVFOR is comprised of military, civilian and contractor personnel. If you are new to the military and the Navy specifically, the following chart may be helpful to identify the ranks of the military personnel you may encounter at OPTEVFOR.

**Navy Uniformed Service Rank Chart**

Enlisted									
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Second Chief Petty Officer	Master Chief Petty Officer (MCPO) / Fleet/ Command Master Chief Petty Officer	Master Chief Petty Officer of the Navy (MCPON)
No Insignia								 	
Warrant Officer									
W-1	W-2	W-3	W-4	W-5					
USN Warrant Officer 1 (WO1)	Chief Warrant Officer 2 (CW02)	Chief Warrant Officer 3 (CW03)	Chief Warrant Officer 4 (CW04)	Chief Warrant Officer 5 (CW05)					
									
Officer									
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADM)	Vice Admiral (VADM)	Admiral (ADM)
									

## Before you Arrive

**Before Reporting:** Each new employee, military or civilian is assigned a sponsor that will contact them prior to checking onboard. Use this opportunity to reach out to your sponsor for any questions you may have. Contractor personnel will have the prime contractor coordinate check-in procedures along with the Contracting Officer Representative (COR).

For OPTEVFOR Organizational Information, please visit the OPTEVFOR Website at:

<https://www.optevfor.navy.mil>

### **Pre-arrival Items:**

All personnel, military (mil), civilian (civ) or contractor (ctr) should complete the following courses before reporting onboard to expedite access to Command Information Technology Systems:

- Cyber Awareness Challenge: <https://public.cyber.mil/training/cyber-awareness-challenge/>
- Annual Privacy/PII: <https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/>
- Phishing: <https://public.cyber.mil/training/phishing-awareness/>
- Operational Security Training: <https://securityawareness.usalearning.gov/opsec/story.html>

Once complete (or if already completed), forward the certificates to your sponsor for military and civilian. Contract personnel please provide to your contractor prime representative and the COR.

### **Permanent Change of Station (PCS) Resources: (mil only)**

- MyNavy HR: provides relevant information for military during PCS moves: [Sailor Self Service](#).
- Military One Source: [PCS and military moves information](#).

**SAAR-N Form:** If you are a current federal worker or military personnel with a Common Access Card (CAC), your sponsor will supply you with a fillable SAAR-N form that you complete and provide back to your sponsor prior to arriving. This will greatly expedite IT systems access.

**Dress and Attire:** for civilian and contractor personnel at OPTEVFOR will vary depending on daily activities. However, business casual attire is prescribed for normal office routines. Senior staff GS14 and above normally wear a suit or sport coat when interacting with senior staff or during external stakeholder visits. Attire on travel will be dependent on the activity engaged in.



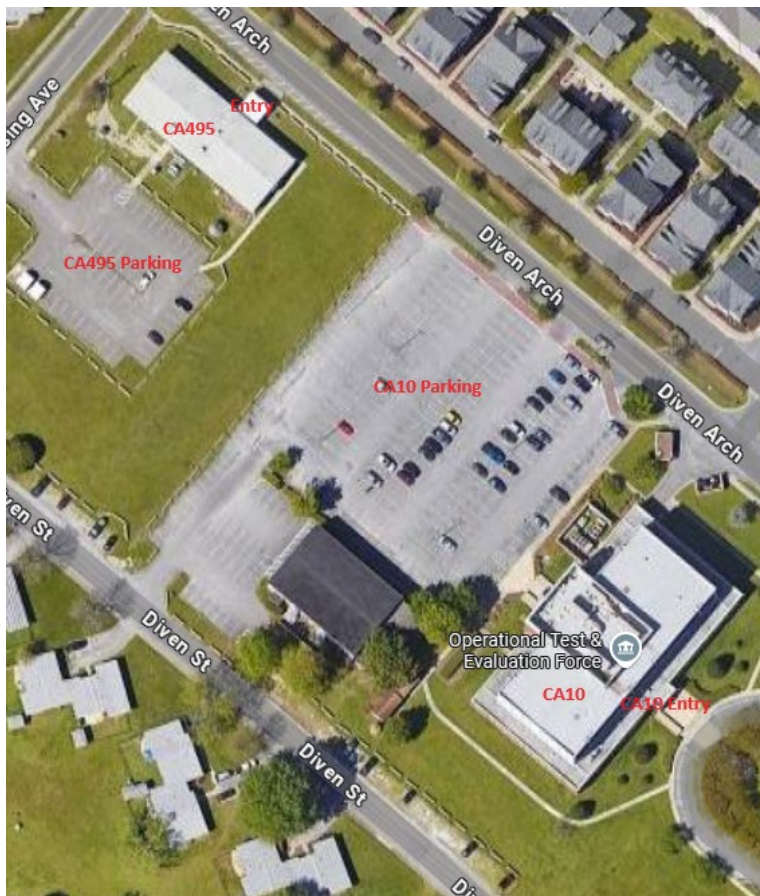
Military are in uniform of the day. Consult with your military sponsor for uniform questions.

**Civilians need to bring two forms of identification:** Use the same two that were used with USA Jobs Onboarding tool. Common Access Card, passport, driver's license, passport card, etc. for full list visit: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

## Security

- Cell Phones are not allowed in the workspaces of building CA10. There are storage pockets outside each workspace to store cell phones while in your workspace.
- Personal Electronic Devices (PED)s, Fitbit, smart watches, etc. are not allowed in building CA10.
- Cellphones, PEDs, Fitbits, and smart watches, etc, are allowed in the spaces of buildings CA7 and CA495.
- Badges are to be displayed while in the building and secured from view once you leave the buildings and during photo/video type events.

## First Day Activities



**Arrival:** Plan to arrive by 0800.

**Civilian personnel:** meet your sponsor at the Human Resources Office building CA495, Park in the CA495 parking lot indicated on the diagram. Use the Diven Arch entrance under the awning.

**Military personnel:** Please report to the location arranged with sponsor, most likely building CA10 entrance, opposite side of building from parking lot.

**Contractor:** meet per prime contractor instructions.

**Google Maps:** Building CA495: 7970 Diven Arch, Norfolk VA 23505  
Building CA10: 7970 Diven Street, Norfolk VA 23505

You will be greeted by your sponsor with a Check-In Sheet ready to show you around the command to get fully checked-in to OPTEVFOR

**Post Arrival:** All new civilian employees will complete an onboarding process with Human Resources personnel. Military complete check-in with their sponsor and contractor through the COR.

Some activities include for mil/civ/ctr:

- Oath of Office (new federal employee only)
- I-9 Form completion (new federal employee only)
- Parking Pass Issuance (Facilities) (mil/civ/ctr)
- Complete SAAR-N Form for IT systems Access (mil/civ/ctr)
- SF-50 – Common Access Card which may take several days to get (civ/ctr)
- Workforce Development/Training Check-In (mil/civ/ctr)



**Events after HR or Sponsor Onboarding are complete:**

Your sponsor will take you to all appropriate offices to complete the Check-In process with key personnel such as:

- Administrative Check-In (10 Division) mil/civ/ctr
- Finance Check-In (30 Division)
  - o SLDCADA after SF-50 is issued (civ only)
  - o Defense Travel System and Travel Card (mil/civ)
- Security for Building Access (mil/civ/ctr must visit security to receive appropriate badge)
- CIO Check-In (20 Division) mil/civ/ctr
- Assigned Warfare or Support Division Check-In (mil/civ/ctr)



## First Week

The following additional activities occur in the first week of checking onboard along with receiving information on pay, leave and benefits you may find useful in the weeks ahead.

**Civilians:** meet with the Chief of Staff (CoS): Your sponsor will ensure you are added to the CoS schedule during your check-in process.

**Military:** meet with the Commanding Officer, Executive Officer and/or Command Master Chief as required.

**Timecard (civ):** 30 Division will work with you to ensure that all aspects of pay and time sheet entry are properly established, including the creation of a profile in the Standard Labor Data Collection and Distribution Application (SLDCADA) system.

**Laptop issuance (mil/civ/ctr):** 20 Division will complete this process which will require you to set aside time to associate your Common Access Card (CAC) with your laptop accounts, setting up Flankspeed account and OPTEVFOR Information Systems access.

**Travel Office Check-in (mil/civ):** 30 Division will ensure both Defense Travel System (DTS) and Citi Manager accounts are received/activated within OPTEVFOR organization and provide details regarding the required training. New government members will be provided with instructions on the GTCC application process, along with steps on how to self-register in DTS. **All military personnel and civilians are required to have a travel card.**

**Working Hours and Available Work Schedules:** (Civilian Staff Only)

The form of timekeeping is defined by the particular schedule you and your supervisor choose to establish. Your supervisor will have you submit a work schedule form located at:  
<https://flankspeed.sharepoint-mil.us/sites/OPTEVFOR/SitePages/30-Finance.aspx>

**Normal Work Schedule:** Is working 8 hours a day for a 40-hour week Monday through Friday. Working Hours are set by your supervisor. The normal work schedule, also known as “straight 8’s”, is 8 hours per day, 5 days per week. Your first pay period will be straight 8’s until you are established in the pay system.

**Compressed Work Schedules:** A compressed work schedule offered entails working 36 hours one week with one regularly scheduled day off (RDO) and working 44 hours the other week. Compressed work schedules are always fixed schedules.

**Flexible Work Schedules:** A flexible schedule splits the workday into two types of time: core time and flexible time. Additional periods of flexible time are established during which the employee has the option of selecting and varying his or her starting and quitting time within limits set by management for the organization or installation. A popular option at OPTEVFOR is the Maxi Flex work schedule, which can be discussed with your supervisor on how to use it within your division.

### **Civilian Pay, Leave and Benefits:**

Pay and Benefits are critical to set these accounts up as soon as possible when checking onboard to prevent an interruption in receiving pay and enrolling in benefit programs. Additional resources and points of contact for questions related to programs for Civilian Pay and Benefits are located on page 19 and 20 as part of a Quick Reference Guide.

The following is useful information that can help guide you in selecting what is right for you.

**Pay:** Once you check in with 30 Division with a CAC, you will be able to set up your account in Standard Labor Data Collection and Distribution Application (SLDCADA) at:

<https://www.sldcada.dc3n.navy.mil/home.do>

**Annual Leave:** unless you are a current federal employee over 3 years of service or a prior active duty with qualifying campaign time, your leave accrual rate will be the following:

CREDITABLE SERVICE	ANNUAL LEAVE ACCRUAL RATE (PER PAY PERIOD)
Less than 3 years	4 Hours
3-14 years	6 Hours
15 years or more	8 Hours
CREDITABLE SERVICE	SICK LEAVE ACCRUAL (PER PAY PERIOD)
N/A	4 Hours

**Campaign Time:** If you served on active duty, you may be entitled to campaign time which will count toward leave accrual. Please contact your HR Representative to see if you are entitled to this benefit.

**Defense Civilian Personnel Data System (DCPDS) and MyBiz+:** offers secure, real-time, on-line access to view personnel information including appointment, position, personnel, salary, benefits, awards and bonuses, and performance. In addition, certain personal information can be

updated such as your telephone number and email address, disability codes, Race and National Origin data (Ethnicity and Race Identification), and foreign language proficiency.

- You will NOT be able to log into MyBiz+ until your Nature of Personnel Action (SF-50) is processed. It normally takes 24 hours after processing for the system to interface and create the MyBiz+ account.
- Once you have registered, you will be able to click on the Smart Card option. Once you log in and accept the Privacy Act Statement, DoD employee users are directed to the MyBiz+ homepage where you should choose HR MyBiz+ Navy.
- Under Help menu, select User Guides and then MyBiz+. The User Guide will provide additional instructions on what is available and how to navigate the MyBiz+ web page.

**Leave and Earnings Statement (LES) mil/civ:**

You will receive a bi-weekly LES from the Defense Financial Accounting System (DFAS) or MyPay websites. It is important to review the LES each pay period to ensure correct deductions have been withheld for your elections and to avoid errors for which you could be indebted. If your payroll office is the Defense Finance and Accounting Service, information about your LES is available at <http://www.dfas.mil/civilianemployees/understandingyourcivilianpay/LES.html>

**Health/Dental/Vision Insurance:**

Reference: Details provided on the Office of Personnel Management (OPM) website, <https://www.opm.gov/>

The Office of Civilian Human Resources (OCHR) page is the portal for accessing the Government Retirement and Benefits (GRB) Platform. The GRB Platform is an automated, secure, self-service, web application that allows employees to enroll in:

- Federal Employees Health Benefits (FEHB)
- Federal Employees Group Life Insurance (FEGLI)
- Thrift Savings Plan (TSP) – election amount only

You may also review general and personal benefits information and calculate retirement estimates. Access to the GRB Platform is CAC enabled.

- GRB Platform <https://civbenefits.dc3n.navy.mil> (PLEASE NOTE: If you receive an Access Denied message when you try to access the GRB Platform, please try using your "DoD CAC Cert" instead of your "EMAIL CAC Cert". This usually resolves the issue.)

Benefit information may also be obtained in the following ways (civ):

- 01A Division, Human Resources Office, Bldg. CA-495
- Benefits Line: 1-888-320-2917 Hours: Monday-Friday, 7:30 a.m.-7:30 p.m., Eastern Time, except on federal holidays; TTY 1-866-359-5277; FAX: 207-255-0131
- Email at [navybenefits@us.navy.mil](mailto:navybenefits@us.navy.mil) - Emailers must include their full name, pay plan, grade, contact telephone number and the best time to call. Do not include Privacy Act information such as date of birth or social security number.

### **Federal Employees' Group Life Insurance (FEGLI):**

Federal employees are eligible for FEGLI. Participation is voluntary, but if you are eligible, you are automatically covered under FEGLI basic insurance, unless you cancel this coverage. FEGLI also offers three options in addition to basic coverage. No proof of insurability is required for the basic or any optional insurance you elect during the 60-day initial election period. Proof of insurability may be required for insurance changes after that time. Once you elect life insurance coverage, your enrollment automatically continues each year, as long as you remain eligible for the program. You do not have to reenroll each year. However, if you would like to make a change in your life insurance you can do so in conjunction with a qualifying life event, or by providing medical documentation. There is no regularly scheduled open season for FEGLI changes. Information about FEGLI is available at : <http://www.opm.gov/insure/life/index.asp>

#### **Timeframes for Benefit Elections**

Each benefit program has certain timeframes for initial enrollment as a new employee, as shown in the following table.

<b>Program</b>	<b>Election Period from Date of Appointment</b>
Life Insurance	Basic coverage is automatic; you have 60 days to elect optional coverage
Health Insurance	60 days
Dental and Vision Insurance	60 days
Flexible Spending Account	60 days (or by October 1, whichever is earlier)
Long Term Care Insurance	60 days (for abbreviated underwriting)
Thrift Savings Plan	Automatically contribute 3% of basic pay (those hired after 01AUG2010), can change or cancel at any time

## First Month Goals

The first week can go by quickly and most likely you are still setting up your IT accounts, getting to know the building, placing names with faces and feeling a little overwhelmed with the sheer amount of information you are being presented. The following are a few goals for the first month that will assist you along the way.

- Set up a Waypoints Account (civ) <https://don.csod.com/>
- Set up Navy eLearning (NeL) account (mil/ctr) <https://learning.nel.navy.mil/ELIAASv2p/>
- Set up a Total Workforce Management System (TWMS) account (mil/ctr).  
<https://twms.dc3n.navy.mil/my.policy>
- Develop an Individual Development Plan (IDP) in Waypoints (civ) after discussing with your supervisor the recommendations for your IDP.  
[https://don.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Snapshot/DevPlanNew&tab\\_page\\_id=-200159413](https://don.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Snapshot/DevPlanNew&tab_page_id=-200159413)
- After discussing with your supervisor, set up account and complete a Performance Plan in Defense Civilian Personnel Data System (DCPDS) (civ) <https://compo.dcpds.cpms.osd.mil/>
- If required, set up SIPR access with 20 Division (mil/civ/ctr)
- Set up accounts as needed within your respective divisions (mil/civ/ctr)
- Meet the staff, walk about the building, familiarizing yourself with the layout and locations of all the various divisions.
- Military and Civilian personnel will be scheduled to attend Command Indoctrination at the first available opportunity.
- Complete all required travel training and provide completion certificates to the travel office

## Second Month Goals

By now, the newness has worn off, but you are still getting acclimated to the new work setting.

Continue to:

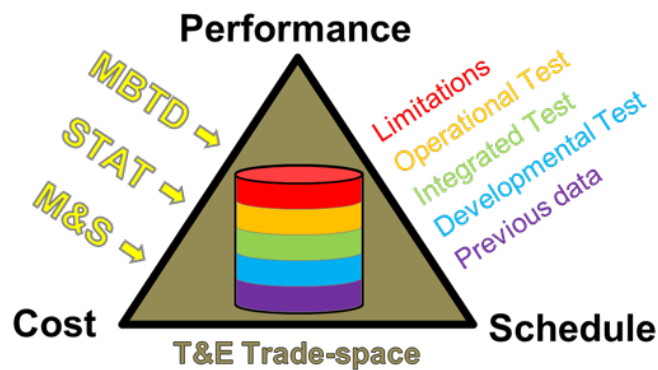
- All personnel should seek training that is essential to job performance
- Initiate and work on your Individual Development Plan set up in the first month
- Monitor performance and seek feedback from supervisor
- Look for mentorship possibilities from subject matter experts
- Identify and seek opportunities to participate in command activities
- Continue to introduce yourself to key stakeholders including staff from other divisions and external partners
- Provide feedback for the onboarding and check-in process

For additional Information on Federal Employees, please refer to the OPTEVFOR Federal Employee Handbook located at Onboarding Toolkits and Employee Guides linked here:

<https://flankspeed.sharepoint-mil.us/sites/OPTEVFOR/SitePages/01A-Division-Staffing-And-Recruiting.aspx>

## OPTEVFOR DIVISIONS

**01A - The HR, Workforce Development, Training, and Integrated Risk Management (IRM) Division** is responsible for representing the Director for Human Resources for hiring, onboarding, civilian benefits and other personnel programs to include Workforce Development for military and civilian staff focused on building skillsets, acquiring tools and training to execute efficient and rigorous operational testing. Additionally, 01A is responsible for Knowledge Management that allows sharing of information across Fleet, acquisition, resourcing and Joint Service stakeholders to accelerate learning. 01A also executes the IRM program for all OPTEVFOR divisions.



### **01B - The Test Design & Analysis**

**Division** develops policy and provides services that enable OPTEVFOR Warfare Divisions to design efficient and comprehensive Operational Test (OT), to leverage Scientific Test and Analysis Techniques (STAT), and to coordinate long-lead data sources. Within specific test programs, 01B personnel join test teams in identifying the needed information, preparing their products,

and coordinating with stakeholders. The goal of these efforts is to create a test strategy that is justifiable and robust, enabling a master plan that is timely and agreeable, and leading to conclusions that are defensible and repeatable. 01B establishes Navy-wide policy for Mission-Based Test Design (MBTD) and Level-of-Test Determination (LTD), and OT-specific policy for Modeling and Simulation (M&S).

### **01C - The Test Planning and Evaluation**

**Division** is responsible for the analytical rigor applied to all test planning documents and reports across the Force. It provides test team support during the development of all test plan and report documents. 01C Division is composed of the Director, a Deputy Director, Assistant Directors (commonly known as 01C Action Officers (AO)) assigned as process owners, and Fleet Resources Coordinators. The management and professional development of all Lead Test Engineers (LTE) and Test Engineers (TE), whether assigned directly to 01C staff or the warfare divisions/squadrons (01C forward), fall under the 01C Director. As the Subject Matter Expert (SME) in test planning, execution, and report writing, the Test Planning and Evaluation Division Director is responsible for the development of the related training curricula.



### **01D - The Cybersecurity Test and Evaluation**

**Division** is responsible for planning, executing, and reporting of cyber survivability testing conducted during OT&E. The 01D Division also contains a Navy designated DoD Cyber Assessment Team that is mission funded to support Navy acquisition program cyber OT&E. Code 01D is comprised of the Director, Deputy Director, Future Operations Lead, Current Operations Lead, and a Systems Management Lead responsible for the cybersecurity OT&E infrastructure.

Through a rigorous and iterative test process, Cybersecurity OT&E assists in the development

and fielding of cyber survivable systems supporting the warfighters. The 01D Division includes the following support positions: red team operators, exploitation analysts, network engineers, system administrators, RMF analysts, and Navy qualified validator.

**01K - The Contracts Division** primary focus is to deliver supplies and services in support of the DOD Mission to secure Warfighter needs through the acquisition of technical and non-technical analytical support, including cybersecurity services to enable Operational, Test and Evaluation using agile procurement systems, innovation, and continuous process improvements within a dynamic environment.



**10 - The Administration Division** provides facilities management, security, media services, supply and logistics, as well as administrative support to the staff. This support includes command security issues and all facets of command administration. The Division Director for the Administration Division is dual hatted as the Commanding Officer (Military Staffing Unit). In this assignment he reports to the Chief of Staff and is tasked with ensuring the good order and discipline of the staff and oversight of command managed non-operational programs.

**20 - The Command Information Office** acts as the principal advisor to the Director for IT investment priorities throughout the OPTEVFOR domain to best align resources to support the command's mission and provides strategic vision, advice, guidance, and assistance on programmatic issues and subject matter, to include but not limited to, procurement documentation, requirements development and evaluation, planning, and responsibilities. The CIO is responsible for developing and maintaining the OPTEVFOR's "to-be" enterprise architecture through the assembly, creation, and documentation of system descriptions and/or collections of standards used to guide the creation of systems.

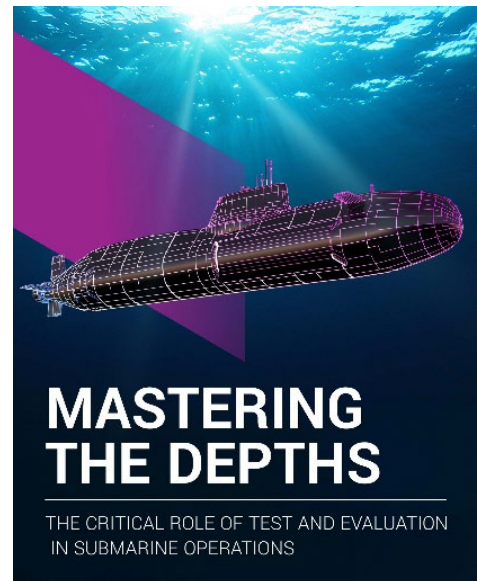




**30 - The Finance Division, also known as the Comptroller Division,** oversees the budgeting and management of mission-funded financial resources that support the OPTEVFOR Headquarters and its personnel. This division is responsible for tracking and managing the financial execution of specific programs that are undergoing operational testing. The comptroller acts as the primary advisor to the Director on all matters related to resource management and is responsible for implementing policies concerning funds

execution, government travel, and civilian time and attendance.

**40 - The Undersea Warfare Division** tests and evaluates all undersea warfare systems, including submarine, surface and aviation anti-submarine warfare and mine warfare systems under the most operationally realistic conditions possible. From the Virginia SSN-774 Class Attack Submarine to the Acoustic Rapid COTS Insertion (ARCI) sonar system, the Navy's dominance of undersea warfare is continually evolving. The division's main effort is to assist, through early involvement, in the acquisition process followed by proper tests and accurate evaluations to determine system performance and resulting capability.

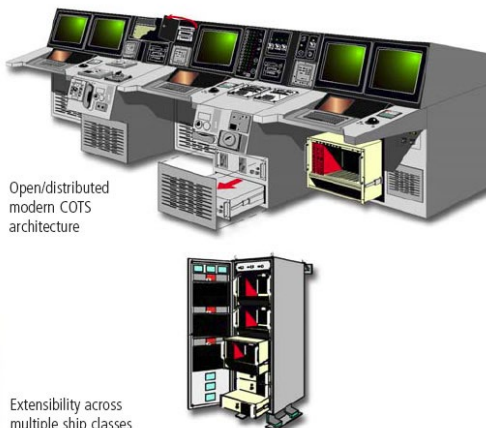


**50 - The Aviation Warfare Division** is responsible for the planning and execution of operational testing and evaluation of the Navy and Marine Corps' aviation acquisition programs, assessing their operational effectiveness and operational suitability. These programs include maritime aircraft and helicopters, unmanned aircraft systems, strike/fighter aircraft, and their

associated weapon systems, assault weapon systems, aviation electronic warfare systems, air antisubmarine warfare systems, aviation maintenance systems, and trainer systems. Testing of these projects occur at the following field activities: VX-1 (Patuxent River, MD), VX-9 (China Lake, CA), VX-9 Det (Pt. Mugu, CA), VMX-22 (New River, NC), HMX-1 (Quantico, VA)

## 60 - The Information Warfare Division is

responsible for the effective design, planning, execution, and reporting of Operational Test and Evaluation (OT&E) of the Navy's ashore and afloat command, control, communications, computer, combat system, and intelligence (C5I) and Business Systems in order to provide our Fleet and Acquisition community decision-makers with timely and relevant conclusions and recommendations about capability performance. These systems include cyber, decision-making aide, intelligence, combat direction, data links, meteorological / oceanographic, cryptologic, electromagnetic spectrum, space / satellite, and automated information systems.



Extensibility across multiple ship classes

## 70 - The Surface Warfare Division of

OPTEVFOR is responsible for the planning and execution of operational test and evaluation of U. S. Navy surface ships and associated engineering, auxiliary, combat systems, and systems developed for the U. S. Coast Guard. Systems undergoing operational test and evaluation encompass all facets of surface warfare. The Surface Warfare Division is also responsible for overarching coordination of the

command's participation in the Air Warfare Ship Self Defense (AW SSD) T&E Enterprise, for which specific responsibilities include:

- Direct coordination of command-wide (50, 60, and 70 Division) inputs to the Capstone AW SSD Enterprise TEMP
  - Co-chair of AW SSD T&E Enterprise Test Planning and Execution and related modeling and simulation (M&S) working groups
  - Command's principal representative for all Self Defense Test Ship (SDTS) and Probability of Raid Annihilation (PRA) test bed related issues
- Analytic and M&S support
- Testing and accreditation of various simulations and targets such as Ship Self Defense System (SSDS) AW SSD T&E Enterprise, ZGQM-173 MSST, GQM-163A and Subsonic Aerial Target

**80 - The Expeditionary/Littoral Warfare Division** of OPTEVFOR is responsible for the independent planning and execution of operational test and evaluation of traditional and non-traditional Joint Chemical/Biological/Radiological Defense acquisition programs, Anti-Terrorist Force Protection Programs, Special Operations and Naval Special Warfare, Explosive Ordnance Disposal (EOD), Riverine, Diving and Salvage programs, and Science & Technology & Fleet Experimentation Support. The division's main focus is OT&E of warfighting improvements for the Navy Expeditionary Combat Command:

- Chemical/Biological/Radiological Defense Acquisition Programs
- Maritime Security/Anti-Terrorism Force Protection Acquisition Programs
- SEAL/EOD/Riverine Acquisition Programs



**90 - The Advanced Programs Division** of OPTEVFOR is both a Warfare and Support Division. As a warfare division, it is responsible for the independent planning and execution of operational test and evaluation of advanced programs and is associated with programs that exist at or above the SECRET classification. As a support division, it is responsible to DONSAPCO for personnel, information, and physical security to support test and evaluation of higher than SECRET programs.

### Pay and Benefits Quick Reference Guide

Web Site	Information Available	Contact Information
<b>Office of Civilian Human Resources Portal</b> <b>(civ only)</b> <a href="https://portal.secnav.navy.mil/orgs/MRA/donhr/Benefits">https://portal.secnav.navy.mil/orgs/MRA/donhr/Benefits</a>	<ul style="list-style-type: none"> <li>• Access GRB Platform</li> <li>• General benefits information</li> <li>• Retirement application</li> </ul>	<b>Contact:</b> Benefits Line at 888-320-2917 <b>Hours:</b> Monday - Friday, 7:30 a.m. to 7:30 p.m., ET, except on federal holidays <b>TTY:</b> 866-359-5277 <b>Email:</b> <a href="mailto:navybenefits@navy.mil">navybenefits@navy.mil</a>
<b>GRB Platform, formerly EBIS</b> <b>(civ only)</b> <a href="https://portal.secnav.navy.mil/orgs/MRA/donhr/Benefits">https://portal.secnav.navy.mil/orgs/MRA/donhr/Benefits</a>	<ul style="list-style-type: none"> <li>• Make enrollment changes to               <ul style="list-style-type: none"> <li>■ FEHB</li> <li>■ FEGLI</li> <li>■ TSP (Regular and Catch-up Contributions)</li> </ul> </li> <li>• Designate TSP contributions as tax-deferred and after-tax</li> <li>• View personal statement of benefits (cost of FEHB, value and cost of FEGLI, retirement annuity benefits)</li> <li>• Calculate retirement annuity</li> </ul>	<b>Contact:</b> Benefits Line at 888-320-2917 <b>Hours:</b> Monday - Friday, 7:30 a.m. to 7:30 p.m., ET, except on federal holidays <b>TTY:</b> 866-359-5277 <b>Email:</b> <a href="mailto:navybenefits@navy.mil">navybenefits@navy.mil</a>
<b>Thrift Savings Plan (TSP)</b> <b>(mil and civ)</b> <a href="http://www.tsp.gov">http://www.tsp.gov</a>	<ul style="list-style-type: none"> <li>• General TSP program information</li> <li>• Personal TSP information:               <ul style="list-style-type: none"> <li>■ Account balances</li> <li>■ Change distribution of TSP account balances among the investment funds</li> <li>■ Apply for a TSP loan</li> <li>■ Apply for a TSP in service withdrawal</li> <li>■ Withdraw account after separation</li> </ul> </li> </ul>	<b>Contact:</b> Thrift Line at 877-968-3778 <b>Hours:</b> Monday - Friday, 7:00 a.m. to 9:00 p.m. ET, except on federal holidays <b>TTY:</b> 877-847-4385
<b>Federal Dental and Vision Insurance Program (FEDVIP)</b> <b>(civ only)</b> <a href="https://www.benefeds.com/">https://www.benefeds.com/</a>	<ul style="list-style-type: none"> <li>• Make enrollment changes to dental and vision insurance</li> <li>• FEDVIP program information</li> </ul>	<b>Contact:</b> BENEFEDS Customer Service at 877-888-3337 <b>Hours:</b> Monday - Friday, 9 a.m. to 7 p.m., ET, except on federal holidays <b>TTY:</b> 877-889-5680 <b>Email:</b> <a href="mailto:Service@BENEFEDS.com">Service@BENEFEDS.com</a>

### Pay and Benefits Quick Reference Guide Continued

Website	Information Available	Contact Information
<b>Flexible Spending Account (FSA)</b> <b>(civ only)</b>  <a href="https://www.fsafeds.gov/">https://www.fsafeds.gov/</a>	<ul style="list-style-type: none"> <li>• Make enrollment changes to Health Care and Dependent Care FSA</li> <li>• FSA program information</li> </ul>	<b>Contact:</b> FSAFEDS at 877-372-3337 <b>Hours:</b> Monday - Friday, 9:00 a.m. to 9:00 p.m., ET, except on federal holidays <b>TTY:</b> 800-952-0450 <b>Email:</b> <a href="mailto:FSAFEDS@adp.com">FSAFEDS@adp.com</a>
<b>Federal Long Term Care Insurance Program (FLTCIP)</b> <b>(civ only)</b>  <a href="http://www.ltcfeds.com/">http://www.ltcfeds.com/</a>	<ul style="list-style-type: none"> <li>• Make enrollment changes to FLTCIP</li> <li>• FLTCIP program information</li> </ul>	<b>Contact:</b> Long Term Care Partners at 800-582-3337 <b>Hours:</b> Monday - Friday, 8 a.m. to 7 p.m., ET, except on federal holidays <b>TTY:</b> 800-843-3557 <b>Email:</b> <a href="mailto:info@ltcpartners.com">info@ltcpartners.com</a>
<b>myPay</b> <b>(mil and civ)</b>  <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a>	<ul style="list-style-type: none"> <li>• View and print Leave and Earnings Statements (LES)</li> <li>• View and makes changes to:               <ul style="list-style-type: none"> <li>■ Allotments</li> <li>■ Correspondence address</li> <li>■ Direct deposit</li> <li>■ Health Savings Account</li> <li>■ Federal withholding</li> <li>■ State withholding</li> </ul> </li> <li>• View and print W-2 tax statement</li> <li>• View travel voucher advice of payment</li> </ul>	<b>Contact:</b> myPay Customer Service (800) 321-1080 <b>Hours:</b> Monday – Friday, 8:30 a.m. to 4:30 p.m. ET  <b>Local Contact:</b> see you 30 Division Customer Service Representative
<b>MyBiz</b> <b>(civ only)</b>  <a href="https://compo.dcpds.cpms.osd.mil/">https://compo.dcpds.cpms.osd.mil/</a>	<ul style="list-style-type: none"> <li>• Self-service employment verification</li> <li>• Update personal information such as emergency contact information, education, training,</li> </ul>	<b>System Help Desk Contacts:</b> <a href="https://compo.dcpds.cpms.osd.mil/contacts.html">https://compo.dcpds.cpms.osd.mil/contacts.html</a>  <b>Local Contact:</b> 01A Human Resources Representative

### Pay and Benefits Quick Reference Guide Continued

Website	Information Available	Contact Information
<b>Fleet and Family Support Program (mil and civ)</b>  <a href="https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/">https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/</a>	<ul style="list-style-type: none"> <li>The Navy's Family Readiness programs have been afforded the highest visibility, advocacy, and priority.</li> </ul>	<b>Contact:</b> NAVSTA Norfolk Fleet and Family Support Center 7928 14th Street, Suite 102 Norfolk, VA 23505-1219 Phone: 757-444-2102 DSN: 312-564-2102
<b>Military Move/Household Goods/Transportation Office (mil only)</b>  <a href="https://dps.move.mil/cust/standard/user/home.xhtml">https://dps.move.mil/cust/standard/user/home.xhtml</a>  <a href="http://www.MilitaryOneSource.mil">www.MilitaryOneSource.mil</a>	<ul style="list-style-type: none"> <li>Your installation <a href="#">household goods/transportation office</a> can provide assistance with understanding your entitlements and shipping your personal property.</li> <li>Now, moving resources from the Defense Personal Property Program and Military OneSource are available on the Military OneSource website.</li> </ul>	<b>Contact:</b> Transportation Office/Household Goods 7920 14th Street Household Goods Building 336 Norfolk, VA 23505 855-444-6683 757-443-3737
<b>TRICARE East (mil only)</b>  <a href="https://www.humanamilitary.com/">https://www.humanamilitary.com/</a>	<ul style="list-style-type: none"> <li>Beneficiaries and providers can log into their self-service portals to easily access health care information. You can check claims, update your information and more, all in one place.</li> </ul>	<b>Contact:</b> Active Duty and Prime Remote (877) 249-9179 Nurse Advise Line (800) 874-2273 (Option 1) DEERS (800) 538-9552 Customer Service (800) 444-5445 <b>Hours:</b> Monday - Friday 8:00 a.m. to 6:00 p.m. ET
<b>My Navy Career Center (MNCC) (mil only)</b>  <a href="https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/MyNavy-Career-Center/">https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/MyNavy-Career-Center/</a>	<ul style="list-style-type: none"> <li>MNCC mission is to deliver modern hire to retire services to Sailors, veterans and families through 24/7 customer service, supporting Fleet personnel readiness and mission-focused Sailors</li> </ul>	<b>Contact</b> Need Career, Pay or Personnel help? Call MyNavy Career Center: (833) 330-6622, or (901) 874-6622 (DSN 882-6622) Facebook @MyNavyCareerCenter <b>Hours:</b> Monday - Friday 8:00 a.m. to 4:00 p.m. CT <b>Email:</b> <a href="mailto:AskMNCC@navy.mil">AskMNCC@navy.mil</a>

### Pay and Benefits Quick Reference Guide Continued

Website	Information Available	Contact Information
<p><b>ID Card Office</b> (mil and civ)</p> <p><a href="https://cnrma.cnmc.navy.mil/Installations/NAVSTA-Norfolk/Operations-and-Management/Pass-and-ID/">https://cnrma.cnmc.navy.mil/Installations/NAVSTA-Norfolk/Operations-and-Management/Pass-and-ID/</a></p> <p><b>Common Access Card</b> <a href="https://www.cac.mil/">https://www.cac.mil/</a></p> <p><b>RAPIDS ID Card office Online</b> <a href="https://idco.dmdc.osd.mil/idco/">https://idco.dmdc.osd.mil/idco/</a></p>	<ul style="list-style-type: none"> <li>• DEERS enrollment</li> <li>• ID Card for Active Duty and Dependents</li> <li>• CACs are issued to all active duty military members, Reserves, National Guard, DoD civilians, non-DoD/other government employees and State Employees of National Guard, and eligible DoD contractors who need access to DoD facilities or DoD computer network systems.</li> <li>• RAPIDS ID Card Office Online for scheduling CAC and ID Card appointments</li> </ul>	<p><b>Contact:</b> PSD Naval Exchange, ID Lab 1560 Mall Drive CD-13 Suite 202 Norfolk, VA 23511 (757) 444-8263 <b>Hours:</b> Monday - Friday 9:00 a.m. to 5:00 p.m. ET</p> <p>PSD Naval Station Norfolk 1755 Powhatan Street Suite 115 Building A-48 Norfolk, VA 23511 (757) 445-5202 <b>Hours:</b> Monday - Friday 7:30 a.m. to 3:40 p.m. ET</p>
<p><b>My Navy HR Sailor Self Service</b> (mil only)</p> <p><a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/Sailor-Self-Service/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/Sailor-Self-Service/</a></p>	<ul style="list-style-type: none"> <li>• Resources for the following: <ul style="list-style-type: none"> <li>• Government Travel Credit Card</li> <li>• Personnel Records</li> <li>• Passports</li> <li>• PCS Resources - <a href="#">PCS Guide</a></li> <li>• Self-service Links</li> <li>• Training and Education</li> </ul> </li> </ul>	<p><b>Contact:</b> Need Career, Pay or Personnel help? Call MyNavy Career Center: (833) 330-6622, or (901) 874-6622 (DSN 882-6622) Facebook @MyNavyCareerCenter <b>Hours:</b> Monday - Friday 8:00 a.m. to 4:00 p.m. CT <b>Email:</b> <a href="mailto:AskMNCC@navy.mil">AskMNCC@navy.mil</a></p>