

**COMMANDER OPERATIONAL TEST AND EVALUATION FORCE
INFORMATION RESOURCES DIVISION
STANDARD OPERATING PROCEDURE / KMS-7-1**

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1. Purpose: To guide the users through the Test & Evaluation Program System.
2. Discussion: Production Server:
 - o DBP1 (Database server)
3. Action:

Test & Evaluation Program System User's Guide

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Overview

Test & Evaluation Program System (TEPS) is a web-based front end management tool written to provide entry, tracking and administration of projects, fleet services scheduling, and activity reports at COTF.

New TEINS are entered into the system by an administrator after the TEIN assignment letter is received from N912. The administrator assigns the appropriate COTF Desk Code (OTD) to the TEIN. TEINS are cancelled only when an official TEIN cancellation letter is received. Canceled TEINS remain in the system indefinitely for historical purposes.

Fleet Services Scheduling is handled within the TEPS application for particular phases of a Project. Functionality provided to allow the Fleet Services reviewer to reject a request back to the OTD and provide a reason for rejection that will appear on the OTD's My Projects Screen upon login.

Activity Reports capture significant non-project and project activities by allowing OTDs to record and track events as they occur. These events include (but are not limited to) trips taken and tests conducted. This negates any separate trip report requirement and serves as a central location for tracking significant project developments--such as a phone conference that resulted in an important decision or a meeting where new information was presented. It should also capture work on project documents (final reports, etc.) or any other activities that OTD's deem significant.

The information captured here will serve both individual OTD and command purposes. OTDs can use this recorded information to inform future activities and decisions, while the command can use this data to generate overall division and command metrics.

Role based breakdowns

This application is role based. Meaning you will only see what your role allows. The following are possible roles.

- OTD/OTC
- A/B Codes
- Fleet Services/Administration Role

The TEPS application provides users abilities based on their assigned roles:

OTD/OTC Role

- Edit and update existing projects assigned to them or their subordinates
- Can view all projects via search
- Request fleet services scheduling
- Enter project level documentation
- Enter project funding information from TEIN funding letter
- Add phases to a project
- Enter phase level documentation
- Enter activity reports associated with a specific project

A/B Code Role

- All OTD/OTC abilities
- Can delete phases if needed
- Can edit all projects in their division

Fleet Services/Administration Role

- All OTD/OTC abilities, but they can edit any project in the system
- Enter new projects into the system
- Review and act upon fleet services requests from the OTD's/OTC's
- Run Fleet Services Reports based on different criteria

Navigation

First, always use Internet Explorer (NOT Netscape or any other browser) for any KMS applications. If you are using a pop up blocker configure it so that any cotf.navy.mil sites are allowed pop ups. JavaScript must also be enabled.

This process is the same whether you are accessing the KMS from within COTF, or through Citrix if off site.

Open Internet Explorer, and go to <https://kmspki.cotf.navy.mil>.

Log into the KMS → Mission Support → COTF Management Tools → TEP's (T&E Programs) or click on the TEPS icon on the right side of the KMS home page.

Search Project

Anyone with access to TEPS can view any project. To find a particular project go to **Search Projects** from the main screen.

Search can be performed by as much or as little information as you have of the TEIN, Title, Desk Code, Short Title, and you can include cancelled projects as well if desired.

Just a partial title name 'toma' entered here returned TOMAHAWK projects. Once you find what you are looking for simply click on its name when highlighted to open the project.



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► Main Menu

- My Projects
- New Project
- Search Projects**
- Project Report
- Fleet Service Report
- Search Uploads
- OT&E Report

► AR Menu

- New Activity Report
- Non-Project AR's
- AR Reports

► LL Menu

- My LL
- New Lesson Learned
- Search LL's
- LL Reports
- LL Feedback

► Search

The % character can be used as a wildcard. For example, searching for TEIN %8 will return all projects where the TEIN contains an 8. By default, a trailing % character is submitted for each search. For example, searching for desk code 8 is the same as 8%.

TEIN: Include Cancelled?:

Title: Short Title:

Desk Code:

Search Fleet Service Requests?: Fleet Service Request Status:

Search

Problems or questions? Please email KMS.

► Search Results

Please select the project you would like to view.

TEIN ↑↓	Program Title ↑↓	Desk Code ↑↓
0251	TOMAHAWK Cruise Missiles	742D

Project Level

OTD/OTC Role

To navigate the Test & Evaluation Program System Application, utilize the left menu. Depending on where you are in the application you will be presented with different sections. You can always tell where you are by the menu option that is highlighted in red in the left hand section. In this screenshot we see that we are currently in **My Projects** within the **Main Menu** section.

The **My Projects** screen presents any projects assigned to your desk code in the My Projects section if any.

In the **Fleet Service Requests** section you will see any requests you have submitted that have been rejected and need your attention. This will be covered in more detail in **Fleet Service Requests**.

Home | Command Info | Mission Support | System Support | Links

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My Projects

Please select the project you would like to view.

TEIN ↑↓	Program Title ↑↓	Desk Code ↑↓
4000-55	KMS Test Project	1532

Problems or questions? Please email KMS.

Projects of Interest

Please select the project you would like to view. Add a new Project of Interest here.

Remove a Project of Interest here.

No Project of Interest found.

Fleet Service Requests

Please select the fleet service request number you would like to view.

TEIN ↑↓	Program Title ↑↓	Desk Code ↑↓
0801	USS ARLEIGH BURKE (DDG 51) GUIDED MISSIL...	714
Req No.: 14891	Phase: OT-IIIC	Status: SUBMITTED
0908-08	Acoustic Rapid COTS Insertion (A-RCI) / ...	411
Req No.: 14882	Phase: OT-C7	Status: SUBMITTED
Req No.: 14883	Phase: OT-C7	Status: SUBMITTED
Req No.: 14884	Phase: OT-C7	Status: SUBMITTED
Req No.: 14885	Phase: OT-C7	Status: SUBMITTED
1357	Naval Aviation Logistics Cmd Mgmt Info S...	533
Req No.: 14880	Phase: OT-IIIC	Status: SUBMITTED
1404-F	Ships Signal Exploitation Equipment (SSE...	632
Req No.: 14879	Phase: INC1-OT-C2	Status: SUBMITTED

My Projects screen

Open a project

To open one of your projects or a project of interest, mouse over the desired project and click on it when its row is highlighted in grey.

Home	Command Info	Mission Support	System Support	Links	
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BCA is currently
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- [Search Projects](#)
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- [Fleet Service Report](#)
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- [OT&E Report](#)

▶ My Projects

Please select the project you would like to view.

TEIN ↑↓	Program Title ↑↓	Desk Code ↑↓
4000-55	KMS Test Project	1532

Problems or questions? Please email KMS.

▶ AR Menu

- [New Activity Report](#)
- [Non-Project ARs](#)
- [AR Reports](#)

▶ Projects of Interest

Please select the project you would like to view. [Add a new Project of Interest here.](#)

[Remove a Project of Interest here.](#)

TEIN ↑↓	Program Title ↑↓	Desk Code ↑↓
0234-11	Combat Control System (CCS) Mk 2 Block 1...	413

My Projects selection/ Projects of Interest

Project Main

This is the main project screen. Once here you are presented with a new navigation menu on the left that lets you view or enter more things related to the current project. From Project Main you can navigate to Project Funding, Project Documentation, Activity Report, and Project Phases.

* denotes required fields.

Project View/Edit

Main Menu	Project		Printer Friendly Version	
* denotes required fields.				
<ul style="list-style-type: none"> My Projects New Project Search Projects Project Report Fleet Service Report Search Uploads OT&E Report 	TEIN* :	<input type="text" value="4000-03"/>		
	Title* :	<input type="text" value="KMS Test Project"/>		
	Short Title:	<input type="text" value="CHRIS"/>	ACAT* :	<input type="text" value="NON"/>
	Status* :	<input type="text" value="OPEN"/>	Activity:	<input type="text" value="VX-9"/>
	Desk Code* :	<input type="text" value="1532"/>	Info Sys:	<input type="text" value="NONE"/>
	POC:	<input type="text" value="OTD: MS CHRIS BUNN 1532 2825546 3327"/>		
	DOT-E Oversight* :	<input type="text" value="N"/>	Joint/MOT&E Project* :	<input type="text" value="Y"/>
	JCTD Project* :	<input type="text" value="N"/>	Lead OTA:	<input type="text" value="AFOTEC"/>
	MBTD(OT Framework)* :	<input type="text" value="N"/>		
	<ul style="list-style-type: none"> AR Menu New Activity Report Non-Project AR's AR Reports 	MDA:	<input type="text" value="ASN(RD&A)"/>	
SYSCOM:		<input type="text" value="SPAWAR"/>		
PEO:		<input type="text"/>		
Developing Agency:		<input type="text"/>	Resource Sponsor:	<input type="text"/>
Program Manager:		<input type="text"/>	Contractor:	<input type="text"/>
TEIN Assign Letter Date:		<input type="text"/>	Program Review Date:	<input type="text"/>
ARB Date:		<input type="text" value="10-AUG-2006"/>	NPDM Date:	<input type="text"/>
MSA Date:		<input type="text" value="10-AUG-2006"/>	MSB Date:	<input type="text"/>
MSC Date:		<input type="text"/>	FRPD Date:	<input type="text"/>
<ul style="list-style-type: none"> LL Menu My LL New Lesson Learned Search LL's LL Reports LL Feedback 		System Description:		
	<input type="text" value="THIS IS NOT A REAL PROGRAM. IT IS FOR KMS TESTING ONLY."/>			
<ul style="list-style-type: none"> Project Menu Project Main Project Funding Project Documentation Project AR's Project LL's Project Phases Project COI's 	Project Remarks:			
	<input type="text" value="THIS IS NOT A REAL PROGRAM. IT IS FOR KMS TESTING ONLY.TEST"/>			

Project Main

The mandatory fields TEIN, Title, ACAT, Status, and Desk Code are completed by an administrator when the project is entered into the system from the TEIN assignment letter. All other fields in this screen will help you track the details of your project.

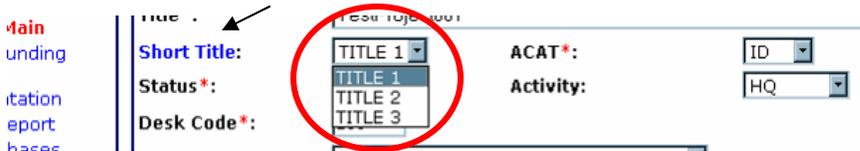
You can add short titles and points of contact for the project from this screen by clicking on the blue links in those sections and filling out the information in the pop up windows.

NOTE

If you are not presented with any pop ups and you are using a pop up blocker configure it so that any coff.navy.mil sites are allowed pop ups. JavaScript must also be enabled.

Short Title pull down

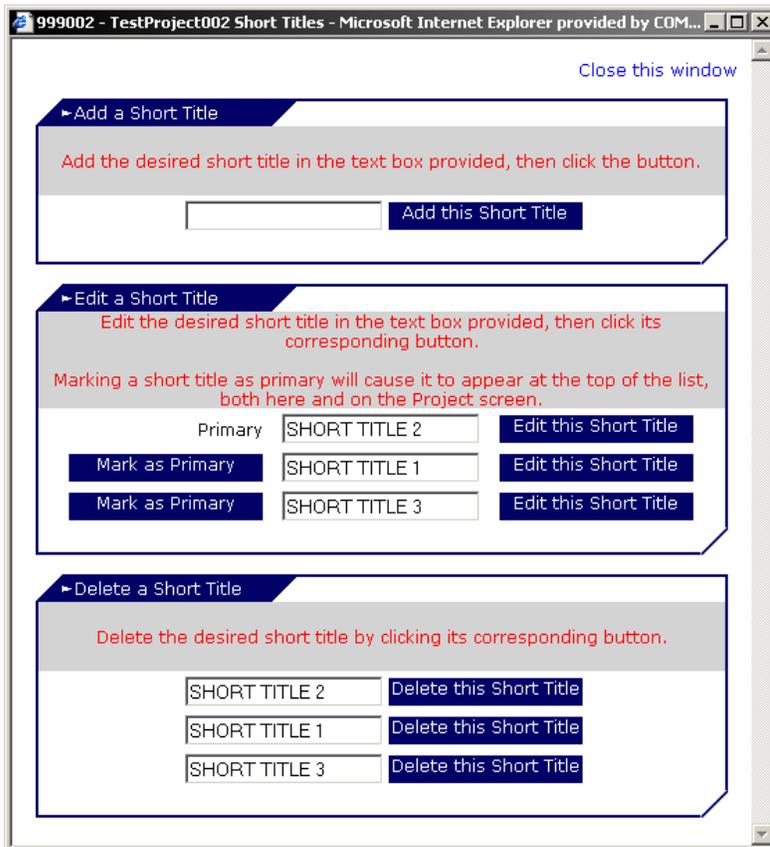
You can see a list of project short titles clicking on the pull down next to **Short Title:**



Short Title pull down close up

Add/Edit/Delete Short Titles

To add or edit the list in the pull down simply click on the **Short Title:** link on the project form and it will take you to the following screen where you can add, edit, or delete short titles.

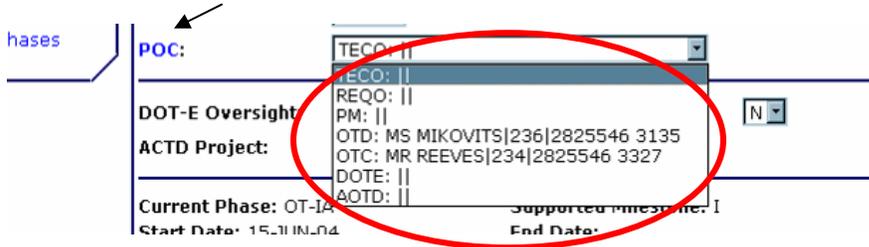


Short Title screen

A short title can be marked as the primary short title for a project. Doing so will cause that short title to appear at the top of the list on the Project screen and on the Short Title screen (Added 27 July 2004).

POC pull down

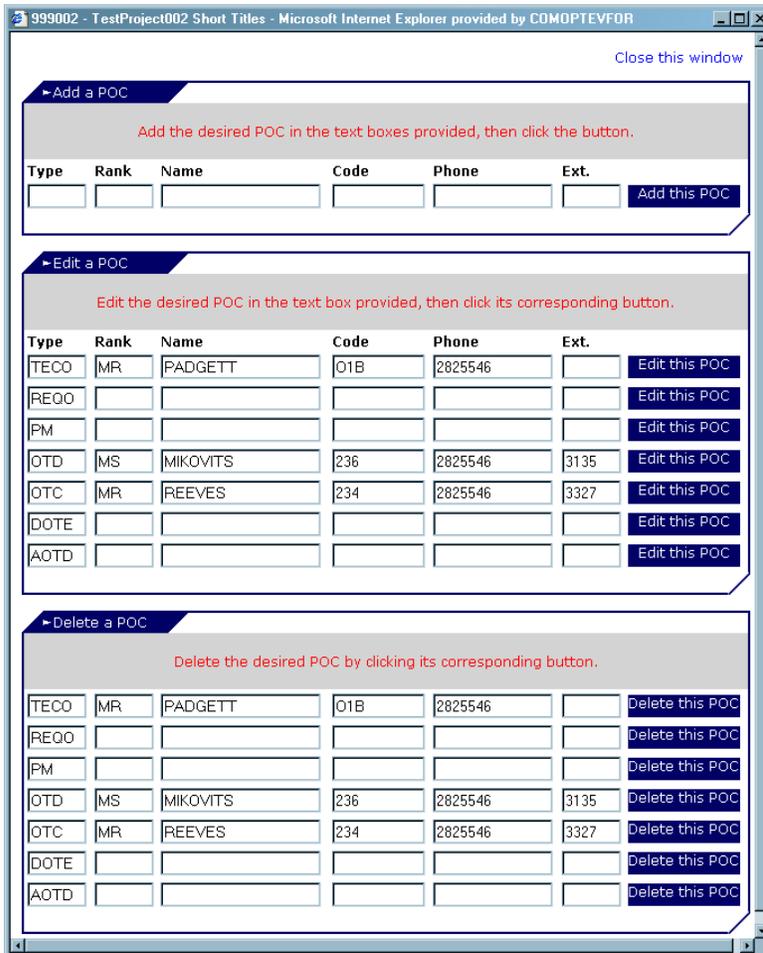
You can see a list of points of contact by clicking on the pull down next to **POC:**



POC pull down close up

Add/Edit/Delete POC

To add or edit the list in the pull down simply click on the **POC:** link on the project form and it will take you to the following screen where you can add, edit, or delete points of contact.



POC screen

Adding personnel to the POC list as type AOTD will give that person (based on the desk code entered) the ability to submit Activity Reports for the Project. One can add as many AOTDs as needed.

Joint MOT&E Project

If the **Joint MOT&E Project** check box is selected then you are presented with an additional field to enter the **Joint Lead** Options include: AFOTEC, ATEC, COTF, JITC, and MCOTEA for joint project leads.

JCTD Project

If this field is set to Y then the ACAT field will be changed to NON, since JCTD projects have no ACAT.

Current Phase/Next Phase

For a quick snapshot of project status on this screen, the Current Phase information is displayed for a phase status marked as INTEST. If there is no phase marked as INTEST status then the phase marked as NEXT status will be displayed. This data is informational only and editable on the associated phase itself.

Current Phase: OT-IA	Supported Milestone: I
Start Date: 15-JUN-04	End Date:
Report Due Date:	
Current Phase Remarks/Issues: THESE REMARKS AND ISSUES ABOUT THE PHASE ARE ENTERED ON THE PHASE ITSELF. THESE NOTES WILL APPEAR ON THE PROJECT MAIN PAGE IF THE PHASE IS MARKED AS INTEST OR NEXT.	

Current Phase close up

Syscom

Can be NAVSEA, NAVAIR, SPAWAR, or DISA

PEO

Projects may or may not have a PEO. If they do, then select from the list of valid PEO's in the drop down.

Developing Agency

Projects may or may not have a Developing Agency. If they do, then select from the list of valid Developing Agency's in the drop down.

Resource Sponsor

Select from the drop down

Contractor

This field is for the company and not an individual.

Saving changes to your project

When you save your project you are notified at the top of the project screen.

Success! Your project information was saved @ 08:54:41

A/B Code Role notes

A/B Code can change Desk Code assignments

Admin Role notes

Administrators will also have an option to add a new project in the Main menu and can change Project TEINS, Titles, Status, and Desk Codes

Project Funding

The project Funding screen shows information about project funding. This information is generally entered by the administrator when a new project is created. * denotes required fields.

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► Project Funding

* denotes required fields.

TEIN: 4000-03
Title: KMS Test Project

Funding Source*:

Program Element*:

1: 2: 3: 4:

Project Number*:

1: 2: 3: 4:

Admin Role notes

Funding Source, Program Element and Project Number are entered when an administrator enters a new project into the system.

Project Documentation

By default the following project documents are created when a new project is created COEA, CRLCMP, ILSP, MISSION NEED STMT, NAVY TRAINING PLAN, ORD, TACTICS GUIDE, TEMP COMMENT, TEMP INPUT, TEMP SIG COTF, and TEMP SIG DOT&E. When a document's details are obtained then that information can be added here. There are definitions on some of the document names if you mouse over them briefly. For example COEA is COST AND OPERATIONAL EFFECTIVENESS ANALYSIS.

When you click on a document name, a pop up window shows you the details of that document and you are able to edit the information.

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[Project Funding](#)

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► Project Documentation

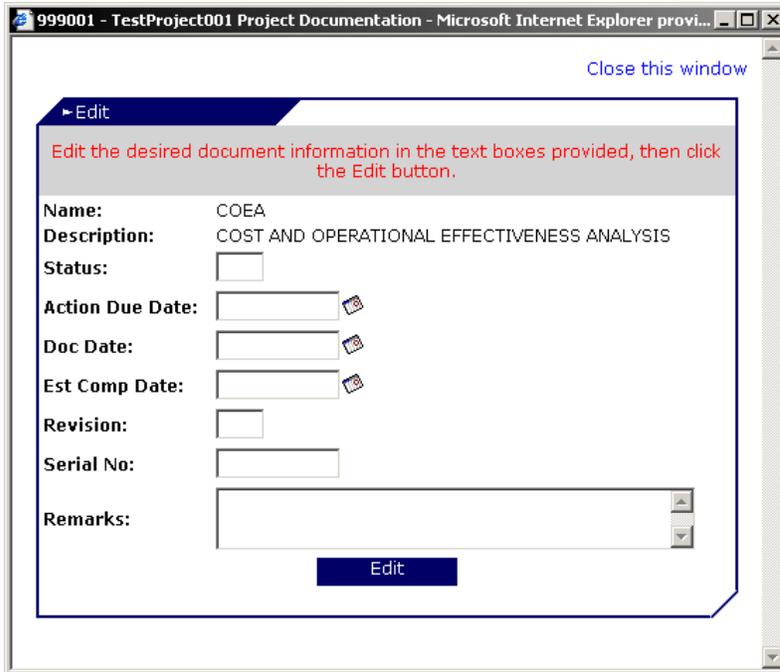
Click on an existing document to edit or delete it. Add a new document here.

Please note that existing document trackers are driven by **Phase** documents, not Project documents.

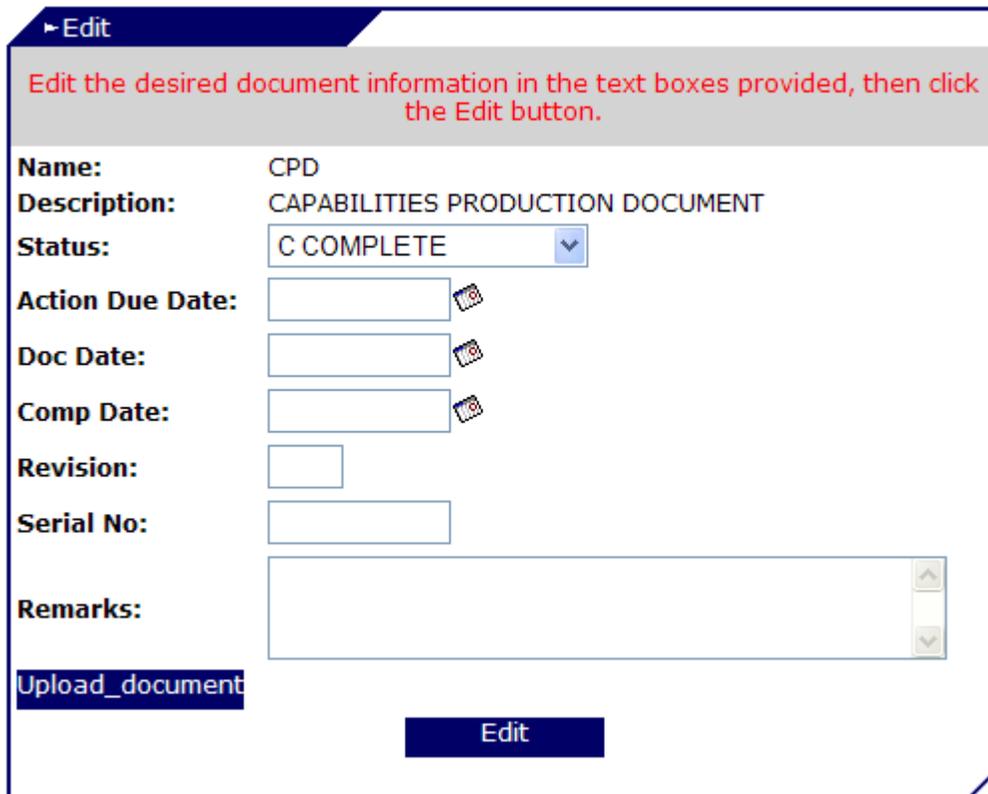
TEIN: 4000-03

Title: KMS Test Project

Name ↑↓	Status ↑↓	Action Due Date ↑↓	Doc Date ↑↓
CDD	C	08-APR-2005	08-APR-2005
COEA	C	10-AUG-2006	11-AUG-2006
CPD			
CRLCMP			
ICD			
ILSP			
MISSION NEED STMT			
NAVY TRAINING PLAN			
NONA TEST 1/11/08	IW	11-JAN-2008	18-JAN-2008
NONA TEST 5-08-08	F	29-MAY-2008	08-MAY-2008
ORD	C		
TACTICS GUIDE			
TEMP COMMENT			
TEMP INPUT			
TEMP SIG COTF	C		15-MAY-2008
TEMP SIG DOT&E			



You can also add new documents that are not initially entered into the system by default. Additionally, you can upload document into the database by pressing the Upload_document button.



File type, title, and date will be automatically filled in. Press the Browse button to navigate to the directory and select file to be uploaded. Then press Upload File and the file will be uploaded into the data base.

Project COI

By default the following COI documents are created when a new project is created
AVAILABILITY, COMPATIBILITY, DOCUMENTATION, HUMAN FACTORS,
INTEROPERABILITY, LOGISTIC SUPPORTABILITY, MAINTAINABILITY, RELIABILITY,
SAFETY, and TRAINING. When a COI's details are obtained then that information can to be added here.

Edit

Edit the desired COI information in the text boxes provided, then click the Edit button.

Name: COMPATIBILITY

Question:

COI Type: Suitability

Update **Delete**

➤ Add

Add the desired COI information in the text boxes provided, then click the Add button.

Name:

Question:

COI Type: Select..

<input checked="" type="checkbox"/>	OT-IA	OA	04-MAR-05	11-MAR-05
<input checked="" type="checkbox"/>	INC2-OT-IAVCD1	FOTE	26-NOV-07	26-NOV-08

Add

COI'S can be edited by clicking the name of the COI. You can also add new COI's that are not initially entered into the system by default.

Phase Level

Project Phases

This is the main phase screen; here you see all the phases that have been entered for this project. Once here, you are presented with a new navigation menu on the left that lets you view or enter more things related to the current phase. From Phase Main you can navigate to Phase Documentation, Target Requirements, and Fleet Services.

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► Phase Management & Documentation

Click on an existing phase to edit it. Add a new phase here.

TEIN: 4000-03
Title: KMS Test Project

Phase ↑	Status ↑↓	Start Date ↑	Est Start Date ↑↓	End Date ↑	Est End Date ↑↓
OT-IA	CNX		04-MAR-2005		11-MAR-2005
INC2-OT-IAVCD1	CNX		26-NOV-2007		26-NOV-2008

Project Phases

New Phase Entry

When entering a new phase one of the first things selected is the phase number. There are a series of sequential drops down provided for this. You must select from left to right because the next dropdown is dynamically populated depending on the choices you make.

* denotes required fields.

1. Select Incr. if there is one.
2. Select Type
3. Select Phase #
4. Select Test #
5. Select this if it is a VCD
6. Select this for VCD increment

? The **M&S Accreditation Date** field is automatically populated when the **Model Sim.** checkbox to the left is checked. It is calculated to be 90 days prior to the Est. Start Date. If there is no Est. Start Date, this field will remain blank.

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→Project Menu

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- Project Phases
- Project COI's

→Phase

* denotes required fields.

TEIN: 4000-03
Title: KMS Test Project

Phase*:
 Incr.: Type*: Select... Phase #*: Test #*:

Type*: DTASSIST

IT*: N **Combined DT/OT*:** N

Test Status*: CNX

Supported Milestone: None

Milestone Date:

Start Date: **End Date:**

Est. Start Date*: **Est. End Date*:**

Information Assurance Testing needed (select all that apply):

Non-Technical Blue Team: **Red Team:**

Technical Blue Team: **COOP:**

Model Sim: **M&S Accreditation Date:** ?

Test Site:
 1: 2: 3: 4:

Test Unit:
 1: 2: 3: 4:

Decertification DTG: **Recertification DTG:**

Deficiency DTG:

Test Result Code:

Recommend Code:

MDA Decision Code:

Remarks/Issues: (UNCLASS)

View and Edit existing Phase

Here you can view or edit previously entered phase information. * denotes required fields.

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- Project Phases
- Project COI's

►Phase

* denotes required fields.

TEIN: 4000-03
Title: KMS Test Project

Phase*:

Incr.: Type*: Select... Phase #*: Test #*:

Type*: DTASSIST

IT*: N **Combined DT/OT*:** N

Test Status*: CNX

Supported Milestone: None

Milestone Date:

Start Date: **End Date:**

Est. Start Date*: **Est. End Date*:**

Information Assurance Testing needed (select all that apply):

Non-Technical Blue Team: **Red Team:**

Technical Blue Team: **COOP:**

Model Sim: **M&S Accreditation Date:** ?

Test Site:

1: 2: 3: 4:

Test Unit:

1: 2: 3: 4:

Decertification DTG: **Recertification DTG:**

Deficiency DTG:

Test Result Code:

Recommend Code:

MDA Decision Code:

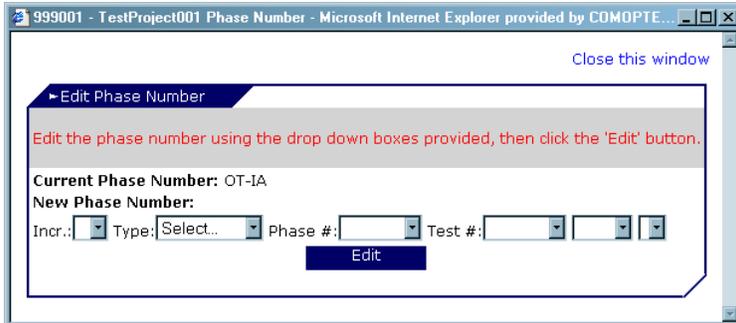
Remarks/Issues: (UNCLASS)

Phase Main

? The **M&S Accreditation Date** field is automatically populated when the **Model Sim.** checkbox to the left is checked. It is calculated to be 90 days prior to the Est. Start Date. If there is no Est. Start Date, this field will remain blank.

Edit Phase Number

If the phase number needs to be edited then click on **Phase** and you will be presented with a pop up to edit the phase number.



Edit Phase Number

Edit Phase Number

When editing a phase number, there are a series of sequential drops down provided for this. You must select from left to right because the next dropdown is dynamically populated depending on the choices you make. * denotes required fields.

1. Select Incr. if there is one.
2. Select Type
3. Select Phase #
4. Select Test #
5. Select this if it is a VCD
6. Select this for VCD increment

Some of the fields on the Phase are filled in only after testing is completed. Here is an overview of some of those fields:

Test Result:

- E EFFECTIVE
- S SUITABLE
- ES EFFECTIVE SUITABLE
- ENS EFFECTIVE NOT SUITABLE
- NES NOT EFFECTIVE SUITABLE
- NENS NOT EFFECTIVE NOT SUITABLE

Recommend Code:

- CFI CONTINUED FLEET INTRODUCTION
- CPD CONTINUED PROGRAM DEVELOPMENT
- FFI FULL FLEET INTRODUCTION
- FFR FULL FLEET RELEASE
- LFI LIMITED FLEET INTRODUCTION
- LFR LIMITED FLEET RELEASE
- NFI NO FLEET INTRODUCTION
- NPD NO PRODUCTION DECISION
- NONE

MDA Decision Code:

- CPD CONTINUED PROGRAM DEVELOPMENT
- FR (Software) FULL RELEASE
- FP FULL PRODUCTION
- LR (Software) LIMITED RELEASE
- LP LIMITED PRODUCTION
- NCPD NON CONTINUED PROGRAM DEVELOPMENT

Saving changes to your phase

When you save your phase you are notified at the top of the phase screen.

Success! Your phase information was saved @ 08:54:41

A/B Code and Admin Role notes

These roles have the added functionality to delete phases.

Phase Documentation

By default the following phase documents are created when a new project is created: COMMENCE TEST MSG, DOT&E(COO)BRIEF, DOT&E(TP)BRIEF, END OF TEST MSG, FINAL REPORT, FR BRIEF TO PM, INTERIM REPORT, LETTER TO CO, LETTER TO ISIC, LOI, MOA, PM (TP) BRIEF, PM TEST CONCEPT BRF, QUICKBRIEF, QUICKLOOK, STMT FUNCTIONALITY, SUMMARY MESSAGE, TP SIG COTF, and TP SIG DOT&E. When a documents details are obtained then that information needs to be added. There are definitions on some of the document names if you mouse over them briefly.

► Add

Add the desired document information in the text boxes provided, then click the Add button.

Name:

Status:

Action Due Date:

Complete Date:

Brief Date:

Msg DTG:

Location Code:

Remarks:

Add

Add Phase documentation.

Edit

Edit the desired document information in the text boxes provided, then click the Edit button.

Name: END OF TEST MSG

Status: C COMPLETE

Action Due Date:

Complete Date:

Brief Date:

Serial No/Msg DTG:

Location Code:

Remarks:

Upload_document

Update

Phase documentation can be edited. In addition, you can upload phase documents here by pressing the Upload_document button.

Upload

File Type: PHASE

Title: 4000-03_INC2-OT-IAVCD1_END OF TEST MSG

Date:

Please select the file to be uploaded: **Browse...**    

Upload File

Problems or questions? Please email [KMS](#).

The file type, title, and date fields are automatically generated. Press Browse button to navigate to the file to be uploaded and press upload file.

Phase COI

By default the following COI documents are created when a new phase is created AVAILABILITY, COMPATIBILITY, DOCUMENTATION, HUMAN FACTORS, INTEROPERABILITY, LOGISTIC SUPPORTABILITY, MAINTAINABILITY, RELIABILITY, SAFETY, and TRAINING. When a COI's details are obtained then that information can be added here.

Phase COI

Click on an existing COI to edit or delete it.

TEIN: 4000-03
Title: KMS Test Project
Phase: INC2-OT-IAVCD1
Phase Type: FOTE

Name ↑↓	Question/Remarks ↑↓	Resolution
AVAILABILITY 123		
COMPATIBILITY		
DOCUMENTATION		
HUMAN FACTORS		
INTEROPERABILITY		
LOGISTIC SUPPORTABILITY		
MAINTAINABILITY		
RELIABILITY		
SAFETY		
TRAINING		

COI's at the phase level can be edited or deleted. You cannot add COI's at the phase level.

Target Requirements

If the project phase has the need for target requirements here is where those are entered.

► Main Menu

- My Projects
- New Project
- Search Projects
- Project Report
- Fleet Service Report
- Search Uploads
- OT&E Report

► AR Menu

- New Activity Report
- Non-Project AR's
- AR Reports

► LL Menu

- My LL
- New Lesson Learned
- Search LL's
- LL Reports
- LL Feedback

► Project Menu

- Project Main
- Project Funding
- Project Documentation
- Project AR's
- Project LL's
- Project Phases
- Project COI's

► Phase Menu

- Phase Main
- Phase Documentation
- Target Requirements**
- Fleet Services
- Phase COI's

► Target Requirements

Click on an existing target requirement record to edit it. Add a target requirement here.

TEIN: 4000-03
Title: KMS Test Project
Phase: INC2-OT-IAVCD1

No target requirements have been defined for this phase.

OT-IA Target Requirement - Microsoft Internet Explorer provided by COMDPTEVFOR

Close this window

►Add

Add the desired target requirement info in the text boxes provided, then click the button.

Target:

Fiscal Year:

Fiscal Quarter:

Range:

Firing Engagements:

Presentations Planned:

Estimated Losses:

Expended:

Utilization (WH/TM):

Remarks:

Add

Fleet Services

From within a given phase you can request Fleet Services as well as review any other requests previously submitted for that phase.

► Main Menu

- My Projects
- New Project
- Search Projects
- Project Report
- Fleet Service Report
- Search Uploads
- OT&E Report

► AR Menu

- New Activity Report
- Non-Project AR's
- AR Reports

► LL Menu

- My LL
- New Lesson Learned
- Search LL's
- LL Reports
- LL Feedback

► Project Menu

- Project Main
- Project Funding
- Project Documentation
- Project AR's
- Project LL's
- Project Phases
- Project COI's

► Phase Menu

- Phase Main
- Phase Documentation
- Target Requirements
- Fleet Services**
- Phase COI's

► Fleet Services

Click on an existing fleet service request record to edit it. Add a fleet service request [here](#).

TEIN: 4000-03
Title: KMS Test Project
Phase: INC2-OT-IAVCD1

No fleet service requests have been entered for this phase.

Entering a New Request

To enter a new request, click on that text that says '[here](#).' You are then presented with the following pop up. * denotes required fields.

DT-IA Fleet Service Request - Microsoft Internet Explorer provided by COMOPTEVFOR

Close this window

► Add

* denotes required fields.

TEIN: 999001
Title: TestProject001
Phase: OT-IA

Fleet: LANT Priority: 1
Type: OT
Start Date*: End Date*:
Fiscal Year*: Quarter*:
Source Command: Source Reference:
OTD: MS MIKOVITS 236 2825546 3135
OTC: MR REEVES 234 2825546 3327
OPNAV(TECO): Please update this POC entry for TECO in the Project Main screen.
DT Coordinator*:
Purpose of Testing*:
Save & Add an Item

Please ensure that **POC**'s are entered for a project so that the **OTD**, **OTC**, and **OPNAV(TECO)** fields are populated correctly.

Add Item(s) to a Fleet Service Request

A Fleet Service Request cannot be submitted without at least one item. Add item(s) to the request by clicking on the **Save & Add an Item** button. * denotes required fields.

OT-IA Fleet Service Request - Microsoft Internet Explorer provided by CDMOPTEVFOR

Close this window

→ Add Item

Add the desired fleet service request item info in the text boxes provided, then click the button.
* denotes required fields.

TEIN: 999001
Title: TestProject001
Phase: OT-IA

Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Start No Later Than Date:	<input type="text"/>	Complete No Later Than Date:	<input type="text"/>
Preferred Dates:	<input type="text"/>	SKED AUTH:	<input type="text"/>
Unit Type Request *:	<input type="text"/>	# Units Requested *:	<input type="text"/>
Special Equipment:	<input type="text"/>		
Operating Area*:	<input type="text"/>	Support Level:	DEDICATED
Calendar Days Requested *:	<input type="text"/>	Hours per Day *:	<input type="text"/>
# Aircraft:	<input type="text"/>	Air Sorties Requested:	<input type="text"/>
Sorties per Day:	<input type="text"/>	Hours per Sortie:	<input type="text"/>
Minimum Time Between Sorties (hrs):	<input type="text"/>		
Notes *:	<input type="text"/>		

Add

Save & Copy Request Items

If you have more than one item to schedule on a fleet service request, after entering the first item you can click on the **save & copy** button to create another item with all the same information except **Unit Type Request**.

OT-IVA Fleet Service Request - Microsoft Internet Explorer provided by COMOPTEVFOR

Close this window

Edit

Edit the desired fleet service request info in the text boxes provided, then click the button.
* denotes required fields.

TEIN: 999004
Title: TestProject004
Phase: OT-IVA

Start Date: End Date:
 Start No Later Than Date: Complete No Later Than Date:
 Preferred Dates: SKED AUTH:
 Unit Type Request *: # Units Requested *:
 Special Equipment:
 Operating Area *: Support Level:
 Calendar Days Requested *: Hours per Day *:
 # Aircraft: Air Sorties Requested:
 Sorties per Day: Hours per Sortie:
 Minimum Time Between Sorties (hrs):
 Notes *:

Rejected Requests

If any of your requests have been rejected by the administrator you can review needed changes and resubmit.

OT-IA Fleet Service Request - Microsoft Internet Explorer provided by COMOPTEVFOR

Close this window

Edit

Edit the desired fleet service request info in the text boxes provided, then click the button.
* denotes required fields.

TEIN: 999001
Title: TestProject001
Phase: OT-IA

Status: REJECTED

Rejected Reason: REJECTED FOR TESTING PURPOSES.

Fleet: LANT Priority: 1

Type: OT

Start Date *: 15-JUN-2004 End Date *: 18-JUN-2004

Fiscal Year *: 2004 Quarter *: 3

Source Command: Source Reference:

OTD: MS MIKOVITS 236 2825546 3135
OTC: MR REEVES 234 2825546 3327

OPNAV(TECO): Please update this POC entry for TECO in the Project Main screen.

DT Coordinator *: JOE SCHMO

Purpose of Testing *: TO TEST OUT FLEET SERVICES REQUEST OF COURSE

Add an Item

Item #	Start Date	End Date	Unit Type Request
1	15-JUN-04	18-JUN-04	CGN

Submit Delete

Activity Reports

UPDATED 14 SEP 2005

The purpose the Activity Report section is to capture significant project activities by allowing OTDs to record and track events as they occur. These events include (but are not limited to) trips taken and tests conducted. This negates any separate trip report requirement and serves as a central location for tracking significant project developments--such as a phone conference that resulted in an important decision or a meeting where new information was presented. It should also capture work on project documents (final reports, etc.) or any other activities that OTDs deem significant.

The information captured here will serve both individual OTD and command purposes. OTDs can use this recorded information to inform future activities and decisions, while the command can use this data to generate overall division and command metrics. * denotes required fields.

Non Project Related Activity Reports

This is the Non-Project report screen; here you see all the non-project activity reports that have been entered.

The screenshot shows the TEPS interface. At the top left is the logo for the Test & Evaluation Program System. The main header reads "Test & Evaluation Program System" and "SOP » Updated on 22 October 2004". On the top right, it says "You are currently LOGGED IN (logout here)".

On the left side, there are three menu boxes:

- Main Menu**: My Projects, New Project, Search Projects
- Reports Menu**: AR Reports, Fleet Service Report
- AR Menu**: New Activity Report, **Non-Project AR's**

The main content area is titled "Activity Reports" and contains the following text:

Non-Project Related Activity Reports previously submitted are listed below. Project Related Activity Reports can be found via the Project Menu for the given Project.

Click on an existing activity report to edit it.

Activity ↑↓	Start Date ↑↓
ADVANCE CONCEPT TECHNOLOGY DEMONSTRATION	22-OCT-2004
CONTRACTOR COORDINATION	21-OCT-2004
ADVANCE CONCEPT TECHNOLOGY DEMONSTRATION	21-OCT-2004
INFORMATION MEETING	01-SEP-2004

Project Related Activity Reports

This is the project activity report screen; here you see all the activity reports that have been entered for this project.



Test & Evaluation Program System

SOP » Updated on 16 September 2004

You are currently **LOGGED IN**
([logout here](#))

- Main Menu
 - My Projects
 - New Project
 - Search Projects
- Reports Menu
 - AR Reports
 - Fleet Service Report
- AR Menu
 - New Activity Report
 - Non-Project AR's
- Project Menu
 - Project Main
 - Project Funding
 - Project Documentation
 - Project AR's**
 - Project Phases

► Project Activity Reports

Project Related Activity Reports previously submitted are listed below.
Non-Project Related Activity Reports can be found via the AR Menu to the left.

[Click on an existing activity report to edit it.](#)

TEIN: 999001
Title: TestProject001

Activity ↑↓	Start Date ↑↓
CDD	22-OCT-2004
ADVANCE CONCEPT TECHNOLOGY DEMONSTRATION	06-SEP-2004

Project Activity Reports

Adding a New Activity Report

Test & Evaluation Program System
TEPS User's Guide

You are currently **LOGGED IN**
(logout here)

Activity Report

All fields marked with a red asterisk (*) are mandatory.

Event or Activity:
Type of Activity: *
Activity Descriptive:
In Support of TEIN: *
In Support of Phase/Exercise:
Start Date: *
End Date:
Start Time: (includes travel)
End Time: (includes travel)
Hosting Activity:
Location:

COTF Non-participants:
ROLL, CRAIG, CAPT 01D
ROSATO, PETE, MR. 37V9
ROSS, JOHN, MR. 421F
ROTH, JAMES, AWC 566
ROTH, MICHAEL, MR. 38V9
RUPERT, SCOTT, BMC 131
RUPPRECHT, MARK, MR. 70B
RUSK, KIMBERLY, MS. 39V9
RYDER, RITA, MS. 153
SANCHO, CARLOS, LCDR 711

COTF Participants:
REEVES, NATHAN, MR. 1532

Other Participants:

Activity Report: Event or Activity Section

The **Type of Activity** field is required. If an activity is not listed, the closest possible match should be selected and additional descriptive text should be entered in the **Activity Descriptive** field. The **In Support of TEIN** field is also required. If you wish to submit a non-projects related activity report then select the blank from the dropdown, otherwise select the projects you wish to enter this activity report against. The **In Support of Phase** field will only list phases that have been entered for the project once a TEIN is selected.

COTF Participants can be added to or removed from the right hand list as needed using the two directional buttons between the lists.

Other Participants:

Cost of Activity

Travel Estimate: \$

Contractor Support Estimate: \$

Range:

Range Estimate: \$

Threat Type:

Threat Estimate: \$

Fleet Resources Provided

Type of Unit:

Type of Service:

Estimated Cost: \$

Weapons

Type of Unit:

Estimated Cost: \$

Target

Type of Unit:

Estimated Cost: \$

Other

Type of Unit:

Estimated Cost: \$

Activity Report: Cost of Activity Section

All **Estimated Cost** fields in this section are for numeric entry and negative amounts are permitted if needed.

Fleet Services Provided Section

Type of Service Definitions:

Dedicated support: Precludes employment of the supporting unit (s) in other missions.

Concurrent support: Permits employment of the supporting unit (s) in activities other than RDT&E support, but could have an operational impact upon unit employment.

Not-to-Interfere Basis (NIB) support: Permits RDT&E operational employment of the supporting unit (s) without significant interference with primary mission accomplishment.

If **dedicated** support is selected here then the estimated cost field will be editable. There is no cost associated with concurrent or not-to-interfere basis.

Cost Savings and Cost Avoidance (3k characters):	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit."/>
Estimated Cost Impact:	\$ <input type="text"/>
Efficiencies (3k characters): (e.g. Combined DT/OT/IT Planning or Events, Use of M&S, etc.)	<input type="text"/>
Efficiencies Cost Impact:	\$ <input type="text"/>
Inefficiencies (3k characters):	<input type="text"/>
Inefficiencies Cost Impact:	\$ <input type="text"/>

Activity Report: Cost Savings and Cost Avoidance section.

All **Estimated Cost Impact** fields in this section are for numeric entry and negative amounts are permitted if needed.

Follow on Items

Major Issues (10k characters):

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Action Items (3k characters):

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

This section is for any notes about major issues or action items taken away from the event.

Activity Report Distribution

[Click here to manage Distribution Lists](#)

If you just created or modified distribution lists, you'll need to refresh this page for the changes to apply; however, please save any changes you've made to this Report prior to doing so.

<p>Do Not Distribute To:</p> <ul style="list-style-type: none">*Nathan's 1st Distro List*Nathan's 2nd Distro ListAGUILERA, ROBERT, LCDR 44AHLQUIST, KAREN, MS. 60BAITCHESON, KENT, CDR 1V9ALEGRE, FREDERICK, MR. 462ALTOBELLO, MARK, CDR 6767ALWINE, SCOTT, MR. 632BANDERSON, SCOTT, CAPT 2V9ANDERSON, THOMAS, LT COL 5..	<p>>></p> <p><<</p>	<p>Distribute To:</p> <div style="border: 1px solid gray; height: 80px;"></div>
--	---------------------------------	---

An email of this report will be sent to those selected.

[Submit this Activity Report](#)

Problems or questions? Please email KMS.

Activity Reports can be distributed (i.e. emailed) to personnel added to the "Distribute To:" list. Personnel can be added to or removed from the right hand list as needed using the two directional buttons between the lists.

Additionally, users can create personalized distribution lists for use within TEPS. To create a distribution list, click the "Click here to manage Distribution Lists" link. This will open a new window listing any existing lists and providing a link to create new lists.

► My Distribution Lists

Click on an existing distribution list to edit.
[Click here to add a new distribution list.](#)

Name

- *Nathan's 1st Distro List
- *Nathan's 2nd Distro List

Problems or questions? Please email KMS.

Create new lists by naming them, and then adding personnel to the "Members" selection box. Use the arrows between the selection boxes to add or remove personnel.

► Distribution List

Modify this distribution list by moving personnel to or from the "Members" selection box.
[Click here to go back to "My Distribution Lists".](#)

Distribution List*: *Nathan's 1st Distro List

<p>Non-Members:</p> <ul style="list-style-type: none">POKRZYWA, ALBERT, MR. 35V9POLAND, PAUL, CTOC 6333POPE, DALLAS, LT 820FV1POWELL, STEVEN, MR. 36V9PRICE, PATRICK, CDR 564PRIODE, JAN, AWC 811BV1QUILON, DONNIE, LT 661REED, FRANK, MR. 76C5REED, JEFFERY, MR. 76C6REIMANN, PAUL, MR. 74C2	<p>>></p> <p><<</p>	<p>Members:</p> <div style="border: 1px solid gray; padding: 2px;">REEVES, NATHAN, MR. 1532</div>
--	---------------------------------	---

[Save Changes](#) [Delete this Distribution List](#)

Problems or questions? Please email KMS.

Activity Report Printing

When finished entering data and after saving you will be able to get a [Printer Friendly Version](#) for your records by clicking on the link at the top of the activity report you are viewing.

Home	Command Info	Mission Support	System Support	Links	
------	--------------	-----------------	----------------	-------	--



Test & Evaluation Program System

TEPS User's Guide

BCA is currently
LOGGED IN
 (logout here)

▶ Main Menu

- My Projects
- New Project
- Search Projects
- Project Report
- Fleet Service Report
- Search Uploads
- OT&E Report

▶ AR Menu

- New Activity Report
- Non-Project ARs
- AR Reports

▶ LL Menu

- My LL
- New Lesson Learned
- Search LLs
- LL Reports
- LL Feedback

▶ Project Menu

- Project Main
- Project Funding
- Project Documentation
- Project ARs

▶ Activity Report Printer Friendly Version

All fields marked with a red asterisk (*) are mandatory.
 Success! Your Activity Report was saved @ 13:46:51

Event or Activity:

Type of Activity:*

Activity Descriptive:

In Support of TEIN:*

In Support of Phase/Exercise:

Start Date:*

Start Time: (includes travel)

End Date:

End Time: (includes travel)

Hosting Activity:

Location:

COTF Non-participants:

ABEL, KYLEEN, IT1 646
 ACREE, LARRY, MR. 2LAC2
 ADAMCIK, ROBERT, LCDR 43A2
 ADAMS, JABRIL, YN2 15YN
 ADAMS, LEONARD, LT 621
 AGERTON, WILLIAM, CDR 5V70P..
 AGUILERA, ROBERT, MR. 83F
 AHLQUIST, KAREN, MS. 60B
 AITCHESON, KENT, CDR 1V9
 ALVAREZ, DANIEL, ITC 1522

COTF Participants:

Other Participants:

Type of Activity: **ADVANCE CONCEPT TECHNOLOGY DEMONSTRATIC**

Activity Descriptive:

TEIN: **4000-55**

Project: **KMS Test Project**

In Support of Test Phase: **OT-IA**

Start Date: **04-JUN-09**

Start Time: (includes travel)

End Date:

End Time: (includes travel)

Hosting Activity:

Location:

COTF Participants:

Other Participants:

Cost of Activity

Travel Estimate:

Funding Source:

Contractor Support Estimate:

Range:

Range Estimate:

Threat Type:

Threat Estimate:

Fleet Resources Provided

Type of Unit:

Type of Service:

Estimated Cost:

Weapons

Type of Unit:

Estimated Cost:

Target

Type of Unit:

Reports Menu- Activity Reports

Activity Report Totals - This report will summarize Activity Reports entered based on the type, division, and time span specified. After entering criteria to search on and clicking on the generate report button you are presented with a new browser window with totals that meet your search criteria.

Activity Report Search - This search will find entire activity reports that have been entered for projects or at the senior level based on the criteria selected. After entering criteria to search on and clicking on the generate report button you are presented with a new browser window with all the reports that meet your search criteria.

The screenshot displays a web interface for generating activity reports. On the left, there are three navigation menus:

- Main Menu:** My Projects, New Project, Search Projects
- Reports Menu:** AR Reports, Fleet Service Report
- AR Menu:** New Activity Report, Non-Project ARs

The main content area is divided into two sections:

Activity Report Totals
This report will summarize Activity Reports entered based on the type, division, and time span specified.

By Type of Activity:
By Division:
By Full TEIN: *no wildcards allowed in this field*
By Full Phase: *no wildcards allowed in this field*
Start Date:
End Date:

Activity Report Search
This search will find entire activity reports that have been entered for projects or at the senior level based on the criteria selected.

By Type of Report:
By Type of Activity:
By Division:
By Desk Code:
By Full TEIN: *no wildcards allowed in this field*
Start Date:
End Date:

Problems or questions? Please email [KMS](#).

Example Activity Report Totals Result

Project Activities

Report run for: 09-SEP-04 to 16-SEP-04

Activities	#
ICD	2
ORD COMMENT LETTER	1

Projects	#
999001 TestProject001	1
999002 TestProject002	1
999004 TestProject004	1

Locations of Activities	#
LOCATION	1
NAWC PAX RIVER, MD	1
WASH DC	1

Total COTF Participants 9

Cost of Activities

Travel	\$2,129.00
Contractor Support	\$9,000.00
Range Estimates	\$45,000.00
Threat Estimates	\$17,001.00
Fleet Resources	\$60,000.00
Weapons	\$33,000.00
Target	\$.00
Other	\$.00

Total \$166,130.00

Value Added/Return on Investment

Cost Savings and Cost Avoidance	\$200.00
Material Savings	\$2,443,535.00
Time Savings	\$2.00

Total \$2,443,737.00

Efficiencies Gained

Planning Savings	\$200.00
Event Savings	\$.00
M&S Savings	\$100.00
Other Savings	\$1,221.00

Total \$1,521.00

Inefficiencies -**\$8,888.00**

Example Activity Report Search Result

Project Related Activity Reports - Project Activities

Report run for: 09-SEP-04 to 16-SEP-04

Input By: **234 MR. REEVES, NATHAN**

Input On: **11-AUG-04**

TEIN: **999004**

Project: **TestProject004**

Type of Activity: **ICD**

Activity Descriptive: **LIVE FIRE**

In Support of Test Phase:

Start Date: **10-SEP-04**

Start Time: (includes travel) **600**

End Date: **10-SEP-04**

End Time: (includes travel) **1400**

Hosting Activity: **NSWC CRANE, IN**

Location: **NAWC PAX RIVER, MD**

COTF Participants:

MS. RYDER, RITA

MR. BURDGE, DUSTIN

MR. REEVES, NATHAN

MS. MIKOVITS, BRANDI

LCDR MIFFLIN, RANDOLPH

Other Participants: **OTD ATTENDED A DT LIVE FIRE EVENT.**

Fleet Services Admin

To navigate the Test & Evaluation Program System Application, utilize the left menu. Depending on where you are in the application you will be presented with different sections. You can always tell where you are by the menu option that is highlighted in red in the left hand section. In this screenshot we see that we are currently in **My Projects** within the **Main Menu** section.

The **My Projects** screen presents any projects assigned to your desk code in the My Projects section if any.

In the **Fleet Service Requests** section you will see any requests that have been submitted for your review.

Home Command Info Mission Support System Support Links

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BCA is currently **LOGGED IN**
(logout here)

►Main Menu
My Projects
New Project
Search Projects
Project Report
Fleet Service Report
Search Uploads
OT&E Report

►My Projects
Please select the project you would like to view.

TEIN ↓↑	Program Title ↓↑	Desk Code ↓↑
4000-55	KMS Test Project	1532

Problems or questions? Please email KMS.

►AR Menu
New Activity Report
Non-Project ARs
AR Reports

►Projects of Interest
Please select the project you would like to view. Add a new Project of Interest here.
Remove a Project of Interest here.

TEIN ↓↑	Program Title ↓↑	Desk Code ↓↑
1645	Joint Service Aircrew Mask (JSAM)	81

►LL Menu
My LL
New Lesson Learned
Search LLS
LL Reports
LL Feedback

►Fleet Service Requests
Please select the fleet service **request number** you would like to view.

TEIN ↓↑	Program Title ↓↑	Desk Code ↓↑
0801	USS ARLEIGH BURKE (DDG 51) GUIDED MISSIL...	714
Req No.: 14852	Phase: OT-IIIK	Status: SUBMITTED
0908-08	Acoustic Rapid COTS Insertion (A-RCI) / ...	411
Req No.: 14864	Phase: OT-C7	Status: SUBMITTED
Req No.: 14866	Phase: OT-C7	Status: SUBMITTED
Req No.: 14867	Phase: OT-C7	Status: SUBMITTED
Req No.: 14868	Phase: OT-C7	Status: SUBMITTED
Req No.: 14869	Phase: OT-C7	Status: SUBMITTED

Request Review/Edit

If you change the status to rejected, you are presented with a field to enter a rejected reason to the OTD on what needs to be fixed.

OT-IA Fleet Service Request - Microsoft Internet Explorer provided by COMOPTEVFOR

Close this window

► Edit

Edit the desired fleet service request info in the text boxes provided, then click the button.
* denotes required fields.

TEIN: 999001
Title: TestProject001
Phase: OT-IA

Status: REJECTED

Rejected Reason: REJECTED FOR TESTING PURPOSES.

Fleet: LANT Priority: 1

Type: OT

Start Date *: 15-JUN-2004 End Date *: 18-JUN-2004

Fiscal Year *: 2004 Quarter *: 3

Source Command: Source Reference:

OTD: MS MIKOVITS 236 2825546 3135
OTC: MR REEVES 234 2825546 3327

OPNAV(TECO): Please update this POC entry for TECO in the Project Main screen.

DT Coordinator *: JOE SCHMO

Purpose of Testing *: NEED THE WHOLE LANT FLEET TO SUPPORT THIS TEST

Add an Item

Item #	Start Date	End Date	Unit Type Request
1	15-JUN-04	18-JUN-04	CGN

Submit Delete

Fleet Service Report

From the **Reports Menu** on the left select **Fleet Service Report** and you will be presented with the following screen.

Home	Command Info	Mission Support	System Support	Links	
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Test & Evaluation Program System

[TEPS User's Guide](#)

**BCA is currently
LOGGED IN**
[\(logout here\)](#)

<p>► Main Menu</p> <ul style="list-style-type: none"> My Projects New Project Search Projects Project Report <li style="color: red;">Fleet Service Report Search Uploads OT&E Report 	<p>► Fleet Services Reports</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>TEIN: <input type="text"/></p> <p>Fleet: <input type="text"/></p> <p>Fiscal Year: <input type="text"/></p> </div> <div style="width: 45%;"> <p>Fleet Service Request Status: <input type="text"/></p> <p>Fiscal Quarter: <input type="text"/></p> </div> </div> <p style="text-align: center; margin-top: 10px;">Generate Report</p>
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► AR Menu

- [New Activity Report](#)
- [Non-Project ARs](#)
- [AR Reports](#)

Fleet Services Reports Search

Here you can select various criteria to run a report from. The more criteria selected the more narrow the results will be. The results will come up in a new page and can be printed.

Fleet Service Report Printout

TEIN:	999001		
Title:	TestProject001		
Type:	OT	Phase:	OT-IA
Priority:	1	Request No:	14472
<hr/>			
Unit Type:	CGN	No Required:	1
Sked Auth:		Preferred Dates:	
Start Date:	15-JUN-04	End Date:	18-JUN-04
Start No Later Than:		Complete No Later Than:	
Special Equipment:		Operating Area:	LANT
Support Level:	DEDICATED	Calendar Days Requested:	3
Hours Per Day:	8	# Aircraft:	
Air Sorties Requested:		Sorties Per Day:	
Hours Per Sortie:		Min Time Between Sorties (hrs):	
Notes:	NOTES ARE REQUIRED		

Sample Fleet Service Report

Glossary of Terms

ACAT- Acquisition Category. Entered on the project screen and is entered by the administrator.

Activity- Entered on the project screen and is the location of OTD.

Options include:

HMX-1

HQ

VX-1

VX-9

VX-9DET

VX-9PAX

VMX-22

ARB Date - Acquisition Review Board Date. Located on the project screen and is the date of the next ARB if known.

COEA -Cost and Operational Effectiveness Analysis (now AOA, Analysis of Alternatives). Phase Documentation screen. Enter status code, REV, due date (the date the COEA should be completed), completed date, serial number and location code.

Contractor – Project management Screen. This field is for the company and not an individual.

CRLCMP - Computer Resource Lifecycle Management Plan. Project Documentation screen. Enter the date signed by the Program Manager under the Completed Date.

Developing Agency. Project Management Screen.

Options include:

APL/JHU

ARL PSU

ASTO

EODTECHCEN

NSWC CSS

NSWC DD

NSWC-CD

NSWC-CRANE

NSWC-DD

NUWC-KPT

NUWC-HI

NUWC-NL

NUWC-NPT

NUWCDIVNPT

ONR

USSOCOM

Deficiency DTG - Phase Management Screen. If a project goes into deficiency before or during a particular test, the date is entered on the Phase Management Screen

Desk Code - project and phase screens. This is the desk code of the OTD or OTC at COTF. This can only be changed by and administrator or divisional A/B codes.

DOT&E (COO) Brief- Phase Documentation Screen. Enter the date due/completed if appropriate.

DOT&E TP Brief - Phase Documentation Screen. If required, enter the date due/completed.

DOT&E Oversight- Phase Management Screen. Enter Y or N as appropriate.

End of Test Message- Phase Documentation Screen. Enter the DTG of the End of Test Message.

Estimated End Date-Phase Management Screen. Enter the date the test is supposed to end. Update as necessary.

Estimated Start Date- Phase Management Screen. Enter the date test is supposed to start. Update as necessary.

Final Report Brief to Program Manager- Phase Documentation Screen. If required, enter the date due and date completed.

Final Report- Phase Documentation Screen. The due date is automatically assigned (currently 75 days after test is completed). Enter the date it is signed by 00 along with the date and serial number of the letter, DTG of the message and location of the Final Report (desk code of the OTD).

Funding Source- Project Management Screen. Enter the type of funding currently used for this project. i.e. IOT&E or OM&N and is usually entered by the administrator.

ILSP- Integrated Logistics Support Plan. Project Documentation Screen. Enter the date signed by the Program Manager under the Completion Date.

Interim Report- Phase Documentation Screen. If required, enter Status Code, Revision, Action Due/Completion Date, Serial Number, and location of the Interim Report (desk code of the OTD).

Letter to CO- Phase Documentation Screen. If required, enter Status Code, REV, Action Due/Completion Date, Serial Number and location of the Letter to CO.

Letter to ISIC- Phase Documentation Screen. If required, enter Status Code, REV, Action Due/Completion Date, Serial Number and location of the Letter to ISIC.

LOI- Phase Documentation Screen. If required, enter Status Code, REV, Action Due/Completion Date, Serial Number and location of the LOI.

Milestone Date- Date of the supported milestone for a particular phase. Entered on the Phase Management Screen.

MDA Decision Code: Phase Management Screen. Entered after a decision on a phase is determined.

Options include:

CPD CONTINUED PROGRAM DEVELOPMENT

FR (Software) FULL RELEASE

FP FULL PRODUCTION

LR (Software) LIMITED RELEASE

LP LIMITED PRODUCTION

NCPD NON CONTINUED PROGRAM DEVELOPMENT

Mission Needs Statement (MNS) - Project Documentation Screen. Enter date signed by CNO Staff under the Completion Date.

Memorandum of Agreement (MOA) - Phase Documentation Screen. If required, enter Status Code, REV, Action Due Date, Completion Date, Document Serial Number or MSG DTG.

NPDM Date - Project Management Screen. Enter the date of the next NPDM.

ORD- Project Documentation Screen. Enter Status Code, REV, Action Due Date (expected completion by sponsor), Completion Date, Serial Number and Location Code.

Principle Units - Phase Management Screen. List the Principle Units involved in the test (Do not use names of submarines).

Program Review - Project Management Screen. Enter the date of next Program Review.

Program Manager Test Concept Brief- Phase Documentation Screen. If required, enter Status Code, Action/Completed/Brief Dates.

Program Manager Test Plan Brief- Phase Documentation Screen. If required, enter Status Code, Action/Completed/Brief Dates.

Program Element - Project Management Screen, entered by administrator. Information is taken from the TEIN Assignment Letter.

Project Number - Project Management Screen, entered by administrator. Information is taken from the TEIN Assignment Letter.

Quick Brief - Phase Documentation Screen. Enter the date the Quick Brief was given to 00.

Quicklook - Phase Documentation Screen. If required, enter Status Code, Action Due/Completion Dates and Document Serial Number.

Recommend Code - Phase Management Screen. Enter the appropriate recommendation code from the final report.

Options include:

CFI CONTINUED FLEET INTRODUCTION
CPD CONTINUED PROGRAM DEVELOPMENT
FFI FULL FLEET INTRODUCTION
FFR FULL FLEET RELEASE
LFI LIMITED FLEET INTRODUCTION
LFR LIMITED FLEET RELEASE
NFI NO FLEET INTRODUCTION
NPD NO PRODUCTION DECISION
NONE

Requirements Officer (RECO) - listed in the POC section. List the contact information and desk code of the RECO. Information is taken from the TEIN Assignment Letter.

Short Title - Enter this pop up screen from the main Project Screen.

Statement of Functionality - Phase Documentation Screen. Enter Status Code, Action/Completed Dates, and Document Serial Number.

Status - TEIN Status. Project Management Screen, entered by administrator. If it needs to be changed, notify 01B1.

Options include:

Open

Open No OT

Rec CNX

CNX

NA

Summary Message- Phase Documentation Screen. Enter the DTG of the Final Report Summary Message.

Supported Milestone- Phase Management Screen. Update when necessary.

SYSCOM- Project Management Screen. Entered by administrator. Information is taken from the TEIN Assignment Letter.

TEIN Assignment Letter- Project Management Screen. Entered by administrator. Date is taken from the TEIN Assignment Letter.

TEIN Canceled- Project Documentation Screen. TEINs can be canceled only after authorization is received from N912. Administrator is the only one who can enter the cancellation date.

TEMP Comment- Project Documentation Screen. Enter the Status Code, REV, Action Due Date, Completion Date, Serial Number and Location as appropriate.

TEMP Input- Project Documentation Screen. Enter the Status Code, REV, Action Due Date, Completion Date, Serial Number and Location as appropriate.

TEMP Sig. COTF- Project Documentation Screen. Enter the Status Code, REV, Action Due Date, Completion Date, Serial Number and Location as appropriate.

TEMP Sig. DOT&E- Project Documentation Screen. Enter the Status Code, REV, Expected Signature Date, Completion Date, Serial Number and Location as appropriate.

Test Plan Sig. COTF- Phase Documentation Screen. Enter the Status Code, Action/Completed (the date 01 or 00 signed)/Brief Dates, and Document Serial Number.

Test Plan Sig. DOT&E- Phase Documentation Screen. Enter the date signed by DOT&E under the Completed Date.

Test Status- Phase Management Screen. Enter the Test Status.

Options include:

CNX (Must have TEIN CNX letter)

COMP

DEFICIENT

FUTURE

INCOMP

INTEST

NA

NEXT

Test Result- Phase Management Screen. Enter the recommendation on operational effectiveness and/or suitability.

Options include:

E EFFECTIVE

S SUITABLE

ES EFFECTIVE SUITABLE

ENS EFFECTIVE NOT SUITABLE

NES NOT EFFECTIVE SUITABLE

NENS NOT EFFECTIVE NOT SUITABLE

Test Site- Phase Management Screen. Enter sites where the test is being conducted.

Test and Evaluation Coordinator- (TECO) listed in the POC section. List the contact information and desk code of the TECO.

Type- Phase Management Screen. Enter the type of test.

Options include:

EOA

FOTE

IOTE

OA

OPEVAL

Submitted by: _____
Christina Bunn

Reviewed by: _____
Whanona Lane

Approved by: _____
Rita Ryder