

Type	Tool	Purpose	Notes	Website	Phone Number
Benefit	GRB - (Government Retirement & Benefits)	Enrollment for Federal Employee Health Plan (FEHP), Thrift Savings Plan (TSP), TSP-Catch-up (over age 50), and Federal Employee Government Life Insurance (FEGLI)	Choose coverage from widest selection of health plans in the country. Do not need to update unless changes are needed. Changes to medical and TSP can only be made during Open Season (November) or due to Qualifying Life Events (QLE); NOTE: NO OPEN SEASON FOR LIFE INSURANCE. If you opt out as a new hire, the only way to get life is to apply, requires medical physical at your cost and is not guaranteed. As a new hire, you have 60 days to elect coverage.	https://www.civilianbenefits.hroc.navy.mil/login.aspx	888-320-2917
Benefit	BENEFEDS	Enrollment for Dental/Vision	Choose among nationwide and regional dental and/or vision plans. Nationwide plans also offer international coverage. As a new hire, you have 60 days to elect coverage.	www.BENEFEDS.com	877-888-3337
Benefit	OPM Site	Provides information for Medical, Dental, Vision, Flexible Spending Accounts, Long Term Care, Federal Employees Retirement System (FERS)	Provides great comparison tool for different medical, dental and vision plans. Also a good resource for questions about enrollment and life events.	http://www.opm.gov/healthcare-insurance/healthcare/	
Benefit	Federal Long Term Care Insurance Program	Information and Enrollment for Long Term Care	Most Federal and U.S. Postal Service employees and annuitants, active and retired members of the uniformed services, and their qualified relatives are eligible to apply for insurance coverage under the FLTCLIP. You have 60 days to elect coverage or until October 1, whichever comes first.	http://www.ltcfeds.com/	
Benefit	FSAFED (Flexible Saving Accounts for Federal Employees)	Enrollment and information about the 3 different types of Flexible Saving Account (FSA): Health Care FSA, Dependent Care FSA and Limited Expense Health Care FSA	FSA is a tax-favored program that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. Annual limits. "use or lose" rule—moneys not used with benefit period is forfeited. You have 60 days to elect optional coverage	http://www.fsafeds.com/	877-372-3337
Benefit	TSP (Thrift Savings Plan)	Enroll in TSP through EBIS, completing Form TSP-1 or calling. eChanges to the allocation/distribution of your moneys is made through the tsp.gov web-site or calling.	As a new hire, automatically enrolled for 3% deduction from your paycheck, deposited in traditional; government will match up to 5%. Annual IRS limits; Rules in regards to number of time allocations can change and when changes take effect can also be found on this web page.	www.tsp.gov	877-968-3778
Personnel	MyPay	View Leave and Earning Statements (LES), Tax forms, change of address		https://mypay.dfas.mil/	
Personnel	NERP (Navy Enterprise Resource Planning)	Enter time and attendance	Get charge codes from your organization	https://ep.erp.navy.mil/iri/portal	619-221-7656 (NERP Helpdesk)
Personnel	DCPDS (myBiz)	Tracks Personnel Information		https://compo.dcpds.cpmc.osd.mil/	
Personnel	eOPF (electronic Office of Personnel Management)	New tool to track all your Personnel Information	Requires eOPF ID and Password; cannot use CAC	https://eopf1.nbc.gov/navy/	
Personnel	GEMS (Government Employee Management System)	Annual performance system	Used for entry of performance objective setting, interim reviews, and annual performance appraisals.	https://mynavair.navair.navy.mil/portal/server.pt/community/spawar_aps	
Personnel	NFAAS (Navy Family Accountability and Assessment System)	To account and assist personnel and their families affected and/or scattered by the wide spread catastrophic events	24 Hour Navy Emergency Coordination Center: 877-414-5358 and 866-827-5672; NFAAS Mobile Apps available for smart phones (information about App on website's home page)	https://navyfamily.navy.mil/cas/login	866-946-9183 or 619-553-8167
Training	DAU (Defense Acquisition University)	Enroll in DAU courses	Offers on-line, web-based and courses in residence towards DAWIA Certification and other training needs. DAU funding is provided for courses for your primary certification; justification will be required for any courses requested outside the West Region.	https://learn.dau.mil/Atlas2/faces/page/atlasSE/login/Logi	
Training	eDACM (DON Director, Acquisition Career Management)	Tracks and stores DAU courses, Continuous Learning Points and DAWIA Certification	Also provides link to DAU site	https://www.atrds.army.mil/channels/navyedacm/public/DODConsentForm.htm	
Training	TWMS (Training Workforce Management Services)	Annual Mandated training	Annual mandated courses are accessible through this site. Some courses will take by to two weeks to status, so don't wait till the last minute. Annual telework agreements are also done through this site. Stores SF-50s/work and training history	https://twms.navy.mil/selfservice/	
Travel	DTS (Defense Travel System)	Create travel orders		http://www.defensetravel.osd.mil/dts/site/index.jsp	
Information	NAVWAR Wiki	Wiki site for all of NAVWAR Competencies		https://wiki.spawar.navy.mil/confluence/dashboard.action	
Information	SPAWAR Switchboard	Contains links for announcements from Leadership, IT and Networks, Operations, Personnel and Support, and News. Has different pages for HQ, PAC and LANT.		https://blog.spawar.navy.mil/switchboard/	
Information	NAVWAR Newsstand	Contains information for the latest news, Command Corner, OTC Events and Bulletin Boards.		https://blog.spawar.navy.mil/spawar_pao/	
Information	1.0 Wiki	Comptrollers Wiki page. Contains Bio's from management as well and useful links and information for each code within 1.0		https://wiki.spawar.navy.mil/confluence/display/HQ/1.0+Financial+Management	
Information	NMCI Homeport	Navy Marine Corps Internet (NMCI) website	Information about NMCI services; can submit a Service Desk Ticket; also provides Office 20XX web-based training	https://homeport.navy.mil/home/	866-THE-NMCI or 866-843-6624

Free	Antivirus software	Download antivirus software for home computer	Look under the Download tab and then Anti-Virus Software https://infosec.navy.mil	
Free	Microsoft's HUP (Home Use Program)	Reduced rates for software	Government civilian and uniformed personnel currently on NMCI can get a copy of MS Office, Project or Visio applications for home if the products are also currently installed on their NMCI computer. https://www.homeport.navy.mil/management/microsoft-hup/	
Assistive Technology	CAP (Computer/Electronic Accommodations Program)	Free, may require doctor's note	Provides assistive technology (hearing, visual, dexterity, cognitive and communication impairments) free of charge. http://www.cap.mil/	703-614-8416 or 571-384-5629
Assistance Program	DONCEAP (Department of Navy Civilian Employee Assistance Program)	work/life benefits as well as support for a variety of issues (to include childcare, finances, eldercare, identity theft, legal services, alcohol and substance abuse, and more) — at no charge.	24/7 licensed counselors; workplace crisis; work-life specialists who provide information, resources and referral for: Childcare (daycare, preschools, etc.); Eldercare (assisted living, in-home care, etc.); Daily Life (relocation, event planning, etc.); Family (adoption, prenatal, etc.); Legal and financial (credit and debt, tax tips, identity theft issues, etc.); web-based health and wellness articles http://DONCEAP.foh.hhs.gov	844-DONCEAP or 844-366-2327