



NAVAL SURFACE WARFARE CENTER PORT HUENEME DIVISION



NEW HIRE WELCOME GUIDE



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WELCOME MESSAGE

Welcome, Teammate...

It is our pleasure to welcome you to Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD). You have joined a dedicated workforce of more than 4,500 civilian, military, and industry partners who are committed to being an integral part of keeping our Navy underway, combat ready, and effective.

Here at NSWC PHD we encourage our workforce to exemplify collaboration, innovation, inclusivity, and accountability in all they do. In joining an organization that values HONOR, COURAGE, and COMMITMENT, be prepared to be challenged daily and given responsibility to perform your job. Our goal is for you to have a rewarding career, and enter into a workplace environment that you will be proud to call home.

One Team, One Fight, For One Navy Family!

As an invaluable member of our team of engineers, scientists, technicians, logisticians, and support personnel, you will help us continue to provide America's naval surface fleet with vital and timely support for today's and tomorrow's warfare systems. We are confident that your career with us will be both challenging and rewarding. Welcome aboard!

We look forward to meeting YOU!



CAPT Tony Holmes
Commanding Officer

A handwritten signature in black ink that reads "Tony Holmes".



Mr. Jeffrey Koe, SES
Technical Director

A handwritten signature in black ink that reads "Jeffrey Koe".

ABOUT NSWC PHD

About Us

NSWC PHD maintains technical expertise at locations across the United States with Engineering and Logistics in Port Hueneme, CA; Search Radar Engineering in Virginia Beach, VA; and Live-Fire Testing in White Sands, NM. Port Hueneme Division is the Navy's Center of Excellence for In-Service Engineering, Test and Evaluation, and Integrated Product Support for surface warfare combat and weapon systems. Since its inception in 1963, NSWC PHD has supported fleet combat and weapons systems by providing highly-skilled personnel and state-of-the-art facilities to lead the development and support of Navy surface ship warfare systems throughout their life cycle.

NSWC PHD focuses its technical capabilities on Next Generation In-Service Engineering, which involves direct connectivity to the Fleet on a global basis and the immediate availability of around-the-clock access to products, services and Fleet-support capabilities. Next Generation In-Service Engineering supports predictive system failure, remote diagnostics and corrective action via real-time networked communications.

Vision

Keeping our Navy underway, combat ready and effective

Mission

Integrate, test, evaluate, and provide life cycle engineering and product support for warfare systems

Command Philosophy

People / Respect / Mission / Self

Capabilities

- "Cradle to Grave" life cycle engineering and sustainment planning to ensure combat and weapon systems work together effectively to accomplish ship, Strike Group and Theater Warfare assigned missions. Naval Enterprise area assignments include Surface, Aviation, Expeditionary Combat, NETWAR / FORCEnet and Undersea for over 50 major acquisition programs.
- Onshore and at-sea live-fire testing of Naval weapons in support of weapon system acquisition (missiles and laser systems), assembly of weapons for live-fire testing, launch of research rockets and assembly, including launch of low and medium fidelity theater ballistic targets.

NAVSEA NSWC PHD WEBSITE: <https://www.navsea.navy.mil/Home/Warfare-Centers/NSWC-Port-Hueneme/>

Follow Us On Social Media: @NSWCPortHueneme



WORKING FOR NSWC PHD

At NSWC PHD, we value your quality of life and encourage a work/life balance. We offer our civilian employees a flexible schedule, competitive salaries, and generous benefits in an informal workplace.

Leave and Benefits

NSWC PHD employees get 11 paid federal holidays per year. New employees earn 13 vacation days per year, increasing to 20 days after three years, and 26 days after 15 years. All employees earn 13 days of sick leave each year. Additional benefits are also available for military veterans. In addition, NSWC PHD offers a myriad of services and programs to support a happy, healthy, and stress-free work/life balance. Please see the tabs to the right for more information.

Fleet and Family Readiness Program

NSWC PHD employees are eligible for many benefits associated with working here on Naval Base Ventura County (NBVC). NBVC's Fleet and Family Readiness Program offers unique discounts and services to employees and military members. Offering tickets to theme parks, cruise ships, museums and more, they have something for everyone! For a more detailed list of what our civilian employees can look forward to, please visit the NavyLifeSW tab to the right. For ticket pricing and discounts, choose the tickets tab. Please note that some events and activities listed are limited to active military only.

New Professionals Network (NPN)

NPN is a collaborative group focused on leadership development within the workforce, an open forum for the exchange of ideas, and a source of readily available information with the intent of enhancing and facilitating the learning experience for all command new hires. If you have any questions regarding the general area, housing, etc., please feel free to reach out to the below NPN Co-Chairs.

Name: Suzann Sweidan
Phone: (805) 228-0663
Email: suzann.m.sweidan.civ@us.navy.mil

Name: Justin Dent
Phone: (805) 228-5672
Email: justin.w.dent.civ@us.navy.mil

Command Mentoring Program

The NSWC PHD Command Mentoring Program is comprised of various mentoring events and tools that provide an opportunity for employees to become familiar with the various technical careers and leadership paths available to them. These events are highly interactive group mentoring sessions and can be used to connect with professionals in careers they would like to pursue. Participants have the opportunity to obtain career development and management guidance. Anyone who is a member of the command can participate in the program. Please view the contact information below.

Name: Julie Gilbreath, Command Mentoring Program Manager
Phone: (805) 228-0821
Email: julie.a.gilbreath.ctr@us.navy.mil



LIVING IN VENTURA COUNTY, CA



NSWC PHD is located in beautiful Ventura County, California. In the Ventura County area, you can live in many of the surrounding areas and be no more than 20-30 minutes from work. You will find that Ventura County is a great place to live and work.

Directions to Naval Base Ventura County

Traveling to Port Hueneme from the US 101 either North or South:

- Exit at Victoria Ave. and proceed South
- Follow Victoria Ave. about 6 miles to Channel Islands Blvd.
- Turn left on Channel Islands Blvd.
- Turn right on Ventura Rd. and the first entrance to the base is at the Knott gate which is open 24 hours



Housing

Ensuring your comfort and stability is important to us, and this starts with finding the right place to live! On-base housing at NSWC PHD is very limited at a high cost, so we encourage some due diligence on your part to ensure informed housing decisions are made.

There are plenty of offerings to find rooms and apartments for lease. In addition, some banks and financial institutions offer special incentives to use their preferred network of real estate professionals.

San Diego Family Housing LLC is now accepting housing applications from DOD Civilians/Contractors and Retirees. For more information, please contact the property management in Point Mugu at (805) 488-6137.

Cost of Living

California has a higher-than-average cost of living when compared to the rest of the United States. Annual salaries for science and tech jobs in California are also higher, earning about 20% more when compared to the rest of the country (source: BLS.gov). Federal government employees are also eligible for additional discounts for an array of goods and services. Employees can receive discounts for clothes, travel, and technology.

Apartmentguide

Cost of Living Calculator



VENTURA COUNTY
OFFICE OF EDUCATION
Stanley C. Mantooth, County Superintendent of Schools

[Charter Schools in Ventura County](#)

[School Districts in Ventura County](#)

Schools

Students attend local schools based on where they live. Please contact the appropriate jurisdiction to find additional information on areas you might be interested in living.

Please click on the tabs to the right for more information and to learn about Ventura County's various school districts.

Local Attractions

In addition to being a great place to work, NSWC PHD is surrounded by many family-friendly theme parks including Disneyland Parks, Six Flags Magic Mountain, Universal Studios, and Knott's Berry Farm.

NSWC PHD is also located within driving distance of Santa Barbara, Los Angeles, San Diego, and Las Vegas.

The local "L.A. scene" offers unique cultural experiences such as zoos, museums, year-round county fairs, exciting sporting events offered by California's 11 professional sports teams, and 5 science museums, one of which is home to the decommissioned Space Shuttle Endeavor.

For beach-goers and nature enthusiasts, Southern California's mild climate offers year-round activities including surfing, snowboarding, golfing, and fishing.

Within a few minutes to a couple hours' drive, you can surf the early waves in the crisp ocean morning, whisk away to the mountains to enjoy skiing through soft-powdered snow, and then retreat into the desert night for some fine dining – all in the same day!

All this adds up to a unique and fun-filled assignment!

EMPLOYMENT EXPECTATIONS AND REQUIREMENTS

Pre-Employment Expectations

You received a tentative offer letter with NSWC PHD. What do you do next?

Listed below are the steps to begin your career at NSWC PHD:

- Accept or request additional information through the link provided in your job offer.
- Complete assigned tasks/forms within the onboarding system.
- Contact the security office to initiate the security process.
- Provide additional documents and complete a pre-employment physical and/or drug test (if applicable and if requested in the tentative offer letter).

You are advised against terminating your current employment and against incurring related expenses until an entrance on duty date has been set and you accepted a final job offer. Tentative offer is subject to completion of the pre-employment process and meeting the conditions of employment. Carefully review and follow the instructions in the job offer letter and complete all tasks as soon as possible. Failure to complete the requirements in a timely manner may result in loss of consideration for the position.

Pre-Employment Documents / Tasks

Human Resources will assign you pre-employment forms and additional tasks. You will have an opportunity to complete assigned onboarding tasks within the automated onboarding system. These tasks include gathering your information and viewing, signing, and submitting various entrance-on-duty forms. Pre-employment forms may include Department of the Navy employment forms, federal/state tax forms, Employment Eligibility Verification (I-9) form, or any other locally-used forms. You may also need to provide copies of supporting documents such as your current or past SF50s, military service documents such as your DD-214, proof of US citizenship (US passport, Real IDs, birth certificate), etc. See section "Education Document Requirements" if you are required to provide a copy of original, sealed school transcripts. Follow the instructions in the job offer letter and complete all tasks as soon as possible.

Frequently Asked Questions:

Q: How do I access the onboarding system?

A: Use the link provided in the tentative offer letter to access the system. Once you access the site, you create an account or use your existing USAJobs account.

Q: How much time do I have to complete the tasks?

A: Upon acceptance of the tentative offer, you should complete the forms within 5 days. Please contact us as soon as possible if you are having difficulty gathering documents or navigating the system.

Q: Where can I get a copy of my SF-50?

A: You can obtain copies of your SF-50s by logging into MyBiz+ at <https://compo.dcpds.cpms.osd.mil> and clicking on SF- 50 Personnel Actions or the Personal Box.

Additional Requirements

The tentative offer may include additional pre-employment requirements. In order to set a start date and issue a final job offer, you may be required to successfully complete additional pre-employment requirements such as:

- Pre-employment physical
- Pre-employment drug testing
- Suitability investigation
- Official transcripts
- License, certification, etc.

Refer to the job announcement and job offer letter for additional requirements.

Education Documentation Requirements

If you are using education to meet all or part of the qualification requirements, you must submit a copy of your transcripts. Reference the Office of Personnel Management (OPM) General Policies for information on crediting education by clicking on the OPM.gov tab to the right.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying. For further information, visit the U.S Dept. of Education's website by clicking on the tab to the right.



U.S. Department of Education

Security Requirements

All federal positions at NSWC PHD require a security clearance. Background checks for national security positions are conducted to gather information to determine whether you are reliable, trustworthy, and suitable for the job. Upon acceptance of the tentative job offer, you must contact the Security Office to obtain instructions on completing the investigation. You will be asked to complete the Questionnaire for National Background Investigation e-Qip (SF86) and fingerprints. The information that you provide on this form may be confirmed during the investigation. Providing this information is voluntary. If you do not provide each item of requested information, however, we will not be able to complete your investigation, which will adversely affect your eligibility for a national security position. If you currently hold a security clearance, you still need to contact the security office. It may take time to gather the information requested by the questionnaire. To preview the questions, please download the form here:

https://www.opm.gov/forms/pdf_fill/sf86

Check-In Procedures

You successfully completed the pre-employment process. What to expect next:

- Start date/Final offer: Human Resources will establish a start date with you. Upon receipt of your final offer letter, you can notify your current employer and make arrangements to report on your first day of work.
- Sponsor: You will be assigned a sponsor who will provide general information about the base and some of its major facilities.
- Reporting instructions: Human Resources will send you reporting instructions and a list of documents to bring with you while you check in.

Arrival Procedures

Before arriving at the base, you must follow the reporting instructions provided by Human Resources. The front gate will NOT grant you access to the base if you fail to follow procedures and bring the required documentation. Additionally, if you plan to drive your privately owned vehicle to work, vehicle registration is required. You will need to provide your valid and non-expired Real ID driver's license, vehicle registration documentation, and current verification of insurance.



