



DEPARTMENT OF THE NAVY
COMMANDER OPERATIONAL TEST AND EVALUATION FORCE
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NORFOLK, VIRGINIA 23505-1498

3980
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STANDARD OPERATING PROCEDURE (SOP) 00-01-03

Subj: USE AND RETENTION OF SUBJECTIVE INFORMATION COLLECTED
DURING OPERATIONAL TEST (OT)

Ref: (a) 10 U.S.C. 2399 (Operational Test and Evaluation of
Defense Acquisition Programs)
(b) 10 U.S.C. 130 (Authority to Withhold From Public
Disclosure Certain Technical Data)
(c) 5 U.S.C. 552(b)(5) (Public information; agency rules,
opinions, orders, records, and proceedings)
(d) COMOPTEVFORINST 3960.1H

Encl: (1) Commander, Operational Test and Evaluation Force Non-
Disclosure of Information/Trusted Agent Agreement

1. **Purpose.** In accordance with references (a) through (c) this SOP is to provide a standard procedure in the use and retention of subjective information obtained during operational testing.

2. **Background**

a. During the conduct of OT, it has been the practice of OPTEVFOR to collect information in the form of user and test team feedback, comments, opinions, and conjecture of system performance during OT. The format and medium for gathering this information varies from questionnaires included in OT test plans to automated computer based surveys (e.g., TIMS, VQT). The information collected is subjective and often collected in the context of specific events or scenarios during testing. If this information is examined without the benefit of understanding the context in which it was collected, the reader can easily misconstrue the testers intent or draw incorrect conclusions.

b. Information collected by the operational tester must be weighed in the context and framework in which it was collected. The operational experience and judgment of the tester is a critical facet in interpreting the information collected. The information cannot be appropriately interpreted if separated from that ability.

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3. Subjective Information Defined. Information is subjective if any one of the following apply: (1) information that is characteristic of or belonging to reality as perceived rather than as independent of mind, (2) information relating to or being experience or knowledge as conditioned by personal mental characteristics or states, (3) information peculiar to a particular individual, (4) information modified or affected by personal views, experience, or background, (5) information arising from conditions within the brain or sense organs and not directly caused by external stimuli, (6) information arising out of or identified by means of one's perception of one's own states and processes.

4. Procedure

a. Operational testers will use, when applicable, subjective information collected during testing to augment their operational judgment and experience in evaluating system performance. Evaluation of a system's performance will not be based solely on subjective information provided by the fleet user or test team.

b. Use or development of hardcopy, electronic or computer based systems to collect, store, or analyze subjective information will require approval before use or development from the Commander or his designated representative.

c. Information collected, from both users and test team members, through the use of questionnaires, surveys, opinion polling, or conjecture, whether collected by means of hardcopy, interviews, or computer-based systems is considered **For Official Use Only** and not releasable to outside organizations or agencies except those directly involved in support of COMOPTEVFOR analysis efforts and with approval of the Commander or Deputy Commander. Outside organizations/agencies will be required to sign non-disclosure of information/trusted agent agreements prior to obtaining access to the information collected. Non-disclosure of information/trusted agent agreements will be co-signed by the Commander, Deputy Commander, or their designated representative.

d. In the event that persons not on the staff of COMOPTEVFOR assist in the collection of information to evaluate the performance of a system for the purposes of operational test and evaluation, enclosure (1) will be executed prior to the administering of subjective information collection procedures.

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e. Information developed or collected by OPTEVFOR in the form of questionnaires, surveys, opinion polling, or conjecture, whether collected by means of hardcopy, interviews, or computer-based systems during operational testing will be labeled:

"FOR OFFICIAL USE ONLY - NOT RELEASABLE OUTSIDE OF COMOPTEVFOR".

4. Implementation. This standard operating procedure is effective immediately and will be referred to in reference (d) as appropriate.

5. Effectuated SOPs and related Policy and information Notices.
None.



R. E. BESAL

Distribution:
CNO N091, N912
(COMOPTEVFORINST 5216.2P)
List I and III

COMMANDER, OPERATIONAL TEST and EVALUATION FORCE
**Non-Disclosure of Information/
Trusted Agent Agreement**

Commander, Operational Test and Evaluation Force (COMOPTEVFOR), an Echelon II command, is the U.S. Navy's sole independent operational test agency reporting directly to the CNO. Therefore, any and all data and information obtained from operational testing must remain within the COMOPTEVFOR organization until evaluated and reported to CNO.

I understand that I am subject to 10 U.S.C. 2399 (Operational Test and Evaluation of Defense Acquisition Programs), 10 U.S.C. 130 (Authority to Withhold From Public Disclosure Certain Technical Data), and 5 U.S.C. 552(b)(5) (Public information; agency rules, opinions, orders, records, and proceedings) in executing this agreement.

I understand I am prohibited from disclosing test data or information, by any means (e.g., message, correspondence, briefing, or statement of conjecture, opinion, conclusions, or recommendations) regarding this testing, outside of COMOPTEVFOR without prior COMOPTEVFOR approval. **Messages involving immediate safety are excluded from this restriction.**

I understand that "For Official Use Only" (FOUO) information will not be disclosed by COMOPTEVFOR. Requests for access to such information will be referred to the appropriate agency for disposition.

I understand that I have been nominated as a Trusted Agent of COMOPTEVFOR to assist in the conduct of operational test and evaluation of the _____ during the period _____ to _____. By my signature on this document, I signify that I have read, understand, and will comply with this non-disclosure policy. If at any time I feel that I can no longer comply with this policy, I will notify the COMOPTEVFOR officer responsible for the operational test, and I will be removed from my position as a COMOPTEVFOR Trusted Agent. If so removed, my signature below indicates agreement to comply with COMOPTEVFOR's policy for non-disclosure of operational test data and information obtained during the period I served as a Trusted Agent.

I have read, understand, and will comply with the COMOPTEVFOR non-disclosure policy.

FULL NAME (PRINTED)

SIGNATURE/DATE

COMMAND

The above signatory is hereby appointed a Trusted Agent for operational test and evaluation, during the period specified.

ACOS/CO NAME, TITLE, SIGNATURE