



DEPARTMENT OF THE NAVY

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OPNAVINST 3502.2D

N87

20 May 08

OPNAV INSTRUCTION 3502.2D

From: Chief of Naval Operations

Subj: UNDERSEA WARFARE TRAINING COMMITTEE

Encl: (1) Undersea Warfare Training Committee (UWTC) Charter

1. Purpose. Provide guidance to the Undersea Warfare Training Committee (UWTC), which assesses and determines Submarine Force and Integrated Undersea Surveillance System (IUSS) training requirements and oversees the planning, programming, budgeting and execution of associated training programs.

2. Cancellation. OPNAVINST 3502.2C.

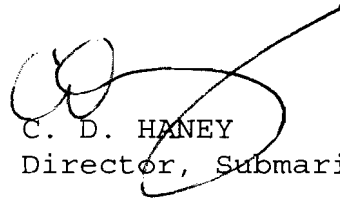
3. Background. Close coordination is required between the Office of Chief of Naval Operations, Submarine Force Type Commanders, and the Commander, Naval Personnel Development Command/Submarine Learning Center to successfully plan, program, budget, and execute Submarine Force and IUSS training to satisfy fleet readiness requirements. This coordination is best accomplished through a standing committee of knowledgeable representatives who actively participate in the development and assessment of training requirements and training solutions.

4. Scope. Applicable to all Submarine Force and IUSS training and human performance requirements except nuclear propulsion.

5. Policy. The UWTC is tasked to ensure that Commander, Submarine Forces' (CSF) training requirements for both individual and team training are adequately addressed. Individual training requirements not sufficiently covered by existing programs and resources will be addressed by CSF through Commander, United States Fleet Forces Command.

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6. Responsibilities. Responsibilities for implementing the policies and procedures of this instruction are delineated in enclosure (1).



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UNDERSEA WARFARE TRAINING COMMITTEE (UWTC) CHARTER

1. Title. The Undersea Warfare Training Committee (UWTC).
2. Objective. To improve the warfighting performance and readiness of the Submarine and Integrated Undersea Surveillance System (IUSS) forces through effective communication and coordination in the planning, programming, budgeting and execution of an integrated and effective training strategy.
3. Functions. The major functions of the UWTC are:
 - a. Act as the advisor to Office of the Chief of Naval Operations, Director, Submarine Warfare (OPNAV 87) and Commander, Naval Personnel Development Command by making critical assessments of Undersea Warfare training requirements and programs, recommending training policy and management decisions, and developing long term Undersea Warfare training strategy.
 - b. Review Submarine Force human performance shortfalls and gaps as identified by the Submarine Type Commanders (TYCOM).
 - c. Review and approve proposed human performance solutions recommended by the Submarine Learning Center (SLC). The SLC will use the Human Performance System Model to assess and improve human performance in the Submarine and IUSS forces.
 - d. Develop and publish the Submarine Training Program Master Plan (STPMP). The STPMP will serve as the Submarine Force's Training Program strategy and will include training requirements and solutions to enhance mission area performance. Commander Submarine Forces (CSF), Commander, Submarine Learning Center, and OPNAV N871B will approve the STPMP as the principal planning document for resourcing Submarine Force and IUSS training programs. The STPMP will be maintained by the SLC with the assistance of the assigned mission area chair. Recommendations for updates to the STPMP will be reviewed at each UWTC.
 - e. Provide a forum to review the status of training and performance in each Undersea Warfare mission assigned to the Submarine Force. The UWTC will review mission area human

performance requirements, mission area training status, on going reviews of fleet performance issues, and approve training human performance solutions.

4. Scope. A wide range of new and existing undersea training requirements and programs which are assigned by OPNAV N87 and SLC, or as considered appropriate by the UWTC in accomplishing its objectives.

5. Membership. The UWTC will consist of the following members:

Commander, Submarine Learning Center (Co-Chair)
Office of the Chief of Naval Operations, Director, Submarine Warfare (OPNAV N871B) (Co-Chair)
Commander, Submarine Forces (N7)
Commander Submarine Force, U.S. Pacific Fleet (N7)
Commander, Naval Sea Systems Command, Code 07L1
Director, Strategic Systems Program
Commander, Submarine Group TRIDENT (N7) (for discussion)
Commander, Undersea Surveillance

Commanding officers of the submarine training sites are assigned as the mission area chairman for specific undersea warfare mission areas assigned to the Submarine Force. They will participate in UWTC meetings.

6. Responsibilities. The Commanding Officer, SLC and OPNAV N871B will co-chair the UWTC. The SLC will schedule meetings, propose agendas, forward tasks for implementation, review inputs from UWTC members for action, and coordinate administration. Meetings will be conducted via the most economical method to achieve the meeting objectives and may include both video teleconferencing and formal meetings.

a. The UWTC Chair have the following general responsibilities:

- (1) Provide direction and guidance to the committee.
- (2) Provide timely resolution of issues.
- (3) Assign action items to members and to mission area chair.

(4) Review and approve the UWTC Executive Committee (EXCOM) meeting agenda, minutes and action items.

b. Naval Air Warfare Center, Training Systems Division (NAVAIR) Orlando, serving as the UWTC Executive Secretariat, will provide support to the SLC and OPNAV N871B for planning and conducting UWTC EXCOM meetings. This support includes coordinating issue papers and agenda items, preparing tentative meeting agenda, coordinating with the designated host activity to provide meeting details to attending members, coordinating tentative agenda changes with the chairperson, and distributing the final approved UWTC EXCOM Meeting agenda. Also, NAVAIR Orlando will record minutes during the meetings, prepare draft and final action items and minutes, and maintain historical files of meeting action items and minutes.

c. Mission area chair will brief the status of their mission area in person or via video teleconferencing networks for the UWTC review. Mission area chair will manage the assigned mission area, charter and oversee mission area training working groups, support periodic job task analysis reviews, assign mission area action officers to participate in the Undersea Warfare Mission Review Group (UWMRG) and brief the status of their training mission area readiness for UWTC review.

d. Members will provide agenda items and issue papers to SLC chair or mission area chair for consideration and discussion by the UWTC EXCOM and provide timely responses to assigned action items. Participating commands should limit their number of representatives to the minimum required to adequately address agenda items and should include members with the appropriate levels of decision-making authority.

7. Working Groups

a. The UWMRG will be a standing working group and report its findings to the UWTC EXCOM. The UWMRG will meet several months prior to the UWTC EXCOM to allow for research and resolution of issues in preparation for the UWTC meeting. The UWMRG will be co-chaired by an SLC representative, an OPNAV N871B representative and Commander, Naval Sea Systems Command (07L) representative. The TYCOM representatives will present the TYCOM priorities and assessment of training to support

mission requirements. Mission area action officers will present the status of training mission readiness to support the performance requirements in the mission area.

b. The UWMRG will produce, based on TYCOM input, a prioritized list of mission area human performance issues/problems and training challenges for presentation to the UWTC EXCOM. The UWMRG will include recommended solutions and funding requirements. NAVAIR Orlando will act as the secretariat for the UWMRG and provide the chair administrative support as required. The UWMRG may charter working groups to examine specific areas of interest in greater depth and will receive reports from these groups and others that provide formal input to the Submarine Force and IUSS Undersea Warfare mission area training infrastructure.

8. Reporting Requirements. The UWTC Chair will report to OPNAV N87 and Commander, Naval Personnel Development Command.

9. Frequency of Meetings. The UWTC EXCOM and UWMRG will meet semi-annually.

10. General Guidelines

a. Because UWTC is an executive decision making body, non-Department of Defense personnel shall not participate in UWTC meetings without specific authorization by the chair.

b. UWTC members will be supported and funded by their respective parent staffs and commands for participation in UWTC meetings and related activities.