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OPNAVINST 1500.76B
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OPNAV INSTRUCTION 1500.76B

From: Chief of Naval Operations

Subj: NAVAL TRAINING SYSTEMS REQUIREMENTS, ACQUISITION, AND
MANAGEMENT

Ref: (a) SECNAVINST 5000.2D
(b) OPNAV P-751-1-9-97 of 21 Jul 98
(c) OPNAVINST 5310.23
(d) OPNAVINST 1000.16K
(e) OPNAVINST 1210.2B
(f) OPNAVINST 1223.1C
(g) SECNAVINST 5000.36A
(h) DoD Directive 1322.18 of 13 Jan 09
(i) DoD Directive 5000.59 of 8 Aug 09
(j) E.O. 12344
(k) OPNAVINST 1500.48
(l) OPNAVINST 3500.34F
(m) NAVMC DIR 3500.14
(n) SECNAVINST 5400.15C
(o) OPNAVINST 4000.57F
(p) COMFLTFORCOMINST 4790.3A (NOTAL)
(q) CLF/CPFINST 4720.3B (NOTAL)
(r) NAVSO P-1000 of 12 Dec 02
(s) OPNAVINST 1500.27F
(t) OPNAVINST 11102.2
(u) DoD Instruction 1322.20 of 14 Mar 91
(v) DoD Instruction 1322.26 of 16 Jun 06
(w) NAVEDTRA 130-135 Series Manuals of Jul 97
(x) COMUSFLTFORCOM/COMPACFLT INSTRUCTION 3501.3B (NOTAL)
(y) NAVMC DIR 3710.6

Encl: (1) Guidance for Conducting Front-End Analysis (FEA)
(2) Definitions
(3) Acronyms

1. Purpose. To establish policy for planning, determining, and documenting manpower, personnel, and training (MPT) requirements for Navy and integrated Navy/Marine Corps new and modernized acquisition systems across the entire continuum of Navy training (ashore, pier-side and afloat).

2. Cancellation. OPNAVINST 1500.76A.

3. Scope. This instruction applies to all Navy and integrated Navy/Marine Corps acquisition category (ACAT) I through IV programs, non-programs of record, modernizations, abbreviated acquisition programs (AAP), non-developmental item (NDI), commercial off-the-shelf (COTS), rapid deployment capability (RDC) and Joint urgent operational needs (JUON) programs. Compliance with this policy will ensure MPT requirements traceability in support of new and or modernized naval capabilities. That traceability will be articulated in the form of a Navy training system plan (NTSP).

4. Background

a. This instruction shall be used to develop training planning in support of Navy and integrated Navy/Marine Corps new or modernized capabilities. NTSPs are resultant planning products developed during the Department of Defense (DoD) acquisition process. Joint Capabilities Integrated Development System (JCIDS) documents establish specific required system, operator, and maintainer capabilities, which include key performance parameters (KPPs) and key system attributes (KSAs), and establish specific required system, operator, maintainer, and employment capabilities. Officer, enlisted, and civilian manpower and qualification requirements are documented in the NTSP.

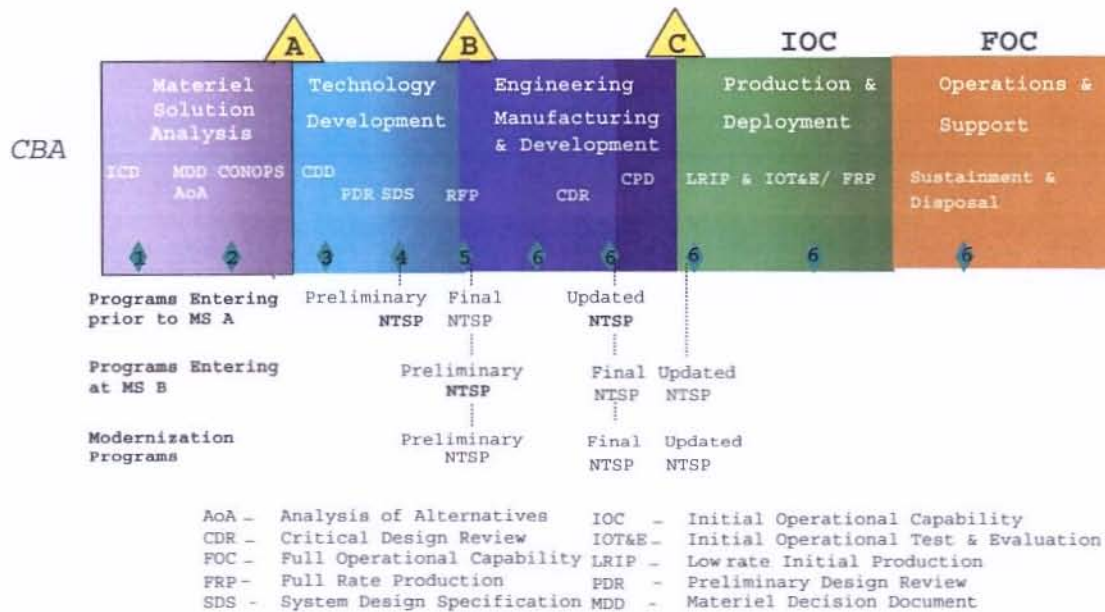
b. NTSPs are Navy and integrated Navy/Marine Corps documents which communicate MPT gaps and needs in support of new acquisition and or modernization programs. To ensure adequate planning, programming, and budgeting of sustainment training throughout the Future Years Defense Program, resource sponsors are required to obtain concurrence from Director, Training and Education Division (OPNAV (N15)) prior to approving a final or updated NTSP. Once a final or updated NTSP is approved by the resource sponsor, the NTSP shall be used as the official record of the training planning process that facilitated enterprise(s) definition of the system's MPT requirements.

5. Policy

a. Figure 1 details the deadlines for NTSP approval for all ACAT I and selected ACAT II programs as determined by the

Secretary of the Navy (SECNAV) or Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)), aligned within the DoD acquisition process and the SECNAV gated review process. All other ACAT, non-ACAT programs, and modernization programs (with the exception of NDI, COTS, RDC, AAP and JUON programs - see subparagraph 5d(5) below) shall have a preliminary NTSP at milestone (MS) B, a final NTSP at post-critical design review assessment, and an updated NTSP (as necessary) at MS C.

Figure 1.



b. A preliminary NTSP (parts I, V, and VII) shall be completed by gate 4 for all ACAT I and selected ACAT II programs as determined by SECNAV or ASN (RD&A). All other programs refer to subparagraph 5a above.

c. A final NTSP (parts I through VII) shall be completed and approved by gate 5 for all ACAT I and selected ACAT II programs as determined by SECNAV or ASN (RD&A). All other programs refer to subparagraph 5a above.

d. In addition to the aforementioned SECNAV gated review process requirements, final NTSPs are required by the earlier date of the following:

(1) Six years prior to training system initial operational capability (IOC) if military construction (MILCON) is required.

(2) Three years prior to IOC if a major defense acquisition program or a major system (ACAT I or II) training device (TD) research, development, test, and evaluation (RDT&E) is required.

(3) Three years prior to IOC for a major defense acquisition program or for major system follow-on TDs.

(4) Prior to initial operational test and evaluation (IOT&E) operational evaluation.

(5) Three months prior to IOC for rapid acquisition programs such as NDI, COTS, RDC, AAP, and JUON programs. Note: SECNAVNOTE 5000, Department of the Navy Urgent Needs Process, of 12 March 2009 defined the Department of the Navy (DON) urgent needs process (UNP) and takes precedence over the deliberate capability development process described in this instruction. For those programs approved to follow the UNP, "IOC" in subparagraphs 5d(5) and 6d refers to IOC associated with the longer-term solution (i.e., program of record); not the short-term interim solution. The UNP ends with the delivery of a solution that meets an acceptable level of performance, timeline, and quantities as defined by the operating forces, and includes a handoff for sustainment and consideration within the deliberate process as defined in reference (a).

e. An updated NTSP (parts I through VII) is completed by gate 6 (post critical design review) for all ACAT I and selected ACAT II programs as determined by SECNAV or ASN (RD&A). All other ACAT and non-ACAT programs shall have an updated NTSP (if necessary) at MS C. As program changes dictate, NTSPs shall be reviewed for update at least annually and updated as required throughout a system's life cycle. Updates are required for events affecting MPT requirements, such as system configuration changes, alterations, ship change documents, additional installations, engineering changes, modernizations, changes to concept of operations (CONOPS), etc.

f. Reference (b) provides the format and minimum information required to develop the NTSP, as well as the

technical training equipment (TTE) configuration management and inventory control program, acquisition and management sustaining (delivery) and support documentation, the training effectiveness evaluation plan (TEEP), and the military characteristics (MC) document.

g. Reference (a) provides guidance on JCIDS documents, KPPs, and KSAs.

h. References (a) and (b) provide guidance on rapid acquisition programs.

i. Reference (c) directs and details the development of requirements for human systems integration (HSI) within the JCIDS.

6. NTSP Development and Approval Process

a. Program managers (PMs) are required to perform early and recurring front-end analysis (FEA), to include job task analysis and workload analysis, utilizing enclosure (1), FEA guidance.

b. A preliminary NTSP (parts I, V, and VII) is developed by the PM to document the MPT requirements identified during FEA. It is posted on an applicable NTSP Web site (e.g., Human Analysis Requirements Planning System (HARPS)) prior to MS B (or gate 4 for all ACAT I and selected ACAT II programs as determined by SECNAV or ASN (RD&A)) for resource sponsor and OPNAV (N15), review as applicable. The PM will identify subject matter experts (SMEs) and training analysts necessary to support the FEA.

c. Final and updated NTSPs are developed as follows:

(1) The PM sends a draft NTSP to the resource sponsor at least 14 calendar days prior to scheduled release date for review. After resource sponsor review and direction, the PM posts the draft NTSP on an applicable NTSP Web site and notifies Head, Acquisition and Human System Integration (OPNAV (N151)) and fleet and Marine Corps stakeholders that a 45 calendar day draft review period has commenced. Based upon draft review comments and PM recommendation, the resource sponsor determines if a Navy training system plan conference (NTSPC) is warranted. If one is warranted, the resource sponsor coordinates and chairs

the NTSPC. Minutes and action items resulting from the NTSPC are provided by the resource sponsor to the PM within 14 calendar days after the NTSPC.

(2) The PM incorporates applicable changes and forwards the proposed NTSP to the resource sponsor. After resource sponsor review and direction, the PM posts the proposed NTSP on the applicable NTSP Web site and notifies OPNAV (N151) and fleet and Marine Corps stakeholders that a 30 calendar day concurrence review period has begun. Following the concurrence review, OPNAV (N151) coordinates recommendations from the applicable training agency(s) (TA) and Navy Manpower Analysis Center (NAVMAC) and notifies the resource sponsor, by signed letter, of its concurrence/non-concurrence. The resource sponsor(s) approves the proposed NTSP within 15 calendar days after receipt of the OPNAV (N151) concurrence letter. The resource sponsor then directs the PM to post the final (or updated) NTSP on the applicable NTSP Web site.

d. Final NTSPs for NDI, COTS, RDC, AAP, and JUON rapid acquisition programs are developed as follows:

(1) The PM sends a draft NTSP to the resource sponsor for review at least 6 months before IOC. After resource sponsor review and direction, the PM posts the draft NTSP on an applicable NTSP Web site (e.g., HARPS) and notifies OPNAV (N151) and fleet and Marine Corps stakeholders of a 14 calendar day review, to be followed by an NTSPC no more than 14 calendar days later as determined by the resource sponsor. If required, the resource sponsor, in conjunction with the PM, coordinates and chairs the NTSPC.

(2) If an NTSPC is held, the PM incorporates changes and forwards the proposed NTSP to the resource sponsor within 30 days following the NTSPC. If an NTSPC is not held, the PM incorporates changes and forwards the proposed NTSP to the resource sponsor within 30 calendar days following the review end date. After resource sponsor review and direction, the PM posts the proposed NTSP on the applicable NTSP Web site and notifies OPNAV (N151) and fleet and Marine Corps stakeholders that a 14 calendar day concurrence review period has begun. Following the concurrence review, OPNAV (N151) coordinates recommendations from the applicable TAs and NAVMAC, and notifies the resource sponsor, by signed letter, of its concurrence. The

resource sponsor approves the proposed NTSP within 14 calendar days after receipt of the OPNAV (N151) concurrence letter. The resource sponsor then directs the PM to post the approved final NTSP on the applicable NTSP Web site. The approved final NTSP shall be available at least 3 months prior to IOC. Updated NTSPs for rapid acquisition programs are developed as described in subparagraph 6c of this instruction.

e. As program changes dictate, and at a minimum annually, PMs review NTSPs to determine if an update is justified and report their findings to the resource sponsor. Resource sponsors report the results of these reviews to OPNAV (N151) by 1 February of each year by letter, e-mail or by posting on their applicable NTSP Web site. Minimum required data to be reported is: title and number of the NTSP, date review completed, PM point of contact, update required/not required, and if required, the fiscal year (FY) the NTSP will require update.

7. Roles and Responsibilities

a. Deputy Chief of Naval Operations, (Manpower, Personnel, Training and Education) (CNO (N1)) shall:

(1) Validate the impact and equities of acquisition, modernization, and configuration management on total CNO (N1) resources. Validation shall address costs, programming, and collaboration with enterprises to support long term strategies.

(2) Plan, program, and budget for sustainment of MPT requirements following ready for training (RFT) date.

(3) Serve as the Navy's single manpower resource sponsor.

(4) Coordinate actions with Marine Corps appropriate manpower resource sponsor when applicable.

b. Director, Total Force Requirements Division (OPNAV (N12)) shall:

(1) Validate preliminary ship/squadron manpower documents and coordinate with applicable enterprises on programming and budgeting issues.

(2) Validate and approve new and or modified manpower estimates for impact and programming in accordance with reference (d).

(3) Validate Navy Officer Occupational Classification System (NOOCS) packages and coordinate approval with Director, Military Personnel Policy and Career Progression (OPNAV (N13)), for development of knowledge, skills and abilities, and human performance metrics based on fit/fill standards, per reference (e).

(4) Validate Navy Enlisted Occupational Classification System (NEOCS) packages and coordinate approval with OPNAV (N13) for occupational standards to support systems command (SYSCOM) development of knowledge, skills and abilities, and human performance metrics based on fit/fill standards, per reference (f).

(5) Coordinate with OPNAV (N15) prior to submission of manpower estimate report approval letter and NEOCS package approval. Distribute approval letter to OPNAV (N151) and appropriate stakeholders. When applicable, coordinate with respective Marine Corps occupational field sponsor to ensure United States Marine Corps manpower equities and requirements are properly addressed and vetted through the Marine Corps manpower stakeholders.

(6) Participate in training planning program methodology (TRPPM)/MPT advisory boards as required.

c. OPNAV (N15) shall:

(1) Validate individual training requirements as the resource sponsor for sustainment of individual training requirements after RFT date.

(2) Advocate for comprehensive manpower, training, HSI requirements and resources for acquisition programs and non-programs of record throughout the DoD acquisition process. Advocate and participate as CNO (N1) lead in TRPPM/MPT advisory boards, NTSPCs, and other NTSP-related forums. Provide representation for Navy, Office of the Secretary of Defense,

Joint Staff, and other Services' integrated product teams (IPTs) to ensure compliance with service and joint training requirements.

(3) Validate that the NTSP supports mission area requirements called out in the CONOPS, JCIDS documents, KPPs, and KSAs.

(4) Validate that both the near-, mid-, and long-term training requirements are properly resourced prior to coordination on the training transfer plan, transition of resource sponsorship at RFT date, and ensure coordination on interim plans for initial crew/squadron training environment are thoroughly addressed.

(5) Validate that the NTSP requirements are verified by technical authority certification at the SYSCOMs during the systems engineering technical review (SETR) process and adjudicated by the program office and resource sponsor.

(6) Participate in various SYSCOM logistics, training support agency (TSA), United States Fleet Forces Command (USFLTFORCOM) (Director, Manpower and Personnel (N1) and Director, Training (N7)), Naval Education and Training Command (NETC) (Director, Navy Training (N7)), and enterprise conferences to resolve MPT acquisition and life cycle issues.

(7) Maintain program objective memorandum (POM) and program review (PR) FY cost estimates and priorities on file for program transition to the TA.

(8) Coordinate CNO (N1), TA, and NAVMAC reviews of NTSPs and provide concurrence recommendation on NTSPs prior to resource sponsor(s) approval.

(9) Sponsor, advocate, and provide oversight of process, policy, and procedures for this instruction.

(10) Advocate for SYSCOM technical authority reviews of HSI prior to CNO (N1) concurrence.

d. Director, Fleet Readiness Division (OPNAV (N43)) shall provide fleet readiness training resources and oversight.

e. Resource sponsors shall:

(1) Plan, program, and fund requirements for design, development, procurement, engineering change, and modernization of the training system for the life cycle of the system(s).

(2) Fund all RDT&E; Operations and Maintenance, Navy; Other Procurement, Navy; Weapons Procurement, Navy; Ship Construction, Navy; and Manpower and Personnel, Navy/Reserve Personnel Navy requirements prior to RFT date. Fund FEA, media analysis, job task analysis, studies, RDT&E, operations refresh, contract operated maintenance support (COMS) required prior to RFT, and approved NTSP training solutions.

(3) Fund associated TDs and training materials with the same priority as the primary weapon system. Assess acquisition, modernization, and configuration management programs to ensure training solutions support performance and improve readiness.

(4) Fund all training, including factory/original equipment manufacturer (OEM) courses and instructor advisory services, until the training system is implemented and accepted by the TA. Fund and provide availability of vendor training facilities (including modifications), operational equipment, and technical manuals for training purposes (other than training aircraft and expendable ordnance), including interactive electronic technical manuals, and courseware. Initial production equipment, training material (including curriculum, job aides, TTE, etc.) and technical manuals for the new system's delivery and installation schedule must be planned so adequately trained personnel are available for the first operational unit. Ensure initial training equipment and necessary support items have a higher installation priority than operational units. Ensure the installation of initial training equipment and support items occurs prior to installation at operational units.

(5) Comply with reference (g) for the DON Database Application Management System (DADMS) development, updates, and distribution of NTSPs using the training and education functional area managers approved applications. This requirement is necessary for the development, review, management, and delivery of training software, applications, databases, and Web sites.

(6) Comply with references (h) and (i) for all programs with TDs.

(7) Comply with naval nuclear propulsion plant operators and maintenance training policy, per reference (j), and cryptology TTE support policy, per reference (k).

(8) Assess MPT supportability of all acquisitions and modernizations and provide resolution in coordination with OPNAV (N15) for all MPT issues.

(9) Define and fund MPT resources required during the development process and provide updates to fleet, OPNAV and Marine Corps stakeholders during POM/PR cycles or as designs and schedules change. Identify changes impacting MPT that result from programming, reprogramming, budget changes, development or production schedule changes, equipment modernizations, manpower and personnel, life cycle maintenance, and management changes impacting training for the life cycle of the weapon or supporting system. Notify OPNAV (N15) of any changes impacting MPT.

(10) Initiate appropriate action to correct MPT issues identified by USFLTFORCOM, fleet commanders, warfighter enterprises, and subordinate commander staffs.

(11) Provide NTSP numbering, per reference (b).

(12) Authorize the development of all mission area requirements called out in the CONOPS and JCIDS documents.

(13) Fund the timely development of a comprehensive FEA that identifies the gaps between existing system training requirements and future system requirements, develops a comprehensive training system acquisition strategy, approves TDs consistent with that strategy, and provides MC documents for trainers to support timely POM submissions.

(14) Fund the training requirements prior to transition of individual training resource sponsorship at RFT, and after for engineering change and modernization of the training solution for the life cycle of the system(s). Fund interim

plans for initial crew/squadron training environment(s). Planning must address a mitigation strategy for MPT risk by addressing the following:

(a) Funding requirements for factory/OEM training, instructor advisory services, course conduct, training infrastructure, contract instructors, contracted maintenance, vendor training and associated temporary additional duty travel target funds for Navy Enlisted Classification (NEC)/Military Occupational Specialty (MOS) and non-NEC/MOS producing courses, temporary duty en-route for NEC/MOS producing courses, and excluding travel associated with any courses en-route as part of permanent change of station, TDs, fidelity upgrades, course curriculum, courseware and major revisions (e.g., enabling/terminal learning objectives), emerging command, control, communications, computers, combat systems, and intelligence (C5I) systems, security accreditation of courseware, and completion of a business case analysis (BCA) for transition of specific vendor training courses to formal Navy schoolhouses in time for POM submission.

(b) Funding requirements for training officer and enlisted school instructional personnel.

(c) Funding requirements for SYSCOM technical authority certification during the SETR process and adjudication by the PM and resource sponsor.

(15) Chair MPT advisory boards and, if required, the NTSPC.

(16) Approve NTSPs after OPNAV (N15) concurrence. In the case of non-concurrence, the parties will conduct issue resolution. If, after issue negotiations at resolution, concurrence is still not granted, issues can be addressed at appropriate resource requirements review board/gates 3 through 6/MS decision meetings, gate reviews, and program sufficiency reviews.

(17) Fund all MPT requirements until the RFT transfer of MPT resource sponsor responsibilities to CNO (N1).

(18) Fund development or revisions of Navy Personnel Qualification Standards (PQS) and or equivalent Marine Corps

Training and Readiness (T&R) Program products for new aircraft and ship classes, systems, and equipment, per references (l) and (m).

(19) Fund development of MC documents and approve MC documents prior to procurement of TDs, per reference (b).

(20) Establish the training system RFT date and publish it in part I of the NTSP, per reference (b).

(21) Oversee the planning, development, implementation and effectiveness of the training system installation plan (TSIP), leading to the TA final acceptance of the training system from the TSA to meet the established RFT date. Maintain formal liaison with OPNAV (N15), USFLTFORCOM, fleet commanders, Commander, Naval Reserve Force, applicable TSA/TAs and inter-service agencies or components to achieve satisfactory final acceptance of the training system at RFT.

(22) Determine whether the new acquisition system requires a TEEP, per reference (b). Fund development of the TEEP as applicable.

(23) Fund development and delivery of all NTSPs.

(24) Report the results of annual NTSP reviews to OPNAV (N151) by 1 February of each year by letter, e-mail, or by posting on applicable NTSP Web site.

(25) Coordinate actions with the Marine Corps resource advocate when applicable. Note: Deputy Commandant for Aviation (DC AVN) is a resource advocate under the Commandant of the Marine Corps (CMC), per title 10, and works in conjunction with the resource sponsor (Director, Aviation Warfare (OPNAV (N88))).

(26) Head, Naval Aviation Programs (OPNAV (N880B)) serves as a liaison cell between Deputy Commander, Aviation and OPNAV (N88).

f. SYSCOMs shall:

(1) In addition to the roles and responsibilities listed in references (a) and (n), Commander, Naval Supply Systems Command; Commander, Naval Air Systems Command; Commander, Naval

Sea Systems Command; Commander, Space and Naval Warfare Systems Command; and, Commander, Naval Facilities Engineering Command shall:

(a) Comply with references (o), (p), and (q) during development of new acquisition systems and prior to approval of onboard installation or fielding of new system equipment or software. Comply with Surface Ships and Carriers Entitle Process for Modernization Operations and Management Manual (SL720-AA-MAN-030) commonly referred to as the "One Book" prior to approval of onboard installation.

(b) Empower PMs with the authority and responsibility for programming and budgeting of the acquisition process to acquire, modernize, and maintain configuration management of the total training system as an integral support element of the assigned weapon system.

(c) Validate that HSI, job task analysis, and manpower analysis results are certified by the technical authority and approved in the analysis of alternatives (AoA) prior to commencing design and development and are justified by subsequent updates of the NTSP during SETRs. Submit copies of certification and validation to OPNAV (N15).

(2) Serve as new acquisition PQS model manager and transfer responsibilities to the TA as per reference (1).

g. PMs shall:

(1) Identify, plan, budget, and submit all system and resource requirements, including the development of the NTSP in accordance with reference (r), and coordinate current and future FY cost estimates and priorities for training solutions with OPNAV (N15). Include MPT resource requirements in the Planning, Programming, Budgeting, and Execution system.

(2) Document training planning in an NTSP to include all MPT requirements for all Navy and integrated Navy/Marine Corps ACAT I through IV programs, non-programs of record, fleet modernization, and AAP, NDI, COTS, RDC and JUON programs, and modernized acquisition systems across the entire training

continuum (ashore, pier-side, and afloat). Provide the NTSP to the resource sponsor to meet the schedules described in paragraphs 5 and 6 of this instruction.

(3) Liaison with other program executive officers (PEOs), PMs, TAs, and NAVMAC for programs that may interface with the new development and modernization. Advise the other PM(s), via the chain of command, of any unresolved issues.

(4) Support IPTs and the fleet assessment and certification in the modernization process.

(5) Perform comprehensive FEA (using enclosure 1) that identifies the gaps between the baseline comparison MPT requirements and the new equipment/system/sub-system MPT requirements, develops a training device decision coordinating paper (TDDCP) providing a technical assessment of potential training systems in support of the training media selection process, and develops MC documents for the approved TDs. (Note: Forward MC documents to resource sponsors for funding approval and POM submissions, per references (b) and (r)).

(6) Establish MPT advisory board. See enclosure (1) FEA guidance. (Note: The TRPPM advisory board, if convened, can fulfill this function).

(7) Identify and implement approved training resource requirements.

(8) Develop training solutions for initial and follow-on training.

(9) Provide all required training, equipment, and support up to RFT.

(10) Provide a list of NTSPs to be developed, updated, or recommended for cancellation in the current and following year to SYSCOMs and resource sponsors.

(11) Develop NTSPs as directed by resource sponsor(s) and ensure distribution to the NTSP principals.

(12) Announce, host, and provide administrative support for NTSPCs when directed by the resource sponsor.

(13) Advise resource sponsor and other NTSP principals of progress, schedule delay, and revisions affecting development or implementation of NTSPs.

(14) Program and budget resources for required new and updated curricula and training materials development as identified in the NTSP. Develop and maintain training until RFT as identified in the NTSPs. Develop training for major revisions required due to engineering change proposals and or modifications to system(s).

(15) Program and budget resources to provide initial or other specified training identified in the NTSP. Coordinate with the TA responsible for follow-on training. Arrange inter-service training support, per reference (s), if required.

(16) Program and budget for alteration, conversion, and restoration of TA training facilities when installing and removing training equipment, per references (r) and (t).

(17) Program, and budget to develop, procure, deliver, install, overhaul, and modernize TTE, TD, stimulators and other training material requirements identified in the NTSP throughout the life cycle of the system.

(18) Develop technical manuals, documentation, and updates for use in initial and follow-on training. Distribute technical documents to the TSA, TA, and learning centers throughout the life cycle.

(19) Develop and coordinate job task analysis for operator and maintainer training requirements with the TSA, TA, and learning centers (see enclosure (1)).

(20) Provide the TA with all new and updated curricula materials, technical manuals, maintenance requirement cards, maintenance index pages, and maintenance assist modules for training equipment and PQS and or equivalent Marine T&R Program products.

(21) Provide the TA with initial outfitting of repair parts for new or modified training equipment prior to RFT date(s).

(22) Advise the resource sponsor as to whether a new acquisition system requires a TEEP, per reference (b), and develop as applicable.

(23) Submit funding requirements to the OPNAV (N15) and TA a minimum 2 years prior to RFT, for TTE, TD, and simulator/stimulator COMS requirements via OPNAV 1500/40 Technical Training Equipment (TTE) Sustaining Delivery and Support Form, per reference (b).

(24) Plan, program, budget, and procure approved TTE, TD, stimulators and related support, including TTE depot level support for a minimum of 1 year after RFT date, per reference (t).

(25) Fund, procure, and install modifications to TTE, TD, stimulators, training materials, technical documentation, and logistic support items (parts, tools, test equipment, etc.) to coincide with changes to operational equipment and in coordination with the TA.

(26) Provide the TA with disposition instructions for excess TTE, TD, and stimulators.

(27) Provide TTE, TD, and stimulators technical assistance when requested by the TA via impaired training equipment report or casualty report message.

(28) Procure pre-faulted modules, fault insertion devices, and operational/diagnostic software for training equipment.

(29) Develop and submit general purpose electronic test equipment requirements for new acquisitions and modernizations. Procure special purpose electronic test equipment and special purpose tools prior to the RFT date. Fund, requisition, and distribute electronic test equipment to the TA prior to the RFT date.

(30) Comply with interservice training procedures for joint and joint service requirements identified in reference (s) as applicable.

(31) Transition training system from the TSA to the TA for life cycle support requirements prior to the RFT date, per reference (t).

(32) Maintain relevant source data documents, including FEA products, assumptions and trade-off data for the life of the program.

(33) Develop and manage curriculum, interactive courseware, distributed learning and content until RFT MS, per references (u), (v), and (w).

(34) Identify and coordinate training system shore facility requirements, planning, installation, and transition training responsibilities from the TSA to the TA, per references (n), (s), and (t).

(35) Assess HSI domains during the cost benefit analysis (CBA), and use this information to affect technology development and AoA prior to development of the JCIDS initial capabilities document (ICD), capability development document (CDD), and capability production document (CPD) HSI sections, per reference (c). Ensure that job task analysis and manpower workload analysis results are certified by the technical authority, and subsequent updates to NTSPs are provided during SETRs and integrated logistics assessments.

(36) Establish and maintain procedures that provide equipment to support adequate training prior to IOC. Provide interim training solution (e.g., vendor training) if delays in the development of the training system will not allow compliance. Document the interim training solution in the NTSP.

(37) Plan, program, coordinate, install, and manage alterations and modernizations at training activities prior to fleet installations and ensure configuration and concurrency management of TTE, TD, simulators, and stimulators.

(38) Notify the resource sponsor, OPNAV (N15), USFLTFORCOM, the fleet user (i.e., fleet commander), the TSA, and the TA, by traceable means (e-mail, letter or Navy message) in sufficient time to allow appropriate risk mitigation action (e.g., manpower, equipment, and resources) in the event that a

training solution is not adequately funded. If there is legal risk involved, notify the Office of General Counsel.

(39) Review NTSPs as program changes dictate, and, at a minimum, annually determine if updates are required. Report results to the resource sponsor. Minimum required data to be reported is:

- (a) Title and number of the NTSP.
- (b) Date of completed review.
- (c) PM point of contact.
- (d) Updated NTSP required/not required.
- (e) If required, the FY the NTSP will require an update.

(40) Review NETC human performance readiness review messages and other TA/fleet/resource sponsor feedback for action items associated with the NTSPs, and address those action items during annual reviews and future revisions.

(41) Provide initial operational equipment, alternative media, and technical manuals to the training commands for those items required to train personnel in the operation, maintenance, employment, and support of that equipment.

(42) Participate in training effectiveness evaluations (TEEs) as requested by the resource sponsor.

(43) Develop a training transfer plan documenting the formal security accreditation for courseware, and the transition of all individual and fleet training requirements and resourcing from the resource sponsor(s) and program office(s) to the TSA and TA.

h. TSA shall:

(1) Perform all steps listed in reference (t) to develop and implement the TSIP, in coordination with the TA to meet the resource sponsor established RFT date.

(2) Develop training solutions that equip a Sailor and Marine with the proper knowledge, skills, and abilities to meet fleet/Fleet Marine Force (FMF) requirements.

(3) Develop curriculum, courseware and content, including distributed learning, in-service training, onboard training, and self-paced computer-based training in compliance with references (u), (v), and (w).

(4) Conduct HSI planning, FEA, and develop required PQS and or equivalent Marine Corps T&R Program products for associated MPT requirements.

(5) Provide programming and budget requests for resources to resource sponsor for initial or other specified contract training identified in the NTSP.

(6) Coordinate with the TA responsible for follow-on training to determine an RFT date recommendation to the resource sponsor for approval and programming.

(7) Submit funding requirements for all products identified in reference (r) to the TA and appropriate resource sponsors to ensure maintenance of the training system is in place prior to RFT date.

(8) Work closely with the TA to determine funding information for training maintenance. Maintenance is a TSA responsibility until RFT, at which time it becomes a TA responsibility.

i. TA shall:

(1) Execute approved training system sustainment requirements at RFT date in accordance with references (r) and (t). The TA may expressly provide for the delegation of TA responsibilities within its chain of command.

(2) Execute follow-on training requirements of the approved training system.

(3) Execute responsibilities of PQS model manager after fleet introduction, per reference (l).

(4) Submit OPNAV 1500/40 for replacement, augmentation, and overhaul of TTE requests, per reference (b). Submission of the OPNAV 1500/40 is not required for TTE listed in the NTSP or equipment requirements list (ERL).

(5) Provide SMEs for FEA, MPT advisory boards, and NTSPCs.

(6) Validate training curricula and materials to ensure initial training and follow-on training meets requirements, per references (u), (v), and (w).

(7) Perform all assigned steps and responsibilities listed in reference (t) to participate in the planning, development, implementation, and review of the TSIP, leading to TA final acceptance of the training system from the TSA to meet the resource sponsor established RFT date.

(8) Execute the transition of responsibility for the training solution(s), including TTE, TDs, simulators/stimulators, and support equipment after acceptance testing and delivery, per reference (t).

(9) Submit to TSA all TTE, TD, and simulators/stimulators sustaining resource requirements using OPNAV 1500/40, per reference (b).

(10) Submit to the PM, USFLTFORCOM, fleet commander, and subordinate commander staff feedback and lessons learned on training effectiveness.

(11) Plan, budget, initiate POM and PR submission to the acquisition program resource sponsor, and request and coordinate scheduling of TTE overhauls, as well as calibration actions.

j. NETC shall:

(1) Plan and execute TA roles and responsibilities when designated.

(2) Identify requirements for training infrastructure, instructors, contracted maintenance, vendor training, and temporary duty in-route for NEC/MOS producing courses, TDs, fidelity and capability upgrades, course curriculum, courseware,

and major revisions (e.g., enabling/terminal learning objectives), emerging C5I systems, and completion of a BCA for transition of specific vendor training courses to formal Navy schoolhouses in time for submission of POM.

(3) Validate that the program's FEA identifies the gaps between baseline comparison MPT requirements and new equipment/system/sub-system MPT requirements, develops a comprehensive training system acquisition strategy, approves TDs/simulators/stimulators consistent with that strategy, and provides MC documents for these trainers to support timely POM submissions. Utilize this data to make recommendations to OPNAV (N15) for future POM submissions for post RFT sustainment requirements.

(4) Validate that training requirements listed in NTSPs are included in officer and enlisted school and skill development plans.

(5) Coordinate and resource subordinate activities and learning centers for participation supporting the NTSP process.

(6) Standardize, integrate, and support individual training and education of the warfighter.

(7) Plan, budget, and execute COMS contracts for learning center training systems. Submit OPNAV 1500/40 2 years prior to the end of the warranty period, per reference (b).

(8) Coordinate with respective enterprise to determine the adequacy of individual skills training as it impacts mission capability and fleet/FMF readiness. Develop, update and modify individual training to meet fleet requirements, per reference (x).

(9) Designate the lead learning center for those programs that cross multiple learning centers.

(10) Provide PM, and TSA computation of instructor, throughput and individual account requirements for development of NTSPs.

(11) Review and comment on draft and proposed NTSPs as directed by OPNAV (N151).

(12) Communicate with USFLTFORCOM, warfighting enterprises, fleet commanders, subordinate commander staffs, resource sponsors, and the PM for feedback and lessons learned on the effectiveness of the training solution to satisfy the capability requirement.

(13) Comply with interservice training procedures for joint and joint service requirements identified in reference (s).

k. USFLTFORCOM shall:

(1) Validate and prioritize fleet training program.

(2) Provide policy, guidance, oversight, and programmatic resources for fleet training, per reference (x).

(3) Provide guidance to subordinate activities to participate in the NTSP development and review process.

(4) Provide notification to PM for all ship installations (D type alterations).

l. DC AVN shall serve as the primary conduit for all aviation-related JCIDS issues in conjunction with Deputy Commandant for Combat Development and Integration (DC CDI), and Headquarters Marine Corps, DC AVN and DC CDI shall:

(1) Provide guidance to subordinate activities to prioritize and fund CDDs and participate in the NTSP development and review process. References (m) and (y) provide additional Marine Corps-specific policy and guidance for aviation training, including fleet training effectiveness analysis.

(2) Validate NTSPs for integrated Navy and Marine Corps training programs.

(3) Validate NTSPs for matters pertaining to integration/interoperability with Marine aviation and Marine aviation training.

m. Enterprise commanders shall:

(1) Provide USFLTFORCOM, resource sponsors, and the TA with operational requirements, feedback, and lessons learned on the effectiveness of the training solution to satisfy the capability requirement.

(2) Provide guidance to the PM on training requirements and participate on IPT for design, development, and acquisition/modernization/configuration management of system.

(3) Designate SMEs to participate on MPT advisory boards and NTSPCs.

(4) Identify individual, team, and fleet operator and maintainer training gaps and requirements, and report findings as required to resource sponsor, OPNAV (N151), PM, and appropriate learning center.

(5) Identify conditions and standards that meet system training KPPs and KSAs for the development of training, TDs, and stimulators.

(6) Participate in TEEs as requested by the resource sponsor, per reference (b), and report results to the resource sponsor, OPNAV (N15), USFLTFORCOM, and the PM.

8. Action. Office of the Chief of Naval Operations (OPNAV) activities shall ensure that:

a. In any case where this instruction contradicts existing OPNAV directives, this instruction takes precedence.

b. Existing NTSPs and training planning documents required by this instruction, and those that are already drafted and in the proposed stage on the effective date of this instruction need not comply with new requirements set forth exclusively within this instruction unless otherwise directed by the resource sponsor and OPNAV (N15).

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of November 2007.

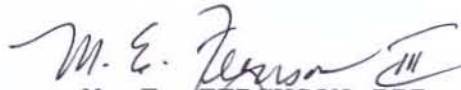
28 Apr 2010

10. Form and Reports Control

a. OPNAV 1500/40 (8/97) Technical Training Equipment Sustaining (Delivery) and Support Form may be obtained through Naval Forms Online at <http://navalforms.daps.dla.mil/web/public/home>.

b. Reports contained within this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005.

11. Definitions and Acronyms. Enclosures (2) and (3) provide definitions and acronyms respectively for further clarification.



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GUIDANCE FOR CONDUCTING FRONT-END ANALYSIS (FEA)

- Ref: (a) OPNAV P-751-2-9-97
(b) OPNAV P-751-3-9-97
(c) OPNAVINST 1000.16K
(d) DI-SESS-81518B
(e) DI-HFAC-81399A
(f) MIL-PRF-29612B
(g) MIL-HDBK 29612, Parts 1-5
(h) DI-SESS-81517B
(i) DI-SESS-81519B
(j) OPNAV P-751-1-9-97

1. Purpose. This guidance is provided to ensure FEA for new and modified systems provides a comprehensive analysis of the manpower, personnel, training, management, acquisition, and development requirements.

2. Background. FEA is the process by which the PM evaluates the new or modified tactical or non-tactical equipment/system/subsystems to determine what manpower, knowledge, skills, and abilities will be required to safely operate and maintain these systems and equipment. This includes equipment/system/subsystems modified under the alterations and modifications process. Analysis shall identify what training and skill sets are required and if new or modified training is necessary. FEA documents MPT requirements and supports further training system planning and development or modification of the NTSP. FEA is a task based approach utilizing the steps outlined in references (a) and (b) and or equivalent processes approved by the resource sponsor, with CNO (N1) concurrence. References (c) through (i) further support the FEA process.

3. Process

a. The PM performs FEA to determine gaps between required and existing knowledge, skills, and abilities and to formulate a training strategy. The FEA process consists of identifying all knowledge, skill, and ability requirements for all dissimilar, new or modified equipment/system/subsystem, comparing these requirements to existing training, defining acquisition, and development requirements and developing a strategy to most cost-effectively fill any identified training gap. The FEA also evaluates various training solution alternatives and considers

the skills to be acquired, the preferred medium and setting for the training of each skill, and the training effectiveness of each alternative.

b. Reference (c) sets policy for workload analysis and manpower requirements determination and should be utilized when developing FEA assumptions with assistance of OPNAV (N12) and NAVMAC. Reference (b), TRPPM 200 series, and TRPPM 300 series tasks support the manpower and personnel requirements determination process.

c. FEA job task analysis is initiated after the AoA, JCIDS ICD, and materiel development decision (MDD). It is used to support MS A/B/C or appropriate alterations and modification document reviews. References (a), (b), (d), and (e) are resources for conducting job task analysis.

d. FEA shall be conducted in close coordination with the impacted warfighting enterprise and learning center(s), especially when identifying and evaluating training solutions alternatives. The FEA includes a CBA based on established measures of effectiveness.

e. References (f) and (g) are used to prepare contract deliverable requirements lists for FEA documents developed under contract. These documents contain suggested contracting information as well as describing various training processes and documents. Note that the term FEA is not used within these documents, but analyses that fit the definition of FEA are described. References (e), (d), (h), and (i) provide information that should be reflected in contract data requirements lists. These data requirements are subject to deletion or tailoring depending on program requirements.

4. Procedure. The following actions will be performed to determine if a new training requirement is needed as a result of an introduction of new equipment/system/subsystem acquisition or modification of an existing equipment/system/subsystem.

a. Training situation analysis evaluates an existing training capability to identify the need for additional or modified training. This analysis is normally performed by reviewing the existing training with the Warfighting Enterprise and learning center to determine if the current training

capability meets the fleet's requirement. TSA requirements are addressed by references (a) and (b), task 200, and by reference (h), section 2.2. The TSA report may be titled as a "training situation analysis report".

b. Training systems requirements analysis (TSRA) evaluates the new or modified tactical or non-tactical equipment/system/subsystem to identify a new training requirement(s). The TSRA will recommend the appropriate training strategy and provide estimates to develop the training. The training situation analysis is included in the TSRA when evaluating an introductory new or modified acquisition. TSRA requirements are addressed by references (a) and (b), tasks 100 through 400 (task 400 is optional), and by reference (h). When the TSA is part of a TSRA, the combined product may be called a "training situation document" as described by reference (g), parts 1 and 2.

c. TDDCP provides a technical assessment of potential training systems in support of the training media selection process. The TDDCP includes a complete description of the alternatives and a recommended solution with supporting rationale. The TDDCP is submitted to the resource sponsor for review and selection of the alternative. Reference (g), parts 1, 2, and 3, and reference (i) support development of the TDDCP. This may also be referred to as a training system alternatives report.

d. An MC document provides functional description of a TD/simulator/stimulator, if required. The MC document describes how the trainer will be developed in accordance with any known constraints on cost, production, supportability, and maintainability. The MC is the description of the actual device that will be delivered to the user. The MC also includes information about the facilities and provides functional description of a TD/simulator, or stimulated TTE, or other hardware if required. Often, the initial MC provides a conceptual description of the TD in terms of its functions and the tasks it will support, with additional technical details provided later as the concept is refined and physical characteristics can be described. MCs may also be known as a "training system functional description." The MC is described by reference (i), section 2.4 and reference (j), part 5.

5. Responsibilities

a. PMs shall:

(1) Establish an MPT advisory board. Early in program development, identify SMEs and MPT analysts necessary to support FEA. These experts comprise the MPT advisory board. (Note: The TRPPM advisory board, if convened, can fulfill this function). Participating organizations will designate qualified members who are authorized to speak and make decisions for their commands. The PM should notify all organizations selected for membership in sufficient time so that the board can convene on the development of the statement of work (SOW) and plan of actions and milestones. At a minimum, the board should include the PM, representation from the OPNAV resource sponsor, OPNAV (N15)/(N12), SYSCOM HSI technical warrant/authority, fleet enterprise, and impacted learning center(s).

(2) Conduct MPT FEA on systems/subsystems/equipment. Develop and distribute the FEA for review and comment by MPT stakeholders as determined by the MPT advisory board.

(3) Upon receipt of comments from reviewers, convene a comment resolution matrix meeting using the appropriate venue (e.g., traditional conference, video teleconference or teleconference). Once all FEA comments have been adjudicated to the satisfaction of the MPT advisory board, submit FEA results and source data to the appropriate resource sponsor for approval and OPNAV (N15) for concurrence.

b. Resource sponsor shall:

(1) Provide funding to program management office for the execution of the FEA.

(2) Coordinate FEA with appropriate enterprise(s) and other resource sponsors for resourcing.

DEFINITIONS

Analysis of Alternatives (AoA). The evaluation of the performance, operational effectiveness, operational suitability, and estimated costs of alternative systems to meet a mission capability. The AoA assesses the advantages and disadvantages of alternatives being considered to satisfy capabilities, including the sensitivity of each alternative to possible changes in key assumptions or variables. The AoA is one of the key inputs to defining the system capabilities in the JCIDS CDD.

Commercial Off-The-Shelf (COTS). A procurement approach for NDI that is available in the commercial marketplace.

Concept Of Operations (CONOPS). A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The CONOPS frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. CONOPS is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose. Also called a commander's concept.

Equipment Requirements List (ERL). Aviation, surface, and subsurface TTE requirements in support of naval training are identified by the training activities in ERLs. The installation of initial training equipment and support items must take place prior to installation at operational units.

Front-End Analysis (FEA). A structured process used to examine MPT requirements and identify alternative approaches to training job tasks. The process identifies job tasks to be performed, analyzes the skills and knowledge needed to perform them, assesses the technologies available for training the skills and knowledge, performs a media analysis to recommend the best mix of delivery media, and provides cost and lead-time comparisons for the feasible alternatives.

Human Systems Integration (HSI). HSI is the integrated analysis, design and assessment over the life cycle of a system and support infrastructure in the domains of manpower, personnel, training, human factors engineering, personnel survivability, habitability, safety, and occupational health.

Initial Operational Capability (IOC). The first attainment of the capability to employ effectively a weapon, item of equipment, or system of approved specific characteristics, and which is manned or operated by a trained, equipped, and supported military unit or force.

Interservice Training Review Organization. The means by which the Services voluntarily coordinate interservice training.

Joint Urgent Operational Needs (JUON). An urgent operational need identified by a combatant commander involved in an ongoing named operation. A JUON's main purpose is to identify and subsequently gain Joint Staff validation and resourcing of a solution, usually within days or weeks, to meet a specific high-priority combatant commander need. The scope of a combatant commander JUON will be limited to addressing urgent operational needs that: (1) fall outside of the established Service processes; and (2) most importantly, if not addressed immediately, will seriously endanger personnel or pose a major threat to ongoing operations. They should not involve the development of a new technology or capability; however, the acceleration of an advanced concept technology demonstration or minor modification of an existing system to adapt to a new or similar mission is within the scope of the JUON validation and resourcing process.

Key Performance Parameters (KPP). Those attributes or characteristics of a system that are considered critical or essential to the development of an effective military capability and those attributes that make a significant contribution to the characteristics of the future joint force as defined in the Capstone Concept for Joint Operations. KPPs must be testable to enable feedback from test and evaluation efforts to the requirements process. KPPs are validated by the Joint Requirements Oversight Council (JROC) for JROC interest documents, and by the DoD component for Joint integration, Joint information, or independent documents. The JCIDS CDD and CPD KPPs are included verbatim in the Acquisition Program Baseline.

Key System Attribute (KSA). An attribute or characteristic considered crucial in support of achieving a balanced solution/approach to a KPP or some other key performance attribute deemed necessary by the sponsor. KSAs provide decision makers with an additional level of capability

performance characteristics below the KPP level and require a sponsor 4-star, Defense agency commander, or principal staff assistant to change.

Milestones (MS). Major decision points that separate the phases of an acquisition program.

Military Characteristics (MC) Document. Required characteristics of a TD, which define the military functions it must be capable of performing or simulating. MCs include physical and operational characteristics, but not technical characteristics. The MC document is developed after the media selection process and the NTSP.

Navy Enlisted Classification (NEC). NEC codes identify a non-rating wide skill, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes.

Navy Enlisted Occupational Classification System (NEOCS) Board. Reviews and recommends approval on all enlisted classification system change proposals. NAVMAC is responsible for board administration and technical assistance in developing and implementing changes to the enlisted classification system.

Navy Officer Occupational Classification System (NOOCS) Board. Reviews and recommends approval on all officer classification system change proposals. NAVMAC is responsible for board administration and technical assistance in developing and implementing changes to the officer classification system.

Navy Training Requirements Documentation Manual. Provides the format and minimum information required to develop the NTSP, TTE configuration management and inventory control program, TTE acquisition and management sustaining (delivery) and support documentation, TEEP, and MC document.

Navy Training System Plan (NTSP). The primary document for defining MPT requirements and resources for new systems development and modernization of existing systems. The NTSP identifies the resources required to establish and maintain an effective training program throughout the life cycle of the acquisition system. Much like the system it addresses, the NTSP goes through periodic revision to reflect advances in technology

to sustain and improve combat effectiveness. The NTSP is a life cycle document, which identifies the resources required to establish and maintain an effective training program throughout the life cycle of the new systems' development and modernization. It controls planning for meeting the training requirements of the system, and identifies personnel required to install, operate, maintain, or otherwise use the system. NTSPs are required for every Navy and integrated Navy/Marine Corps system and are reviewed annually to accurately reflect the latest technology to sustain combat readiness and effectiveness. The approved NTSP is the official tasking document for establishing the systems MPT requirements identified within the document.

Navy Training System Plan Conference (NTSPC). At the NTSPC, key personnel who are familiar with the technical and MPT aspects of the new development, all NTSP principals, and other program participants and fleet representatives, assemble to validate the NTSP, address major issues, and make decisions to ensure that trained personnel are available when needed to support the new development. The PM is responsible for coordinating and resolving minor issues with NTSP principals before and after the NTSPC. NTSPCs are normally scheduled following draft reviews for final and updated NTSPs. However, the decision to convene and host a NTSPC rests with the program's resource sponsor.

Non-Developmental Item (NDI). Any hardware or software item that does not require development, such as commercially available items, items developed by other services or agencies, or items developed by foreign governments with which the U.S. Government has a mutual cooperation agreement. Items requiring only minor modification to meet the established requirements of the procuring agency are also considered NDI.

Program Executive Officer (PEO). A military or civilian official who has primary responsibility for directing several ACAT I programs and for assigned ACAT II, III, and IV programs. A PEO has no other command or staff responsibilities within the component, and only reports to and receives guidance and direction from the DoD component acquisition executive. PEOs receive program functional support (engineering, logistics, contracting, accounting, legal, etc.) from SYSCOM commanders. Under the direction of the PEO, assigned PMS may assume the duties and responsibilities of TSA and PM for system development or acquisition/modernization/configuration management. For PEOs

having responsibility for ship and aircraft acquisition, modernization, configuration management, and life cycle management, the PEO shall coordinate with all PMS providing systems, subsystems, and equipment to the ship and aircraft to ensure that training goals, objectives, responsibilities, and schedules are defined.

Program Manager (PM). The PM is a military or civilian official who is responsible for managing acquisition/modernization/configuration management programs.

Resource Sponsor. The resource sponsor determines program objectives and time-phased support requirements and appraises programs, readiness, and military worth for a given weapon system function or task in support of the goals and objectives. The resource sponsor provides day-to-day OPNAV management of the assigned programs by acting as the central point of contact for the hardware systems coordinators and the PM. A resource sponsor is an OPNAV principal official responsible for an identifiable aggregation of resources that constitute inputs to warfare and supporting warfare tasks.

Resource Advocate. A resource advocate has the same responsibilities as a resource sponsor with the exception of funding. DC AVN is a resource advocate under the CMC, per title 10, and works in conjunction with the resource sponsor OPNAV (N88). OPNAV (N880B) serves as a liaison cell between DC AVN and Director Air Warfare.

Ready for Training (RFT). The date a training system and its associated logistics, maintenance, syllabus, and instructors are certified to be available for training at the learning facility. This date is predicated on the availability of a new, modified, or rehabilitated learning facility for training purposes. All aspects of the facility must be ready including building completion, completed site preparation, training system installation and testing, trained instructors, furnishings, e.g., non-technical collateral equipment. This is the ultimate planning date for the new, modified, and changed training system and its readiness for use.

System. A grouping of functionally related subsystems and equipment operating together to support a major function or meet a tactical purpose. The term system includes subsystems, system of systems, family of systems, and equipment.

Systems Command (SYSCOM). The SYSCOMs are responsible for implementing policy and procedures for execution of assigned acquisition and modernization programs. They manage the integrated logistics support plan through their functional and program management organizations.

Training Agency (TA). An office, bureau, command, or headquarters exercising command of and providing support to some major increment of the DON's formalized training effort. Depending upon the level of oversight required, the TA may be NETC, a learning center, or other designated organization.

Training Support Agency (TSA). The office, bureau, command, or headquarters responsible for supporting the TA by providing material and other forms of support within the cognizance of the office, bureau, or command involved. The TSA provides initial training for the equipment/system/subsystems until the TA can acquire the capability for training. The TSA is an activity with fiscal responsibility for supporting the TA by providing material and other forms of support within the cognizance of the office, command, or headquarters involved. If development, acquisition/modernization or configuration management are involved, the TSA will be the PM who is assigned funding responsibility for all investments and expense costs required to turn over a training system end item and allow the TA to sustain the capability for training.

Technical Training Equipment (TTE). Investment cost end items of operational equipment, devoted to the training and instruction of naval personnel, for which PMs have the responsibility for the design, development, modernization, configuration management, or selection for service or special use.

Training Device (TD)/Simulator/Stimulator. Hardware and software which have been designed or modified exclusively for training purposes involving, to some degree, simulation or stimulation in its construction or operation, so as to demonstrate or illustrate a concept or simulate an operational circumstance or environment.

Training Effectiveness Evaluation (TEE). An analysis of training capability and potential value of a training system in enabling students to achieve program learning objectives.

Training Effectiveness Evaluation Agent (TEEA). The resource sponsor's selection as to who, or what organization, is to conduct the TEE. The TEEA must have no organizational conflict of interest, must possess or be provided dedicated resources, and must be able to report results directly to the resource sponsor. The TEEA could be the resource sponsor, TA, PEO, SYSCOM, PM, contractor, or a team of personnel from these organizations (with a designated lead activity). Results of a TEE will be provided in a letter signed by the senior member of the TEEA or lead activity.

Training Effectiveness Evaluation Plan (TEEP). A plan for evaluating the effectiveness of a training system in meeting its criteria for specific training objectives.

Training Planning Process Methodology (TRPPM). TRPPM is a collection of discreet training requirement determination tasks resulting in the development of the technical program data, part I of the NTSP. Part I states the underlying concepts that will govern operation, maintenance, training, the quantity and quality of personnel required, and the necessary training hardware. TRPPM is designed to provide MPT analysts with a systematic set of tasks which will determine the best possible MPT profile of a new acquisition or allow examination of alternative system concepts early in the acquisition process. The task based approach to training requirements determination also provides PMs with the flexibility to tailor the level of training analysis that will be applied to their program.

Training System. A systematically developed curriculum including, but not necessarily limited to, courseware, classroom aids, TDs, operational equipment, embedded training capability, and trained personnel to operate, maintain, or employ a system. The training system includes all necessary elements of logistic support.

Training System Installation Plan (TSIP). Formerly training equipment facility requirement, TSIP is a plan prepared to: (1) define facility requirements, including MILCON and special projects, for installation of the training system; (2) identify all associated logistic support elements; and (3) transfer

training ownership responsibility from the TSA to the TA. The TSIP is an integral part of the system acquisition process and supports introduction of new training systems and equipment, training system changes, and sustaining requirements. Close liaison between the TSA and TA is key to developing TSIPs to meet the resource sponsor established RFT date.

Training Transfer Plan. A plan to define transition of all individual and fleet training requirements and resourcing to include formal security accreditation documentation.

ACRONYMS

AAP	abbreviated acquisition program
ACAT	acquisition category
AoA	analysis of alternatives
ASN (RD&A)	Asst Secretary of the Navy (Research, Development and Acquisition)
BCA	business case analysis
C5I	command, control, communications, computers, combat systems, and intelligence
CBA	cost benefit analysis
CDD	capability development document
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
COMS	contract operated maintenance support
CONOPS	concept of operations
COTS	commercial off-the-shelf
CPD	capability production document
DADMS	DON Database Application Management System
DC AVN	Deputy Commandant for Aviation
DC CDI	Deputy Commandant for Combat Development and Integration
DoD	Department of Defense
DON	Department of the Navy
ERL	equipment requirements list
FEA	front-end analysis
FMF	Fleet Marine Force
FY	fiscal year
HARPS	Human Analysis Requirements Planning System
HSI	human systems integration
ICD	initial capabilities document
IOC	initial operational capability
IOT&E	initial operational test and evaluation
IPT	integrated product team
JCIDS	Joint Capabilities Integrated Development System
JROC	Joint Requirements Oversight Council
JUON	Joint urgent operational needs
KPP	key performance parameter
KSA	key system attribute
MC	military characteristics
MDD	materiel development decision
MILCON	military construction
MOS	military occupational specialty
MPT	manpower, personnel, and training

MS	milestone
NAVMAC	Navy Manpower Analysis Center
NDI	non-developmental item
NEC	Navy Enlisted Classification
NEOCS	Navy Enlisted Occupational Classification System
NETC	Naval Education and Training Command
NOOCS	Navy Officer Occupational Classification System
NTSP	Navy Training System Plan
NTSPC	Navy Training System Plan Conference
OEM	original equipment manufacturer
OPNAV	Office of the Chief of Naval Operations
PEO	program executive officer
PM	program manager
POM	program objective memorandum
PQS	Personnel Qualification Standards
PR	program review
RDC	rapid deployment capability
RD&A	Research, Development, and Acquisition
RDT&E	research, development, test, and evaluation
RFT	ready for training
SECNAV	Secretary of the Navy
SETR	systems engineering technical review
SME	subject matter expert
SYSCOM	systems command
TA	training agency
TD	training device
TDDCP	training device decision coordinating paper
TEE	training effectiveness evaluation
TEEA	training effectiveness evaluation agent
TEEP	training effectiveness evaluation plan
TRPPM	training planning process methodology
TSA	training support agency
TSIP	training system installation plan
TSRA	training systems requirements analysis
TTE	technical training equipment
UNP	urgent needs process
USFLTFORCOM	United States Fleet Forces Command