5 Tips

highlighting:
FLTMPS and SLC

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Per **NAVADMIN 272/08**, the Selectee Leadership Course (SLC) is command delivered. Use these tips to document enlisted Leadership Development Program (LDP) completions in FLTMPS.

1. Establish authorization to document LDP course completions in FLTMPS.

- Go to https://ntmpsweb.nwptf.nuwc.navy.mil/oars_net/.
- Using CAC, log in to FLTMPS Online Access Request System.
- Scroll to "Reason to Access FLTMPS" and provide justification.
- Scroll to "Course Completion Reporting" and select 'Yes' for "Own Command". If responsible for subordinate UICs, select 'Yes" for "Other Command".
    > NOTE: Course Completion access will not be approved for a UIC senior in command to your own unless the Authorizing Officer is the CO or XO of the most Senior Command.
- Scroll to "Authorizing Officer" and provide CO information.
    > IMPORTANT: Authorizing Officer must be CO, XO, OIC or COS. All Authorizing Officer signatures signed "By Direction" must include a copy of the designation letter with each application form (no exceptions).
- Review entire application and verify compliance with all requirements.
- Click 'Save'.

- Follow prompt to print form, then sign the form.
- Obtain Authorizing Officer's signature.
- FAX signed request to (850) 452-1868, DSN 922-1868 or (866) 200-9279 (toll free in US) or email to ntmps.support@navy.mil.

2. Document Command-delivered Leadership training.
- Click 'Courses'.
- Click 'Learning Event Completion Form'.
- If you have access to multiple UICs, select the UIC you need and select 'Run Report'.
- Use the "Course Group" selection box and select 'Leadership Courses'.
- From the "CIN/Course Title" selection box select the desired selectee leadership course.

- Use the calendar link to select the completion data.
- Scroll to find the person you wish to document the training for or use the "Search by Name" or "Search by SSN" function.
- Place a check mark in the box next to the name of the personnel you want to document training for.
- Select 'Save'.
    > NOTE: Changing the page will automatically save changes.

3. Track LDP completions.
- Click 'Personnel'.
- Click 'LDP'.
- Click 'Enlisted'.
- Click 'Active or Reserve.'
- Click 'LDP Graduates', 'Select Activity for Report', 'Select Cycle for Report' to view Selectees by cycle whose required training is documented.

- Click 'LDP Non-Graduates', 'Select Activity for Report', 'Select Cycle for Report' to view Selectees by cycle whose required training is not documented.
- Click 'LDP Status', 'Selected Activity', 'Select Cycle for Report' to view all Selectees by cycle for that UIC.
    > NOTE: Selection of any other report criteria will provide a summary report of LDP completions by UIC, with a drill-thru feature to the 'LDP Status' by activity report.

4. Understand when data for LDP reports is updated.
- Data for summary reports is rolled up daily (after 1800 EST).
- Entries made via the "Learning Event Completion" form will not reflect in the Summary report until the next day.
- The drill-thru to the detailed report will reflect real time data.

5. Obtain training on the use of the Learning Event Completion module.
- Log in to **FLTMPS** at https://ntmpsweb.nwptf.nuwc.navy.mil/Fltmps/default.aspx.
- Click 'Requirements' tab at top of page.
- Click 'Training Reference Repository' in left navigation bar.
- Click 'FLTMPS Tutorial' and download tutorial (PowerPoint).