



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

1500

Ser N769D1/2U646497

11 JUL 2002

From: Chief of Naval Operations (N769)

Subj: SURFACE WARFARE (SW) NAVY TRAINING SYSTEM PLAN (NTSP)
ADMINISTRATIVE PROCESS

Ref: (a) OPNAVINST 1500.76 Navy Training System Requirements,
Acquisition, and Management
(b) CNO (N769) ltr 1500 Ser N769/OU654416 of 1 Nov 00
(NOTAL)
(c) OPNAVINST 1500.57A Surface Warfare Training Strategy

1. This letter provides guidance to expedite the review and approval of SW NTSPs developed in accordance with reference (a), and supersedes reference (b).
2. Draft NTSPs and NTSP revisions shall be submitted by the Program Manager (PM)/Developing Activity (DA) to N769 in electronic format (MS Word preferred) with a cover letter requesting permission to distribute the Draft NTSP for review and comment. The purpose of this preliminary review is to ensure that the training plan is executable (including funding) and consistent with the overall SW training strategy in reference (c). This review may include requests for additional information or modification of the Draft NTSP. Coordination prior to submission of the Draft NTSP is encouraged. Following completion of the preliminary review, N769 will authorize, by letter, general distribution of the Draft NTSP for review and comment.
3. Draft NTSPs, shall at a minimum, be posted by the PM/DA on the NAVSEA LOGTOOLS (Training and Training Support) website at: <https://www.logtools.navsea.navy.mil/logtools/ntpregister.nsf>. Draft NTSPs should be provided in Microsoft Word (.doc) format. The PM/DA shall notify all reviewing activities by naval message or letter that the Draft NTSP is posted on the NAVSEA LOGTOOLS website for review. Parallel distribution of the Draft NTSP to reviewers by email is strongly encouraged, but not required.
4. A minimum of 45 days should be allowed for the review/comment process. Comments are normally provided through the comment function of the LOGTOOLS NTSP website, but may also be provided

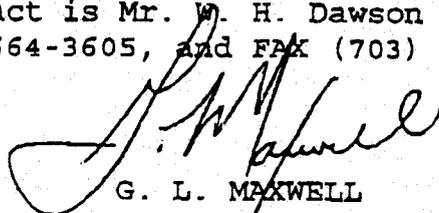
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via letter or email. Upon completion of the Draft NTSP review, the PM/DA shall consolidate the comments, and to the extent possible, resolve them. A comments and resolutions matrix shall be submitted to N769 with a recommendation as to whether a NTSP Conference (NTSPC) is warranted. If a NTSPC is required, the PM/DA will coordinate with N769 as to the date/location/agenda. N769 will chair the conference. The PM/DA will subsequently prepare a draft of the NTSPC minutes and provide to N769 for approval and distribution.

5. After completion of the NTSPC (if required), the PM/DA shall prepare a final Proposed NTSP and submit it along with the adjudicated comments for final approval to N769. This request shall be submitted by letter via N12 and N79. To expedite approval, the Proposed NTSP, along with the matrix of comments and their resolution, should be provided to N769, N125, NAVMAC (CODE 40), N795, and CNET (ETS) by email in parallel with the approval request letter. After obtaining concurrence from N12 and N79, N769 will approve the NTSP. N769 will authorize general distribution of the approved NTSP by letter. The PM/DA shall then post the NTSP on the NAVSEA LOGTOOLS website and notify affected activities by letter or naval message. The NTSP may also be distributed in hard copy or electronic format at the discretion of the PM/DA.

6. The NAVSEA LOGTOOLS website provides a centralized means for distributing, reviewing and commenting on NTSPs. Users will be requested to register for a user name and password for access to the NTSPs. The NAVSEA POC is Mr. James Kahn, SEA 04L211, (202) 781-3385, kahnjv@navsea.navy.mil and the System Administrator is Ms. Rhonda Barton, SEA 04L213, (202) 781-3276, bartonrd@navsea.navy.mil.

7. My point of contact is Mr. W. H. Dawson (N769D1), Commercial (703) 601-3605, DSN 664-3605, and FAX (703) 604-6934.



G. L. MAXWELL
Head, Human Systems Integration Branch
OP N769

Distribution:
COMNAVSEASYS COM (SEA 04, SEA 05, SEA 92)