

Operational Readiness, Training and Engineering

Group 2: Billet Specialty

Module 3: First Lieutenant

Updated 10 April 2010

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Homework: Assignments are required to be completed prior to the convening of the first class of the day. Check on learning quizzes will be administered in

Course Grade Weighting:

Check on Learning (COL) Quizzes		20%
Billet Specialty Exam		80%

1st LT Links:

1st LT TGs:	Student Training Guides
ORT&E References:	References
Trainee Materials	Materials & Additional References

Group 2: Billet Specialty

Module 3: First Lieutenant	
Lesson 2-3-1: Deck Department Organization	
	Time Req.
Section 2-3-1-1: Deck Department Organization	0.5 hrs
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading:	
Lesson 2-3-2: Embarkation	
Section 2-3-2-1: Embarkation	2.0 hrs
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading:	
Lesson 2-3-3: Wet Well Operations	
Section 2-3-3-1: Wet Well Operations	2.0 hrs
Homework/Read Ahead Assignments:	

		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-3-4: Managing Deck Department Programs			
		Section 2-3-4-1: Seamanship Training Team	1.0 hr
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): Training Management; Shipboard Training Teams; slides 1 to 32	1.0 hr
		Required Reading:	
		Section 2-3-4-2: Aviation Readiness Qualification and Aviation Facility Certification	1.0 hr
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
		Section 2-3-4-3: Cargo Handling Equipment	1.0 hr
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-3-5: Life Saving Equipment			
		Section 2-3-5-1: Life Saving Equipment	1.0 hr
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-3-6: Mentoring			
		Section 2-3-6-1: Mentoring	1.5 hrs
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-3-7: First Lieutenant Seminar			
		Section 2-3-7-1: 1st LT Seminar	2.0 hrs
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-3-8: Billet Specialty Review			
		Section 2-3-8-1: CSO/WEPS, OPS Officer, 1st LT Lesson Review	2.0 hrs
Lesson 2-3-9: Billet Specialty Exam			
		Section 2-3-9-1: Billet Specialty Exam	2.0 hrs

Operational Readiness, Training and Engineering

Group 2: Billet Specialty

Module 2: Operations Officer

Updated 19 July 2012

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Homework: Assignments are required to be completed prior to the convening of the first class of the day. Check on learning quizzes will be administered in the morning, as delineated in the class schedule. Quizzes cover the assigned homework, required reading and Computer Based Training assignments for that day, and may draw from previous instruction.

Course Grade Weighting:

Check on Learning (COL) Quizzes	20%
Billet Specialty Exam	80%

OPS Officer Links:

OPS Officer TGs: [Student Training Guides](#)

ORT&E References: [References](#)

Trainee Materials [Materials & Additional References](#)

Group 2: Billet Specialty

Module 2: Operations Officer

Lesson 2-2-1: Deck Auxiliaries

Time Req.

Section 2-2-1-1: Deck Machinery	1.5 hrs
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading:	
Section 2-2-1-2: Standard Tensioned Refueling Alongside Method Maintenance	1.0 hr
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading:	
Section 2-2-1-3: Small Boats	1.0 hrs
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	

	Required Reading:	
	Section 2-2-1-4: Certifying Aviation Facilities	1.0 hrs
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Section 2-2-1-5: Helicopter Operations	1.0 hr
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Section 2-2-1-6: Amphibious Auxiliaries	1.0 hr
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Lesson 2-2-2: SLQ-32, Super Rapid Bloom Offboard Countermeasure, and NULKA Maintenance	
	Section 2-2-2-1: SLQ-32, Super Rapid Bloom Offboard Countermeasure, and NULKA Maintenance	1.0 hr
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Lesson 2-2-3: Operations Department Organization and Common References	
	Section 2-2-3-1: Operations Department Organization and Common References	1.0 hr
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Lesson 2-2-4: Web Site Resources	
	Section 2-2-4-1: Web Site Resources	1.0 hr
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Lesson 2-2-5: Ship Scheduling	
	Section 2-2-5-1: External Ship Scheduling	1.5 hrs
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Section 2-2-5-2: Internal Ship Scheduling	1.5 hrs
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Section 2-2-5-3: Underway Scheduling	1.0 hrs
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Lesson 2-2-6: Organizing and Executing Meetings under Your Cognizance	
	Section 2-2-6-1: Organizing and Executing a Planning Board for Training Meeting	1.0 hrs
	Homework/Read Ahead Assignments:	
	CBT Lesson(s): NA	
	Required Reading:	
	Section 2-2-6-2: Organizing and Executing an Operations and Intelligence Brief	1.0 hrs

		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-2-7: Managing Programs under Your Cognizance			
		Section 2-2-7-1: Managing the Safety Program	1.0 hr
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
		Section 2-2-7-2: Managing Operations Evolutions	1.0 hrs
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-2-8: Mentoring			
		Section 2-2-8-1: Mentoring	1.5 hrs
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	
Lesson 2-2-9: Operations Officer Seminar			
		Section 2-2-8-1: Operations Seminar	6.0 hrs
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): NA	
		Required Reading:	

Operational Readiness, Training and Engineering

Group 2: Billet Specialty

Module 1: Combat Systems Officer/Weapons Officer

Updated 24 October 2012

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Homework: Assignments are required to be completed prior to the convening of the first class of the day. Check on learning quizzes will be administered in the morning, as delineated in the class schedule. Quizzes cover the assigned homework, required reading and Computer Based Training assignments for that day, and may draw from previous instruction.

Course Grade Weighting:

Check on Learning (COL) Quizzes	20%
Billet Specialty Exam	80%

CSO/Weps Links:

CSO/ Weps TGs:	Student Training Guides
ORT&E References:	References
Trainee Materials	Materials & Additional References
CBTs	CBTs: ORT&E: Training Management

Group 2: Billet Specialty

Module 1: CSO/WEPS Officer

Lesson 2-1-1: Sensors	Time Req.
Section 2-1-1-1: Radar Antenna Maintenance	1.0 hr
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: NA	
Section 2-1-1-2: ASW Readiness	1.0 hr
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: NA	
Lesson 2-1-2: Weapons	
Section 2-1-2-1: Close-In Weapon System	1.0 hr
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: NA	
Section 2-1-2-2: Launcher Maintenance	1.0 hr
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: NA	
Section 2-1-2-3: Weapon System Alignment	1.0 hr
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: NA	
Lesson 2-1-3: Command and Control	
Section 2-1-3-1: Communications	2.0 hrs
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: NA	
Section 2-1-3-2: Command, Control, Comms, Computers, Combat System, and Intell Alterations and Installations	1.0 hr
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: CNSP/CNSLINST. 4720.3A (C5I Alts Guidance)	1.0 hr
Section 2-1-3-3: System Operability Tests and Tactical Data Link Operational Verifications	1.0 hrs
Homework/Read Ahead Assignments:	
CBT Lesson(s): NA	
Required Reading: NA	

Lesson 2-1-4: Maintenance Administration		
Section 2-1-4-1: Electronics Maintenance		1.0 hr
Homework/Read Ahead Assignments:		
CBT Lesson(s): NA		
Required Reading: NA		
Lesson 2-1-5: Ammunition Administration		
Section 2-1-5-1: Ammunition Administration		1.0 hr
Homework/Read Ahead Assignments:		
CBT Lesson(s): CSO/WEPS; Ammunition Admin; slides 1-35		1.0 hr
Required Reading: ATG Survival Guide for Ordnance Handling		2.0 hrs
NAVSEA OP 4 Ammunition and Explosives Safety Afloat, Chapters 1 and 2		1.0 hr
Lesson 2-1-6: Ammunition Handling and Stowage		
Section 2-1-6-1: Ammunition Handling and Stowage		1.0 hrs
Homework/Read Ahead Assignments:		
CBT Lesson(s): CSO/WEPS; Ammunition Handling and Stowage; slides 36 to 73		1.0 hr
Required Reading: NAVSEA OP 4 Ammunition and Explosives Safety Afloat, Chapter 3		1.0 hr
Lesson 2-1-7: Ammunition Onload, Offload, and Transfer		
Section 2-1-7-1: Receipt Inspection Requirements		0.5 hrs
Homework/Read Ahead Assignments:		
CBT Lesson(s): NA		
Required Reading: NAVSEA OP 4 Ammunition and Explosives Safety Afloat, Chapter 4		1.0 hr
NAVSUP P-805 Ammunition Sentencing Publication, Chapter 1 pgs 1-5 to 1-8, Chapter 3 pgs 3-3 to 3-7		0.5 hrs
Section 2-1-7-2: Evolutions		1.0 hr
Homework/Read Ahead Assignments:		
CBT Lesson(s): NA		
Required Reading: NAVSEA OP 4 Ammunition and Explosives Safety Afloat		1.0 hr
Section 2-1-7-3: Qualification and Certification Programs		0.5 hrs
Homework/Read Ahead Assignments:		
CBT Lesson(s): NA		
Required Reading: OPNAVINST 8023.24B Navy Personnel Ammunition and Explosives Handling Qualification and Certification Program		2.0 hrs
Recommended Reading: COMNAVSURFFORINST 3502.1D, Ch 1, Tabs C, D, O, P, Q, R, U, X		1.0 hr
Lesson 2-1-8: Training and Exercises		
Section 2-1-8-1: Inport Training		1.0 hr
Homework/Read Ahead Assignments:		
CBT Lesson(s): CSO/WEPS; Training and Exercises; slides 74 to 106		1.0 hr
Required Reading: COMNAVSURFORINST 3502.1D, Ch 1; SFTM, Appendix A, Training Admin		1.0 hr
Section 2-1-8-2: At-Sea Training		1.0 hrs
Homework/Read Ahead Assignments:		
CBT Lesson(s): NA		
Required Reading: COMNAVSURFORINST 3502.1D, Ch 1; SFTM, Appendix C, Exercise Requirements and Equivalencies		1.0 hr
Lesson 2-1-9: CSO/WEPS Seminar		
Section 2-1-9-1: CSO/WEPS Seminar		2.0 hrs
Homework/Read Ahead Assignments:		
CBT Lesson(s): NA		
Required Reading: NA		

Operational Readiness, Training and Engineering

Group 1: Core

Module 1: Training Management

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Course Grade Weighting:	
Check on Learning (COL) Quizzes (3 total)	15%
SFRM Practical	5%
Training Management / Naval Administration Exam	80%

Training Management Links:	
ORT&E References:	References
Trng Mgt TGs:	Student Training Guides
SFRM Link:	SFRM
CBTs	CBTs: ORT&E; Training Management

Group 1: Core

Module 1: Training Management

	Required Time
Lesson 1-1-1: Surface Force Readiness Manual	
Section: 1-1-1-1 Surface Force Readiness Manual	1.5 hr
Homework/Read Ahead Assignments:	
SFRM Practical. Located here:	
SFRM Practical	
Surface Force Readiness Manual Link:	
SFRM	
CBT Lesson(s):	
None	
Suggested Reading / Viewing:	
Training Management, Trainee Materials	
Lesson 1-1-2: FRTP Phase Requirements	
Section 1-1-2-1 FRTP Phase Requirements	1.0 hrs
Homework/Read Ahead Assignments:	
None	
CBT Lesson(s):	
None	
Suggested Reading / Viewing:	
SFRM	
Lesson 1-1-3 TORIS/TFOM	
Section 1-1-3-1 TORIS/TFOM	1.0 hr
Homework/Read Ahead Assignments:	

		Surface Force Readiness Manual Link:	
		SFRM	
		CBT Lesson(s):	
		None	
		Suggested Reading / Viewing:	
		None	
Lesson 1-1-4 TORIS/TFOM Lab			
		Section 1-1-4-1 TORIS/TFOM Lab	1.0 hrs
		Homework/Read Ahead Assignments:	
		TORIS/TFOM will be used throughout the F RTP. TORIS provides the data for Fleet View that is accessible to a wide	
		CBT Lesson(s):	
		None	
		Suggested Reading / Viewing:	
		None	
Lesson 1-1-5 FLT MPS			
		Section 1-1-5-1 FLT MPS	1.5 hr
		Homework/Read Ahead Assignments:	
		References	
		CBT Lesson(s):	
		None	
		Suggested Reading / Viewing:	
		None	
Lesson 1-1-6 Scenario Development			
		Section 1-1-6-1 Scenario Development Process	1.0 hr
		Homework/Read Ahead Assignments:	
		None	
		CBT Lesson(s): Training Management	
		Scenario Development: slides 33 to 95	1.5 hrs
		Suggested Reading / Viewing:	
		ATG Training Team Hand Book	
		ATG Complexity Matrix	
Lesson 1-1-7 Training Records Management			
		Section 1-1-7-1 Training Records Management	1.0 hr
		Homework/Read Ahead Assignments:	
		None	
		CBT Lesson(s):	
		Training Documentation: slides 18 to 23	.5 hrs
		Suggested Reading / Viewing:	
		None	
Lesson 1-1-8 Redlines			
		Section 1-1-8-1 Redlines	1.0 hr
		Homework/Read Ahead Assignments:	

		Redlines Implementing Instruction Link:	
		Redlines Implementing Instruction	
		CBT Lesson(s):	
		None	
		Suggested Reading / Viewing:	
		None	
Lesson 1-1-9: Shipboard Training Teams (SBTT)			
		Section 1-1-9-1: SBTT	1.0 hr
		Homework/Read Ahead Assignments:	
		CBT Lesson(s): Training Management	
		Training Teams: Slides 1-32	
		Required Reading:	
		ATG Training Team Handbook	
Lesson 1-1-10: ATG Tool Box Website Overview			
		Section 1-1-10-1: ATG Tool Box Website Overview	1.0 hr
		Homework/Read Ahead Assignments:	
		CBT Lesson(s):	
		None	
		Suggested Reading / Viewing:	
		None	
Lesson 1-1-11: Defense Readiness Reporting System-Navy (DRRS-N)			
		Section 1-1-11-1: DRRS-N	3.0 hrs
		Homework/Read Ahead Assignments:	
		DRRS-N Department Head Brief	
		CBT Lesson(s):	
		None	
		Suggested Reading / Viewing:	
		DRRS-N Materials	
Lesson 1-1-12 Trng Management Exam Review			
		Section 1-1-12-1 Training Management / Naval Administration Exam Review	1.0 hr
Lesson 1-1-13: Training Management / Naval Administration Exam			
		Section 1-1-13-1: Training Management / Naval Administration Exam	2.0 hrs

Operational Readiness, Training and Engineering

Group 1: Core

Module 3: Naval Administration

Updated 19 July 2012

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Homework: Recommended reading are required to be completed prior to the convening of the first class of the day. Check on learning quizzes will be administered in the morning.			
Course Grade Weighting:			
	Check on Learning (COL) Quizzes / Practicals		15%
	Exam		85%
Naval Administration Links:			
Naval Administration TGs:		Student Training Guides	
Naval Administration References:		References	
Group 1: CORE			
Module 1-3: NAVAL ADMINISTRATION			
Lesson 1-3-0: Naval Administration Intro			Time Req.
Topic: Course Introduction			1.0 hr
Homework/Read Ahead Assignments: N/A			
Required Reading: NA			
Lesson 1-3-1: Classification Procedures			
Topic: Classification Procedures			1.0 hr
Homework/Read Ahead Assignments:			
	Required Reading: ISOO 2010 Marking Booklet Revision 1		1.0 hr
	SECNAV M-5510.36 DON Information Security Program		1.0 hr
	Security Classification Guides (Aegis and SSDS)		.5 hr
Lesson 1-3-2: Naval Correspondence			
Topic: Naval Correspondence			1.0 hr
Homework/Read Ahead Assignments:			
	Required Reading: SECNAV M-5216.5 DON Correspondence Manual		1.0 hr
	SECNAV M-5210.2 DON Standard Subject Identification Code (SSIC)		1.0 hr
	OPNAVNOTE 5400 Standard Navy Distribution List (SNDL)		1.0 hr
Lesson 1-3-3: Naval Directives			
Topic: Naval Directives			1.5 hrs
Homework/Read Ahead Assignments:			
	Required Reading: OPNAV 5215.17 Navy Directives System		.5 hr
	SECNAV 5215.1D SECNAV Directives Policy		.5 hr
	SECNAV 5216.5 DON Correspondence Manual		.5 hr
	OPNAVINST 3120.32C Ch-7 Standard Organization and Regulations of the US Navy		1 hr
	US Navy Regulations		1 hr
Lesson 1-3-4: Unit Awards			
Topic: Unit Awards			1.5 hrs
Homework/Read Ahead Assignments:			
	Required Reading: CNSP/CNSL INAT 1650.3 Surface Forces Related Awards		.5 hr
	SECNAVINST 1650.1H Navy and Marine Corps Awards Manual		1.0 hr
	OPNAVINST 5100.19E Safety and Occupational Health (SOH) Program Manual		1.0 hr
	Navy Department Awards Web Services (NDAWS) Website (https://awards.navy.mil)		.5 hr
Lesson 1-3-5: Personal Awards			
Topic: Personal Awards			2.0 hrs
Homework/Read Ahead Assignments:			
	Required Reading: OPNAVINST 3591.1F Small Arms Training and Qualification, Enclosures 1-8		
	SECNAVINST 1650.1H Navy and Marine Corps Awards Manual		.5 hr
	ISIC Awards Instruction (COMCARSTRKGRU SEVEN)		.5 hr
	Navy League Awards Manual		.5 hr
	Navy Department Awards Web Services (NDAWS) Website (https://awards.navy.mil)		.5 hr
Lesson 1-3-6: Intro to Naval Messages			
Topic: Intro to Naval Messages			1.5 hrs
Homework/Read Ahead Assignments:			
	Required Reading: NTP-3 (J) Ch-1 Naval Telecommunications Manual		.5 hr
	APP-11 (C) NATO Message Catalogue		.5 hr
	OPNAVINST F3100.6J Ch-2 Special Incident Reporting		.5 hr
	NWP 1-03.1 Operational Reports Ch-1		.5 hr
	FXP 3(G) Ch-4 STW SUW C@W CCC Exercises		.5 hr
	Numbered Fleet OPORDERS		.5 hr
Lesson 1-3-7: Naval Message Practical			
Topic: Naval Message Practical			2.5 hrs
Homework/Read Ahead Assignments:			
	Required Reading: Review Required Reading for 1-3-6 Intro to Naval Messages		1.5 hrs
Lesson 1-3-8: Manpower and Personnel			
Topic: Manpower and Personnel			2.0 hrs
Homework/Read Ahead Assignments:			
	Required Reading: BUPERSINST 1080-53 EDVRMAN		.5 hr
	OPNAVINST 1000.16K Ch-1 Navy Total Force Manpower Policies and Procedures		.5 hr
	CINCPACFLT-CINCLANTFLT INST 1306.14A PERSMAR		.5 hr
	CNO 5310 Adjudication of Final Ship Manpower Document (SMD) DGD 51		.5 hr
	COMFLTFORCOM-COMNAVPERSCOM INST 1300.1 Enlisted Manning Policy and Procedures		.5 hr
	MILSPERSMAN 1306-108 EMIR Ch-18		.25 hr
	MILSPERSMAN 1301-222 Ch-4 SWO Afloat Billets		.25 hr
Lesson 1-3-9: FITREPS and EVALS			

Topic: FITREPS and EVALS			2.0 hrs
Homework/Read Ahead Assignments:			
	Required Reading: BUPERSINST 1610.10C Navy Performance Evaluation System		1.0 hr
	NAVMED P-117 Manual of the Medical Department Ch-126		.5 hr
	OPNAVINST 6110.1J Physical Readiness Program		.5 hr
Lesson 1-3-10: Time Management Seminar			
Topic: Time Management Seminar			1.5 hrs
Homework/Read Ahead Assignments:			
Recommended Reading:			
	The Seven Habits of Highly Effective People (Covey)		
	How to Win Friends and Influence People (Carnegie)		
	The One Minute Manager (Blanchard)		
Lesson 1-3-11: Naval Discipline			
Topic: Naval Discipline			2.0 hrs
Homework/Read Ahead Assignments:			
	Required Reading: Manual for Courts Martial 2008		1.0 hr
	UCMJ, Article 15		.5 hr
	JAGINST 5800.7E Ch-2 Manual of the Judge Advocate General		1.0 hr
Lesson 1-3-12: Legal Investigations			
Topic: Legal Investigations			2.0 hr
Homework/Read Ahead Assignments:			
	Required Reading: JAGINST 5800.7E Ch-2 Manual of the Judge Advocate General		1.0 hr
	Manual for Courts Martial 2008		1.0 hr
Lesson 1-3-13: Career Counseling			
Topic: Career Counseling			1.0 hr
Homework/Read Ahead Assignments:			
	Required Reading: BUPERSINST 1430.16F Navy Advancement Manual		.5 hr
	Breau of Naval Personnel Career Counselors Handbook		.5 hr
	OPNAVINST 1040.11C Navy Enlisted Retention and Career Development Program		.5 hr
	OPNAVINST 6110.1J Physical Readiness Program		.5 hr
	www.npc.navy.mil		.5 hr