DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 5510.2B
N7
31 January 2020

NETC INSTRUCTION 5510.2B

From: Commander, Naval Education and Training Command

Subj: LITTORAL COMBAT SHIP TRAINING FACILITY OPERATIONS

Ref: (a) SECNAVINST 5510.36B

Encl: (1) Littoral Combat Ship Training Facility Operations
           Manual

1. <u>Purpose</u>. To establish policy governing the conduct of
operations and sustainment of training held at the Littoral
Combat Ship Training Facilities (LTF) located in San Diego,
California and Mayport, Florida.

2. <u>Cancellation</u>. NETCINST 5510.2A.

3. <u>Discussion</u>. Enclosure (1) provides Naval Education and
Training Command (NETC) Learning Centers with policy and
guidance in conducting training for Littoral Combat Ship (LCS)
units at the west coast and east coast LTFs.

4. <u>Responsibility</u>. NETC has designated the Center for Surface
Combat Systems (CSCS) as Lead Learning Center for LCS training
and is responsible for ensuring enclosure (1) is adhered to
while conducting day-to-day operations.

    a. Surface Warfare Officers School Command (SWOS) and
Center for Information Warfare Training (CIWT) are additional
NETC Learning Centers that manage and deliver training at the
LTFs. Enclosure (1) addresses policies that govern the manning,
scheduling, training development, and operation of the LTFs in
support of the training strategies defined in the Navy Training
System Plans for LCS Ship Variants, Anti-Submarine Warfare
Mission Package (MP), Mine Counter Measures MP, and Surface
Warfare MP, in addition to the LCS Wholeness Concept of
Operations.

    b. The principal audience for this document is United
States Fleet Forces Command; Commander, Naval Surface Force

Pacific; Commander, Naval Surface Force Atlantic; Commander, U.S. Third Fleet; Commander, U.S. Second Fleet; Program Executive Office LCS Program Manager, Ships (PMS 505); CSCS; SWOS; CIWT; Commander, Littoral Combat Ship Squadron ONE; Commander, Littoral Combat Ship Squadron TWO; Training Support Center, San Diego; and assigned LCS Variant and MP crews involved in LCS Train-to-Qualify and Train-to-Certify training and operations.

5. Records Management

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

7. <u>Forms</u>. The following forms are available for download online at HP Records Manager (HPRM) or via email at netc_directives@navy.mil:
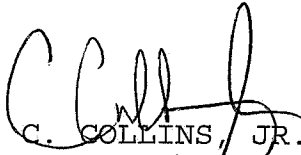
    a. NETC 5510/1 (Littoral Combat Ship Training Facility Visitor Notification)

    b. NETC 5510/2 (Authorized Laptop Verification Tag)

    c. NETC 5510/3 (Littoral Combat Ship Training Facility Laptop Access)

    d. NETC 5510/4 (Littoral Combat Ship Training Facility Lost/Stolen Access Badge)

    e. NETC 5510/5 (Littoral Combat Ship Training Facility Class Notification)

C. COLLINS, JR.
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the NETC public web site, https://www.public.navy.mil/netc/directives.aspx, or via HP Records Manager (HPRM).

LITTORAL COMBAT SHIP TRAINING FACILITY
OPERATIONS MANUAL

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LIST OF APPENDICES

REFERENCES

(a) OPNAVINST 1500.47 (series), Navy Training Quota Management

(b) N96-NTSP-P-30-1216 (series), Littoral Combat Ship Navy Training System Plan

(c) N86-NTSP-S-30-0501 (series), Littoral Combat Ship Anti-Submarine Warfare Mission Package Navy Training System Plan

(d) N86-NTSP-P-30-0604 (series), Littoral Combat Ship Mine Countermeasures Mission Package Navy Training System Plan

(e) N86-NTSP-S-30-0605 (series), Littoral Combat Ship Surface Warfare Mission Package Navy Training System Plan

(f) Littoral Combat Ship Platform Wholeness Concept of Operations (series)

(g) CNSP/CNSLINST 3502.2 (series), LCS Training and Readiness Manual (TRAMAN)

(h) NAVEDTRA 140 (series), Training Support Management Manual

(i) SWOSCOLCOMINST 1500.2 (series), SWOS Master Training Specialist (MTS) Program

(j) SWOSCOLCOMINST 1500.9 (series), Development of Instructors at Surface Warfare Officers School Command

(k) SWOSCOLCOMINST 1540.2 (series), Student Critique Program

(l) SWOSCOLCOMNOTE 1500 of 26 Jun 12, Course Update Protocol

(m) NAVEDTRA 135 (series), Navy School Management Manual

(n) NAVEDTRA 43100-7 (series), Personnel Qualification
     Standard for Master Training Specialist

(o) NETC 1500.2 (series), Master Training Specialist
     Program

(p) FLEASWTRACENINST 5510.14 (series), Security Manual, or
     the CSCSDETMYPTINST 5530.1 (series), Physical Security
     Plan and Loss Prevention, as site appropriate

(q) SECNAV M5510.30, Personnel Security Program

(r) SECNAV M5510.36, Information Security Program

(s) OPNAVINST 5530.14 (series), Physical Security

(t) CSCSINST 5500.1 (series), Security Manual

(u) FLEASWTRACENINST 5239.1 (series), Information Security,
     or CSCSDETMYPTINST 5510.1 (series), Information
     Security, as site appropriate

(v) MOA between Commander, Naval Warfare Development
     Command (NWDC) and Program Manager, LCS Fleet
     Introduction and Sustainment and CO, CSCS-NCTE
     Interconnection Agreement, of 8 Apr 13

(w) Contractor Operations and Maintenance of Simulators
     (COMS) contract, of July 2015

(x) CSCSINST 5401.1 (series), CSCS Management Handbook

(y) FLEASWTRACENINST 1650.5 (series), Master Training
     Specialist (MTS) Program, or CSCSDETMYPTINST 1500.2
     (series), MTS Recognition Program, as site appropriate

(z) Instructional Support Contract, Surface Combat Systems
     Training Support (SCSTS) N00178-04-D-4079

(aa) Littoral Combat Ship Training Facility Standard
     Operating Procedure for Copying Data to Removable
     Optical Media

(ab) NETCINST 1500.13 (series), High Risk Training Safety
      Program

(ac) NETCINST 5100.1 (series), Naval Education and Training
      Command Safety and Occupational Health Program

(ad) OPNAVINST 1510.10 (Series), Corporate enterprise
Training Activity Resource System

(ae) CNSP/CNSLINST 3505.1 (series), Navigation Seamanship
      and Ship-Handling Training

(af) FLEASWTRACENINST 5070.3F, Command Library Standard
      Operating Instructions

(ag) CNSFINST 1412.6, Surface Warfare Watchstander
      Proficiency Requirement

<u>SECTION I – INTRODUCTION AND OVERVIEW</u>

100. <u>**Purpose**</u>**.** The purpose of this manual is to establish policy governing the conduct of operations and sustainment of training at Littoral Combat Ship Training Facility (LTF) San Diego (SD) and LTF Mayport (MYPT) using references (a) through (ag) as guidance. The principal audience of the LTF Operations Manual is Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, Naval Surface Force Pacific; Commander, Naval Surface Force Atlantic; Commander, U.S. Third Fleet; Commander, U.S. Second Fleet; Program Executive Office LCS Program Manager, Ships (PMS 505); Naval Education and Training Command (NETC); Center for Surface Combat Systems (CSCS); Surface Warfare Officers School Command (SWOS); Center for Information Warfare Training (CIWT); Commander, Littoral Combat Ship Squadron ONE (LCSRON ONE); Commander, Littoral Combat Ship Squadron TWO (LCSRON TWO); Training Support Center, San Diego; Training Support Center, Hampton Roads; and assigned LCS Variants configured with Mission Package (MP) crews involved in LCS Train-to-Qualify (T2Q) and Train-to-Certify (T2C) operations. The intent is to present information needed to understand LTF capabilities and place them into the context of policy and procedures required to support effective LCS training. This document will be updated based on an annual review conducted by Commanding Officer (CO), CSCS.

101. <u>**Scope**</u>. This manual covers the manning, training development, scheduling, and operation of the LTF SD located in Naval Base San Diego, and LTF MYPT located in Naval Station Mayport. The management of LTF SD is organizationally aligned to the LCS Training Department at CSCS Fleet Anti-Submarine Warfare Training Center (FLEASWTRACEN) San Diego, and LTF MYPT is organizationally aligned to the LCS Training Department at CSCS Detachment (DET) Mayport. Each NETC Learning Center is responsible for assigned Curriculum Control Authority (CCA)/Course Curriculum Model Manager (CCMM) roles in relation to instructor and curriculum maintenance. This document is divided into seven sections:

1. <u>Section I: Introduction and Overview</u>. Provides purpose, scope, and background information, and describes the general responsibilities of the commands that support or utilize the LTFs.

2. <u>Section II: Facility Management</u>. Addresses on-site command organization and assigns responsibilities for physical security, access control, visit scheduling, information assurance, operations support, and trainer maintenance.

3. <u>Section III: Instructor Management</u>. Addresses instructor manning requirements and certification and qualification standards.

4. <u>Section IV: Training Development</u>. Promulgates procedures for developing new courseware and scenarios for use in the LTFs as well as procedures to ensure correct lab configuration for each training requirement.

5. <u>Section V: Trainer scheduling</u>. Addresses scheduling protocols for LTF training systems.

6. <u>Section VI: Training Execution</u>. Describes the internal LTF procedures to ensure instructors, trainer operators, and labs are ready for specific training events.

7. <u>Section VII: Facilities</u>. Describes responsibility for facilities maintenance, janitorial services, consumable supplies and office equipment funding, and Navy Marine Corps Intranet/ Next Generation Enterprise Network allocations.

102. **Background**

1. The LCS combined Navy Training System Plans (NTSP), Anti-Submarine Warfare MP NTSP, Mine Countermeasures MP NTSP, and Surface Warfare MP NTSP combined with the LCS Wholeness Concept of Operations (CONOPS) (references (b) through (f)) drive a new approach to individual, team, unit-level, integrated/advanced phase, and proficiency training to accommodate the minimum manning and Blue/Gold + rotational-crewing concepts. Crew members must be able to perform multiple functions and fill billets and watch organizations that are standardized across all crews of the same ship variant and Mission Module (MM). Operational demands do not allow sufficient time for under instruction watch standing or proficiency training during operational periods, and crews do not have organic training teams or embedded training systems. This new approach drives the need for the shore-centric T2Q and T2C concepts, which rely heavily on high-fidelity shore-based trainers and extensive

cross-training which mandates the co-location of NETC schoolhouse individual skills training and Type Commander (TYCOM) fleet training. Each LCS Sailor follows a customized training pipeline that consists of a combination of vendor training and Navy courses, the LCS Academy, "school ship" periods, and training in shore-based trainers. Unit-level training (ULT) and proficiency training processes for LCS are different from the rest of the fleet due to minimal manning and rotational crewing. LCS training teams are made up of LCSRON and DIVISION N7 members and LTF staff personnel stationed ashore. Advanced training is conducted by U.S. Fleet Forces Command and Commander, Third Fleet, and leads to deployment certification. For these reasons, the training process must meet the following criteria:

    a. Individual skills training must produce highly skilled, cross-trained operators and maintainers trained for specific billets and watch stations.

    b. Personnel must report to the crew qualified to stand watch and carry out all duties.

    c. ULT and proficiency training must operate under a Train-the-Sailor approach.

    d. Training must be shore-centric effectively and economically produce competent Sailors who can drive, fight, and maintain the ship. Detailed training guidance is provided in references (b) through (e), and (g).

2. There are two key training concepts that drive the training guidance:

  Note: In the descriptions provided below, "Basic Level" means the Sailor has completed all Personnel Qualification Standards (PQS) requirements and is awaiting final watch station qualification by the CO aboard ship. "Advanced Level" describes what is traditionally understood as Unit Level certification, and the objectives are derived from reference (g).

    a. T2Q. T2Q is the process of training an individual, in an off-ship environment, in the basic level Knowledge, Skills, and Abilities required to competently perform tasks associated

with a designated shipboard watch station or position. T2Q
training includes a combination of classroom instruction,
computer-based lessons, live and virtual simulations, and
shipboard evolutions in port and, where appropriate, at sea. It
is conducted in individual and team environments and focuses on
achieving qualifications and building proficiency. T2Q is the
Capability Development Document threshold requirement for crew
training. The goal of T2Q is to bring the crewmember as close
as possible to final systems operator qualifications before
operations, tasks, or missions aboard ship commence.

     b. T2C. Whereas T2Q is the basic level of training for an
individual, T2C is the advanced training for a watch team once
T2Q has been attained by all individuals. T2C is achieved
through demonstrated proficiency in operating MM equipment and
systems as a warfare team and the completion of MM/ship
composite training scenarios (for both MM crews and core crew).
T2C follows a training model quite different from other ships.
To qualify crews with Certification Exercises (CE) or Repetitive
Exercises (RE), T2C must deliver training across all elements of
the integrated team environment to provide skills that meet the
measures, metrics, and standards associated with each position
or watch station. Like T2Q, it relies heavily on shore-based
training, although it is recognized and acknowledged that some
training/certification events will be conducted underway. See
reference (g).

3. Once full training capability is reached, the LTFs will
support T2Q and T2C processes for Bridge, Readiness Control
Officer, Combat Systems, MP Operator stations, Deck Operations
(MOBICON, Launch Handling and Recovery System (LHRS)), as well
as mission area sustainment training for crews rotating back
from the operational theater. In T2Q, individual training
tracks for operational watch standers leverage the advanced
simulation and Immersive Virtual Ship Environment (IVSE)
curriculum in the LTFs to apply the knowledge and skills they
have learned in their respective Billet Training Profiles
(BTPs). The training tracks for Bridge and Combat watchstations
culminates in a capstone course at the LTFs designed to
demonstrate the 200 (Systems) and 300 (Watchstations) level PQS
items guiding the employment of the ship with an assigned
mission package. For ULT/ T2C/Sustainment, LCSRON and CSCS LTF
staff members function as the training teams for combat systems,
engineering, and seamanship for scenario-based training

conducted at the facility to include crew certification events and sustainment training.

103. LTF Training Support Responsibilities. With respect to the LTFs, the following roles and responsibilities exist:

1. CO, CSCS

    a. Overall responsibility for the management and operation of LTF SD and LTF MYPT.

    b. NETC Lead Learning Center for all LCS Training.

    c. Review authority for the LTF Operations Manual and responsible for implementation of periodic updates.

    d. Coordination and submission of LCS training related Program Objective Memorandum (POM) issues and other outside funding related matters.

    e. Manage facility staffing requirements as they relate to CSCS.

    f. Coordination of Public Affairs related issues.

2. CO, FLEASWTRACEN/Officer-in-Charge (OIC), CSCS DET MAYPORT:

    a. Generate all command policies affecting their respective LTFs.

    b. Manage day-to-day operations and execution of all events that take place within their respective LTFs.

    c. Manage the instructor labor and maintenance contracts supporting their respective LTFs.

    d. Coordinate with COMLCSRON ONE, COMLCSRON TWO, and other commands to leverage the LTFs to meet multiple training priorities. Publish their respective LTF schedules.

    e. Provide individual and team based training to watch standers in support of T2Q and T2C.

f. Provide LTF personnel to staff Combat Systems Training
Team, Engineering Training Team, and Seamanship Training Team
for scenario-based training conducted at the LTF during the off-
hull training period as requested. Training team roles include
scenario development, execution, and both individual and watch
team assessment/de-brief.

g. LTF's will ensure that all students are enrolled and
graduated in Corporate enterprise Training Activity Resource
System (CeTARS) using the appropriate agency within the
timelines outlined in reference (ad). Student Action forms are
submitted if a student has been disenrolled for any reason.

3. <u>CO, SWOSCOLCOM</u>

a. Manage the SWOS instructors who support the LTFs per
references (i) through (l).

b. Develop and promulgate annual course schedules for SWOS
curricula. Coordinate trainer utilization with CSCS.

c. Execute LCS training courses aligned to SWOS.

d. Serve as the CCA and CCMM for the LCS engineering,
navigation, and damage control courses per reference (l).

e. Designate SWOS (N77) Engineering Learning Site San Diego
as the local coordination point for LTF SD training issues and
SWOS (N77) OIC Engineering Learning Site Mayport for LTF MYPT
SWOS training issues.

4. <u>CO, CIWT</u>

a. Manage the CIWT instructors who support LTF training as
per references (m) through (o).

b. Develop and promulgate annual course schedules for CIWT
LTF course convenings.

c. Execute LCS training courses aligned to CIWT.

d. Serve as the CCA and CCMM for the LCS Information
Technology (IT) Maintenance courses per NTSP.

5. PMS 505

    a. Responsible for ensuring the trainers and courseware keep pace with ship/mission module equipment configuration changes.

    b. Establish training requirement changes via applicable NTSP updates.

    c. Act as the principal advocate for the local training resource providers, squadron commanders, and LCS crews in addressing training support requirements from CSCS and other external agencies.

    d. Initiate POM issues to support new training requirements.

6. PMS 501/PMS 420

    a. Responsible for the development and delivery of ship and mission package systems.

    b. Support PMS 505 in ensuring the trainers and courseware keep up with ship/mission module equipment configuration changes.

7. Naval Air Warfare Center Training Systems Division (NAWCTSD)

    a. Training Systems Executive Agent for the LCS program for both the ship and MP program offices.

    b. As tasked and directed by PMS 505, solicit proposals, award contracts, oversee execution, conduct test and acceptance, and ensure contractor delivery of trainers, courseware, and Virtual Reality systems, and coordinate development of LCS training systems.

    c. Member of a training integrated product team that includes resource sponsors, the fleet, NETC, and associated Learning Centers.

    d. Oversee the execution of Job Duty Task Analysis.

    e. Provide Training System Installation Plans (TSIP) and Life Cycle Management Plans (LCMP) for all training systems contained in the LTF.

8. <u>Commander, LCSRON ONE and Commander, LCSRON TWO</u>

    a. Manage individuals and crews in obtaining the resources to achieve training goals.

    b. Assess readiness and training for assigned units.

    c. Promulgate all required pre- and post- training messages per reference (g).

    d. Provide the crew with an over-arching training scenario, including geographical scenario locations, order of battle, etc. This scenario will be based on anticipated operations during the next deployment and will be coordinated with the LTF to ensure continuity in training.

    e. Evaluate mission area performance using established fleet standards.

    f. Schedule a Training Arrival Conference for each crew shortly after they return from Outside the Continental United States rotation.

    g. Develop an outline for the scenario session to evaluate and provide it to the respective LTF. When scenarios require advanced preparations by the crew (chart preparations, operational planning, etc.), provide the general scenario to the crew in sufficient time to allow adequate planning.

    h. Develop an evaluation plan for each crew based on assessed strengths and weaknesses and the certification requirements.

    i. Liaise with LTF staff to assist in resolving trainer scheduling conflicts.

    j. Provide qualified staff assessors to participate in T2C events at the LTFs.

    k. Coordinate specific training objectives with the LTF at least 90 days prior to the start of the training event.

l.   Provide mutual support during the assessment, training, and certification cycles in conjunction with LTF staff and Afloat Training Group (ATG).

m.   Provide access to LCS variant hulls, MPs, and crews in support of training objectives development.

n.   Serve as the scheduler and coordinator for all crew Stick Time events and provide monthly schedule to the LTF scheduler for instructor planning purposes.

9.   LCS COs. Develop and provide approved deployment watchbills 30 days prior commencing Crew Certification training at the LTFs. Personnel attending the supported training should be those assigned on deployment watchbills to the maximum extent possible.

10.   CO, TSC SD. Provide Fleet Liaison, Quota Control, and CeTARS student data management support per reference (h).

a.   The TSC Fleet Training Liaison officers are the primary point of contact for LCSRON Training Liaison Officers and Schools Coordinators for questions regarding command requirements, schools availability, class convenings, and training facilities locations. The TSC Fleet Liaison Office also provides ongoing training and assistance for training management programs such as enterprise Navy Training Reservation System (eNTRS), Catalog of Navy Training Courses (CANTRAC), and Fleet Training Management and Planning System (FLTMPS).

b.   LCSRON Training Liaison Officers are encouraged to attend an indoctrination class at ATG upon assignment to duty as a Training Officer, as well as individual one-on-one training with the TSC Fleet Liaison Staff to receive instruction on command requirements and tracking programs such as FLTMPS and eNTRS. Training Officers are encouraged to establish an ongoing relationship with TSC Fleet Liaison Officers and should feel free to contact them with any questions or inquiries regarding the NETC training process.

c.   LCSRON Training Liaison Officers may contact the Fleet Liaison for assistance with emergent training requirements or when seats are not available through the normal distribution system.

d. LTF student quotas

(1) San Diego: TSC SD Centralized Quota Control (CQC) office is the primary point of contact for school requests in LTF SD. The preferred method to request training quotas is by using eNTRS. Quotas may also be requested via email at tscsd.quotas@navy.mil or fax at (619) 556-3294. If commands are unable to access eNTRS or email, phone requests will be accepted at (619) 556-0594 or DSN 526-0594.

(2) Mayport: LTF MYPT will serve as Quota Control Authority (QCA) for courses taught at LTF MYPT. As the designated QCA, LTF MYPT will follow reference (h) to review all school requests. The preferred method to request training quotas is by using eNTRS. If eNTRS is not available, quotas may also be requested via email at ltfmayportadmin@navy.mil.

(3) SWOS: Quota Control and Convening Schedules are managed by PERS-413E and SWOS. Individuals will be assigned seats by PERS-413E. POC: PERS-413E, LCS placement, (901) 874-3921.

e. Quota Control General Business Rules

(1) Fair Share: CQC reserves the right to ensure quotas are allocated appropriately based on Learning Center resources and fleet requirements.

(2) Course Prerequisites: LTF course prerequisites can be found in CANTRAC at https://app.prod.cetars.training.navy.mil/cantrac/vol2.html. Requesting commands are responsible to ensure prerequisites are met prior to requesting a quota. Students who arrive and do not meet course prerequisites may be returned to their commands and reported as a Missed Training Opportunity (MTO) to the appropriate TYCOM. For courses that require a security clearance, CQC will check to ensure that eligibility and access are in the Joint Personnel Adjudication System (JPAS) prior to granting a quota.

(3) Security Requirements: Adjudicated Personnel Security Investigations (PSI) within the last 10 years is required for all courses that use a Department of Defense computer network. Validate status of prospective student with

Enclosure (1)

your command security officer prior to requesting quotas. Personal Identification Numbers will be required for computer access regardless of course classification.

      (4) No-Name Quotas: CQCs will not accept a No-Name request for seats in courses that require JPAS confirmed PSI for eligibility. Requesting commands must check course pre-requisites in the CANTRAC to determine course security requirements prior to submitting a request.

      (5) Cancellation Requests: Due to high demand of quotas and limited training resources, cancellation requests must be received no later than 4 working days prior to convening date in order to allow reallocation of seats. Cancellations will be accepted via eNTRS, email, naval message, fax, or phone. Cancellations received later than 4 working days prior to convening date will result in a MTO and be reported to the TYCOM.

    f. CeTARS Student data management. The CQCs are responsible to enroll and graduate students in CeTARS. CeTARS serves as NETC's corporate database for formal training data collection and reporting. Refer to references (h) and (ad) for detailed guidance regarding CeTARS management.

SECTION II – FACILITY MANAGEMENT

200. Littoral Combat Ship Training Facility (LTF) Site Command Organization. Center for Surface Combat Systems (CSCS), as the Navy's lead Learning Center for Littoral Combat Ship (LCS) training, is responsible for the management and operation of the LTF and has assigned Commanding Officer (CO), Fleet Anti-Submarine Warfare Training Center, and Officer in Charge, CSCS Detachment Mayport command responsibility respectively. An LTF Officer is billeted to oversee the military instructors and training operations at the facility. LTF Program Directors are responsible for facility configuration management/updates, and overall operations, including oversight of the training for the LTFs.

201. Physical Security. Security is defined as the measures designed to safeguard personnel, prevent unauthorized access to facilities, equipment, material, and information, and to safeguard against espionage, sabotage, damage, and theft. LTF security is governed by references (p) through (u). Policy and procedures pertaining to security checks for the facility and General Services Administration containers (and their combinations) are specifically addressed in Chapter 2 of reference (q). Personnel safety compliance shall be followed per references (ab) and (ac).

202. Access Control/Visit Scheduling

1. For the purposes of this policy manual, the term visitor applies as follows:

    a. A visitor to a shore establishment is any person who is not attached to or employed by the command or staff using that station as headquarters.

    b. A person on temporary additional duty is considered a visitor. Personnel on temporary duty orders, reservists on active duty for training, or those personnel assigned on a quota to a school for a course of instruction may also be considered as visitors.

2. The movement of all visitors shall be controlled to ensure that access to classified information is deliberate and consistent with the purpose of the visit. If an escort is

required for the visitor, a military, Department of Defense
(DoD) civilian, or a cleared contractor permanently assigned to
the command being visited may be assigned escort duties. The
escort must remain with the visitor at all times.

3. As a matter of convenience and courtesy, flag officers,
general officers, and their civilian equivalents are not
required to sign visitor records or display identification
badges when being escorted as visitors. Identification of these
senior visitors by escorts will normally be sufficient. The
escort should be present at all times to avoid challenge and
embarrassment and to ensure that necessary security controls are
met. If the visitor is not being escorted, all normal security
procedures will apply.

4. At the discretion of the CO, the general public may be
permitted to visit on an unclassified basis only, (i.e., no
classified areas, equipment or information, or controlled
unclassified information may be divulged to the general public).
A written statement of command safeguards will be prepared and
implemented assuming the possibility of the presence of foreign
agents among the visitors and to ensure proper protections are
in place.

5. Visit Authorization Letters are no longer required for
visits involving civilian, military, and contractor personnel
whose access level and Security Management Office (SMO)
affiliation are accurately reflected in Joint Personnel
Adjudication System (JPAS) (see paragraph 7).

6. The LTF point of contact planning and scheduling a visit
must ensure receipt of a complete LTF Visitor Notification Form
(NETC 5510/1).

7. Visit Requests. JPAS is a secure website that contains
personnel clearance information. In order to gain unescorted
access to the LTF, visitors must hold a Secret or above
clearance in JPAS and also have a current visit request on file
with the respective LTF. Contact the LTFs to obtain appropriate
visit request JPAS SMO code data.

     a. Individuals and organizations outside the Department of
Defense who do not have JPAS access are required to have Visit
Requests emailed (encrypted) to the appropriate LTF Security
Manager.

     b. Encrypted email requests must come directly from the
organization's security manager, state the purpose and duration
of the visit, visitor's clearance information, and be signed by
the visitor's security officer. If the requesting Facility
Security Officer (FSO) does not have encrypted e-mail, then a
verification letter may be sent by mail to the appropriate LTF
Security Manager. The letter must be on a company letterhead
and signed by the FSO and Chief Operating Officer (COO).

8. Distinguished Visitor (DV) Tours. All DV Tours must be
coordinated through the appropriate LTF scheduler, who will
match tour requirements to the Classroom/lab training schedules,
ensuring tour objectives can be met without hindering training
requirements.

9. Security Badges. Security badges are required for entry and
are required to be worn at all times and displayed above the
waist within the LTFs. Some spaces may require an access card
and a pin number for entry. There are two badge types:

     a. Common Access Card (CAC) or Access Swipe Badge (if
used). LTF badge control systems allow the use of Government
issued CAC entry procedures in place of Access Badge use, and
when in use, CACs must be visibly worn above the waist at all
times within the LTFs. A JPAS visit request is required to
receive a CAC code registration or obtain an Access Swipe badge.
Swipe badges provide tailored access allowing the visitor to
enter controlled access areas specific to visit requirements.
No escort is required for visitors issued CAC code registration
swipe badges. Access swipe badges or CAC registration codes
will be issued to staff, students, contractors, and other
personnel who will be assigned to the LTFs for an extended
period of time, are dependent upon verification of a SECRET
CLEARANCE and an approved "Need to Know."

     b. Red Escort Badge. This badge is issued to visitors who
have not provided current JPAS visit request information.
Visitors assigned this badge can only enter controlled access
areas after all classified information has been sanitized and

must be escorted at all times within controlled access areas.
The escort must sign the visitor logbook located at the visitor
control station before entering controlled access areas. The
escort is personally responsible for ensuring that the visitor
is not exposed to any classified information. For large group
of visitors, such as VIP or public tours, the decision may be
made to not require individual Red Escort Badges, but the
escort(s) must still ensure that visitors are not exposed to any
classified information.

    c. All CACs and access badges must be visibly displayed and
worn above the waist at all times within the LTF.

10. <u>LTF Information Systems User Agreement</u>. A signed user
agreement must be on file for all visitors issued an access
swipe badge or red escort badge for the LTF (see Appendix A).
Before entering controlled access areas, the user must complete
the agreement by initialing each line, printing name, signing,
and dating the form. Completion of the user agreement and date
of completion is then entered into the consolidated JPAS visit
request list by the LTF visitor control clerk, and the hardcopy
is filed for future reference.

11. <u>Laptops</u>. Personal laptops <u>are not</u> authorized inside the
Open Secret Storage area of the LTF under any circumstances.
Government or company laptops that are required to support
mission critical tasks will be approved for use in unclassified
LTF areas on a case-by-case basis. At no time will any device
that is not included in the LTF Certification and Accreditation
boundary be connected to LTF networks. Designated Government
personnel must approve and authorize the use of a laptop
computer within controlled access areas by signing the
Authorized Laptop Verification Tag (NETC 5510/2) before any
items are permitted for entry. The Information Assurance (IA)
Manager or a member of the maintenance staff will confirm that
Wireless Fidelity (WIFI) and cameras are shut off on the
computer before entering the LTFs; they must also countersign
both the Authorized Laptop Verification tag (NETC 5510/2) and
the Laptop Access Form (NETC 5510/3). This procedure must be
completed each day of the visit unless the authorized items stay
within the controlled access area for the entire duration.
These forms can be found in the LTF Authorized Laptop Forms
folder and at the LTF visitor control desk.

12. Initial Check-In Procedures

     a. Annotate current Visit Request and User Agreement
receipt in the Consolidated JPAS Visit Request list.

          (1) Ensure JPAS visit request dates are current. If
JPAS visit request is out of date or not listed, the visitor
must have a valid reason approved by the LTF Director for
entering the facility and must be escorted with a red escort
badge. If a red escort badge is issued, the person escorting
that visitor must counter-sign next to the visitor's name on the
visitor log. If the JPAS visit request is current, visitor may
use an access swipe badge or a red escort badge following the
badge issue procedures.

          (2) Ensure the LTF Information Systems User Agreement
has been signed. The agreement must be completed prior to
interacting with LTF training systems and networks (see Appendix
A). Escorted visitors may be allowed to interact during tours
under the direct supervision of LTF staff. If a user agreement
has been signed, issue an appropriate badge and have the visitor
sign the visitor log. Lock boxes will be provided for temporary
storage of personal electronic devices.

     b. Ensure the visitor understands the policies of the
trainer and offer a locker key for unauthorized items.
Unauthorized items include cell phones, cameras, universal
serial bus drives, laptops that have not been approved,
bluetooth devices, smart watches with WIFI capabilities, and any
other electronic device with any possible WIFI or storage
capability.

     c. Locker keys, badges, and badge holders must be logged
in/out in the visitor log at the LTF visitor control desk.

     d. Laptops and all other required electronic devices must
be approved by authorized personnel (paragraph 6 of this section
applies).

13. Badge Issue Procedures

     a. LTF Students. Students will be issued an access swipe
badge or receive CAC registration (as applicable) for the
duration of their training. Badges must be returned on the last

day of the Course of Instruction (COI). Course lead will be
given assigned badges on the first day of the course along with
the LTF Class Notification form (NETC 5510/5) for the personnel
who have been approved to attend the COI. Badges must be issued
according to the number on the sheet and the corresponding
number on the back of the badge.

   b. <u>LTF Visitors</u>. Visitors who require day access only will
receive the appropriate badge from the LTF Quarterdeck watch.
The badge will be turned in at the end of the visit, and failure
to comply may jeopardize future access to the LTF.

   c. <u>Contractors temporarily assigned to the LTFs</u>.
Contractors temporarily assigned to the LTFs will be issued
personalized badges for the duration of their visit. These
badges are not interchangeable between contractors. If a
contractor arrives who is not on the access swipe badge list, a
JPAS visit request and user agreement must be verified in the
LTF JPAS Access list/binder at the LTF visitor control desk.

   d. <u>Lost/Stolen Badge</u>. Lost/Stolen badges must be
immediately reported to LTF Security/Admin. The badge will then
be deactivated, and the visitor will complete the LTF
Lost/Stolen Access Badge Form (NETC 5510/4). JPAS/User Access
must be re-verified before a new badge will be issued per
section 202 (Access Control/Visitor Scheduling) of this manual.

   e. <u>Forgotten Badge</u>. Forgotten badges must be immediately
reported to LTF Security/Admin in order for a temporary badge to
be issued for that day. If the visitor realizes they cannot
find the badge, refer to Lost/Stolen Badge instructions,
paragraph 8d of this section.

   NOTE: When a swipe badge is swiped to access the trainer,
          it is linked to an individual's name in the security
          system. Access badges cannot be shared between
          visitors and identity must be changed/updated in the
          security system when issued/returned.

203. <u>Cyber Security</u>

1. Information in any form or format that is created or used in
support of the LTFs is an asset of the Navy and must only be used
to conduct official duties. It must be protected from creation,

through useful life, to authorized disposal. The security of information assets is the responsibility of all staff, students, consultants, contractors, vendors, and other persons who have access to them. Each authorized user is obligated to preserve and protect these assets in a manner consistent with this instruction. Roles, responsibilities, and policies of Fleet Anti-Submarine Warfare Training Center (FLEASWTRACEN) and CSCS Det Mayport LTF staffs in relation to Cyber Security will be per reference (u).

2. <u>LTF Training Systems</u>. Program Executive Office for Unmanned and Small Combatants (PEO USC) is responsible for the Cyber Security and data that comprise the LTF training systems, and is responsible for development and life cycle support of the associated DoD IA Certification and Accreditation Process for those systems. The LTFs are a connected node where the Navy Enterprise Tactical Training Network (NETTN) (formerly known as the Navy Continuous Training Environment) provides the network connection to the NETTN and the Global Information Grid and is responsible for the day-to-day management, operation, and physical security of the host site. Basic definitions (including division of IA responsibilities between the LTF and Naval Warfare Development Command, clearance requirements, and roles and responsibilities of involved entities are defined in reference (v).

204. **Operations Support (Desks, Filing Space, Tech Library)**

1. The LTFs provide spaces for LCS-specific training simulators to support T2Q, T2C, Fleet Synthetic Training, and proficiency training requirements; classroom space for briefings and other training; and office space and computing resources for military, civilian, and contract support personnel.

2. The LTF Facilities Managers shall maintain the Master Technical Library, which will include System and Trainer Publications. Specific guidance provided in reference (af).

205. <u>Trainer Maintenance/Availability</u>. Specific guidance for the conduct of trainer maintenance is provided in reference (w). General guidance is as follows:

1. <u>Trainer Operation</u>

    a. The LTFs are under the cognizance of the Government for scheduling control and will be scheduled for training per Section V of this manual. At a minimum, on or before noon each Friday, the LTF Contractor Operations and Maintenance Simulators (COMS) Contracting Officer's Representative (COR) will provide the maintenance contract site manager with an updated LTF training schedule for the next week for each training system or piece of equipment. The weekly schedule will reflect all known training events, holidays expected to be observed by Government personnel, and any anticipated periods of stand-down.

    b. Prior to the daily training events, operations and maintenance contract personnel shall provide for the initial start-up of each designated training device, software load, system readiness check, and insertion of initial conditions and parameters in response to published schedules (including revisions) to ensure training devices are fully operational and ready at the commencement of each training day.

        (1) Maintenance personnel shall respond within 5 minutes of instructor/user request for support or assistance during LTF training events, make-up, and additional training periods.

        (2) Maintenance personnel shall respond to specific direction from the Government for required/desired initial conditions/settings of controls/indicators at the trainer and instructor stations and for peripheral/auxiliary equipment to include devices such as headsets or microphones at the trainee and instructor stations.

        (3) Maintenance personnel shall test all trainers daily prior to the start of training in order to verify the trainers are capable of supporting the scheduled mission. Results will be reported to the COR or their designated representative using the prescribed method designated by the COR. Any discrepancies will be documented as prescribed by the COR.

2. <u>Training Device/System Maintenance</u>

    a. The operations and maintenance contractor has maintenance/support responsibility for LTF training systems as prescribed in reference (w). The operations and maintenance

contractor will have maintenance access to LTF training systems on the designated maintenance shift: 0030-0730 Monday through Friday and weekends. Unique maintenance situations that arise are coordinated on a case-by-case basis through the COMS COR, LTF directors, and LTF schedulers.

b. Scheduled maintenance shall be provided by COMS technicians for all devices as required by the preventative maintenance schedule, maintenance requirement cards, and the original equipment manufacturer maintenance documentation.

c. Preventative (organizational level, intermediate level, and depot level) and corrective maintenance support hours will all be conducted per reference (w).

SECTION III – INSTRUCTOR MANAGEMENT

300. Instructor Certification and Qualification

1. After check-in and indoctrination, prospective instructors will be assigned to a course supervisor who will assign them a segment of the Course of Instruction for personalization of the instructor guide and subsequent certification and topic qualification per their respective Learning Center instructor certification and qualification policies.

2. Prospective instructors are required to be certified as an instructor pursuant to learning center policy prior to providing instruction to personnel. Prospective instructors are required to be certified in cardiopulmonary resuscitation (CPR) adult lifesaving qualification pursuant to learning center policy prior to providing instruction to personnel. After completing qualification requirements to provide instruction to personnel, instructors may work to attain Master Training Specialist (MTS) qualification pursuant to their learning center MTS certification policy.

SECTION IV – TRAINING DEVELOPMENT

400. Curriculum Development

1. Technical training curricula and instructional materials require continued evaluation, surveillance, revision, and change in order to remain current, accurate, and relevant. All course modifications and new development of Littoral Combat Ship Training Facility (LTF) curricula material must be developed per references (m) and (x) and reviewed by the Course Curriculum Model Manager (CCMM) Learning Standards Officer (LSO). The appropriate LTF LSO representative will forward revised or new curricula to the CCMM LSO for review and approval recommendation to the Center for Surface Combat Systems (CSCS), Surface Warfare Officers School Command (SWOS), or the Center for Information Warfare Training (CIWT) LSOs respectively.

2. The respective Learning Center LSO is responsible for all phases of curriculum development, including review and approval. They will ensure all training materials are reviewed and approved by the designated representative per the NAVEDTRA series and the Integrated Learning Environment policy and guidance. Major procedures for maintenance of curricula:

   a. The Learning Site LSO will submit an electronic copy of the Training Project Plan in conjunction with the CCMM recommendation letter to the CSCS LSO, SWOS LSO, or CIWT LSO for review and approval.

   b. Courses containing Interactive Multimedia Instruction (IMI) will be submitted in modules to the CCMM LSO for review and routing. IMI must have written approval by the Learning Center LSO before it is posted to Navy Knowledge Online or on the Learning Management System production server for use.

   c. A master copy of curriculum materials, including media materials, will be maintained by the CCMM LSO and provided to the Course Supervisor(s). These materials are used for reproduction, providing each new instructor a clean copy of the lesson plan for preparation and personalization.

   d. A Master Course File will be maintained by the Course Supervisor. This file will constitute the audit trail for the course and will include all correspondence for the life of the

course and Formal Course Review results for a period of four years.

    e. Revisions and new curriculum requiring course pilots. At the conclusion of the course pilot, and after changes indicated by the pilot have been incorporated into the course material, the course will be implemented by issuance of a Letter of Promulgation by the respective Learning Center.

3. Contract Support. Per reference (z), a contract instructor team shall develop and maintain training materials to support the delivery of instruction for all LTF curricula. Training materials is an all-inclusive term for instructional materials, training materials, and classroom materials. The Surface Combat Systems Training Services contract team shall prepare these training materials, training material modifications, and training scenarios based upon CSCS, CIWT,and SWOS LSO guidance. The contract instructor team shall perform LSO Analyst support for all courses for which the LTF is CCMM. See Appendix B for a comprehensive list of current and projected LTF courses.

401. Scenario Development

1. Train-to-Qualify (T2Q) scenarios are tailored to meet course learning objectives during the curriculum development process. Course developers create a fish-bone timeline, define objective entity requirements and all variables (environmental and background). Scenarios are then built, hot-checked, and cataloged into the LTF scenario database. To increase training fidelity, T2Q scenarios will be integrated as much as feasible with Crew and Mission Module.

2. Train-to-Certify scenarios are tailored to meet objectives derived from reference (g) and the Initial Planning Meeting with Littoral Combat Ship crew and LCSRON training staff. Scenarios are built around expected on-hull operations and real world/time geo-political situations. All scenarios are hot checked (run in its entirety, standalone and/or integrated) and cataloged into the LTF scenario databases. The LTF scenario databases will be maintained by the LTF Technical Librarians.

3. All scenarios will be hot checked prior to presentation; any modification to a scenario that has been cataloged must be hot-checked and re-cataloged.

SECTION V – TRAINER SCHEDULING

500. Training System Scheduling

1. With multiple commands requiring use of the Littoral Combat Ship Training Facilities (LTF) to meet Littoral Combat Ship (LCS) training readiness objectives, it is necessary to establish both scheduling priorities and specific scheduling procedures to ensure the trainer is best able to support program goals. Figure 5-1 illustrates the LTF daily laboratory scheduling schema.

STANDARD SCHEDULE							
	MON	TUE	WED	THU	FRI	SAT	SUN
0030	MAINTENANCE					MAINTENANCE	
0700							
	RESET						
0730	1st SHIFT TRAINING						
1500							
	RESET						
1530	CO'S PROFICIENCY (STICK TIME)						
1700							
	RESET						
1730	2nd SHIFT TRAINING						
0030							
BRIDGE PART TASK TRAINER (BPTT) SCHEDULE							
0030	MAINTENANCE					MAINTENANCE	
0700							
	RESET						
0730	CO'S PROFICIENCY (STICK TIME)						
0900							
	RESET						
0930	1st SHIFT TRAINING						
1630							
1630	2nd SHIFT TRAINING						
0030							

Figure 5-1: LTF Laboratory Training/Maintenance Schedule

2. Scheduling is based on criticality and flexibility of schedule, and program of record requirements. For example, individual pipeline training, while no less important than crew

certification, offers more flexibility in its convening structure as it is not directly tied to a deployment cycle. The prioritization of training represented in the following graphic, other than emergent requirements such as post-delivery test and trial events which will be adjudicated on a case-by-case basis will be:

    a.   Upgrade Availabilities

    b.   Certification and Sustainment

        (1) Crew Certification (Unit-Level Training)

        (2) Advanced Phase Training (Fleet Synthetic Training (FST))

        (3) Navigation Assessment

        (4) Executive Officer (XO) Assessment

        (5) Immediate Superior in Command (ISIC) Limited Team Training

        (6) Combat Systems Ship Qualifications Trials (CSSQT)

    c.   Train-to-Qualify (T2Q) Courses of Instruction (COIs)

    d.   Stick Time (Commanding Officer's (CO's) Proficiency)

    e.   Planned Trainer Maintenance
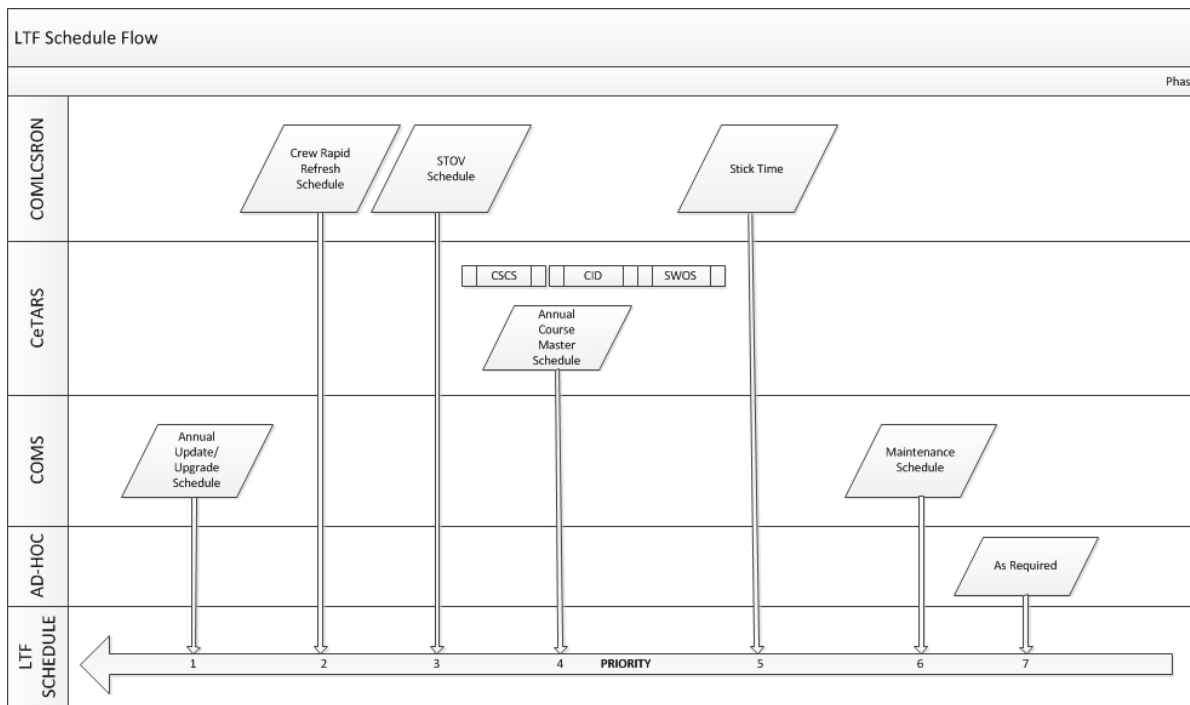
Figure 5-2: LTF Schedule Flow

3. With respect to training and certifications conducted within the LTF, the following duties and responsibilities exist:

    a. <u>CO, Fleet Anti-Submarine Warfare Training Center, San Diego CA, and Officer in Charge, Center for Surface Combat Systems (CSCS) Detachment Mayport, FL</u>. Responsible for overall training mission execution at their respective LTFs.

    b. <u>LTF Department Head (LTF SD/Mil O-5), LTF Training Officer (LTF MYPT/Mil 0-4)</u>: Responsible for training mission execution at their respective LTFs.

    c. <u>LTF Program Manager (LTF SD/SUPV PROGRAM MGR/GS-343-14)/ LTF Director (LTF MYPT/SUPV PGM ANALYST/GS-0343-14)</u>. Responsible for program management in support of all events that take place within respective LTFs. Responsible for the planning and execution of all operational, administrative, and technical functions for LCS training items and curricula in their respective LTFs. The LTF Program Manager (SD)/LTF Director (MYPT) will be government civilians.

d. LTF Director (LTF SD/SUPV PROGRAM MGR/TRNG PROD INTG SUPV/GS-340-13)/LTF Deputy Director (LTF MYPT/PROGRAM ANALYST GS-0340-13). Responsible for day-to-day management and execution of all events that take place within respective LTFs. The LTF Director (SD) and LTF Deputy Director (MYPT) will be government civilians.

e. LTF Scheduler (LOG MGMT SPEC/TRNG PROD INTG/GS-346-12). Responsible to the LTF Director for developing and maintaining the schedule for all training events and maintenance availabilities at their respective LTFs. The LTF schedulers will be government civilians.

(1) Primary Point of Contact (POC) for developing long range training plans working with Commander, Littoral Combat Ship Squadron (COMLCSRON) Training Coordinators.

(2) Primary POC for outside agencies (i.e., Surface Warfare Officers School Command (SWOS), Naval Surface Warfare Center - Port Hueneme Division, Naval Air Warfare Center Training Systems Division (NAWCTSD)) to schedule simulator time for purposes outside of requirements listed in reference (g).

(3) POC for coordinating COMLCSRON request for CO's time in the LTF trainers (Stick Time).

(4) POC during scheduled events for resolving scheduling or watchbill conflicts.

(5) Schedule recurring meetings with LCSRON ONE/TWO (N7, N9) to review training requirements and LTF training equipment availability.

f. Naval Education and Training Command (NETC) Learning Centers. Responsible for the execution of training courses assigned in the Navy Training System Plans.

4. Specific timeline and scheduling requirements for each type of training are outlined in the applicable sections below.

501. Lab Configuration Requirements

1. Trainer configuration requirements are developed based on course objectives and managed through the enterprise Training

Enclosure (1)

Resource Manager System (eTRMS) program. T2Q course master
schedules in eTRMS include period-by-period lab requirements.
Course supervisors will validate that the lab configuration is
correct in eTRMS as part of the course promulgation.

2. LTF course managers are responsible to ensure eTRMS is
updated to reflect the current laboratory configuration
requirements for their courses. Any changes in requirements
should be brought to the attention of the Contractor Operations
and Maintenance Simulators (COMS) team via the LTF Contracting
Officer Representative (COR) by close of business on the Friday
prior to the training week.

502. Trainer Sustainment Updates/Upgrades

1. Because of the critical requirement to maintain the shore
based infrastructure and improve the trainers to support T2Q and
Train-to-Certify (T2C), as well as the challenging nature of
coordinating between multiple program sponsor, contractor, and
government schedules, the upgrade and major maintenance of the
LTFs is scheduled as the first priority.

2. By 1 July of each year, the LTF schedulers will coordinate
with stakeholders and the LCS Training Systems Executive Agent
(NAWCTSD) to finalize dates for planned sustainment upgrades for
the following calendar year. The SWOS convening schedule
(SWOSCOLCOMNOTE 1500) should also be consulted to ensure there
are no conflicts with course convening schedules.

503. Fleet Synthetic Training (FST)

1. Commander, Third Fleet and Commander, Strike Group Four, via
the quarterly scheduling conference, will be the agents
responsible for scheduling FST events. This procedure will
involve two separate processes. The first process, long range,
will extend out 2 years and set a tentative plan for LCS ships.
The second process, near term, will focus on the next 2 quarters
to ensure proper scheduling alignment and fine tune any needed
changes in the schedule. The LTF schedulers will participate in
the scheduling conferences as the LTF representatives.

2. Once the FST dates are scheduled at the conference, the LTF
scheduler will block out lab availability to support those

events. COMLCSRON ONE or COMLCSRON TWO will determine crew requirements and schedule students.

504. T2C COIs

1. Initial Certification Phase (Crew Basic Phase (CBP)).
COMLCSRON ONE/TWO N7s or Surface Warfare/Mine Countermeasures/Anti-Submarine Warfare (SUW/MCM/ASW) DIVISION N7s will be responsible for scheduling CBP, notionally a 5-week period scheduled during the Maintenance period following deployment, focused on Certification Exercises (CE) completion. A pre-certification (notionally 90-Day) and 30-Day Training/Requirements Brief will be conducted between COMLCSRON ONE/TWO N7s, SUW/MCM/ASW DIVISION N7s, Crew, and LTF personnel. If crew is deployed, ISIC will represent their interests. CBPs will be planned one year in advance. It is understood that the dates may change based upon changes in ship's schedules or tasking.

2. Inter Deployment (ID) Sustainment Phase. This phase begins upon return from initial deployment and ends upon re-deployment. COMLCSRON ONE/TWO N7s or SUW/MCM/ASW DIVISION N7s will be responsible for scheduling the ID LTF period. Notionally this is a 3-week period scheduled after Readiness Assessment (READ-E 3) focused on maintaining Repetitive Exercises (RE). A 30-Day Training/Requirements Brief will be conducted between COMLCSRON ONE/TWO N7s, SUW/MCM/ASW DIVISION N7s, Crew, and LTF personnel. If crew is deployed, ISIC will represent their interests. IDs will be planned one year in advance. It is understood that the dates may change based upon changes in ship's schedules or tasking.

3. Post Deployment (PD) Sustainment Phase. This phase begins upon return from a second deployment and the crew will not deploy Outside the Continental United States again within one Fleet Response Training Plan. COMLCSRON ONE/TWO N7s or SUW/MCM/ASW DIVISION N7s will be responsible for scheduling PD LTF period. Notionally a 2-week period scheduled after Readiness Assessment (READ-E 3) focused on maintaining Repetitive Exercises (RE). 30-Day Training/Requirements Brief will be conducted between COMLCSRON ONE/TWO N7s, SUW/MCM/ASW DIVISION N7s, Crew, and LTF personnel. If crew is deployed, ISIC will represent their interests. PDs will be planned one

year in advance. It is understood that the dates may change
based upon changes in ship's schedules or tasking.

4. Navigation Assessment. As directed in reference (ae),
Commander, Naval Surface Forces (CNSF) Navigation, Seamanship,
and Ship-Handling Training (NSST) Instruction Announcement
Message, a Navigation Assessment is required when a crew has not
been underway for a 90-day period. Notionally a 2- to 3-day
period; COMLCSRON ONE/TWO N7s will be responsible for scheduling
Navigation Assessment. It is understood that the dates may
change based upon changes in ship's schedules or tasking.

5. XO Assessment. As directed in reference (ae), CNSF NSST
Instruction Announcement Message, XO Assessment is required prior
to XO completion of the Prospective-Commanding Officer (P-CO)
training track. Notionally a 1-day period of 2 scenarios, as
evaluated by COMLCSRON ONE/TWO or SUW/MCM/ASW DIVISION
leadership. This assessment may be conducted during CBP/ID/PD as
part of grading from COMLCSRON ONE/TWO or SUW/MCM/ASW DIVISION
leadership. COMLCSRON ONE/TWO N7s will be responsible for
scheduling the XO Assessment. It is understood that the dates
may change based upon changes in ship's schedules or tasking.

505. <u>T2Q COIs</u>. Per reference (a), activities (Mine Warfare
Training Center, SWOS, etc.) with formal LCS courses will
participate in the Student Input Plan process to identify
training requirements, obtain Resource Sponsor validation, and
develop scheduled convenings within timelines. The LTF
Schedulers will ensure that the annual maintenance and T2C
training schedules are readily available to NETC Learning
Centers prior to their course scheduling entry timelines into
Corporate enterprise Training Activity Resource System (CeTARS).

1. CAPSTONE course convenings are scheduled 2 years in advance
to meet Catalog of Navy Training Courses requirements. COMLCSRON
ONE/TWO N9/T2Q personnel are provided convening dates and are
responsible for adjudicating quotas to accommodate training
pipelines.

2. LTF schedulers will coordinate with SWOS/Center for
Information Warfare Training on facility usage and scheduling of
T2Q pipeline courses.

506. <u>Stick Time</u>. Stick Time at the LTFs is a 90-minute training period where crews will be allowed to conduct basic bridge, combat system, engineering, and deck operations individual training (if systems are available) at their discretion (i.e., pier work, detect to engage sequences, Firing Point Procedures, Underway Replenishments, transits with no contacts, Basic Engineering Casualty Control Exercises, etc.) or the proficiency requirements of reference (ag) not accomplished during sustainment training events. Individual training of LCS Engineering will be provided using Engineering Plant Technician (EPT) and Readiness Control Officer (RCO) software. Stick Time priority and scheduling is facilitated by the COMLCSRON ONE or COMLCSRON TWO staff and they alone are responsible for deciding which crew is entitled to use the trainer during available Stick Time training periods.

507. <u>Trainer Maintenance</u>. Routine maintenance and upkeep will be scheduled by LTF COMS COR's with the LTF schedulers who will ensure that all training objectives are met prior to system downtime.

508. <u>Emergent Training</u>. Emergent training requirements will be scheduled on a not-to-interfere basis as needed in consultation with the LTF schedulers. If other training assets are required, the LTF schedulers will liaise with required commands to ensure labs are configured and manned properly to meet the training objectives. Crews, via COMLCSRON ONE or COMLCSRON TWO, may schedule additional training.

SECTION VI – TRAINING EXECUTION

600. Event Coordination

1. Description. This section describes the details of
individual training event execution, including roles and
responsibilities, points of contact, timelines, and reports
required to conduct training at the Littoral Combat Ship Training
Facility (LTF) San Diego or Mayport.

2. Policy/Requirements

   a. Lead time for all training and certification events
requiring new scenario development is 90 days prior to the start
of the training/certification. Lead time for off-the-shelf
scenario training events is 30 days. Additional lead time for
new scenario development is required to properly research,
develop, and hot check new material prior to execution.

   b. Commander, Littoral Combat Ship Squadron (COMLCSRON
ONE/TWO) and COMLCSRON TWO N7 staff will provide crew watchbills
to LTF staffs 30 days prior to the start of training
certification events.

   c. The LTFs will provide all prescribed planning materials
to COMLCSRON N7 staff, 30 days prior to LTF period start to
provide crews the opportunity to plan and create briefs (e.g.,
Operational Tasking, Operations Orders, Daily Intentions
Messages, etc.).

   d. The LCSRON Liaison will fill out and deliver to the LTF
scheduler the completed LTF Class Notification Form (NETC 5510/5)
no later than 1200, Monday, the week prior to the commencement of
training in the LTF.

   e. COMLCSRON ONE or COMLCSRON TWO Joint Personnel
Adjudication System (JPAS) Visit Request Officers (Security
Managers) will submit JPAS visit requests for access to the LTF
Admin Officers no later than 1200, Monday, the week prior to the
commencement of training in the LTF.

3. Procedures

   a. LTF Crew Certification and Sustainment Courses

(1) Training Requirements Brief (normally at the 90-day mark) will be conducted between COMLCSRON ONE/TWO N7's, Surface Warfare/Mine Countermeasures/Anti-Submarine Warfare (SUW/MCM/ASW) DIVISION N7s, Crew, and LTF Personnel. If crew is deployed, Immediate Superior in Command (ISIC) will represent their interests. The LCSRON staff will present Certification Exercise (CE)/Repetitive Exercise (RE) objectives for the crew's Fleet Response Training Plan. The crew will be reminded at this meeting of the required reading list they will be expected to have a working knowledge of during the upcoming training period.

(2) COMLCSRON ONE/TWO N7 staff will provide a completed LTF Class Notification form (NETC 5510/5) including names and JPAS confirmation for personnel scheduled for training prior to the pre-training meeting.

(3) A Pre-Training In-Brief will take place 30 days prior to the start of Crew Basic Phase (CBP)/Inter Deployment (ID)/Post Deployment (PD) course. COMLCSRON ONE/TWO N7s, SUW/MCM/ASW DIVISION N7s, and LTF personnel will brief the crew on the upcoming training events. The crew will again be reminded that they are expected to have a solid working knowledge of applicable working documents for the anticipated Area of Responsibility and mission area.

(4) All correspondence between the COMLCSRON ONE/TWO N7s, SUW/MCM/ASW DIVISION N7s, Crew, and LTF personnel should be distributed to equally amongst all training leads to ensure common picture. Only the LTF Director and LTF Scheduler are authorized to make any additions, deletions, or modifications to the LTF Training Schedule.

(5) Lab training events will begin at 0800, 1000, and 1300 (day shift) or 1730, 1930, and 2230 (night shift) unless otherwise requested by COMLCSRON N7 staff and as prescribed by and coordinated with LTF staff.

(6) A change in watch section rotation is allowed. The current watchbill will be posted by the crew in the LTF classroom designated for crew use, LTF trainers, and provided for COMLCSRON training team review.

(7) Changing personnel on the watchbill must be submitted to COMLCSRON ONE/TWO N7 staff and be approved by the respective Commodore. LTF staff must be informed of all changes to the watchbill prior to commencement of the training event.

(8) In the event of an incident out of the control of the crew's ability to mitigate, such as a car accident or extreme illness, COMLCSRON ONE/TWO N7 staff will inform LTF staff of the situation and provide guidance. LTF staff will not deviate from the approved watchbill without COMLCSRON N7 staff approval.

(9) Operations and Intelligence briefs are encouraged prior to each event to facilitate smooth training and certification runs.

(10) LCSRON and the ship's crew will coordinate and/or provide any additional resources outside of the normal Crew Certification objectives as listed in reference (g). For example, if a ship's crew desires practice doing special mission ship escort, the crew and COMLCSRON ONE/TWO N7 staff must provide the references and grading criteria needed to create the scenario. If the crew desires to practice gunnery exercises for Combat Systems testing, COMLCSRON ONE/TWO N7 staff must coordinate with the agency involved in the testing and provide the test plan to the LTF at the T+90 day point.

(11) In the event of a failed scenario, LTF schedulers and class advisors will coordinate with COMLCSRON N7 Staff to determine if the event will be re-run. Options for re-running the scenario include using Stick Time or another available training shift.

(12) The Center for Surface Combat Systems (CSCS) LTF staff will provide watch team training and make recommendations to COMLCSRON ONE/TWO N7 Staff as to the successful or unsuccessful completion of the requirements listed in reference (g). When Commanding Officers (COs) and Executive Officers (XOs) participate in training events, they are requested to act as observers, take reports, give permissions, and provide feedback to the watch standers and the LTF staff at the end of each training event. This allows assessment of the individual watch station with respect to their role in the qualification of the watchteam assigned.

    b. Navigation Assessment. As directed in reference (ae),
CNSF Navigation, Seamanship, and Ship-Handling Training (NSST)
Instruction Announcement Message, a Navigation Assessment is
required when a crew has not been underway for a 90-day period.
Notionally a 2 to 3-day period, COMLCSRON ONE/TWO N7s will be
responsible for scheduling the Navigation Assessment. It is
understood that the dates may change based upon changes in ship's
schedules or tasking. The LTF staff will work closely with the
COMLCSRON ONE/TWO Navigation Training Teams to develop assessment
scenarios and exercise control guides.

    c. CO's Proficiency Time (Stick Time)

        (1) Stick Time at the LTF is a 90-minute training period
where the crew will be allowed to conduct basic bridge and/or
combat systems, engineering, and deck operations individual
training at their discretion (i.e., pier work, detect to engage
sequences, Firing Point Procedures, Underway Replenishments,
transits with no contacts, etc.). The LTF schedulers will
promulgate and maintain a local Stick Time instruction outlining
currently available scenarios and instructor Stick Time
procedures.

        (2) During Stick Time, the assigned LTF staff will ensure
the equipment is operating correctly. The LTF staff is generally
not expected to interact with the crew, provide feedback, or
become involved in teaching. The crew may request additional
training support that will be staffed and supported on a case by
case basis.

        (3) COMLCSRON ONE/TWO N7 staff is the single source
responsible for determining Stick Time priority and will decide
which crew is entitled to use the trainer during available Stick
Time training periods.

        (4) A Stick Time request will be submitted by the
COMLCSRON ONE/TWO N7 staff point of contact (POC) to the
respective LTF scheduler no later than 1500 on the Tuesday prior
to the week of request.

        (5) Requests will only be approved for the following
week. Requests for Stick Time beyond the following week will be
accepted but are not considered approved.

(6) LTF staff will review the Stick Time request and notify COMLCSRON ONE/TWO N7 staff if there is a conflict that prevents Stick Time from occurring (e.g., maintenance, tours, etc.).

(7) The LTF staff will not, under any circumstances, contact or coordinate with ship's crew concerning Stick Time schedules. The only exception to this rule is if a crew is in-house and the regularly scheduled scenario ends early. By mutual agreement, the crew may start Stick Time early. In no circumstance will Stick Time last longer than 90 minutes due to contract labor overtime implications and lab reconfiguration requirements.

(8) Stick Time in the Bridge Part Task Trainers and Engineering labs is from 0730 - 0900 and in the Integrated Tactical Trainer and Deck labs from 1530 - 1700, Monday through Friday. Stick Time is available for the Bridge and Mission Control Center/Integrated Control Center, Common Mission Package Trainer, Engineering (RCO, EPT), and Deck Operations personnel.

(9) At the end of the Stick Time period, crew personnel must depart the LTF as soon as possible so the lab areas and classrooms can be prepared for second shift operations.

d. <u>Other Training Availabilities</u>. Crews, via COMLCSRON ONE or COMLSRON TWO N7 staff schedulers, may schedule additional training. LTF staff will attempt to provide as much support as possible within acceptable guidelines (for example, the LTFs will not provide additional training for watch standers that have not completed all applicable pipeline training, nor in mission areas not covered in reference (g)). Requests should be sent as soon as practical as the level of LTF assistance often is directly impacted by the amount of time the LTF staff has to prepare.

601. <u>LTF Personnel Scheduling</u>

1. <u>Class Advisor</u>. LTF Class Advisors (also known as Class Leads) will be assigned by the Course Managers/Supervisors as soon as the quarterly LTF training schedule is finalized. They are responsible for day-to-day and period-by-period execution of assigned training events and are the crew's primary POC for detailed information during the actual training event. Class

Advisors will attempt to resolve all scheduling and training issues at their level. Additional duties include:

   a. Fill out all required reports for each training class.

   b. Coordinate with security personnel to ensure all trainees are verified in JPAS.

   c. Provide all students with a welcome briefing covering safety, policy, and security.

   d. Arrange for all students to sign a Standard User's Agreement.

   e. Issue badges, badge holders, and locker keys (as applicable).

   f. Arrange for any needed command parking.

   g. Collect all badges, security badges, and locker keys at the end of the course (as applicable).

2. <u>Instructors</u>. Course Managers/Supervisors will review the quarterly schedule and the associated green-boards and assign military and government instructors to a preliminary watchbill. If there are instructor gaps identified after all military and government instructors are assigned, the LTF military instructor lead will provide the contract instructor lead with a list of required assignments for the event. The contract instructor lead will validate qualifications and assign contract instructors to support. Division Officers will review and approve the completed watchbill. Once a watchbill is approved, changes are only authorized with the approval of the Division Officer. Unless otherwise directed, instructors assigned to an individual training event are to ensure that they are available to the students (at the LTF facility) throughout the training period.

3. <u>Trainer Operators</u>. Laboratory reconfiguration time will be scheduled immediately preceding any training course. The Trainer Operator assigned and any required maintenance personnel will utilize this time to ensure the laboratory meets the training requirements.

602. **Lab Scheduling/Configuration**

1. Scheduling

    a. Based on current/anticipated loading, laboratories will be scheduled on one of the following two shifts:

       (1) 0730-1700 Day Shift (or 1st Shift)

       (2) 1700-0030 Night Shift (or 2nd Shift)

    b. The LTF schedulers will maintain a proposed schedule approximately four weeks in advance of the current calendar date. Prioritization will be per the hierarchy defined in Section V in this manual.

    c. The LTF schedulers may permit deviations to the aforementioned shifts on a case-by-case basis. Valid examples of permitted deviations may include availability of classrooms or instructors, or the inability to share laboratory equipment with other classes. Deviations to shift time will be mutually agreed upon between class advisors and the LTF schedulers. Class advisors are not authorized to make changes to assigned shifts and must coordinate with the Contractor Operations and Maintenance Simulators supervisor.

    d. Laboratory reconfiguration time will be scheduled immediately preceding any training course. The Trainer Operator assigned, and any required maintenance personnel, will utilize this time to ensure the laboratory meets the training requirements.

    e. In the event that a class advisor knows a course will graduate earlier than expected, the respective class advisor will notify the Course Supervisor and Course Training Manager so that the course date change can be properly documented in Corporate enterprise Training Activity Resource System as per reference (h).

2. Configuration

    a. Lab configuration requirements are developed in enterprise Training Resource Manager System (eTRMS) per Section V of this document.

b. Prior to the daily training events, operations and maintenance contract personnel shall provide for the initial start-up of each designated training device, software load, system readiness check, and insertion of initial conditions and parameters in response to published schedules (including revisions) and without specific instructor/user direction to ensure training devices are fully operational and ready at the commencement of each training day.

c. Instructors will verify that all systems have been properly configured and are operational after contract personnel have configured the trainer for the training day.

603. Student Control. The respective LCSRONs are administratively responsible for the students and will ensure that clearances are valid and in JPAS, watchbills are promulgated and that students have transportation to/from the LTFs.

604. Required Reports

1. Upon completion of training, the course advisor will provide data to complete the applicable End of Mission (EOM) letters for each course.

2. Train-to-Qualify (T2Q) training events require notification of the Personnel Qualification Standards line items satisfied by course completion. See Appendix C for sample CSCS Notification of Course Completion letter. Train to Certify (T2C) training events require an EOM letter outlining the course topics and watch stander performance observed as well as recommendations for certification. See Appendix D for sample EOM Report.

3. Within 5 working days of course completion, course advisor will submit the T2C EOM report via the LTF Leadership to the Commanding Officer, Fleet Anti-Submarine Warfare Training Center or Officer-in-Charge, CSCS Det Mayport, for promulgation.

4. A daily equipment/trainer status report will be provided to the LTF Director at the beginning of each work day by the maintenance manager.

SECTION VII – FACILITIES

700. Facility Maintenance. This section describes the details of managing all aspects of the physical facilities, to include maintenance and repair, custodial and waste services, supply of consumables, and Navy Marine Corps Internet/Next Generation Enterprise Network (NMCI/NGEN) allocations for the Littoral Combat Ship Training Facilities (LTFs).

701. Physical Facilities. Facility maintenance of the LTFs is the responsibility of Naval Base San Diego or Naval Station Mayport respectively under the auspice of the Naval Facilities Engineering Command (NAVFAC). An annual emergent Job Order Number will be funded by Center for Surface Combat Systems (CSCS) to support LTF specific facilities maintenance requirements that fall outside of Commander, Navy Installations Command scope. Commanding Officer, Fleet Anti-Submarine Warfare Training Center and Officer in Charge, CSCS Detachment Mayport will establish policy on office, laboratory space allocation, and standards of use for their respective LTF facilities.

702. Custodial and Waste

1. Administrative and common areas within the LTFs, including restrooms and passageways, will be serviced under the assigned NAVFAC contract. These services will be augmented by LTF and tenant command staff (to include LCS Program Office, Surface Warfare Officers School Command and Center for Information Warfare Training) personnel to ensure cleanliness is maintained between scheduled contract servicing. Individuals are responsible maintaining a clean and professional appearance in their assigned work areas including the daily emptying of trash.

2. Training spaces, to include training labs, simulators, and classrooms, will be serviced under the Contractor Operations and Maintenance Simulators contract as stipulated in reference (w).

703. Supply of Consumable Supplies and Office Equipment.
Standard office supplies and equipment will be split between budgeted and executed through CSCS.

704. NMCI/NGEN. NMCI/NGEN seats will be allocated through CSCS for designated staff and support personnel. NMCI/NGEN seats for

all other LTF tenants will be allocated and funded by the
tenant's parent command.

APPENDIX A

**LITTORAL COMBAT SHIP TRAINING FACILITY (LTF)
PHYSICAL/INFORMATION SYSTEMS
USER AGREEMENT**

<u>Security Briefing</u>

1. <u>PURPOSE</u>. Emphasize individual responsibilities pertaining to the operation of LTF Information Systems.

2. <u>RESPONSIBILITY</u>. The responsibility for the protection of classified and controlled unclassified information and data used within LTFs computer systems rests with each person. Regardless of countermeasures established to protect the confidentiality, preserve the integrity, or ensure the availability of sensitive computer systems, networks or the data processed, they provide little security if ignored by individual users. The following LTF Information System Security User Agreement outlines basic safeguards which must be adhered to when using LTF computer assets.

<u>I understand that</u>: (Initial each item to show you have read and understand it.)

_____   My LTF Information System password(s) must be protected and may not be divulged to anyone.

_____   I agree to adhere to local policies (reference (aa)) for downloading files from the LTF Information Systems.

_____   The local Program Executive Office Littoral Combat Ships (PEO LCS) Information Assurance Manager (IAM) at the LTF is my primary point of contact for any problems or questions concerning LTF training system Information System security. I must immediately report any violation of LTF local Information Assurance policy or any other inappropriate activity I observe or suspect directly to the local PEO LCS IAM.

_____   Any attempt to circumvent LTF Information System security safeguards will result in immediate revocation of my information system access.

_____   All LTF Information Systems are subject to authorized monitoring to ensure system functionality, verify the application of prescribed security countermeasures, and protect against unauthorized use. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel.

_____   I will not probe or attempt to break in or gain access to any computer system, node or account that I am not authorized to access.

_____   I understand I will "swipe" the card reader at each door I pass through.

_____   I will not allow another person to pass through a door using my access unless they are approved to be escorted and are properly badged.

_____   I understand the following items are prohibited from entering the LTF: Cell phones; devices with WIFI, photographic, video capture/recording, microphone, or audio recording capabilities; media storage devices; Bluetooth devices (including but not limited to motorcycle helmets, wrist watch, and car keys), unauthorized lap top computers, and unauthorized cameras.

_____   I understand Personal Wearable Fitness Devices (PWFDs) are permitted:

(1)   If commercially available in the United States (U.S.) or through a U.S. military exchange, marketed primarily as fitness or sleep devices, and designated as Federal Communication Commission (FCC) Class B digital devices (denoted as FCC Class B certified, or FCC Class B exempt) as described in reference (c) of CNO message DTG 141502Z Sep 15, Cyber Hygiene Authorization To Use PWFD in Navy Spaces.

(2)   If they have Bluetooth, GPS (receive only), accelerometer, altimeter, gyroscope, heart activity, vibration feature, or near field communication capabilities.

    (3) If they receive and contain vendor-supplied software updates that do not add any features or capabilities beyond those authorized above.

_____ If I am unsure of any security procedure set forth, I will contact the LTF Security Manager for guidance.

FOR NETWORK ADMISISTRATORS ONLY:

_____ I am responsible for controlling file access and utilization and determining the correct derivative classification of any file I create, modify or manage.

_____
Print Name (Last, First MI)   Rank/Rate

_____
Signature   Date

APPENDIX B

LCS Training Facility (LTF) Courses of Instruction
(Current and Planned as of October 2019)

Course Name	Course Identification Number (CIN)	LTF SD Course Data Processing Code (CDP)	LTF MYPT CDP	Course Control Authority (CCA)	Course Curriculum Model Manager (CCMM) / UIC	Course Length (Total)	Course Status
LCS1 Prospective Executive Officer (PXO) CAPSTONE	A-2E-2002	12X9	18GJ	CSCS	FASW 00948	5	Approved
LCS-1 SUW Officer of the Deck (OOD) CAPSTONE	A-250-0007	06XP	18GF	SWOS	FASW 00948	26	Approved
LCS-1 SUW Junior Officer of the Deck (JOOD) CAPSTONE	A-250-0006	06XN	18GE	SWOS	FASW 00948	26	Approved
LCS-1 SUW Force Net Supervisor (FNS) CAPSTONE	A-250-0002	05MY	18DZ	CSCS	FASW 00948	26	Approved
LCS-1 SUW Defensive Systems Operator (DSO) CAPSTONE	A-250-0003	05MZ	18E0	CSCS	FASW 00948	26	Approved
LCS-1 SUW Tactical Action Officer (TAO) CAPSTONE	A-2G-1002	05K3	18DY	CSCS	FASW 00948	26	Approved
LCS-1 SUW Readiness Control Officer (RCO) CAPSTONE	A-651-5001	12DB	18F5	SWOS	FASW 00948	26	Approved
LCS-1 SUW Mission Package Coordinator (MPC) CAPSTONE	A-250-0013	11RZ	18F2	CSCS	FASW 00948	26	Approved
LCS-1 SUW Gun Console Operator (GCO) CAPSTONE Operations	A-250-0014	11S0	18F3	CSCS	FASW 00948	26	Approved
LCS-2 Prospective Executive Officer (PXO) CAPSTONE	A-2E-2003	12XF		CSCS	FASW 00948	5	Approved
LCS-2 SUW Officer of the Deck (OOD) CAPSTONE	A-4N-1007	18W5		SWOS	FASW 00948	26	Approved
LCS-2 SUW Junior Officer of the Deck (JOOD) CAPSTONE	A-250-1008	18W3		SWOS	FASW 00948	26	Approved
LCS-2 SUW Combat Systems Manager (CSM) CAPSTONE	A-250-0024	18WC		CSCS	FASW 00948	26	Approved
LCS-2 SUW Tactical Communications (TAC) CAPSTONE)	A-250-0025	18WD		CSCS	FASW 00948	26	Approved
LCS-2 SUW Tactical Action Officer (TAO) CAPSTONE	A-2E-2004	18WA		CSCS	FASW 00948	26	Approved
LCS-2 SUW Readiness Control Officer (RCO) CAPSTONE	A-651-6002	18W7		SWOS	FASW 00948	26	Approved
LCS-2 SUW Mission Package Coordinator (MPC) CAPSTONE	A-250-0023	18WB		CSCS	FASW 00948	26	Approved
LCS-2 SUW Gun Console Operator (GCO) CAPSTONE	A-250-0026	18WE		CSCS	FASW 00948	26	Approved
LCS-2 MCM Officer of the Deck (OOD) CAPSTONE	A-4N-1007	09NJ		SWOS	FASW 00948	26	Approved
LCS-2 MCM Junior Officer of the Deck (JOOD) CAPSTONE	A-250-0016	09NT		SWOS	FASW 00948	26	Approved
LCS-2 MCM Combat Systems Manager (CSM) CAPSTONE	A-250-0008	07D0		CSCS	FASW 00948	26	Approved

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LCS Training Facility (LTF) Courses of Instruction
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LCS-2 MCM Tactical Communications (TAC) CAPSTONE	A-250-0009	07D1		CSCS	FASW 00948	26	Approved
LCS-2 MCM Tactical Action Officer (TAO) CAPSTONE	A-2G-1003	05K4		CSCS	FASW 00948	26	Approved
LCS-2 MCM Readiness Control Officer (RCO) CAPSTONE	A-651-5002	12DC		SWOS	FASW 00948	26	Approved
Mission Module (MM) LCS Common Skills	A-250-0022	18GN	18GM	CSCS	FASW 00948	2	Approved
Mine Counter Measures (MCM) Mission Module LCS Skills	A-250-0020	16J3	17L2	CSCS	FASW 00948	12	Approved
LCS SUW Crew Certification	A-250-0011	10LH	18E1	CSCS	FASW 00948	33	Approved
LCS MCM Crew Certification	A-647-2759	12RW	18UC	CSCS	FASW 00948	33	Approved
LCS1 Engineering Plant Technician (EPT)	A-651-5010	12L4	18LS	SWOS	SWOS	115	Approved
LCS2 Engineering Plant Technician (EPT)	A-651-5011	12L5		SWOS	SWOS	128	Approved
LCS-1 Readiness Control Officer (RCO)	A-651-5005	12L6	18LR	SWOS	SWOS	110	Approved
LCS-2 Readiness Control Officer (RCO)	A-651-5006	12L7		SWOS	SWOS	67	Approved
LCS-1 Engineering Watch Team Training	A-651-1979	19GE	19GF	SWOS	SWOS	26	Approved
LCS-2 Engineering Watch Team Training	A-651-1980	19GK		SWOS	SWOS	26	Approved
LCS Junior Officer of the Deck (JOOD)	A-4N-0006	09WE	18U3	SWOS	SWOS	54	Approved
LCS Bridge Resource Management (BRM)	A-063-0002	06K1		CSCS	FASW 00948	5	*ARCHIVED*
LCS-1 COMBATTS-21 Console Operator	A-250-0005	06VU		CSCS	FASW 00948	5	*ARCHIVED*
LCS-2 Integrated Combat Management System (ICMS)	A-250-0010	07D2		CSCS	FASW 00948	5	*ARCHIVED*
LCS Crew Proficiency/Sustainment	A-647-0015	12SV	18UK	CSCS	FASW 00948		*RFT 2019*
LCS-2 MCM Mine Warfare Evaluator (MIWE) CAPSTONE	A-250-0029			CSCS	FASW 00948		*RFT 2020*
LCS-2 MCM Remote Vehicle Operator (RVO) CAPSTONE	A-250-0030			CSCS	FASW 00948		*RFT 2020*
LCS-2 MCM Remote Sensor Operator (RSO) CAPSTONE	A-250-0028			CSCS	FASW 00948		*RFT 2020*
LCS-2 MCM Mission Planner CAPSTONE	A-250-0027			CSCS	FASW 00948		*RFT 2020*
LCS-1 SUW Deck Operations Course				CSCS	FASW 00948		*RFT 2020*
LCS-2 SUW Deck Operations Course				CSCS	FASW 00948		*RFT 2020*
LCS-1 Combat Systems Core				CSCS	FASW 00948		*RFT 2020*
LCS-2 Combat Systems Core				CSCS	FASW 00948		*RFT 2020*

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LCS Training Facility (LTF) Courses of Instruction
(Current and Planned as of October 2019)

LCS-1 MCM Mine Warfare Evaluator (MIWE) CAPSTON	A-647-0012	11XM		CSCS	FASW 00948		*RFT 2020*
LCS-1 MCM Remote Vehicle Operator (RVO) CAPSTONE	A-647-0013	11XL		CSCS	FASW 00948		*RFT 2020*
LCS-1 MCM Remote Sensor Operator (RSO) CAPSTONE	A-250-0015	11XF		CSCS	FASW 00948		*RFT 2020*
LCS-1 MCM Mission Planner CAPSTONE	A-250-0017	13L3		CSCS	FASW 00948		*RFT 2020*
LCS-1 SUW Surface to Surface Missile Module (SSMM)				CSCS	FASW 00948		*RFT 2020*
LCS-2 SUW Surface to Surface Missile Module (SSMM)				CSCS	FASW 00948		*RFT 2020*
LCS-1 ASW Officer of the Deck (OOD) CAPSTONE				SWOS	FASW 00948		*RFT 2021*
LCS-1 ASW Junior Officer of the Deck (JOOD) CAPSTONE				SWOS	FASW 00948		*RFT 2021*
LCS-1 ASW Force Net Supervisor (FNS) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Defensive Systems Operator				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Tactical Action Officer (TAO) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Readiness Control Officer (RCO) CAPSTONE				SWOS	FASW 00948		*RFT 2021*
LCS-1 Anti-Submarine Warfare Evaluator (ASWE) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Mission Supervisor (MSUP) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Acoustic Sensor Operator (ASO) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Acoustic Sensor Operator-Track (ASO-T)				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Target Motion Analysis Operator (TMAO)				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Tactical Air Control (ASTAC) Tm Training				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Officer of the Deck (OOD) CAPSTONE				SWOS	FASW 00948		*RFT 2021*
LCS-2 ASW Junior Officer of the Deck (JOOD) CAPSTONE				SWOS	FASW 00948		*RFT 2021*
LCS-2 ASW Tactical Communications (TAC) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Combat Systems Manager (CSM) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Tactical Action Officer (TAO) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Readiness Control Officer (RCO) CAPSTONE				SWOS	FASW 00948		*RFT 2021*
LCS-2 Anti-Submarine Warfare Evaluator (ASWE) CAPSTONE				CSCS	FASW 00948		*RFT 2021*

Enclosure (1)
Appendix (B)

APPENDIX B

LCS Training Facility (LTF) Courses of Instruction
(Current and Planned as of October 2019)

LCS-2 ASW Mission Supervisor (MSUP) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Acoustic Sensor Operator (ASO) CAPSTONE				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Acoustic Sensor Operator-Track (ASO-T)				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Target Motion Analysis Operator (TMAO)				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Tactical Air Control (ASTAC) Tm Training				CSCS	FASW 00948		*RFT 2021*
LCS ASW Crew Certification				CSCS	FASW 00948		*RFT 2021*
SUW Mission Module (MM) LCS Skills				*CSCS*	*FASW 00948*		*RFT 2021*
ASW Mission Module (MM) LCS Skills				CSCS	FASW 00948		*RFT 2021*
LCS-1 MCM Deck Operations Course				CSCS	FASW 00948		*RFT 2021*
LCS-1 ASW Deck Operations Course				CSCS	FASW 00948		*RFT 2021*
LCS-2 ASW Deck Operations Course				CSCS	FASW 00948		*RFT 2021*
LCS-1 ET Maintenance				CSCS	FASW 00948		*RFT 2021*
LCS-1 FC Operations & Maintenance				CSCS	FASW 00948		*RFT 2021*
LCS-2 ET Maintenance				CSCS	FASW 00948		*RFT 2021*
LCS-1 FC Operations & Maintenance				CSCS	FASW 00948		*RFT 2021*

APPENDIX C

SAMPLE NOTIFICATION OF COURSE COMPLETION LETTER

DEPARTMENT OF THE NAVY
FLEET ANTI-SUBMARINE WARFARE TRAINING CENTER
33150 DESTROYER LANE, STE 401
SAN DIEGO CALIFORNIA 92147-5199

IN REPLY REFER TO:
1500
Ser
DD Mmm YYYY

From: Commanding Officer, Fleet Anti-Submarine Warfare Training
       Center
To: Commander, LCS SQUADRON ONE

Subj: NOTIFICATION OF COURSE COMPLETION ICO MMC(SW) ALFRED B.
       SAILOR

Ref: (a) NAVEDTRA 43309

1. MMC(SW) Alfred B. Sailor has successfully completed the
following course at the Littoral Combat Ship Training Facility,
San Diego, CA.

    Course Name: COURSE NAME
    Earned NEC: NONE
    Course Number: X-XX-XXXX
    Dates: DD MMM YYYY – DD MMM YYYY

2. The following Personnel Qualification Standards (PQS) line
items listed in reference (a) were satisfactorily demonstrated
in the above course of instruction:

    a. **ICC Core:** 301.2.1, 301.2.2, 301.2.3, 301.2.4, 301.2.5,
301.2.6, 310.2.7, 301.2.8, 301.2.9, 301.2.10, 301.2.11,
301.2.12, 301.2.13, 301.2.14, 301.2.15, 301.2.16, 301.2.17.
301.2.18, 301.2.19, 01.2.20, 301.2.21, 301.2.22, 301.2.23,
301.2.24, 301.2.25, 301.2.26, 301.2.27, 301.2.28, 301.2.30,
301.2.33, 301.2.34, 301.2.35, 301.2.36, 301.2.37, 301.2.38,
301.2.39, 301.2.40, 301.2.41, 301.2.42, 301.2.43, 301.2.44,
301.2.45, 301.2.46, 301.2.47, 301.2.48, 301.2.49, 301.2.50,

Enclosure (1)
Appendix (C)

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301.2.51, 301.2.52, 301.3.1, 301.3.2, 301.3.3, 301.3.4, 301.3.5,
301.3.6, 301.3.7, 301.3.8, 301.4.1, 301.4.2, 301.4.3, 301.4.4,
301.4.5, 301.4.6

    b. **Sea Giraffe RADAR Operator:** 302.2.1, 302.2.2, 302.2.3,
302.2.4, 302.2.5, 302.2.6, 302.2.7, 302.2.8, 302.2.9, 302.2.10,
302.2.11, 302.2.12, 302.2.13, 302.2.14, 302.2.15, 302.2.16,
302.2.17, 302.2.18, 302.2.19, 302.2.20, 302.2.21, 302.2.22,
302.2.23, 302.2.24, 302.2.25, 302.2.26, 302.2.27, 302.2.28,
302.2.29, 302.3.1, 302.3.2, 302.3.3, 302.3.4, 302.4.1, 302.4.2,
302.4.3

    c. **Sea STAR SAFIRE Operator:** 303.2.1, 303.2.2, 303.2.3,
303.2.4, 303.2.5, 303.2.6, 303.2.7, 303.2.8, 303.2.9, 303.2.10,
303.3.1, 303.4.1, 303.6.1

    d. **SeaRAM Operator:** 304.2.1, 304.2.2, 304.2.3, 304.2.4,
304.2.4, 304.2.5, 304.2.6, 304.2.7, 304.2.8, 304.2.9, 304.2.10,
304.2.11, 304.2.12, 304.2.13, 304.2.14, 304.2.15, 304.2.16,
304.2.17, 304.2.18, 304.2.19, 304.2.20, 304.2.21, 304.2.22,
304.2.23, 304.2.24, 304.2.25, 304.2.26, 304.2.27, 304.2.28,
304.2.29, 304.2.30, 304.2.31, 304.2.32, 304.2.33, 304.2.34,
304.2.35, 304.3.1, 304.3.2, 304.3.3, 304.3.5, 304.4.1, 304.4.2,
304.4.3, 304.4.4, 304.4.5, 304.4.6, 304.4.7, 304,4.8, 304.4.9,
304.4.10, 304.4.11, 304.5.1, 304.5.2, 304.5.3

    e. **MK 110 Gun Weapons System Operator:** 305.2.1, 305.2.2,
305.2.3, 305.2.4, 305.2.5, 305.2.6, 305.2.7, 305.2.8, 305.2.9,
305.2.10, 305.2.11, 302.2.12, 305.2.13, 305.2.14, 305.2.15,
305.2.16, 305.2.17, 305.2.18, 305.2.19, 305.3.1, 305.4.1,
305.5.1, 305.5.2, 305.6.1

    f. **ES-3601 Electronic Warfare Operator:** 306.2.1, 306.2.2,
306.2.3, 306.2.4, 306.2.5, 306.2.6, 306.2.7, 306.2.8, 306.2.9,
306.2.11, 306.2.12, 306.2.13, 306.2.14, 306.2.15, 306.2.16,
306.2.17, 306.2.18, 306.2.19, 306.2.20, 306.2.21, 306.2.22,
306.2.23, 306.2.24, 306.2.25, 306.2.26, 306.2.27, 306.2.28,
306.2.29, 306.2.30, 306.2.31, 306.2.32, 306.2.33, 306.2.34,
306.2.35, 306.2.36, 306.2.37, 306.2.38, 306.4.1, 306.6.1

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　　 g. **ESM-SRBOC Operator:** 307.2.1, 307.2.2, 307.2.3, 307.2.4,
307.2.5, 307.2.6, 307.2.7, 306.2.8, 306.2.9, 307.2.10, 307.2.11,
307.2.12, 307.2.13, 307.2.14, 307.2.15, 307.3.1, 307.3.2,
307.4.1, 307.4.2, 307.5.1, 307.6.1

　　 h. **CLASS COMBAT SYSTEM MANAGER (CSM)-Missile**: 310.6.1

　　 i. **CLASS COMBAT SYSTEM MANAGER (CSM)-Guns**: 311.6.1

　　 j. **CLASS COMBAT SYSTEM MANAGER (CSM)-All**: 312.6.1

3. The following PQS line items listed in reference (a) were
not satisfactorily demonstrated in the above course of
instruction:

　　 a. **ICC Core:** None

　　 b. **Sea Giraffe RADAR Operator:** None

　　 c. **Sea STAR SAFIRE Operator:** None

　　 d. **SeaRAM Operator:** None

　　 e. **MK 110 Gun Weapons System Operator:** None

　　 f. **ES-3601 Electronic Warfare Operator:** None

　　 g. **ESM-SRBOC Operator:** None

　　 h. **CLASS COMBAT SYSTEM MANAGER (CSM)-Missile**: None

　　 i. **CLASS COMBAT SYSTEM MANAGER (CSM)-Guns**: None

　　 j. **CLASS COMBAT SYSTEM MANAGER (CSM)-Guns**: None

4. The following PQS line items listed in reference (a) are not
demonstrated at the LTF SD:

　　 a. **ICC Core:** 301.2.31, 301.2.32, 301.4.7

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    b. **Sea Giraffe RADAR Operator:** N/A

    c. **Sea STAR SAFIRE Operator:** N/A

    d. **SeaRAM Operator:** N/A

    e. **MK 110 Gun Weapons System Operator:** N/A

    f. **ES-3601 Electronic Warfare Operator:** N/A

    g. **ESM-SRBOC Operator:** N/A

    h. **CLASS COMBAT SYSTEM MANAGER (CSM)-Missile**: N/A

    i. **CLASS COMBAT SYSTEM MANAGER (CSM)-Guns**: N/A

    j. **CLASS COMBAT SYSTEM MANAGER (CSM)-Guns**: N/A

5. The following PQS line items listed in reference (a) were
satisfactorily demonstrated in the above course of instruction:

    **NAVEDTRA 43304-E 304 LITTORAL COMBAT SHIP 2 (LCS-2)
    TACTICAL ACTION OFFICER (TAO):** 304.2.1, 304.2.5,
    304.2.5, 304.2.6, 304.2.7, 304.2.8, 304.2.9,304.2.10,
    304.2.12, 304.2.13, 304.2.14, 304.2.15, 304.2.16,
    304.2.17, 304.2.18, 304.2.19, 304.2.20, 304.2.21,
    304.2.22, 304.2.23, 304.2.24, 304.2.25, 304.2.26,
    304.2.27, 304.2.28, 304.2.29, 304.2.31, 304.2.32,
    304.2.33, 304.2.34, 304.2.35, 304.2.36, 304.2.40,
    304.3.1, 304.3.2, 304.4.1, 304.4.2, 304.6.1

6. The following PQS line items listed in reference (a) were
not satisfactorily demonstrated in the above course of
instruction:

7. The following PQS line items listed in reference (a) are not
demonstrated at the LTF during CAPSTONE:

    **LITTORAL COMBAT SHIP 2 (LCS-2) TACTICAL ACTION OFFICER
    (TAO):** 304.2.2, 304.2.3, 304.2.4, 304.2.11, 304.2.30,
    304.2.30, 304.2.37, 304.2.38, 304.2.39, 304.5.1

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       SAILOR

8. Responsibility for final qualification of the individual
rests with the Commanding Officer.

                          I.M. CAPTAIN

Copy to:
COMLCSRON ONE/TWO
LTF ADMIN

APPENDIX D

SAMPLE END OF MISSION REPORT

DEPARTMENT OF THE NAVY
FLEET ANTI-SUBMARINE WARFARE TRAINING CENTER
33150 DESTROYER LANE, STE 401
SAN DIEGO CALIFORNIA 92147-5199

IN REPLY REFER TO:
1500
Ser
DD Mmm YYYY

From: Commanding Officer, Fleet Anti-Submarine Warfare Training
       Center
To: Commander, LCS SQUADRON ONE

Subj: (SEAFRAME) RAPID REFRESH END OF MISSION REPORT DD MMM
       YYYY – DD MMM YYYY

Encl: (1) RAPID REFRESH WATCHBILL
       (2) RAPID REFRESH WATCH TEAM PERFORMANCE APPRAISAL

1. Training objectives.

2. The CO and/or XO observation.

3. Topics of instruction.

4. Specific scenario objectives included:

5. Shore Based Trainer System Performance.

Classroom	Scheduled Lab	Lab Completed	Rescheduled Lab
X Hours	XX Hours	XX Hours	X Hours

Enclosure (1)
Appendix D

Subj: (SEAFRAME) RAPID REFRESH END OF MISSION REPORT DD MMM
       YYYY – DD MMM YYYY

6. Watch team Experience:

	SWOS			CAPSTONE			PREVIOUS R/R		
SECTION	1	2	3	1	2	3	1	2	3
TAO									
TAC									
CSM									
OOD									
RCO									

7. Watch team Observations/Recommendations:

    a. Observation (ICC):

    b. Recommendations (ICC Watch teams):

    c. Observation (Bridge):

        (1) OODs:

        (2) RCOs:

        (3) JOODs:

    d. Recommendations (Bridge Watch teams):

8. Summary paragraph.

                        A. B. SAILOR

Copy to:
CO USS INDEPENDENCE CREW 202
COMLCSRON N7
LTF SD ADMIN