



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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LETTER OF PROMULGATION FOR NAVEDTRA 133A

1. The Training Requirements Review (TRR) Management Manual was created to provide Naval Education and Training Command (NETC) training activities with policy and guidance to establish, implement, conduct, and manage the TRR process.

2. The TRR process includes:

a. Policy and guidance for the review of shore-based individual training that incorporates stakeholder and subject matter expert participation.

b. A comprehensive review and revalidation of an existing course(s) to ensure alignment with current fleet requirements.

c. An opportunity to assess identified performance issues and/or trends to determine if training needs to be revised.

d. An opportunity to ensure that individual training requirements align to rates, grades, community, course, systems configuration, or fleet operation procedures.

e. A method to eliminate redundant or unnecessary training.

3. This manual is available electronically at: Navy Knowledge Online (NKO) - NETC N74 Learning Standards Homepage; and Navy Marine Corps Intranet's (NMCI) Total Records and Information Management (TRIM).

4. Comments and/or corrections concerning this manual are welcomed and should be addressed to NETC N7.

5. Reviewed and approved.

A handwritten signature in black ink, appearing to read "M. S. White", is located below the text of the fifth item.

M. S. WHITE



Naval Education and Training Command

NAVEDTRA 133A
JANUARY 2016

Training Requirements Review Management Manual



Distribution Statement A: Approved for public release;
distribution is unlimited.

NOTICE TO ONLINE USERS OF THIS MATERIAL

To keep online file size to a minimum, blank pages used in the paper copy for pagination have been omitted. Only printed pages are contained online.

FOREWARD

NAVEDTRA SERIES OF MANUALS.

- NAVEDTRA 130: Task Based Curriculum Development Manual
- NAVEDTRA 131: Personnel Performance Profile Based Curriculum Development Manual
- NAVEDTRA 132: Navy School Testing Program Management Manual
- NAVEDTRA 133: Training Requirements Review Management Manual
- NAVEDTRA 134: Navy Instructor Manual
- NAVEDTRA 135: Navy School Management Manual
- NAVEDTRA 136: Integrated Learning Environment Course Development and Life-Cycle Maintenance
- NAVEDTRA 137: Job Duty Task Analysis (JDTA) Management Manual
- NAVEDTRA 138: Front End Analysis Management Manual
- NAVEDTRA 140: Training Support Management Manual

The NAVEDTRA 130-140 series of manuals provide fundamental guidance, within the Naval Education and Training Command (NETC), for the development of curricula, the delivery of instruction, and the management and evaluation of training programs.

These manuals do not supersede the directive policy established by Commander, NETC in these subject areas. Rather, they supplement the instructions in two important ways. First, they reflect the philosophical principles underlying NETC policy for curriculum, instruction, and assessment. Secondly, they provide procedures and standards for carrying out that policy.

Each of the NAVEDTRA 130-140 series of manuals is designed as a stand-alone document to serve a specific user group such as curriculum developers, instructors, training managers, or evaluators of training. The manuals are, however, interrelated and cross-referenced to one another.

SCOPE

NETCINST 1500.8A provides policy for conducting the Training Requirements Review (TRR) process and NAVEDTRA 133A provides guidance for performing the TRR Process. The purpose of this manual is to provide the necessary guidance for conducting and

managing TRR's in the NETC domain. This NAVEDTRA was formerly titled Human Performance Requirements Review Management Manual.

The Curriculum Control Authority (Learning Center Commanding Officer) shall ensure a review and revalidation of an existing NETC course using the TRR process. Course reviews will be conducted periodically to ensure that a course remains aligned to existing training requirements.

The TRR process provides a periodic or triggered review and revalidation of an existing course(s) to ensure that all identified, validated, and resourced training requirements are being met, and may include a review and revalidation of supporting Personnel Qualification Standards, or Non-Resident Training Course(s), if applicable. TRR's are conducted with the support of a course's Requirement Sponsor(s), Resource Sponsor(s), Type Commanders, Enlisted and Officer Community Managers, Fleet Subject Matter Experts, and other stakeholders. A TRR can be organized to review a single course or a number of courses that support a policy, a directive, a grade, a rate, a platform, a system, a sub-system, or equipment.

The guidelines set forth in this manual are not intended to conflict with any higher-level authority policies or procedures. Readers encountering an appearance of conflict should notify NETC N7. NETC N7 solicits any comments and recommendations to improve the NAVEDTRA series of manuals.

CONTRACTUAL USE OF NAVEDTRA 133A

Within this manual, examples, samples, and templates are provided to help clarify, and sometimes illustrate, points being discussed.

The following terms are used to mean:

Term:	Meaning:
must	A mandatory action under the guidelines.
will	A required action in the future, under the guidelines.
may, or can	an optional action that is authorized to be performed (a right, privilege, or power that [one] may exercise at his or her discretion).
should	action is required unless [a] justifiable reason exists for not doing so.
shall	Must, will.

Source: Writing Style Guide and Preferred Usage for DoD Issuances of 4/14/2015, pp. 6-25.

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**LIST OF ACRONYMS AND
UNIFORM RESOURCE LOCATOR ADDRESSES**

ABBR	Abbreviated
ATG	Afloat Training Group
CCA	Curriculum Control Authority
CCMM	Course Curriculum Model Manager
CeTARS	Corporate enterprise Training Activity Resource System
CIN	Course Identification Number
CLASSRON	Class Squadron
CMS	Course Master Schedule
CNETC	Commander, Naval Education and Training Command
CNP	Chief of Naval Personnel
CO	Commanding Officer
CoP	Community of Practice
CP	Change Proposal
CTTL	Course Training Task List
DCS	Defense Collaboration Services
DoDM	Department of Defense Manual
DOT	Director of Training
E2E	End-to-End
ECM	Enlisted Community Manager
ESC	Executive Steering Committee
FA	Functional Area (OCCSTDS)
FCR	Formal Course Review
FLTMPS	Fleet Training Management Planning System
INSURV	Board of Inspection and Survey
JDTA	Job Duty Task Analysis
LC	Learning Center
LS	Learning Site
LSO	Learning Standards Officer
MOS	Military Occupational Specialty
NAVMAC	Navy Manpower Analysis Center
NAVSEA	Naval Sea Systems Command
NAVPERS	Navy Personnel
NAVSTDS	Naval Standards
NEC	Navy Enlisted Classification Code
NEOCS	Navy Enlisted Occupational Classification System
NETC	Naval Education and Training Command
NKO	Navy Knowledge Online
NRTC	Non-Resident Training Course

NTSP	Navy Training Systems Plan
OCCSTDS	Occupational Standards
OPNAV	Office of the Chief of Naval Operations
PAO	Public Affairs Officer
POA&M	Plan of Action and Milestones
POC	Point of Contact
PPP	Personnel Performance Profile
PQS	Personnel Qualification Standard
SBM	SERENA Business Manager
SME	Subject Matter Expert
SYSCOM	Systems Command
TMA	Top Management Attention
TMI	Top Management Issues
TCCD	Training Course Control Document
TCI	Trainer Change Instruction
TDDCP	Training Device Decision Coordinating Papers
TPP	Training Project Plan
TRR	Training Requirements Review
TSIP	Training System Implementation Plan
TSRA	Training System Requirements Analysis
TTE	Technical Training Equipment
TYCOM	Type Commander
USFFC	U.S. Fleet Forces Command
VTC	Video Teleconference

Name of URL:	Uniform Resource Locator
Navy Knowledge Online (NKO)	https://www.nko.navy.mil/

CHAPTER 1

TRAINING REQUIREMENTS REVIEW MANAGEMENT MANUAL OVERVIEW

SECTION 1 - INTRODUCTION

This manual contains information necessary to establish, implement, conduct, and manage the Training Requirements Review (TRR) process. A TRR is a review and revalidation of an existing course and may include review of supporting Personnel Qualification Standard(s) and/or Non-Resident Training Course(s), for which a Naval Education and Training Command (NETC) Learning Center (LC) is the Curriculum Control Authority.

SECTION 2 - TRR ROLES AND RESPONSIBILITIES

Chapter 2 provides a description of the roles and responsibilities for personnel within NETC Headquarters, NETC LC's, and stakeholders.

SECTION 3 - TRR PROCESS

Chapter 3 provides a description of the types of triggers that will prompt a LC to schedule and conduct a TRR, with concurrence from the course's Requirement Sponsor, and outlines the steps, tools, and information needed to conduct a TRR.

SECTION 4 - TRR MESSAGES AND SPREADSHEET

Chapter 4 provides a description of the TRR messages that are required to support the TRR process.

SECTION 5 - SUMMARY

Chapter 5 provides a high-level overview of the contents of this document that collectively comprise the elements necessary to sustain the TRR process within the NETC training domain.

CHAPTER 2

TRAINING REQUIREMENTS REVIEW ROLES AND RESPONSIBILITIES

SECTION 1 - INTRODUCTION

This chapter identifies the roles and responsibilities required to support the Training Requirements Review (TRR) process.

SECTION 2 - NAVAL EDUCATION AND TRAINING COMMAND (NETC)

The following are NETC Headquarters TRR process roles and responsibilities:

- **Commander, NETC:**
 - Provides TRR policy and guidance.
- **Director, Learning and Development Division, (NETC N7):**
 - Provides oversight of TRR policy and guidance.
- **Learning Standards Branch Head (NETC N74):**
 - Maintains currency of TRR policy and guidance.
 - Manages the TRR process.
 - Provides guidance and assistance, as required.
 - Monitors compliance with TRR policy and guidance.
 - Monitors and validates each Learning Center's TRR Community of Practice (CoP).

SECTION 3 - NETC LCs

The following are NETC LC TRR roles and responsibilities:

- **Commanding Officer:**
 - Serves as the Curriculum Control Authority (CCA) unless otherwise designated (authority may be delegated to the Director of Training (DOT) and/or the Learning Standards Officer (LSO)).
 - Ensures compliance with NETC TRR policy and guidance.
 - Chairs (or appoints the DOT, LSO, or other LC/Learning Site (LS) Point of Contact (POC) to chair) the TRR Executive Steering Committee (ESC).
 - Approves LC annual TRR schedule.

- **Director of Training (DOT):**

- Provides TRR oversight and guidance.
- Reviews and forwards LC annual TRR schedule.
- May serve as a member of TRR ESC.
- Approves release of TRR messages.

- **Learning Standards Officer (LSO):**

- Manages LC TRR process.
- Provides TRR guidance and assistance.
- Drafts annual TRR schedule and spreadsheet.
- Drafts annual TRR schedule message.
- Responsible for tracking TRR Action Chits.
- Ensures compliance with annual TRR schedule.
- Designates a LC TRR Coordinator.
- Reviews annual TRR schedule and spreadsheet, TRR Announcement, TRR Agenda, TRR After Action Messages, and the TRR Action Chit Monthly Report.
- Creates and manages LC TRR CoP on Navy Knowledge Online (NKO) and ensures all TRR technical documentation and any other information pertinent to the TRR process is posted on the LC TRR CoP on NKO.
- Ensures all TRR Action Chits are uploaded to the SERENA Mashup Tool and tracked to timely completion.
- Ensures TRR Action Chits are routed to the applicable Requirement Sponsor(s) for review and validation.
- Ensures TRR Action Chits are coordinated with appropriate LC Staff, Requirement Sponsor(s), and Resource Sponsor(s) when applicable.
- Reviews Occupational Standards (OCCSTDS) and Navy Enlisted Classification Code (NEC) Manual change recommendations.
- Forwards all completed TRR's to LC Public Affairs Officer (PAO) or Collateral Duty PAO to draft and publish a news release on the Navy's Web site(<http://www.navy.mil/>) within five days of completion, per NETCINST 5720.1.

- **Curriculum Control Model Manager (CCMM):**

- Responsible for the collection and archiving of TRR technical and associated documentation for all assigned courses.

- **LC and/or LS TRR Coordinator:**

- Responsible for coordinating the facilities and logistic support required for a TRR.
- Plans and facilitates a TRR.
- Assists the LSO in managing the LC's TRR CoP on NKO.
- Collects and posts TRR technical documentation and any other information pertinent to the TRR process on the LC TRR CoP on NKO at <https://www.nko.navy.mil/>.
- Solicits TRR action items from Requirement Sponsor(s) and stakeholders.
- Serves as TRR meeting coordinator/ESC recorder.
- Coordinates TRR security issues with Security Manager.
- Assists LSO in drafting TRR Announcement, Agenda, and After Action Message(s).
- Assists LSO in creating the TRR Action Chit Monthly Report, the annual TRR schedule message, and annual TRR schedule spreadsheet. Coordinates resolution of TRR Action Chits and ensures all unresolved TRR Action Chits from past TRRs are included if a new TRR is conducted.
- Ensures the TRR Process Checklist (Appendix A) is utilized.
- Draft NEC Manual Change Recommendations, as necessary.
- Draft OCCSTDS Change Recommendations, as necessary.

- **TRR Executive Steering Committee (ESC):**

- The ESC is a required component of the TRR process. The ESC reviews, prioritizes, and assigns an Action Officer for all TRR Action Chits.
- As a member of the ESC, the Requirement Sponsor(s) shall have final approval of TRR Action Chit prioritization. In order to expedite NETC's Training Requirement Submission, and Course Development, Delivery, and Maintenance End to End Process, a Requirement Sponsor (or a designated representative with approval authority) should be present to prioritize and approve all TRR Action Chits created during a TRR.
- Membership of the ESC may vary dependent upon TRR attendance. Members may include, but are not limited to, the CCA (Chair, may be delegated to the DOT, LSO, or other LC/LS POC), DOT, LSO, Course Curriculum Model

Manager, LC TRR Coordinator, stakeholder(s), Subject Matter Experts, and the Requirement Sponsor(s).

- The ESC membership shall be separate from the Working Group(s) membership. The ESC may consider including other entities such as N6 and N8 representatives to address any issues that may arise during a TRR.

SECTION 4 - STAKEHOLDERS

A stakeholder is a designated Warfare Enterprise or an organization (e.g., Requirement Sponsor, Resource Sponsor, Warfare Sponsor, Navy Manpower Analysis Center, Enlisted Community Manager, and Officer Community Manager) responsible for training requirements under review during the TRR process. Whenever possible, TRRs should be coordinated with other scheduled meetings where stakeholders may be present. Ensure all stakeholders have access to the LCs TRR CoP on NKO. Stakeholder roles in the TRR process include, but are not limited to:

- Provides subject matter technical information.
- Review existing training requirements to identify redundant or unnecessary training, gaps in training, and ensure proper alignment of training based on existing, new or revised requirements.

SECTION 5 - SUMMARY

This chapter has defined the roles and responsibilities necessary to implement and sustain an effective TRR process.

CHAPTER 3

TRAINING REQUIREMENTS REVIEW PROCESS

SECTION 1 - INTRODUCTION

This chapter outlines the sequence of steps necessary to perform a Training Requirements Review (TRR) and concludes with a description of the Learning Center (LC) TRR Community of Practice (CoP) on Navy Knowledge Online (NKO). The TRR process includes:

- Policy and guidance for the review of individual training courses that incorporates stakeholder and Subject Matter Expert (SME) participation.
- A comprehensive review of an existing course(s) to ensure alignment to current training requirements.
- An opportunity to assess identified performance issues and/or trends to determine if training needs to be updated.
- A method to identify redundant or unnecessary training and eliminate it.
- An opportunity to review and recommend updates to Occupational Standards (OCCSTDS) and the Navy Enlisted Classification (NEC) Manual.

TRRs are performed on a single course or a number of courses that support a policy, a directive, a grade, a rate, a platform, a system, a sub-system, or equipment.

The maximum periodicity between TRRs will not exceed 60 months. A course's Requirement Sponsor(s) may adjust the periodicity between TRRs. A change to the periodicity by a Requirement Sponsor(s) shall be by made via official correspondence; notifying the Curriculum Control Authority (CCA) of the revised periodicity, and the correspondence retained as part of the course master file.

Use Appendix A, TRR Process Check List, to track completion of the steps required to manage the TRR process.

NOTE:

NETC's business management tool for tracking and recording TRRs and TRR Action Chits is the SERENA Mashup software application. All LCs shall use the SERENA TRR Mashup. The mashup automates the TRR review and staffing process, and establishes a repository for LC TRRs and TRR Action Chits. It provides visibility of each TRR Action Chit throughout its lifecycle.

SECTION 2 - TRR TRIGGERS (STEP 1)

The following triggers can initiate the TRR Process:

- **Request by Requirement Sponsor(s).** Requirement Sponsor(s) may direct a LC to address a Fleet performance issue that may be rooted in a current training course. Performance issues may be based upon (not an all-inclusive list): Top Management Attention/Top Management Issue, Afloat Training Group evaluations, Board of Inspection and Survey results, Navy Safety Center reports, changes in Technical Training Equipment (TTE), or a change in policy or a directive. In preparation for a TRR, Requirement Sponsor(s) should provide TRR agenda items to the TRR Coordinator; these may include new training requirements, TRR Action Chits not adjudicated from a previous TRR, and any proposed TRR Action Chits submitted by the stakeholders.
- **Fleet Feedback.** Fleet feedback can come in many forms (i.e., surveys, lessons learned, hot wash or after action reports, exercise reports, onsite evaluation or inspection teams, etc.) and may trigger a TRR in order to address performance issues suspected to be rooted in a current training course. Fleet feedback shall be monitored closely for new or revised courses to identify potential performance issues.
- **Course Maintenance.** Continuous surveillance of a course is performed by a course's Course Curriculum Model Manager to detect changes in documentation, equipment, materials, or procedures associated with that course. This will include new equipment software for the latest TTE hardware, Naval Sea Systems Command SEA07TR hardware installation documents (e.g., Change Proposal (CP), Trainer Change Instruction (TCI), and Training System Implementation Plan (TSIP). Changes identified during surveillance may result in the need to conduct a TRR.
- **New or Revised Occupational Standards.** New or revised OCCSTDS may trigger a TRR.
- **CCA directed.** A CCA can initiate the TRR Process for one or more courses, when it is determined that a TRR is required to adjudicate issues with a course; however, the decision to conduct a TRR belongs to the Requirement Sponsor(s). When CCA directed, the LC shall collaborate

with the Requirement Sponsor to schedule and conduct a TRR. A LC may request a change in periodicity by submitting a TRR Periodicity Change Request to the Requirement Sponsor(s) (See Appendix B).

- **Formal Course Review (FCR).** A FCR is designed to provide a check of all elements of a course and serves as an excellent source of internal feedback. FCRs are used to evaluate the course materials for technical accuracy and teachability, evaluate course conformance to existing standards and instructions, assist in the overall management of the course, and assist in identifying areas for course improvements.

NOTE:

FCRs will be conducted within six months of a scheduled TRR (See NAVEDTRA 135C for guidance).

SECTION 3 - TRR PREPARATION (STEP 2)

When a LC receives a TRR trigger, the LC will initiate the TRR Process. An effective and efficient TRR requires pre-planning and coordination. Advance planning is essential for an effective outcome. The preliminary and final TRR preparation, and the Post TRR actions are aided by the TRR Process Checklist (see Appendix A) and should be completed by the TRR Coordinator. The LC may add to the checklist, but not remove items listed. The following summary of the preliminary and final TRR preparations is provided to assist the LC:

- **Preliminary TRR Preparations.**
 - Assign LC TRR Coordinator and TRR Site Coordinator (for geographically separated sites), if not designated.
 - Identify the Course Identification Number(s) (CINs) that will be reviewed during the TRR.
 - Draft and send a TRR Announcement Message (See Appendix C) a minimum of 90 days prior to the TRR.
 - Conduct a LC TRR organizational meeting. Determine roles and responsibilities for LC personnel. Establish a tentative timeline for the TRR Process.
 - Draft and send a TRR Agenda Message (See Appendix D) a minimum of 60 days prior to the TRR.
 - Coordinate security related issues with Security Manager.

- Enter TRR information into SERENA (procedures are provided in the SERENA Business Manager (SBM) User Guide: NETC Training Requirements Review (TRR) Tracking). The TRR SERENA User Guide is located on NETC N74 NKO webpage (<https://www.nko.navy.mil/group/netc-n7-branches/n74-learning-standards>). The TRR Event must be created prior to creating a TRR Action Chit to avoid an error in the system.
- Prepare a TRR Plan of Action and Milestones.
- Identify resources necessary to conduct the TRR (security clearances, facilities, lodging, maps, pre-arrival packages, etc.).
- Identify internal/external staff support and roles.
- Identify availability of internal capability (printing, copying, etc.).
- Collect and conduct a review of relevant course documentation. Ensure all course documentation for review by working group(s) is/are the most current.
- Coordinate with Navy Manpower Analysis Center (NAVMAC) (Code 10) at least 30 days prior to convening a TRR to collect valid source rating NEC Code data.
- Collect TRR Action Chits for validation and preliminary review.
- Identify TRR participants. In most cases, the list shall include, but is not limited to:
 - Office of the Chief of Naval Operations
 - U.S. Fleet Forces Command (USFFC)
 - Type Commander (TYCOM)
 - Enlisted Community Manager (ECM)
 - Officer Community Manager (OCM)
 - Systems Command
 - Naval Education and Training Command (NETC N7)
 - NAVMAC Code 10
 - Class Squadron
 - Afloat personnel
 - LC personnel

In many cases, it may be possible to conduct all or part of a TRR via PHONCON, Video Teleconference (VTC), Defense Collaboration Services (DCS), or other method. The following is a list of lessons learned that may be helpful when conducting a TRR via PHONCON, VTC, or DCS:

- Preplan.
- Use the TRR Process Checklist.
- Post all pertinent TRR materials on the LC TRR CoP on NKO.

- Identify all TRR participants.
- Facilitate communication between all participants.
- Assign tasking with responsibilities clearly.
- Identify Executive Steering Committee (ESC) membership using confirmed attendee list.
- Validate known TRR Action Chits prior to convening.
- Review the TRR process and expectations.
- Review, validate, and post the following documents on the LC TRR CoP on NKO, as applicable:
 - Training Course Control Document (TCCD). This is the primary management document for a course. The approved TCCD serves as the authority and direction for Learning Sites (LSs) to use the finalized curriculum as the authoritative course materials.
 - Course Training Task List (CTTL). A CTTL is a list of duties and tasks trained to in a course.
 - Personnel Performance Profile (PPP) Table. A PPP Table is a listing of knowledge and skills required to operate and maintain a system, subsystem, or equipment, or to perform a task or function.
 - New or Unresolved TRR Action Chits. Review LC TRR Action Chit spreadsheet to identify and review any new or unresolved chits from previous TRR's that have not been closed. All unresolved chits shall be reviewed for currency during the next TRR by the TRR working group(s), ESC, and reviewed and validated by the Requirement Sponsor(s), or closed.
 - Performance Issue Documentation. These would be issues and/or trends that may impact training, and would normally be provided by the Fleet.
 - Non-Academic Factor Documentation. Examples of these factors are quality of life, non-graduation rates, and attrition rates that may impact training effectiveness.
 - Occupational Standards (OCCSTDS). OCCSTDS are task statements that describe the Navy's minimum requirements and skills of Navy enlisted ratings by pay grade.
 - Personnel Qualification Standard (PQS). PQS that is directly related to or supports the work a course trains to.
 - Navy Training Systems Plan (NTSP). A NTSP identifies manpower, personnel, and training requirements and resources for new system development. A NTSP revision may trigger a TRR.

- Safety Issue Documentation. Safety issues or concerns.
- Job Duty Task Analysis (JDTA) Data. Use existing JDTA Data, and post work decomposition at the task level.
- Formal Course Review (FCR). Most recent FCR for the course(s) to be addressed during a TRR. If a course is taught at multiple sites, FCR data from all sites will be made available.
- Rating Series NECs. Rating Series NECs are related to a limited number of specific ratings and identify special or unique billet requirements beyond the skill and knowledge that the general rating would provide. This data shall be used to determine if a gap exists between training identified in the NEC manual and what is currently being taught.

NOTES:

Include any Training System Requirements Analysis or Training Device Decision Coordinating Papers associated with the course(s).

If course technical documents do not exist, they must be developed or a waiver received from NETC N7 prior to conducting the TRR.

- **Final TRR Preparation (30 days prior).**
 - Ensure briefs, technical documentation, and issues are prepared prior to the TRR.
 - Brief the Commanding Officer (CO), Director of Training (DOT), and Learning Standards Officer (LSO) on TRR status.
 - Contact all TRR participants to coordinate briefs, concerns on TRR topics, and logistic issues, etc.
 - Establish TRR working group(s), using the following guidelines:
 - Each working group will consist of a minimum of three SMEs, a facilitator, and a recorder.
 - Each working group will review an individual course of instruction, a training pipeline, or courses that support a rating, NEC, Military Occupational Specialty (MOS), or platform.

- Confirm location and necessary equipment status.
- Confirm CO, DOT, or LSO availability for opening remarks.
- Develop a brief that covers goals, agenda, ground rules, and overall timeline of the TRR.

NOTE:

In the event that a stakeholder(s) is/are not able to participate in the TRR, the TRR Coordinator shall notify and forward all TRR Action Chits and applicable TRR data for review and comments.

SECTION 4 - CONDUCTING A TRR (STEP 3)

Conducting a TRR should consist of, at a minimum, the following:

- Conduct in-briefs to discuss the purpose, goals, agenda, ground rules, and timeline of the TRR.
- Introduce attendees.
- Introduce and discuss the composition of the working group(s) and discuss their function and expectations.
- Commence working group(s) to perform a review of CIN(s) by reviewing and validating the following data as applicable and available:
 - Course Mission Statement
 - New and unresolved TRR Action Chits
 - Safety related issues
 - New hardware for TTE, and/or new program software
 - Stakeholder performance issues, based upon Fleet feedback
 - FCR results
 - TCCD
 - JDTA Data (duties and tasks identified for formal training)
 - Non-Resident Training Courses
 - PQS
 - OCCSTDS
 - Non-academic factors
 - Rating Series NECs and/or MOSs
 - Required Certifications (e.g., Cyber Security Work Force and Fleet Training Management Planning System requirements)

- Prepare TRR Action Chits; refer to SERENA User Guide located on NETC N74 NKO webpage, <https://www.nko.navy.mil/group/netc-n7-branches/n74-learning-standards>
 - Annotate the issue(s) and the recommended resolution(s).
 - Recommend as a Priority 1, 2, or 3. Generate TRR Action Chits in SERENA.
 - If not feasible, generate TRR Action Chits on paper or electronically and submit to LC TRR Coordinator to load in SERENA.
 - The TRR Coordinator or TRR POC shall enter all TRR Action Chits into SERENA, which are generated by the working group(s) no later than five business days upon completion of the TRR.
 - Develop brief for the ESC that provides an overview of course(s) reviewed to include TRR Action Chit(s) and their priority and recommendations.
 - For courses supported by a NTSP submit TTE, TTE related CP, TCI, TSIP documents, and Training Device Requirement when applicable, and submit OPNAV 1500/40 of (8/97) (TTE Sustaining (Delivery) and Support Form. (See Appendix F). The Form is located on NETC N74 NKO webpage. It is used for TTE and training device Course Master Schedule (CMS) requirements, excluding equipment identified by a NTSP. OPNAV Form 1500/40 may be obtained through Naval Forms Online at <https://navalforms.documentservices.dla.mil>.

NOTE:

All TRR Action Chits generated by the working group(s) shall be forwarded to the ESC either by paper copy or electronically for review and comment. Final approval or disapproval of all chits is determined by the Requirement Sponsor(s). When a chit is determined invalid by the Requirement Sponsor(s), the chit shall be entered into SERENA with comments for disapproval and closed with no further action required. Any change(s) made to a chit after it has been reviewed and validated by the Requirement Sponsor(s) must be resubmitted to the Requirement Sponsor(s) for their approval.

Convene ESC:

- Review TRR Action Chits.
- Prioritize TRR Action Chits.

- Requirement Sponsor(s) validate and prioritize TRR Action Chits. If no Requirement Sponsor(s) is/are present, the ESC will forward the chit(s) to them for validation and prioritization. Additionally, if some Requirement Sponsor(s) is/are not present, the ESC will forward the chit(s) to them for concurrence.
- Conduct TRR out-brief.

NOTE:

Validation of the TRR Action Chit(s) by the Requirement Sponsor(s) is required before commencement of NETC's Training Requirement Submission and Course Development, Delivery, and Maintenance End to End (E2E) process.

SECTION 5 - TRR ACTION CHIT

A TRR Action Chit is the form that shall be used during a TRR to record training requirement issues. TRR Working Group(s) will generate chit(s) prior to ESC review. Each chit shall have a Priority recommendation and a Training Requirement Category assigned. The Priority level identifies the necessity of the training requirement. Priorities are as follows:

- Priority 1: Mission Critical or Safety
- Priority 2: Required, but not critical
- Priority 3: Desired, but not required

The Requirement Sponsor(s) review(s) and validate(s) the TRR Action Chit(s). If the Requirement Sponsor(s) does not concur with the working group(s) and/or ESC, the Requirement Sponsor(s) shall provide comments and will have final approval/disapproval of Priority level 1, 2, or 3 assignments.

Prior to the ESC submitting TRR Action Chit(s) to the Requirement Sponsor(s), the chit(s) shall have a Priority recommendation and ESC concurrence or non-concurrence. If the ESC does not concur with the working group(s) Priority recommendation and/or resolution, the ESC shall provide comments/recommendation.

Additionally, all TRR Action Chits will be categorized by Training Requirement Category 1, 2, or 3. The Training Requirement Categories are:

- Training Requirement Category 1:
 - A training requirement that will result in:
 - Addition of a new training course
 - A revision to a training course that changes the instructional strategy or delivery method
 - A revision to a training course that changes course length
 - A revision to a training course which changes resource requirements
 - The deletion of a training course
 - The transfer of a training course between CCAs
 - The addition or deletion of a training course's Course Data Processing
- Training Requirement Category 1: Shall be formally submitted to NETC/LC by the requirement's Requirement and Resource Sponsors per NETC's Training Requirement Submission, and Course Development, Delivery, and Maintenance E2E Process. A Training Project Plan (TPP) is required and must be approved by NETC N7 for implementation.
- Training Requirement Category 2: A training requirement that requires a revision to an existing course that will not change course length or require a change in resources to incorporate. A TPP is required and is approved for implementation by the course's CCA.
- Training Requirement Category 3: A training requirement that can be incorporated into an existing course without the need to generate a TPP.

After the Requirement Sponsor(s) validate Category 1, 2, and 3 TRR Action Chits, the LC will begin updating respective courses for all Category 2 and 3 chits. Category 1 chits shall be reviewed and validated by the Resource Sponsor(s). Then, the Resource Sponsor will submit a request to NETC/LC to commence NETC's E2E process to incorporate the requirement, referencing the TRR Action Chit.

Refer to Appendix E for the TRR Action Chit template. All Category 1 chits that are not resourced shall remain in an open status until resources become available, unless the Requirement Sponsor(s) determine that the chit is no longer a requirement. To close a Category 1 chit, the Requirement Sponsor(s) must

submit their desire to close the chit to the respective LC in writing.

SECTION 6 - TRR ACTION CHIT MONTHLY REPORT (STEP 4)

The TRR Action Chit Monthly Report that resides within the SERENA Mashup is NETC's authoritative source, used to track TRRs and TRR Action Chits from submission to closure. The TRR Action Chit Monthly Report (see Appendix G) consolidates and organizes all chits created during a TRR, hence, creating a "snapshot" of all chits. The LC TRR Coordinator/point of contact will post the TRR Action Chit Monthly Report to the LC TRR CoP in NKO, and update by the 15th day of each month. Refer to the SERENA TRR User Guide, which is posted on NETC N74's NKO webpage for direction on how to export the TRR Action Chit Monthly Report.

SECTION 7 - POST TRR (STEP 5)

When a TRR is concluded, the LC/LS TRR Coordinator, in coordination with the LSO or other staff members will:

- Draft and submit a TRR After Action Message for release within 30 days of TRR completion. Appendix I is a template to be used to prepare a TRR After Action Message.
- Post the SERENA TRR Action Chit Monthly Report to the LC TRR CoP on NKO.
- LCs shall forward Navy Enlisted Occupational Standards (NEOCS) proposals to the Requirement Sponsor(s) for review, validation, and submission to NAVMAC (Code 10) within 30 days of TRR completion (See Volume II NECs, NAVPERS 18068 for guidance). Appendix J is a template of a letter used to propose updates to NEC Codes resulting from a TRR. Appendices K and L are samples for NEC Code revision and deletion proposals. Appendix M is a request from NAVMAC to a Requirement Sponsor requesting review and validation of a NEOCS proposal prior to stakeholder review. Appendix N is a template for NAVMAC to request TRR NEC Code Data from the LC after a TRR is completed.
- Draft NEOCS proposal for NEC Codes requiring addition, revision, or deletions for LC endorsement (as applicable)
- Draft Recommended Changes to OCCSTDS (as applicable)

SECTION 8 - OCCSTDS/NEC GUIDELINES CRITERIA, AND GUIDELINES AND FORMAT FOR RECOMMENDING CHANGES TO OCCSTDS

The Navy requires a periodic review and update of enlisted OCCSTDS. Although NAVMAC conducts the periodic reviews, and makes updates to these standards as a result of the reviews, there are other avenues available to the Fleet to submit recommended changes to the OCCSTDS, whenever mission requirements have changed.

One avenue is directly from a Command (via CNETC), and the second avenue is through the TRR Process. During a TRR, rating advisors can conduct a preliminary review of current OCCSTDS. This procedure provides the means to identify and document new or changing requirements; NAVMAC facilitates the incorporation of these proposed updates into the OCCSTDS. USFFC; TYCOMs; CNETC; rating advisors; ECMS, and other interested activities and stakeholders then receive these proposals for review and comment. OCCSTDS are endorsed by the Primary Advisor(s) of each rating prior to approval and promulgation by the Chief of Naval Personnel. The guidance as provided herein applies to the documentation and submission of new or changed requirements identified within the TRR process.

During a TRR, OCCSTDS associated with each CIN shall be reviewed to determine if an OCCSTDS update is required. When reviewing OCCSTDS, use the following criteria:

- OCCSTDS should:
 - Be consistent with the approved scope of the rating.
 - Be stated as an action (i.e., a task to be done). The details of tasks are derived from task analyses and other data.
 - Be concise and understandable.
 - Reflect the paygrade level at which the task should normally be performed. Changing factors, such as existing or projected low manning levels, should not influence paygrade determination.
 - Include only those tasks, which are attainable by the average incumbent of a rate.
 - Reflect skill progression among the various paygrades as appropriate for the rating.

- OCCSTDS should not include:
 - Knowledge requirements, implied in the performance of a task.
 - Qualifiers, such as perform an action "per...". It is assumed that personnel comply with applicable directives and publications when performing a task.
 - Enabling tasks, such as perform a task "in order to...". The purpose of the task should be evident.
 - Subordinate tasks (i.e., tasks that are elements or sub-tasks of a task, which is broadly stated).
 - Specific identification of equipment (e.g., AN, MOD, or MK). Such detail is not necessary and is subject to rapid obsolescence.
 - Equipment or tool lists, such as listing of test equipment to be used. The equipment or tools to be used are inherent to the tasks to be performed. Such lists are questionable as to inclusiveness and accuracy.
 - Skills that are represented by the Naval Standards.
 - Security requirements applicable to all Navy personnel as specified in Department of Defense Manual 5200.01 and OPNAVINST 5510.60M. Specific security requirements may be selectively included in those ratings where special emphasis and qualification are required.
 - Safety requirements inherent to the performance of a task. Observing safety precautions should be continually emphasized on the job and in training programs. Safety requirements may be broadly stated at the supervisory level where special emphasis is required or at the managerial level for developing safety programs.

- If an update to an OCCSTD is required, it must be reviewed per the JDTA process. The LC shall forward recommended changes to the OCCSTDS, using the form in Appendix O, through electronic or postal mail via the chain of command to:

Commanding Officer
Navmac_Classifications@navy.mil

-OR-

COMMANDING OFFICER
NAVY MANPOWER ANALYSIS CENTER
5722 INTEGRITY DRIVE
MILLINGTON TN 38054-5011

- Document recommended changes in the Recommended Changes to OCCSTDS - Proposal Form.
 - Provide dates of the TRR; LC/LS and the Rating submitting the proposal (e.g., Submarine Learning Center, Information Systems Technician (Submarines), and the names of and contact information for the TRR Coordinator and LSO.
 - In the OCCSTD data portion of the form, provide the CIN, and document the **type of change** that is being proposed, by highlighting or drawing a circle around one of the following: Addition, Revision, or Deletion. For a task that needs to be **added**, document the new OCCSTD task statement being proposed along with the associated OCCSTD task elements (i.e., Paygrade, Task-Type, and Functional Area (FA)). For task or task statement elements that need to be **revised**, document both the current and revised OCCSTD task statement and OCCSTD task elements (i.e., Paygrade, Task-Type, and FA). For a task that needs to be **deleted**, document the current OCCSTD task statement being proposed for deletion along with the associated OCCSTD task elements (i.e., Paygrade, Task-Type, and FA).
 - Provide a brief justification for the proposed addition, revision, or deletion.

SECTION 9 - TRR CoP

Each LC shall establish a TRR CoP to create a centralized forum and data repository in support of their TRR Process. The TRR CoP shall be located on NKO and shall include, but is not limited to the following:

- Annual TRR Schedule Message
- TRR Messages
- LC TRR Briefs
- TRR supporting documentation
- TRR Action Chit Monthly Report
- TRR discussion/feedback

- TRR points of contact
- Final deliverables
- Rating Series NEC and/or MOS update and validation
- TRR attendees, by organization, such as stakeholders, SMEs and ESC membership

SECTION 10 - SUMMARY

This chapter provided a description of the steps necessary to prepare and conduct a TRR, as well as required follow-up actions. Additionally, the documents necessary to support the TRR process, which shall be posted to the LCs NKO TRR CoP website, were discussed.

CHAPTER 4

TRAINING REQUIREMENTS REVIEW (TRR) MESSAGES AND SPREADSHEET

SECTION 1 - INTRODUCTION

This chapter describes each of the Training Requirements Review (TRR) messages that are required to support the TRR Process. An illustration of the timing of the TRR messages is shown in Figure 1. The following is a list of TRR messages:

- Learning Center (LC) Annual TRR Schedule Message and LC Annual TRR Schedule Spreadsheet
- TRR Announcement Message
- TRR Agenda Message
- TRR Postponement Message
- TRR After Action Message(s)

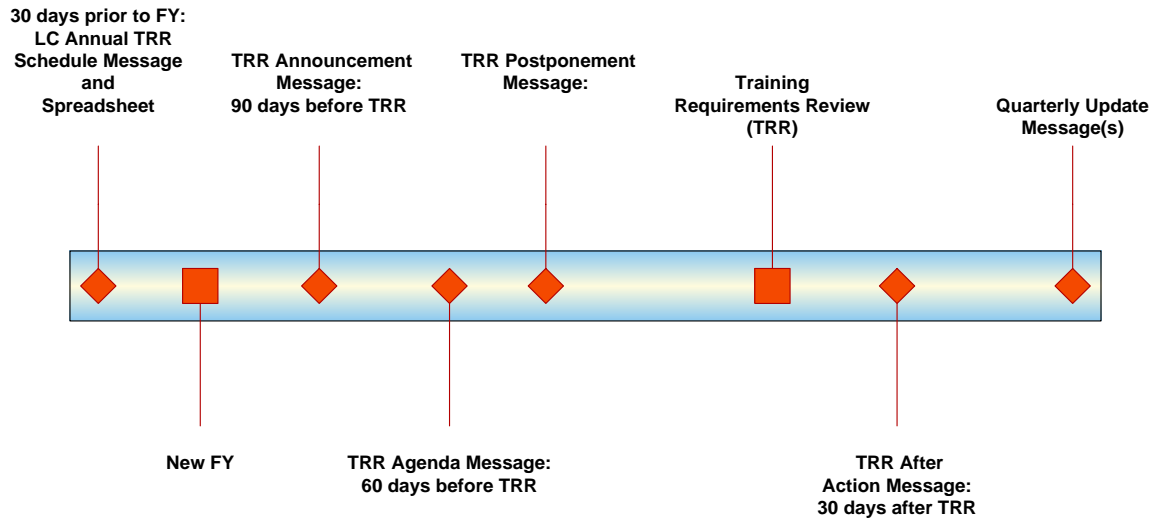


FIGURE 1. TRR MESSAGE TIMELINE

SECTION 2 - LC ANNUAL TRR SCHEDULE MESSAGE AND SPREADSHEET

The LC Annual TRR Schedule Message provides both the LC and stakeholders with a long-range schedule for planning. For courses that a LC is the Curriculum Control Authority, a TRR shall be completed not to exceed 60 months, or as directed by the Requirement Sponsor(s). Prior to drafting the message, the LC Learning Standards Officer (LSO) will collaborate with stakeholders to create an LC Annual TRR Schedule Spreadsheet. For a template of an Annual TRR Schedule Spreadsheet, refer to Appendix P. The LC Annual TRR Schedule Spreadsheet shall be completed and sent to the Naval Education and Training Command (NETC) N7, no later than 1 September of each year. LCs shall draft and release their Annual TRR Schedule Message (template

provided in Appendix Q) no later than 1 September of each year. The message will include, at a minimum:

- Course Abbreviated Name
- Course Identification Number (CIN)
- Navy Enlisted Classification Codes (NECs)
- Type Course
- The Month TRR to be conducted
- Navy Training Systems Plan (NTSP) Number, if applicable
- Date of NTSP Annual Review, if applicable

The LC Annual TRR Schedule Message shall be addressed to the following: All stakeholders, and with the following commands listed under INFO: NETC (NETC PENSACOLA FL), Commander, U. S. Fleet Forces Command (USFFC) (COMUSFLTFORCOM NORFOLK VA), and Navy Manpower Analysis Center (NAVMAC) Code 10 (NAVMAC MILLINGTON TN). Upon release, the message shall be posted on the LC's TRR Community of Practice (CoP) on Navy Knowledge Online (NKO). If there are changes to the LC Annual TRR Schedule Message, an updated message shall be sent and posted to the LCs TRR CoP on NKO.

SECTION 3 - TRR ANNOUNCEMENT MESSAGE

The TRR Announcement Message is the first message drafted and released in preparation for a TRR. The message shall be released 90 days prior to the date of the TRR. This message provides initial information necessary to begin the TRR process. Appendix C is a template that shall be used when drafting a TRR Announcement Message. The TRR Announcement Message shall be posted on the LCs TRR CoP on NKO, following its release. The TRR Announcement Message shall include, at a minimum:

- In the subject line, enter COMUSFLTFORCOM-NETC-spell out the name of the LC and the name of the TRR. For example, COMUSFLTFORCOM-NETC-SLC SONAR TECHNICIAN (SUBMARINES)(STS)SUBMARINE LEARNING CENTER SONAR TECHNICIAN SUBSURFACE TRAINING REQUIREMENTS REVIEW ANNOUNCEMENT MESSAGE.
- Purpose of the TRR.
- TRR Information.
- Course(s) - listed by Course Abbreviated Name from Corporate enterprise Training Activity Resource System.
- CIN(s).
- NEC(s).

- Tentative Agenda.
- Date(s) of TRR.
- Travel Dates.
- Location of TRR (full address).
- A description of how to access the TRR if attendees cannot attend in person (e.g., Defense Collaboration Services (DCS), Video Teleconference, Teleconference, etc.).
- A request for stakeholder and subject matter expert (SME) participation identification and their contact information.
- A URL link to the LCs TRR CoP on NKO and a list of components, or documents posted on NKO.
- CUSFFC guidance: Participating stakeholders should identify SMEs, provide SME contact info (email and phone numbers), and proposed additional agenda items to the identified TRR points of contact (POCs) no later than 30 days prior to commencement of subject TRR.

SECTION 4 - TRR AGENDA MESSAGE

The TRR Agenda Message is the second message drafted and released in preparation for a TRR. The message shall be released 60 days prior to the date of the TRR and reference the TRR Announcement Message. The TRR Agenda Message shall be posted to the LCs TRR CoP on NKO, following its release. Appendix D is a template that shall be used when drafting a TRR Agenda Message. The TRR Agenda Message shall include, at a minimum:

- In the Subject line, enter COMUSFLTFORCOM-NETC-the name of the LC and the name of the TRR. For example, SLC SONAR TECHNICIAN (SUBMARINES)(STS) TRAINING REQUIREMENTS REVIEW AGENDA MESSAGE.
- Purpose of the TRR.
- TRR Information.
- Course(s) Abbreviated Name.
- CIN(s).
- NEC(s).
- Date(s) of TRR.
- Travel Dates.
- Location of TRR (full address).
- A description of how the TRR will be conducted, and provide the DCS link and dial-in number, if not available/applicable.
- TRR Agenda (list by day, time and activity).

- A request for stakeholder and SME participation, identification, and contact information.
- Provide link to LC TRR CoP on NKO and a list of components/ documents posted on CoP.
- Special instructions, base information, barrack reservation number and LC TRR Coordinator contact information.
- If available, provide TRR stakeholders and SMEs identification by organization and Executive Steering Committee membership.
- Provide any other pertinent information, as required.

NOTES:

Notify NETC N74 and USFFC N1T if there is insufficient Fleet SMEs participation for a TRR.

If a TRR is postponed, a TRR message shall be drafted and released for rescheduling (template provided in Appendix H). The message will be released as soon as the LC coordinates with the Requirement Sponsor(s) that the TRR cannot be conducted on the scheduled date(s).

SECTION 5 - TRR AFTER ACTION MESSAGE

The TRR After Action Message is the concluding message of the TRR Process. Appendix G is a template that shall be used when drafting a TRR After Action Message. The message shall be drafted and released no later than 30 days after a TRR is completed. The TRR After Action Message shall be posted to the LC TRR CoP on NKO, after release.

The TRR After Action Message is a summary of the TRR and shall include, at a minimum:

- In the Subject line, enter COMUSFLTFORCOM-NETC the name of the LC and the name of the TRR. For example, SLC SONAR TECHNICIAN (SUBMARINE)(STS) TRAINING REQUIREMENTS REVIEW AFTER ACTION MESSAGE.
- Date TRR completed.
- Number of TRR Action Chits generated broken down by Category 1, 2, or 3.
- Status of TRR Action Chits (e.g., 22 chits drafted, 18 remain open. Eight chits should be resolved in the next three months, 10 chits require action from Requirement Sponsor).

- The total number of personnel in attendance representing the following commands: xx, xx, xx, etc.
- NEC(s) validated and NEC related actions still pending.
- A link to LC's TRR CoP on NKO for access to TRR Action Chits and the TRR Monthly Report (downloaded from SERENA).
- The TRR POCs information for the TRR Coordinator, Course Curriculum Model Manager, and the LSO.

NOTES:

The TRR After Action Message shall be drafted and released even if the TRR did not generate any TRR Action Chits. The message is a wrap up of the TRR process and provides information to stakeholder about the outcome of a TRR.

Ensure that NAVMAC Code 10 is included on all TRR messages, to include the Annual TRR Schedule Message.

In compliance with NETCINST 5720.1, the LC Public Affairs Officer (PAO) or Collateral Duty PAO will draft and publish a news release on the Navy's Web site at <http://www.navy.mil/> within five days of the completion of the TRR noting the Fleet participation in the review and recommended updates to curriculum during the TRR.

SECTION 6 - USING MESSAGE APPENDICES

- Bold and underlined text will be replaced with LC centric data
- The TO and INFO message data fields, will be filled in appropriately

SECTION 7 - SUMMARY

This chapter discussed the TRR messages and TRR Action Chit Monthly Report necessary to support the TRR Process.

APPENDIX A

TRR PROCESS CHECKLIST TEMPLATE

TRR PROCESS CHECKLIST

Learning Center:	Date(s) of TRR:
Course Title(s):	Course Identification Number(s):
TRR Coordinator:	CCMM:

PRELIMINARY TRR PREPARATIONS

Tasks:	Responsibility:	Date Completed:
Review LC Annual TRR Schedule	LSO	
Provide guidance to TRR Coordinator on process and responsibilities	DOT/LSO	
Determine method for conducting TRR	DOT/LSO/TRR Coordinator	
Ensure FCR completed within 6 months of TRR	LSO	
Assign TRR Coordinator	LSO	
Identify CIN(s) to be reviewed during TRR	TRR Coordinator	
Identify TRR participants	TRR Coordinator	
Prepare POA&M	TRR Coordinator	
Coordinate location of TRR	TRR Coordinator	
Arrange facilities, lodging, and attendee packages	TRR Coordinator	
Identify internal support and roles	TRR Coordinator	
Identify internal support capability (copiers, paper, etc.)	TRR Coordinator	
Create and manage folders for assigned TRR's on the LC TRR CoP on NKO	TRR Coordinator	
Post TCCD	TRR Coordinator	
Post CTTL or PPP Table as applicable	TRR Coordinator	
Post feedback on curriculum	TRR Coordinator	
Post TPP and/or NTSP as applicable	TRR Coordinator	
Post FCR and/or JDTA as applicable with associated PQS and NRTCs	TRR Coordinator	
Post inspection, surveys, and assessments	TRR Coordinator	
Post non-academic factors	TRR Coordinator	
Post Safety Center recommendations, if any	TRR Coordinator	
Post TMA/TMI program issues	TRR Coordinator	
Post performance issues and unresolved TRR Action Chits from previous TRR	TRR Coordinator	
Draft TRR Announcement Message and, once released, post on TRR CoP on NKO	TRR Coordinator	
Release TRR Announcement Message	DOT	
Conduct a TRR preparation meeting	TRR Coordinator	
Assign working groups by course(s)/topics	TRR Coordinator	
Create agenda/topic items	TRR Coordinator	
Validate list of attendees with LSO or DOT	TRR Coordinator	
Draft TRR Agenda Message and once released post on TRR CoP on NKO	TRR Coordinator	
Release TRR Agenda Message	DOT	
Release TRR Postponement Message, if applicable	DOT	

Coordinate with NAVMAC (Code 10) 30 days prior to the TRR to collect applicable source rating/NEC Code data (as applicable)	TRR Coordinator	
Coordinate security issues	TRR Coordinator	
Develop TRR in-brief	TRR Coordinator	
Confirm stakeholder(s) and SME(s) attendance	TRR Coordinator	
FINAL TRR PREPARATIONS		
Ensure briefs, technical documentation, handouts, and issues are prepared for TRR	TRR Coordinator	
Brief CO and/or DOT on TRR status	TRR Coordinator	
Contact TRR participants as a final status check	TRR Coordinator	
Confirm location and necessary equipment status	TRR Coordinator	
Confirm CO or DOT availability for opening remarks	TRR Coordinator	
Prepare any outstanding or preliminary TRR Action Chit submissions for working group(s)	TRR Coordinator	
TRR		
Conduct in-brief	TRR Coordinator	
Introduce attendees	TRR Coordinator	
Introduce working group(s) and discuss function(s) and expectation(s)	TRR Coordinator	
Commence working group(s)	TRR Coordinator	
Convene ESC	TRR Coordinator	
ESC receive working group(s) briefs	Working Group(s)	
ESC review and accept TRR Action Chits	ESC	
Finalize TRR Action Chit prioritization	Requirement Sponsor(s)	
Conduct TRR out-brief	TRR Coordinator	
Requirement Sponsor(s) review TRR Action Chit(s) and finalize prioritization	Requirement Sponsor(s)	
Verify TRR CoP access for all participants	TRR Coordinator	
POST TRR		
Broker each TRR Action Chit with respective Requirement and Resource Sponsor(s)	LSO	
Draft TRR After Action Message(s) and once released, post on TRR CoP on NKO	TRR Coordinator	
Download TRR Action Chit Monthly Report and post on TRR CoP on NKO	TRR Coordinator	
Release TRR After Action Message(s)	DOT	
Forward endorsed NEOCS proposal for NEC Codes requiring revision/deletion to NAVMAC (Code 10) within 30 days of TRR completion	TRR Coordinator	

Forward recommended changes to OCCSTDS using the Recommended Changes to OCCSTDS - Proposal Form to NAVMAC (Code 10) (as applicable)	TRR Coordinator	
Monitor resolution of TRR Action Chit(s)	TRR Coordinator	
Archive TRR technical documentation on TRR CoP on NKO	CCMM	
Post Attendee List to TRR CoP on NKO by name and organization, such as stakeholders, SMEs, and ESC membership	TRR Coordinator	

APPENDIX B

TRR PERIODICITY CHANGE REQUEST TEMPLATES

(LETTER HEAD)

SSIC
Ser
dd/mm/yy

From: Commanding Officer, **Learning Center**
To: **Requirement Sponsor(s)**

SUBJ: TRAINING REQUIREMENTS REVIEW PERIODICITY CHANGE REQUEST/
APPROVAL

Ref: (a) NAVEDTRA 133A

1. Request approval to change the minimum periodicity for the Training Requirements Review (TRR) cycle from **XX** months to **XX** months for the **following specific courses** for which **Learning Center Name** is the Curriculum Control Authority. The **XX**-month TRR cycle will cover the following **Learning Center Name** and Course Identification Numbers (CINs): **List all applicable CINs.**

2. The justification for this request is based on the following: **LC provide justification for periodicity change request.**

/s/
Commanding Officer's signature line

Copy to:
NETC N7

(Letterhead)

SSIC
Ser
dd/mm/yy

From: **Requirement Sponsor(s)**
To: Commanding Officer, **Learning Center**

SUBJ: TRAINING REQUIREMENTS REVIEW PERIODICITY CHANGE REQUEST

Ref: Commanding Officer, **Learning Center**, ltr **XXXX** Ser **XX/XXX**
of **dd mmm yy**

1. **Concur or non-concur** with Training Requirements Review
periodicity change request.

NAME OF SIGNER

Copy to:
NETC N7
Learning Center

APPENDIX C

TRR ANNOUNCEMENT MESSAGE TEMPLATE

FM **LEARNING CENTER**
TO **REQUIREMENT SPONSOR(S)**
RESOURCE SPONSOR(S)
STAKEHOLDERS

INFO NETC PENSACOLA FL//N7//
CNO WASHINGTON DC//N125A/N10/N17/N2N6/N95/N96/N97/N98// (**LIST N125A/N10/N17 AND YOUR APPLICABLE ENTERPRISE N-CODE(S)**)
COMUSFLTFORCOM NORFOLK VA//N1P/N1T//
COMNAVPERSCOM MILLINGTON TN
COMNAVSAFECEN NORFOLK VA
BUPERS MILLINGTON TN/PERS32/PMO//
NAVMAC MILLINGTON TN//10//
NETPDTC PENSACOLA FL
UNCLAS//N01500//
MSGID/GENADMIN/LEARNING CENTER/MONTH//MSGID/GENADMIN/**LEARNING CENTER/MONTH//**

SUBJ/COMUSFLTFORCOM-NETC-**LEARNING CENTER - NAME OF TRAINING REQUIREMENTS REVIEW** (TRR) ANNOUNCEMENT MESSAGE//

REF/A/DOC/NETCINST 1500.8A//

REF/B/DOC/NAVEDTRA 133A//

NARR/REFS A AND B ESTABLISH NETC'S POLICY AND GUIDANCE FOR CONDUCTING A TRR.//

POC/**LAST NAME/RANK (MIL OR CIV)/LEARNING CENTER/LOCATION/TEL: DSN: XXX-XXXX/EMAIL://**

RMKS/1. Per refs (a) and (b), a Training Requirements Review (TRR) provides stakeholders an opportunity to review and revalidate an existing course(s), and ensure proper alignment of training requirements based upon new or revised training requirements. Additionally, the TRR may include a review and revalidation of supporting Personnel Qualification Standard(s) (PQS), and Non-Resident Training Course(s) (NRTC), if applicable.

2. TRR Information:

- a. Course(s) Abbreviated Name
- b. CIN(s)
- c. NEC(s)
- d. Tentative Agenda
- e. Date(s) of TRR
- f. Travel Dates
- g. Location

h. The intended delivery of the TRR event (e.g., DCS, VTC, phone conferencing, etc.)

3. Subject Matter Experts (SMEs) provide invaluable technical knowledge and expertise to assess the validity of existing training, and determine if there are any Fleet performance issues that need to be addressed in the courses identified in para 2, (a) and (b). NETC requests Requirement Sponsor(s)

provide a minimum of three SMEs (E5-E9) for each course being reviewed. Request SME POC info. Fleet, TYCOM, SYSCOM, ISEA, Program Office(s), Maintenance Community, Enlisted Community Manager(s), and other stakeholder participation is critical to the success of a TRR. COMUSFLTFORCOM requests identification of SMEs and their contact info (command, email, and phone numbers) no later than 45 days prior to TRR commencement. COMUSFLTFORCOM values SME participation and requests attendees plan their availability for entire duration of the TRR. SMEs should be empowered to speak as the respected authority for the stakeholder they represent, and therefore should be chosen carefully.

4. A Community of Practice (CoP) for this TRR is available on Navy Knowledge Online (NKO). From the NKO home page, go to the light gray banner at the top of the web page, click on the organizations and communities drop down menu, click on learning centers, click on applicable learning center, click on Training Requirements Review community of practice (TRR CoP) (blue column on left). Recommend bookmarking page. The following information is on TRR CoP (these are examples; the drafter will include applicable list):

- a. Course Training Task List or Personal Performance Profile Table.**
- b. Occupational Standards.**
- c. TRR Announcement Message.**

5. COMUSFLTFORCOM guidance: Propose additional agenda items to the identified TRR POCs not later than 30 days prior to commencement of subject TRR.//

BT

APPENDIX D

TRR AGENDA MESSAGE TEMPLATE

FM **LEARNING CENTER**
TO **REQUIREMENT SPONSOR(S)**
RESOURCE SPONSOR(S)
STAKEHOLDERS

INFO NETC PENSACOLA FL//N7//
CNO WASHINGTON DC//N12/N125A/N10/N17/N2N6/N95/N96/N97/N98//
(LIST N125A/N10/N17 AND YOUR APPLICABLE ENTERPRISE N-CODE(S))
COMUSFLTFORCOM NORFOLK VA//N1P/N1T//
COMNAVPERSCOM MILLINGTON TN
COMNAVSAFECEN NORFOLK VA
BUPERS MILLINGTON TN/PERS32/PMO//
NAVMAC MILLINGTON TN//10//
NETPDTC PENSACOLA FL
UNCLAS//N01500//

MSGID/GENADMIN/LEARNING CENTER/MONTH//
SUBJ/COMUSFLTFORCOM-NETC-**LEARNING CENTER - NAME OF TRAINING**
REQUIREMENTS REVIEW AGENDA MESSAGE//

REF/A/DOC/NETCINST 1500.8A//

REF/B/DOC/NAVEDTRA 133A//

REF/C/GENADMIN/**LEARNING CENTER/TRR ANNOUNCEMENT MSG DTG**//

NARR/REFS A AND B ESTABLISH NETC'S POLICY AND GUIDANCE FOR
CONDUCTING A TRR. REF C IS THE TRR ANNOUNCEMENT MSG.//

POC/**LAST NAME/RANK (MIL OR CIV)/LEARNING CENTER/LOCATION/TEL:**
DSN: XXX-XXXX/EMAIL://

RMKS/1. Per refs (a) and (b), a Training Requirements Review (TRR) provides stakeholders an opportunity to review and revalidate an existing course(s), and ensure proper alignment of training requirements based upon new or revised training requirements. Additionally, the TRR may include a review and revalidation of supporting Personnel Qualification Standard(s) (PQS), and Non-Resident Training Course(s) (NRTC), if applicable.

2. TRR Information:

- a. Course(s) Abbreviation Name
- b. CIN(s)
- c. NEC(s)
- d. Date(s) of TRR
- e. Travel Dates
- f. Location

3. Per ref (c), the following is the TRR agenda:

- a. Day 1
 - 0700-0800: Check-in
 - 0800-0815: Admin Information
 - 0815-0830: Opening Remarks
 - 0830-1100: Briefs
 - 1230-1330: Charter Working Groups
 - 1330-1600: Working Group Sessions

- b. Day 2
 - 0700-1130: Working Group Sessions
 - 1130-1230: Lunch
 - 1230-1430: Working Group Sessions
 - 1430-1445: Break
 - 1445-1600: Working Group Update
- c. Day 3
 - 0800-1100: Working Group Out-Briefs and Action Item Assignments
 - 1115-1145: Closing Remarks

4. Stakeholder participation is critical to the success of a TRR. Additionally, Subject Matter Experts (SMEs) provide invaluable technical knowledge and expertise to assess the validity of existing training, and determine if there are any Fleet performance issues that need to be addressed in the courses identified in para 2, (a) and (b), above.

5. A Community of Practice (CoP) for this TRR is available on Navy Knowledge Online (NKO). From the NKO home page, go to the light gray banner at the top of the web page, click on the organizations and communities drop down menu, click on learning centers, click on applicable learning center, click on Training Requirements Review community of practice (TRR CoP) (blue column on left). Recommend bookmarking page. The following information is posted on the TRR CoP (the following are examples; drafter will include applicable list):

- a. **Course Training Task List or Personal Performance Profile Table.**
- b. **Occupational Standards.**
- c. **Announcement Message.**
- d. **TRR participants by name and organization.**

6. For additional TRR Agenda information, please contact Learning Center TRR POC.//

BT

APPENDIX E

TRR ACTION CHIT TEMPLATE

TRR Action Chit - Part I

CIN:	Learning Center:	Date Created:
Course Abbr Nm:	Type Course:	Priority Level: (1), (2), or (3) _____ (Circle Choice or highlight)
Course Long Title:	Platform: (If Applicable)	FCR Completion Date: _____ (Fill in)
		JDTA Required: (Yes) or (No) _____ (Circle Choice or highlight)
	System: (If Applicable)	FEA Required: (Yes) or (No) _____ (Circle Choice or highlight)
		BCA Required: (Yes) or (No) _____ (Circle Choice or highlight)
		TPP Required: (Yes) or (No) _____ (Circle Choice or highlight)
		High Risk Training: (Yes) or (No) _____ (Circle Choice or highlight)
		Training Requirement Category: (1) (2), or (3) (Circle Choice or highlight)
		Ranking: _____ of _____ (Fill in, if applicable)
		NTSP Supported: (Yes) or (No) _____ (Circle Choice or highlight)
		NTSP Number: _____ (Fill in, if applicable)
		OPNAV Form 1500/40 Attached: (Yes) or (No) (Circle Choice or highlight)
TRR Issue:		

TRR Action Chit - Part II

Working Group Comments:

Priority Recommendation:

<input type="checkbox"/>	Priority Level 1 (Mission Critical or Safety)
<input type="checkbox"/>	Priority Level 2 (Required but not critical)
<input type="checkbox"/>	Priority Level 3 (Desired but not required)

ESC Comments:

Priority Recommendation:

<input type="checkbox"/>	Priority Level 1 (Mission Critical or Safety)
<input type="checkbox"/>	Priority Level 2 (Required but not critical)
<input type="checkbox"/>	Priority Level 3 (Desired but not required)

Requirement Sponsor(s) Comments:

Final Priority Assigned:

<input type="checkbox"/>	Priority Level 1 (Mission Critical or Safety)
<input type="checkbox"/>	Priority Level 2 (Required but not critical)
<input type="checkbox"/>	Priority Level 3 (Desired but not required)

APPENDIX F

**TECHNICAL TRAINING EQUIPMENT
SUSTAINING (DELIVERY) AND
SUPPORT FORM
OPNAV 1500/40
(8/97)**

**TECHNICAL TRAINING EQUIPMENT SUSTAINING (DELIVERY) AND SUPPORT
FORM (OPNAV 1500/40) (8/97)**

PART I: TRAINING ACTIVITY INFORMATION								
a. Activity Title/Location/UIC _____								
b. Functional Command _____								
c. OPNAV Sponsor Code _____								
PART II: TTE REQUIREMENT								
a. Cognizance _____								
b. Equipment/System Nomenclature/Description _____								
c. Type/Part/Model Number _____								
d. Serial Number _____								
e. National Stock Number _____								
f. Contractor and Government Entity (CAGE) _____								
g. Unit Cost _____								
h. Cognizant SYSCOM _____								
PART III: INVENTORY SEGMENT								
Quantity								
a. Allowance: _____								
On Hand: _____								
Excess/Short: _____								
PART IV: COURSE AMPLIFYING DATA								
CIN	NUMBER OF STUDENTS	EQUIPMENT UTILIZATION	PIPELINE COURSE	MOS/NEC AWARDED	TYPE OF TRAINING			
1.								
2.								
3.								
Totals:								
PART V: SUSTAINING (DELIVERY) TTE REQUIREMENT								
a. Fiscal Year _____								
b. Short Quantity _____								
c. Training Command Sequence Number (TCSN) _____								
d. Date Required _____								
PART VI: TTE SUPPORT EQUIPMENT								
FY	TYPE	QTY	TCSN	DATE INSTALLED	LAST INSTALLED	TRAINING LOST	CASREPS	EVAL

**TECHNICAL TRAINING EQUIPMENT SUSTAINING (DELIVERY) AND SUPPORT
FORM (OPNAV 1500/40) (8/97)**

PART VII: AMPLIFYING DATA AND JUSTIFICATION	
a. Attach continuation sheets if necessary	
PART VIII: SUBMISSION AND REVIEW RECORD	
<u>(1) Training Activity Submission</u>	
a. Name _____	Code _____ Date Submitt _____
b. Phone Commercial _____	DSN _____
<u>(2) Functional Command Review</u>	
Explanation	<input type="checkbox"/> Reviewed and Forwarded <input type="checkbox"/> Reviewed and Returned
a. Name _____	Code _____ Date Submitt _____
b. Phone Commercial _____	DSN _____
PART IX: SYSCOM REVIEW	
<u>(1) Substaining (Delivery)</u> <input type="checkbox"/> Obsolete (Identify unit) _____ <input type="checkbox"/> Standard Item - Available On Shelf <input type="checkbox"/> Unable to Identify as SYSCOM <input type="checkbox"/> Approved and Entered in Acquisition Track	<u>(2) Support</u> <input type="checkbox"/> Planned Support Requirement <input type="checkbox"/> Unplanned Emergent Requirement <input type="checkbox"/> Planned Requirement - Out of FY <input type="checkbox"/> Planned Year _____ Requested Year _____ <input type="checkbox"/> Incorrect/Unidentified Requirement SYSCOM ESTIMATE SUPPORT COST _____
a. Name _____	Code _____ Date Submitt _____
b. Phone Commercial _____	DSN _____
c. Date Forwarded/Revised _____	Forwarded to _____
d. Approved by _____	Date _____

.APPENDIX G

**TRR ACTION CHIT MONTHLY REPORT
SAMPLE**

NETPDTC Lean BPM Services

Welcome, (NETC N74 CPC) Steve Childs

TPP Tracker TRR Events TRR Action Chits - CPPD

ID Search...

Quick Links:

Reports

Basic Tasks:
 Show me my Reports
 Find Reports
 Create Report

Advanced Tasks:
 Browse Application Reports
 Browse Multi-View Reports
 Browse Multi-Table Reports
 External reports
 Browse Built-In Reports

TRR - All Action Chits - CPPD

Use Editable Grid

11/21/2014 08:54:03 AM

Now showing HPDR Action Chit 1 - 11 of 11 Sorted by: Project (Hierarchy)

Item Id	CIN	Training Requirement Category	State	Ranking	Priority Level	Course Abbr Nm	Course Long Title	Owner	Date Created	Time in State
<input type="checkbox"/> 15821	P-500-0024	2	LC Suspense	1	2 - Required but Not Critical	BEARINGS	BEARINGS	(CPPD) Paul Cavanaugh	02/19/2014 01:13:15 PM	274 19:38:13
<input type="checkbox"/> 15823	P-500-0024	3	LC Suspense	2	2 - Required but Not Critical	BEARINGS	BEARINGS	(CPPD) Paul Cavanaugh	02/19/2014 01:20:45 PM	274 19:30:46
<input type="checkbox"/> 15848	A-500-0009	3	LC Suspense	(None)	2 - Required but Not Critical	CMEQ MGR	COMMAND MANAGEMENT EQUAL OPPORTUNITY PROGRAM MANAGER	(CPPD) Paul Cavanaugh	02/26/2014 02:11:40 PM	267 18:41:07
<input type="checkbox"/> 16138	S-501-0120	3	LC Suspense	(None)	2 - Required but Not Critical	ADAMS FOR SUPERVISORS	ALCOHOL AND DRUG ABUSE MANAGERS/SUPERVISORS (ADAMS) FOR SUPERVISORS	(CPPD) Paul Cavanaugh	04/29/2014 07:38:33 AM	206 2:12:41
<input type="checkbox"/> 16140	S-501-0130	3	LC Suspense	(None)	2 - Required but Not Critical	ADAMS FOR LEADERS	ALCOHOL AND DRUG ABUSE MANAGERS/SUPERVISORS FOR LEADERS	(CPPD) Paul Cavanaugh	04/29/2014 07:45:44 AM	206 2:07:21
<input type="checkbox"/> 16173	S-501-0100	3	LC Suspense	(None)	2 - Required but Not Critical	COMMAND DAPA	COMMAND DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)	(CPPD) Paul Cavanaugh	05/02/2014 09:05:20 AM	203 0:46:19
<input type="checkbox"/> 16174	S-501-0100	3	LC Suspense	(None)	2 - Required but Not Critical	COMMAND DAPA	COMMAND DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)	(CPPD) Paul Cavanaugh	05/02/2014 09:07:57 AM	203 0:43:02
<input type="checkbox"/> 16175	S-501-0100	3	LC Suspense	(None)	2 - Required but Not Critical	COMMAND DAPA	COMMAND DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)	(CPPD) Paul Cavanaugh	05/02/2014 09:11:19 AM	203 0:41:00
<input type="checkbox"/> 16181	S-501-0160	3	LC Suspense	(None)	2 - Required but Not Critical	Alcohol-Aware	Alcohol-Aware	(CPPD) Paul Cavanaugh	05/05/2014 10:29:35 AM	199 23:22:55
<input type="checkbox"/> 16182	S-501-0160	2	LC Suspense	(None)	2 - Required but Not Critical	Alcohol-Aware	Alcohol-Aware	(CPPD) Paul Cavanaugh	05/05/2014 10:40:18 AM	199 23:11:07
<input type="checkbox"/> 16609	A-050-0001	3	LC Suspense	1	2 - Required but Not Critical	CTT INDOC	COMMAND TRAINING TEAM INDOCTRINATION	(CPPD) Walter Rogers	06/26/2013 12:00:00 AM	135 19:28:40

Check All | Uncheck All | Requery

Update All Checked Create Link in -->

APPENDIX H

TRR POSTPONEMENT MESSAGE TEMPLATE

FM **LEARNING CENTER**
TO **REQUIREMENT SPONSOR(S)**
RESOURCE SPONSOR(S)
STAKEHOLDERS
INFO NETC PENSACOLA FL//N7//
CNO WASHINGTON DC//N12/N125A/N10/N17/N2N6/N95/N96/N97/N98//
(LIST N125A/N10/N17 AND YOUR APPLICABLE ENTERPRISE N-CODE(S))
COMUSFLTFORCOM NORFOLK VA//N1P/N1T//
COMNAVPERSCOM MILLINGTON TN
COMNAVSAFECEN NORFOLK VA
BUPERS MILLINGTON TN/PERS32/PMO//
NAVMAC MILLINGTON TN//10//
NETPDTC PENSACOLA FL
UNCLAS//N01500//
MSGID/GENADMIN/**LEARNING CENTER/MONTH//**
SUBJ/COMUSFLTFORCOM-NETC-**LEARNING CENTER - NAME OF TRAINING**
REQUIREMENTS REVIEW POSTPONEMENT MESSAGE//
REF/A/DOC/NETCINST 1500.8A//
REF/B/DOC/NAVEDTRA 133A//
REF/C/GENADMIN/**LEARNING CENTER/TRR ANNOUNCEMENT MSG DTG//**
REF/D/GENADMIN/**LEARNING CENTER/TRR AGENDA MSG DTG//**
NARR/REFS A AND B ESTABLISH NETC'S POLICY AND GUIDANCE FOR
CONDUCTING A TRR. REF C IS TRR ANNOUNCEMENT MSG. REF D IS TRR
AGENDA MSG.//
POC/**LAST NAME/RANK (MIL OR CIV)/LEARNING CENTER/LOCATION/TEL:**
DSN: XXX-XXXX/EMAIL://
RMKS/1. Training Requirements Review scheduled in accordance
with refs (a) and (b), and planned per refs (c) and (d), is
postponed. **Provide justification for postponement and**
reschedule dates.
2. Contact listed POC(s) for any additional information or
questions.//
BT

APPENDIX I

TRR AFTER ACTION MESSAGE TEMPLATE

FM **LEARNING CENTER**
TO **REQUIREMENT SPONSOR(S)**
RESOURCE SPONSOR(S)
STAKEHOLDERS

INFO NETC PENSACOLA FL//N7//
CNO WASHINGTON DC//N12/**N125A/N10/N17/N2N6/N95/N96/N97/N98//**
(LIST N125A/N10/N17 AND YOUR APPLICABLE ENTERPRISE N-CODE(S)
COMUSFLTFORCOM NORFOLK VA//N1P/N1T//
COMNAVPERSCOM MILLINGTON TN
COMNAVSAFECEN NORFOLK VA
BUPERS MILLINGTON TN/PERS32/PMO//
NAVMAC MILLINGTON TN//10//
NETPDTC PENSACOLA FL
UNCLAS//N01500//

MSGID/GENADMIN/**LEARNING CENTER/MONTH//**
SUBJ/COMUSFLTFORCOM-NETC-**LEARNING CENTER - NAME OF TRAINING**
REQUIREMENTS REVIEW AFTER ACTION MESSAGE//

REF/A/DOC/NETCINST 1500.8A//

REF/B/DOC/NAVEDTRA 133A//

REF/C/GENADMIN/**LEARNING CENTER/TRR ANNOUNCEMENT MSG DTG//**

REF/D/GENADMIN/**LEARNING CENTER/TRR AGENDA MSG DTG//**

NARR/REFS A AND B ESTABLISH NETC'S POLICY AND GUIDANCE FOR
CONDUCTING A TRR. REF C IS TRR ANNOUNCEMENT MSG. REF D IS TRR
AGENDA MSG. REF E IS NETC TRAINING REQUIREMENT IDENTIFICATION
AND RESOURCE SPONSOR COMMITMENT POLICY DOCUMENT.//

POC/**LAST NAME/RANK (MIL OR CIV)/LEARNING CENTER/LOCATION/TEL:**
DSN: XXX-XXXX/EMAIL://

RMKS/1. Per refs (a) thru (d), the Training Requirements Review
(TRR) was completed on **date**.

2. A total of **xx** TRR Action Chits were generated. **xx** are
training requirement category 1, **xx** are training requirement
category 2, and **xx** are training requirement category 3.

3. There were **xx** personnel in attendance representing the
following commands: **xx, xx, xx**, etc.

4. The following NEC(s) were validated during the TRR: **xxxx**.
the following NEC(s) and actions are still pending **xxxx**. With
each update to this message, give the status of the NEC(s) and
pending action, if any.

5. TRR Action Chits or the TRR Action Chit spreadsheets are
posted on **Learning Center** Navy Knowledge Online (NKO) TRR
Community of Practice (CoP). To access the CoP from the NKO
home page, go to the light gray banner at the top of the web
page, click on the organizations and communities drop down menu,
click on learning centers, click on applicable learning center,
and click on learning center's TRR CoP (blue column on left).

Recommend bookmarking page. TRR CoP is the repository for all TRR info.

6. For TRR Action Chit information, please contact the Learning Center TRR POC.//

BT

APPENDIX J

PROPOSAL TO UPDATE NEC(S) LETTER TEMPLATE

Letterhead

1221
Ser
DD Mmm YY

From: **Learning Center**
To: Commanding Officer, Navy Manpower Analysis Center
(Code 10)

Subj: PROPOSAL TO UPDATE NAVY ENLISTED CLASSIFICATION CODE(S)
AS A RESULT OF THE (**NAME OF TRR**) TRAINING REQUIREMENTS
REVIEW

Ref: (a) NETCINST 1500.8A
(b) NAVPERS 18068F, Volume II (NECs)

Encl: (1) TRR Proposed **Revision(s)/Deletion(s)**

1. Per reference (a), request proposed **revision(s) and/or deletions(s)** in enclosure (1) be submitted to the Navy Enlisted Occupational Classification System Board for review and approval.
2. The effectiveness of the Navy Enlisted Classification Code (NEC) Manual in providing correct and timely identification of skilled personnel and requirements depends largely upon support from Training Requirements Review (TRR) to assess the accuracy of data. The subject TRR was conducted (**Date**) and related NEC codes in reference (b) were reviewed and validated per reference (a).
3. Specific update to data fields is annotated in the "PROPOSED" revision section of enclosure (1) and identified with YELLOW highlighting. The "REVIEWER COMMENTS/ JUSTIFICATION" block provides justification for proposed updates. Additional remarks from the TRR stakeholders may be annotated in the "TRR Comments" block.
4. It is imperative that validation is documented for all NEC codes reviewed during the TRR, which includes those reviewed but do not require updates. The "Date Reviewed" block for each individual NEC code in enclosure (1) is provided for publishing in reference (b).

Subj: PROPOSAL TO UPDATE NAVY ENLISTED CLASSIFICATION CODE(**S**)
AS A RESULT OF THE (**NAME OF TRR**) TRAINING REQUIREMENTS
REVIEW

5. The point(**s**) of contact **is/are (Name)**, who may be reached at
(**Phone number**).

K. BOSS

Copy to:

NETC N7

(Add additional commands that have an interest in your proposal)

APPENDIX K

TRR PROPOSED NEC REVISION(S) SAMPLE

TRR Proposed Revision(s)

CURRENT

8252 - C-130 Flight Engineer

Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

Source Rating: AWF	Billet Paygrades: E5-E8	Personnel Paygrades: E5-E8
Course: Mandatory	CIN: R-050-0404	CDP: 7346
Sequence Code: 3	ESTB Date: REV Date:	NR Ind: R
Component NEC: 8201	Related NEC:	Open to Women: Yes
Primary Advisor: OPNAV (N889)	Technical Advisor: NAVAIR	ECM: BUPERS-32

PROPOSED

8252 - C-130 Flight Engineer

Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all **navigation procedures**, aircraft systems, emergency procedures and flight equipment.

Source Rating: AWF	Billet Paygrades: E5-E8	Personnel Paygrades: E5-E8
Course: Mandatory	CIN: R-050-0555	CDP: 04HN
Sequence Code: 3	ESTB Date: REV Date:	NR Ind: R
Component NEC: 8201	Related NEC: 8206	Open to Women: Yes
Primary Advisor: OPNAV(N889)	Technical Advisor: NAVAIR	ECM: BUPERS-32

Date Reviewed:
REVIEWER COMMENTS/JUSTIFICATION:
<ol style="list-style-type: none"> 1. <i>State the justification for your proposal. If there are any changes in student funding (e.g. INCREASE IN TRAINING/COST SAVINGS), please provide detailed information of who's paying (currently and through the out-years) or any off-sets related to current training; TDI cost should also be addressed if required.</i> 2. <i>Revision example: Description revised to properly identify required skill-sets.</i> 3. <i>Revision example: CIN and CDP updated to accurately reflect the current course awarding the NEC code, provide date of activation. Delete current "CIN/CDP" and add proposed "CIN/CDP." STUDENT FUNDING (IA)/TDI COST: Must have specific details; even if there's no change explain why.</i> 4. <i>Revision example: Related NEC code added because of the vast similarities of skill-sets and related billet functions.</i>
TRR COMMENTS

* The "REVIEWER COMMENTS/JUSTIFICATION" section is a summary of justification(s) for the change to be affected on each individual data field. Site all pertinent references (if any) that will support your justification/proposal.

Enclosure (1)

APPENDIX L

TRR PROPOSED NEC DELETION(S) SAMPLE

TRR Proposed Deletion(s)

CURRENT

8252 - C-130 Flight Engineer

Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

Source Rating: AWF
Course: Mandatory
Sequence Code: 3
Component NEC: 8201
Primary Advisor: OPNAV (N889)

Billet Paygrades: E5-E8
CIN: R-050-0404
ESTB Date: REV Date:
Related NEC:
Technical Advisor: NAVAIR

Personnel Paygrades: E5-E8
CDP: 7346
NR Ind: R
Open to Women: Yes
ECM: BUPERS-32

PROPOSED

8252 - C-130 Flight Engineer

DELETE NEC CODE IMMEDIATELY	
Date Reviewed:	
REVIEWER COMMENTS/JUSTIFICATION:	
1. <i>Deletion example: Delete NEC code because equipment is obsolete and no longer exist in inventory.</i>	
2. <i>Additional justification as required.</i>	
3. <i>Provide re-coding information for billets and/or personnel:</i>	
- <i>Recode billets and personnel to 2379</i>	
- <i>Recode billets to 2379 and personnel to 0000</i>	
TRR COMMENTS :	

* The "REVIEWER COMMENTS/JUSTIFICATION" section is a summary of originators justification for the deletion of the NEC code(s). Re-coding information required to update affected billets and personnel once NEC code is approved for deletion.

APPENDIX M

NAVMAC REQUEST FOR TRR RESULTS LETTER TEMPLATE



DEPARTMENT OF THE NAVY
NAVY MANPOWER ANALYSIS CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TN 38054-5011

1221
Ser 10/
dd/mm/yy

From: Commanding Officer, Navy Manpower Analysis Center (Code 10)
To: **Requirement Sponsor(s)**

Subj: REQUEST FOR **NAVAL AIRCREWMAN MECHANICAL** TRAINING
REQUIREMENTS REVIEW RESULTS

Ref: (a) NAVPERS 18068F, Volume II
(b) NETCINST 1500.8A

Encl: (1) TRR NEC Code Data

1. Reference (a) is the official manual of Navy Enlisted Classification (NEC) codes that identify specific skill-sets for enlisted personnel and billets. The effectiveness of the NEC manual in providing correct and timely identification of skilled personnel and requirements depends upon support from your Training Requirements Review (TRR) to validate accuracy of data.

2. Per reference (b), request you provide Navy Manpower Analysis Center (NAVMAC) with the results of subject TRR. Please annotate updates with YELLOW highlighting in the "PROPOSED" section of enclosure (1) and submit to NAVMAC for processing to the Navy Enlisted Occupational Classification System Board for review and approval. Once approved, updates will be submitted via System Change Request to Navy Personnel Command (PERS-341) to update affected corporate billet, personnel, and distribution data systems.

3. It is imperative that validation is documented for all NEC codes reviewed during subject TRR, which includes those reviewed but do not require revision/disestablishment actions. Please provide the "Date Reviewed" for each individual NEC code in the "PROPOSED" section of enclosure (1) for publishing in reference (a).

Subj: REQUEST FOR **NAVAL AIRCREWMAN MECHANICAL** TRAINING
REQUIREMENTS REVIEW RESULTS

4. Point of contact is **Mr. Charles Williams**, who may be reached
at (901) 874-**6464**/DSN 882, or **charles.l.williams@navy.mil**.

CODE 10 DEPARTMENT HEAD

By direction

Copy to:
NETC (N7)
Learning Center

APPENDIX N

TRR NEC CODE DATA SAMPLE

TRR NEC Code Data

CURRENT

8252 - C-130 Flight Engineer

Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

Source Rating: AWF	Billet Paygrades: E5-E8	Personnel Paygrades: E5-E8
Course: Mandatory	CIN: R-050-0404	CDP: 7346
Sequence Code: 3	ESTB Date: REV Date:	NR Ind: R
Component NEC: 8201	Related NEC:	Open to Women: Yes
Primary Advisor: OPNAV (N889)	Technical Advisor: NAVAIR	ECM: BUPERS-32

PROPOSED

8252 - C-130 Flight Engineer

Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

Source Rating: AWF	Billet Paygrades: E5-E8	Personnel Paygrades: E5-E8
Course: Mandatory	CIN: R-050-0404	CDP: 7346
Sequence Code: 3	ESTB Date: REV Date:	NR Ind: R
Component NEC: 8201	Related NEC:	Open to Women: Yes
Primary Advisor: OPNAV(N889)	Technical Advisor: NAVAIR	ECM: BUPERS-32

Date Reviewed:

REVIEWER COMMENTS/JUSTIFICATION:

1. State the justification for your proposal. If there are any changes in student funding (e.g. INCREASE IN TRAINING/COST SAVINGS), please provide detailed information of who's paying (currently and through the out-years) or any off-sets related to current training; TDI cost should also be addressed if required.

2. Revision example: Description revised to properly identify required skill-sets.

3. Revision example: CIN and CDP updated to accurately reflect the current course awarding the NEC code, provide date of activation. Delete current "CIN/CDP" and add proposed "CIN/CDP." STUDENT FUNDING (IA)/TDI COST: Must have specific details; even if there's no change explain why.

4. Revision example: Related NEC code added because of the vast similarities of skill-sets and related billet functions.

5. Deletion example: Delete NEC code because equipment is obsolete and no longer exist in inventory.

6. Additional justification as required.

7. Provide re-coding information for billets and/or personnel:

- Recode billets and personnel to 2379
- Recode billets to 2379 and personnel to 0000

TRR COMMENTS:

APPENDIX O

RECOMMENDED CHANGES TO OCCSTD - PROPOSAL FORM TEMPLATE

RECOMMENDED CHANGES TO OCCSTD - PROPOSAL DOCUMENT
DATES OF TRR (dd/mmm/yy) :

LEARNING CENTER/SITE:	
RATING:	

TRR COORDINATOR CONTACT INFORMATION:

Rate/Rank	Name (Last, First)	Phone (DSN/Commercial)	COMMAND

LEARNING STANDARDS OFFICER (LSO) CONTACT INFORMATION:

Title	Name (Last, First)	Phone (DSN/Commercial)	COMMAND
LSO			

OCCSTD DATA

CIN:

PROPOSAL TYPE (*Circle/Highlight One*): ADDITION, REVISION, DELETION

FILL IN DETAILS OF CIRCLED 'PROPOSAL TYPE' BELOW

ADDITION:

Proposed OCCSTD Task Statement:

Paygrade:
 Task-Type (Core, Non-Core):
 Functional Area (FA):
 Justification:

REVISION:

Current OCCSTD Task Statement:

Paygrade:
 Task-Type (Core, Non-Core):
 Functional Area (FA):

Proposed OCCSTD Task Statement:

Paygrade:
 Task-Type (Core, Non-Core):
 Functional Area (FA):
 Justification:

DELETION:

Current OCCSTD Task Statement:

Paygrade:
 Task-Type (Core, Non-Core):
 Functional Area (FA):
 Justification:

** The submitting official may use the above document in one of two ways, by: (1) Making copies of the document and 'writing in' the Recommendations, 1 per document; or (2) Creating an electronic file and 'typing in' all Recommended Changes information and data as a single document.*

APPENDIX P

**LEARNING CENTER ANNUAL TRR
SCHEDULE SPREADSHEET TEMPLATE**

APPENDIX Q

LEARNING CENTER ANNUAL TRR SCHEDULE MESSAGE TEMPLATE

FM **LEARNING CENTER**
TO **REQUIREMENT SPONSOR(S)**
RESOURCE SPONSOR(S)
STAKEHOLDERS

INFO NETC PENSACOLA FL//N7//
CNO WASHINGTON DC//N125A/N10/N17/N2N6/N95/N96/N97/N98// (**LIST N125A/N10/N17 AND YOUR APPLICABLE ENTERPRISE N-CODE(S)**)
CNO WASHINGTON DC//N12
BUPERS MILLINGTON TN/PERS32/PMO//
COMNAVSAFECEN NORFOLK VA
NAVMAC MILLINGTON TN//10//
NETPDTC PENSACOLA FL
UNCLAS//N01500//
MSGID/GENADMIN/**LEARNING CENTER/MONTH//**
SUBJ/COMUSFLTFORCOM-NETC-**LEARNING CENTER** ANNUAL TRAINING REQUIREMENTS REVIEW SCHEDULE MESSAGE//
REF/A/DOC/NETCINST 1500.8A//
REF/B/DOC/NAVEDTRA 133A//
NARR/REFS A AND B ESTABLISH NETC'S POLICY AND GUIDANCE FOR CONDUCTING A TRR.//
POC/**LAST NAME/RANK (MIL OR CIV)/LEARNING CENTER/LOCATION/TEL:**
DSN: XXX-XXXX/EMAIL://

RMKS/1. Per refs (a) and (b), a Training Requirements Review (TRR) revalidates individual training requirements and provides an opportunity for stakeholders to determine if there are any Fleet performance issues that need to be addressed in the courses being reviewed. The TRR Process also provides stakeholders an opportunity to identify redundant or unnecessary training requirements, and ensure proper alignment of training requirements based on new or revised training requirements. A TRR can be organized to review a single course or a number of courses that support a policy, a directive, a grade, a rate, a platform, a system, a sub-system, or equipment. Additionally, a TRR may include a review and revalidation of supporting Personnel Qualification Standard(s) (PQS), and Non-Resident Training Course(s), if applicable.

2. The following is **Learning Center FYXX** TRR schedule. Request review of the TRR schedule and notify POC if proposed month is not suitable.

COURSE ABBR	NAME:	CIN:	TYPE:	TRR MONTH:
a.	AN-SPS-48E Maint	x-xxx-xxxx	C	NOV
b.	AN-WSC-3(V)5	x-xxx-xxxx	C	MAY

3. If the course is supported by a NTSP, add:

CIN:	NTSP NUMBER:	NTSP REVIEW DATE:
a. x-xxx-xxxx	NX-NTSP-x-xx-xxxx	xx-xxx-xx

4. A Community of Practice (CoP) is available on Navy Knowledge Online (NKO). To access the CoP from the NKO home page, go to the light gray banner at the top of the web page, click on the organizations and communities drop down menu, click on learning centers, click on applicable learning center, click on learning center's TRR CoP (blue column on left), click on FYXX TRRs under TRR material (right side of screen), and select course title and CIN. Recommend bookmarking page. TRR CoP is the repository for all TRR info.

5. For additional TRR schedule information, contact the learning center TRR POC.//

BT