



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
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SPAWARINST 1500.2
SPAWAR 04H
14 Mar 03

SPAWAR INSTRUCTION 1500.2

From: Commander, Space and Naval Warfare Systems Command

Subj: CONSOLIDATED SPAWAR/PEO TRAINING PROCESS

Ref: (a) OPNAVINST 1500.76, NAVY TRAINING SYSTEM
REQUIREMENTS, ACQUISITION AND MANAGEMENT
(b) SPAWARINST 1500.1, INTEGRATED BATTLE FORCE TRAINING
(IBFT) PROCESS

1. Purpose. Reference (a) governs the planning, acquisition and fielding of training to support systems covered by DON/DoD acquisition guidelines. Reference (b) governs SPAWAR's roles and responsibilities in support of the Integrated Battle Force Training (IBFT) process. This instruction further defines the internal consolidated process for planning, development, delivery and assessment of SPAWAR/PEO training solutions.

2. Scope. The policies, procedures and responsibilities herein apply to all SPAWAR/PEO codes and subordinate commands providing or delivering training in support of SPAWAR/PEO systems.

3. Policy. Under the leadership of the Director of Manpower, Personnel and Training, the SPAWAR Institute (SI) provides a core competency for training and serves as the central resource for focused management, planning, development, delivery, execution, and assessment of integrated training solutions. All training requirements and responsibilities for SPAWAR/PEO systems training, including installation and OJT training, that are not under Commander, Naval Education and Training Command (NETC) or other Training Agent (TA) cognizance will be coordinated and assessed between the SPAWAR Institute and the PEO Program Manager. This also includes training funded by joint programs and other activities that is delivered under SPAWAR direction. Programs will coordinate with the SI at program initiation and thereafter on a mutually agreed upon schedule based on program events, or at least annually.

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After coordination has occurred, the SPAWAR Institute and the PEO Program Manager may mutually agree to omit some or all of the further requirements of this instruction in the event that either:

(1) SI support is not effective in terms of cost or technical product (i.e. SI support execution of training deemed less effective than that of the PMW).

(2) SI cannot meet mandatory schedule requirements that can be met by the Program Manager.

Upon decision to utilize the SI, the consolidated training process below will be implemented and training will be executed in accordance with reference (b).

4. Procedures. The following subparagraphs outline the four steps of the consolidated process. The SPAWAR Institute shall execute these procedures to accomplish the training effort determined in paragraph 3 above.

a. Planning

(1) SPAWAR 07 (Matrix Support) will provide identification of the systems across the enterprise.

(2) Work with Commander, Combined Fleet Forces Command (CFFC) and Type Commanders (TYCOMS) to identify and validate operator, maintainer, administrator and manager training requirements.

(3) Plan training, technical, and managerial solutions as appropriate to meet these requirements.

(4) Eliminate redundancies and leverage efficiencies.

(5) Provide budget and cost products to system Program Manager.

(6) Provide long-range solutions for meeting Training Support Agent responsibilities to designated Training Agents in accordance with reference (a) and subject to review of the functional program office.

b. Development

(1) Provide a standardized curricula development process that enables:

(a) Human performance-based solutions.

(b) Job Task Analysis (JTA)-based content.

(c) Reuse of learning objects and technical documentation work products.

(d) Installation, upgrade, refresher and transition training.

(e) A standardized format suitable for transition to Training Support Agents, assuring interoperability with external training agent delivery systems.

(f) Technology-Based Training solutions (e.g., simulation, web-enabled training) in place of Technical Training Equipment (TTE) (where applicable).

(2) Integrate with Shore Installation Process for physical implementation of shore training solutions within fleet-identified training agent facilities.

c. Delivery

(1) Identify, schedule, prioritize and execute training solutions in accordance with reference (b).

(2) Provide training-related instruction and guidance to support SPAWAR system installation, upgrade, refresh and transition.

(3) Support Inter Deployment Training Cycle (IDTC)-based and Mobile Training Team (MTT) events.

d. Assessment

(1) Collect and respond to training feedback.

(2) Collect and analyze training effectiveness.

(3) Identify the Return On Investment (ROI) from training processes.

(4) Revise training-related plans and procedures based on evaluated effectiveness, affordability and ROI.

5. Responsibilities. In addition to the responsibilities listed, all activities identified below shall assure that internal communications are effectively maintained, administered and archived to achieve the purpose of this instruction.

a. SPAWAR 04H:

(1) Provide oversight, policy and standards with regard to the procedures outlined in paragraph 4 above.

(2) Serve as the corporate agent for coordination on manpower, personnel and training issues with external organizations and joint programs as appropriate.

(3) Provide overall coordination between SPAWAR-internal activities.

b. Program Offices and staff codes:

(1) Deliver training to support the programs under their cognizance.

(2) Identify existing and future systems under their cognizance.

(3) Provide technical, programmatic, and budgetary support to plan, develop, deliver and assess system training using the consolidated process. Coordinate the assessment of complete training plans for systems under their cognizance with the SI.

(4) Resource all necessary funding to support their training plan execution. Program Managers will provide funding to the SI in accordance with the training plan that has been approved by the Program Manager.

c. Echelon III Commands:

(1) Coordinate development and delivery of training with the SPAWAR Institute.

(2) Support SI efforts to identify and eliminate redundancies, leverage efficiencies and improve training effectiveness.

d. The SPAWAR Institute:

(1) Execute, in conjunction with program offices, staff codes and subordinate commands, the procedures outlined in paragraph 4 above.

(2) Provide centralized training process experience and a single source for focused coordination of SPAWAR training.

6. Action. All SPAWAR/PEO Program Offices, staff codes and subordinate Commands shall implement the provisions of this instruction upon receipt.

/s/
K. D. SLAGHT

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