

COMMAND TRAINING CHECKLIST
NAVEUR NAVSUPPORT NAPLES 1500/5 (New 12-99)

DEPARTMENT

BIBLIOGRAPHY

OPNAVINST 1500.22E
 OPNAVINST 5354.1C
 OPNAVINST 3120.32C

POINT(S) OF CONTACT

1. _____ 2. _____
 3. _____ 4. _____

1. GENERAL COMMAND TRAINING

	YES	NO		YES	NO
1.1 Is a Command Training Officer assigned in writing?			1.3 Does the command have a Planning Board for Training (PBFT)?		
1.2 Are Department Training Representatives assigned to each department?				1.4 Has a Command Training Plan been formulated?	

2. GENERAL MILITARY TRAINING

	YES	NO		YES	NO
2.1 Is GMT conducted on a monthly basis?			2.3 Does the command require all pay grades to attend GMT?		
2.2 Are the basic topics required by OPNAVINST 1500.22D and yearly by CNO Instructions being introduced by GMT?				2.4 Does the command have a means to monitor personnel attendance at GMT?	

3. NAVAL RIGHTS AND RESPONSIBILITIES (NR&R)

	YES	NO		YES	NO	
3.1 Does the command have a Command Training Team?			3.4 Are personnel being introduced to the Navy Rights and Responsibilities Workshop within 90 days of reporting aboard?			
3.2 Are all personnel required to attend command Naval rights and Responsibilities Workshops?				3.5 Is the NR&R Workshop critiqued by the attendees?		
3.3 Is there an annual NR&R Workshop for all command members?						

4. AREA ORIENTATION

	YES	NO		YES	NO
4.1 Is there an Area Orientation for all newly arrived personnel?			4.2 Are command safety issues addressed in the Area Orientation?		

5. REQUIRED TRAINING

Are the following classes available in your command?

	YES	NO		YES	NO	
5.1 ICR			5.9 HAVE ALL THE APPROPRIATE PERSONNEL ATTENDED THESE CLASSES?			
5.2 CBR				5.6 SMOOTH MOVE		
5.3 ADAMS				5.7 TAMP		
5.4 PREVENT				5.8 CMD INDOC		
5.5 CITC						

REMARKS