DEPARTMENT OF THE NAVY
ATLANTIC FLEET HEADQUARTERS SUPPORT ACTIVITY
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NORFOLK, VIRGINIA 23551-2419

LANTFLTHEDSUPPACTINST 1500.1
N01T
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LANTFLT HEDSUPPACT INSTRUCTION 1500.1

Subj: COMMAND TRAINING MANUAL

Ref: (a) OPNAVINST 3120.32C
(b) Instructor Guide, Chief Petty Officer Indoctrination Course, NAVEDTRA 10822A
(c) Petty Officer Indoctrination Course, NAVEDTRA 38201
(d) COMNAVBASENORVAINST 1500.25D

1. Purpose. To promulgate the Command Training Manual for Atlantic Fleet Headquarters Support Activity (HSA).

2. Background. Command mission objectives dictate the development and aggressive administration of a complete and well planned training program. Specific qualification requirements must be identified if the training program is to succeed. This manual, in conjunction with references (a) through (d), outlines the command training program and qualification requirements for HSA personnel.

3. Action

a. Department Heads/Division Officers: Review this manual at least quarterly and submit proposed changes to the Command Training Officer.

b. Department/Division Training Petty Officers: Submit inputs for required reports to the Command Training Officer via Division Officer and Department Head. Maintain division training records.

c. Command Training Officer:

(1) Execute the command training program in accordance with the provisions of this instruction.

(2) Provide timely and accurate feedback to the Commanding Officer via the chain of command, detailing the following:

(a) Training accomplished

(b) PQS completed, qualifications attained, etc.

(c) Areas of professional and military training that require additional emphasis.

M. M. Smith
M. M. SMITH

Distribution: (LANTFLT HEDSUPPACTINST 5216.1M)
List IV

Change No.	Date of change	Date Entered	Entered by

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Chapter I
Command Training Objectives

101. Objectives. Per reference (a), the primary objectives of the command training program include the following:

a. To increase the specialized and general professional knowledge of all personnel in the command by the frequent conduct of drills, classes and instruction, and by the use of fleet and service schools.

b. To enhance the ability of personnel to administer and operate effectively in any situation by training them in their primary billet responsibilities through in-rate and general military training and by preparing them for secondary and collateral positions through cross-rate, emergency procedures and leadership training.

c. To encourage, assist, and provide facilities to those personnel in the command who seek to improve their education in professional and other subjects.

d. To prepare all officer and enlisted personnel for advancement/promotion in their respective career paths through a balanced program of professional and military education. Such a program should provide exposure to a variety of duties and increased responsibilities while complying with the provisions prescribed by appropriate authorities.

Chapter II
Command Training Organization

201. Organization. The following describes the command training organization for HSA.

202. Executive Officer. The Executive Officer is responsible to the Commanding Officer for all matters concerning training.

203. Command Training Officer. The Command Training Officer shall be designated in writing by the Commanding Officer to assist the Executive Officer in training duties. The Command Training Officer is responsible to the Executive Officer for all training within the command. The Command Training Officer shall ensure all command/department/division training records are maintained per reference (a).

204. Command Training Assistant. A Command Training Assistant, E-4 or above, shall be designated in writing by the Executive Officer to assist the Command Training Officer in all phases of the command training program.

205. Planning Board for Training. The Planning Board for Training has been established to perform the following functions:

a. Assist the Commanding Officer in formulating the training policies and objectives for the command.

b. Establish training topics to be included in the Command Schedule of Events and review quarterly schedules within the program to evaluate the progress of training and future requirements or modifications.

c. Prepare and submit to the Commanding Officer for approval, the annual schedule of training topics to be included in the Command Schedule of Events.

d. The Planning Board for Training shall meet monthly. It shall consist of the following personnel:

(1) Executive Officer (Chairman)

(2) Command Training Officer (Recorder; chairman in the absence of the Executive Officer)

(3) Command Senior Chief

(4) Command Career Counselor

(5) Representative from each department (Training Petty Officers)

(6) Safety Officer

(7) TQL Coordinator

206. Department Head. Per reference (a), the training responsibilities of the department head shall include:

a. Carrying out a department training program within the framework of the command training program.

b. Directing and supervising the training of personnel within the department.

c. Implementing and executing the qualification standards applicable to the department to qualify personnel for watch stations.

207. Division Officer. Per reference (a), the training responsibilities of the division officer include:

a. Ensuring personnel are trained in the duties of their primary billet and in the duties to which they may succeed; encourage them to qualify for advancement and raise the level of their education.

b. Supervising the administration of a professional qualification standard (PQS) program (as applicable) within the division, providing personnel with adequate guidance to ensure continued progress.

c. Assigning personnel to watches and duties within the division. Develop rotation plans for watches and general duties to ensure training and proficiency of assigned personnel are accomplished.

d. Ensuring the scheduling and conduct of training for personnel assigned to the division. Phases of division training should include indoctrination of new personnel, preparation for advancement in rating, watch qualifications, drills, and team training.

e. Ensuring the proper documentation of training records within the division.

208. Department/Division Training Petty Officer. The Department/Division Training Petty Officer shall be an E-5 or above and shall be designated in writing (Collateral Duty Notice). He/she shall, at a minimum:

a. Assist the Department Head/Division Officer in planning, developing and coordinating the department/division training program.

b. Plan, develop, and ensure the preparation of the monthly department/division training schedule and obtain material required to support this schedule.

c. Coordinate and supervise the preparation of training materials and review all curricula and lesson plans prepared within the department/division.

d. Select and provide training for instructors within the division.

e. Observe training evolutions at drills, on watch, on station, and in classrooms.

f. Document training, maintain standardized training standards within the department/division and provide division personnel with guidance necessary to ensure adequate progress.

g. Supervise the administration of qualification standards within the department/division and provide division personnel with guidance necessary to ensure adequate progress.

h. Actively participate as the department/division/ representative at the monthly command Planning Board for Training meetings.

209. Instructors. Each department/division shall use as instructors, those personnel who, by their maturity and experience, are best qualified to train junior personnel. Instructors shall be selected for their knowledge in the field in which the lecture will be given, and each must be thoroughly prepared before presenting a lecture.

Chapter III
Command Training Program

301. Indoctrination Training. The Command Senior Chief is responsible for coordinating the indoctrination of newly reporting personnel. Command Indoctrination will be held as needed. Each person will attend the first available command indoctrination course.

302. General Military Training. General Military Training (GMT) is an integral part of military training, essential to a continual high state of combat readiness. GMT is the vehicle used to present topics which are not normally included in department/division training schedules but which provide important and useful information to command members. The following guidelines apply to the conduct of GMT at HSA:

a. GMT shall be conducted in accordance with OPNAVINST 1500.22 (series) with required lecture topics listed in NAVEDTRA 46008A. Additional source material may be found in the "Division Officers Guide, and Navy leadership manuals. Lectures will be presented by personnel who are qualified in the topic area.

b. All military personnel are required to attend GMT each month. Some GMT may be optional for civilian members.

c. Monthly lecture topics and dates shall be listed on the monthly Calendar of Events.

d. Suggestions for additional GMT topics should be forwarded to the Command Training Officer.

303. Mid-Level Managers Training. While on-the-job training remains one of the most effective means of providing training in specific billet requirements for mid-level managers, formal lectures can be used to present information of a more general nature which is essential for the development of mid-level managers. These training sessions will normally be held monthly or as scheduled by the Executive Officer. Lecture topics shall be developed by the Executive Officer and may be assigned as required for lecture preparation and presentation.

304. Command Duty Officer Training. Command Duty Officer training will normally be conducted the last Friday of each month. Training topics will be developed by the Senior Watch Officer and may be assigned as required, for lecture preparation and presentation. All Command Duty Officers are required to attend this training.

305. Chief Petty Officer Indoctrination Course. Reference (b) identifies the format and content of the Chief Petty Officer (CPO) Indoctrination Course. The Command Senior Chief is responsible for the overall implementation, direction, and administration of this training course which is required before newly selected CPO's can be frocked. Upon successful completion of this course, the Command Senior Chief shall submit a completed PERSUPPACTNORVA Form 1070/1 (Figure 3.1) to the Command Training Officer for service record entry. The consolidation of this training with other commands will be permitted when considered more effective.

306. Petty Officer Indoctrination Course. The Command Senior Chief is responsible for the coordination of Petty Officer Indoctrination. Reference (c) identifies the format and content of the Petty Officer Indoctrination Course. This training course is mandatory for all new Third Class Petty Officers. Upon successful completion of the course, the Command Senior Chief shall submit a completed PERSUPPACTNORVA Form 1070/1 (Figure 3.1) to the Command Training Officer for service record entry. Instructors should be mature, senior enlisted personnel (E6 and above) who can supplement the instruction by drawing upon their own experience.

307. Safety Training. The Safety Officer is responsible for the coordination of all safety training within the command. The Safety Officer shall work with the Command Training Officer and all department heads to ensure that general safety subjects are afforded an appropriate amount of emphasis.

308. First Aid and CPR Training. The Safety Officer shall identify those personnel who require CPR Training and First Aid Training, ensuring such training is adequately provided and documented, and ensure annual refresher training is provided as required to maintain qualifications. The goal for CPR training shall be that 100% of HSA personnel are qualified at all times.

309. Other Training Requirements. Reference (a) identifies other training areas which include:

a. Standards of Conduct. The Legal Officer will coordinate training to all hands at least annually, to ensure familiarity and compliance with the Standards of Conduct.

b. Security orientation and annual refresher briefs. The Security Manager will coordinate training for those individuals requiring access to classified material.

c. Counter Espionage briefings. The Security Manager will coordinate annual training for those individuals holding a Secret or above security clearance.

d. Operations Security (OPSEC) briefings. The Security Officer will provide training at Command Indoctrination and semi-annually.

e. Hazardous Material (HAZMAT) Training. The HAZMAT Officer will conduct required training annually.

310. Lesson Topic Guides (LTG). LTGs shall be locally developed for each lecture and made available for all topic areas taught. Each individual conducting training is responsible for developing/updating LTGs on each subject area.

311. Navy Sponsored Schools. Command personnel are in an excellent position to take advantage of the many Navy-sponsored schools offered in the Hampton Roads area. A complete list of the courses offered, their locations and convening dates can be found in Volumes II and III of the Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500. Personnel desiring to attend a Navy-sponsored school should submit a special request chit via their chain of command.

311.1 Obtaining Navy Sponsored-School Quotas. The Command Training Officer is responsible for obtaining quotas for rate related Navy sponsored schools. Upon receipt of an approved special request chit for the desired training, the Training Officer will attempt to obtain a quota, and will notify the individual's chain of command of the results.

311.2 Requests for No-Cost Schools. Requests for no-cost schools shall be submitted to the Training Officer on LANTFLTHEDSUPPACT Form 1320/1 (Figure 3.2) at least 15 days prior to the class convening date. No-cost school requests will be reviewed and considered for approval by the Executive Officer providing the person nominated for or requesting the school: 1) can be released from his normal duties without major impact to the command; 2) has a minimum of one year left on board this command; 3) has met the school prerequisites stated in Volume II of the CANTRAC; 4) has passed the latest command physical fitness test; and 5) that the school requested will be of benefit to the command and/or the Navy.

311.3 Government Funded School Requests. Careful personnel management and identification of qualification requirements on the Command Manpower Authorization will minimize the necessity for TAD funded formal school training. On the occasions when government funded schools are required to maintain expertise in areas not normally provided by PCS funded training, requests shall be submitted to the Command Training Officer on LANTFLTHEDSUPPACT Form 1320/1 (Figure 3.2) at least 30 days prior to the class convening date. Government funded school requests will normally be approved providing the requirements in paragraph 311.2 above are met and the school is required to continue the smooth operation of the command.

311.4 Exceptions to Approval Requirements. Any exceptions to the requirements listed in paragraphs 311.2 and 311.3 above will be reviewed on a case by case basis by the Executive Officer.

311.5 School Completion Service Record Entries. Upon successful completion of a school, personnel are required to notify the Department/Division Training Petty Officer who shall submit PERSUPPACTNORVA Form 1070/1 (Figure 3.1) to the Command Training Officer for service record entry.

312. Navy Correspondence Courses

312.1 Ordering Courses. Navy-sponsored correspondence courses shall be ordered through Department/Division Training Petty Officers. The courses are listed in NAVEDTRA 12061 series and are available at PERSUPPDET Educational Services Office or if not in stock, can be ordered by PERSUPPDET personnel.

312.2 Navy Course Administration. Personnel completing courses administered by this command are to deliver the completed course answer sheets ungraded to their Training Petty Officer, who will grade the course and submit PERSUPPACTNORVA Form 1070/1 (Figure 3.1) to the Command Training Officer for service record entry.

313. Non-Navy Courses. The procedures described above apply only to Navy correspondence courses listed in NAVEDTRA 12061 series. Naval Postgraduate School and/or civilian institution correspondence courses must be ordered through the Navy Campus for Achievement Office.

314. Off-Duty Education. The Commanding Officer and the Navy encourage professional development and personal growth through off-duty education, although it is beyond the scope of the command training program to handle military member enrollment in civilian sponsored programs. Individuals desiring information concerning off-duty education programs should contact the Navy Campus for Achievement Office.

Date

From:

UIC

To: PERSUPPDET _____

SUBJ: REQUEST FOR SERVICE RECORD ENTRY ICO _____
Rate/Rank Name SSN

1. Request appropriate service record entry be made as indicated below:

SECTION 1 - SERVICE SCHOOLS COMPLETED					
School/Course Description	Location	Length	Inclusive Date	Earned NEC	Grade/Class Standing

SECTION 2 - TRAINING COURSES COMPLETED			
Course Description	NAVEDTRA Number	Date Completed	Grade

SECTION 3 - PARS	
Rate	Date Completed

SECTION 4 - PERFORMANCE TEST	
Description	Date Completed

SECTION 5 - OFF DUTY EDUCATION			
Date Completed	Title of Course	Name of School or Course Number	Grade

SECTION 6 - AWARDS			
Award	Activity	Engagement(s)	Date of Award

SECTION 7 - PERSONNEL QUALIFICATION STANDARDS (PQS)			
Date Completed	PQS Title/Watch Station Title	PQS NAVEDTRA Number	PQS Watch Station Number

Submitted by: _____
Name of Training Petty Officer

_____
Signature and Date

FIRST ENDORSEMENT

_____
Date:

From: PERSUPPDET _____
To:

1. Service record entry(ies) completed this date.

_____
Signature/Title

FIGURE 3-1

From: _____ _____ date

To: Commanding Officer

REQUEST FOR OFFICIAL TRAVEL

Name:	Title/Grade Rank/Rate SSN:
Phone Number:	Security Clearance (if required):
Ref: (CO's Verbal Authority, msg)	Destination:
Proceed on/about (time/date):	Purpose of travel: (course, school, conference)
Estimated date of return:	Itinerary:
Number of days: (include travel time)	

IF LEAVE INVOLVED: Period of leave (time & dates): # of days:

MODE OF TRANSPORTATION

COMAIR _____
GOVAIR _____
GOVTRANS _____

POV (more advantageous to gov't)_____
No. vicinity miles authorized: _____
Cirlce one: driver/passenger

SPECIAL REQUIREMENT OR AUTHORIZATIONS

Advance requested?	YES	NO
Rental Car req'd?	YES	NO
Gov't quarters available?	YES	NO
Gov't messing facilities available? (enlited only)	YES	NO
Tuition cost or course fee involved? (enter amount)	$_____	

ESTIMATED COSTS

PIER DIEM:	MISC:	TRAVEL:

_____ ( ) APPROVED ( ) DISAPPROVED
Signature of Department Head

_____
Signature of Executive Officer

IF COST ORDERS CO MUST APPROVE REQUEST

( ) APPROVED ( ) DISAPPROVED

_____
Signature of Commanding Officer

(Privacy Act Statement on reverse)
LANTFLT HEDSUPPACT FORM 1320/1(REV 02-94)

FIGURE 3–2

Chapter IV
Department/Division Training Program

401. Objectives. The primary objectives of training at the department/division level are to:

a. Provide the individual with a thorough indoctrination into the division and department.

b. Provide the individual with comprehensive practical instruction through the conduct of drills, formal lectures, and on-the-job training for primary billet qualification and advancement in rate.

c. Monitor training progress to ensure that division and department training efforts are sufficient to maintain mission readiness and meet command goals.

d. Provide personnel with adequate training aids and reference material for self study and on-the-job training.

402. Responsibility. Attainment of training objectives is the responsibility of each individual department/division.

Chapter V
Schedules, Reports and Forms

501. General. The scheduling of training requires the careful attention of the Command Training Officer, department heads, and division officers in order to minimize conflict and ensure that the time allotted is used to best advantage. Records of completed training are kept to indicate how much training has been accomplished and how much needs to be done. Records should be kept to a minimum, consistent with needs. The true measure of an effective training program is performance, and the basic objective of any record is to assist in accomplishing this in the simplest way possible. Attendance at training must be documented and maintained in the individual training record for a minimum period of two years.

502. Required Schedules, Reports and Records

502.1 HSA Calendar of Events. The HSA Calendar of Events is the basic instrument for planning and carrying out all command-wide training. Scheduled training listed on the HSA Calendar of Events must be kept up to date by the Command Training Officer.

502.2 Department/Division Monthly Training Schedule. Each department/division shall prepare and maintain a monthly training schedule. This schedule must outline all formal training for the month and contain at a minimum, the following information:

a. Date and time of training.

b. Personnel required to attend.

c. Topic.

d. Instructor.

e. Location.

502.3 Division Officer's Personnel Record (NAVPERS 1070/6). This form (Figure 5.1) provides an excellent vehicle for recording various items of interest to division officers and department heads. The "schools attended" section shall be kept current to aid in the drafting of annual and semiannual evaluations. The "professional qualification standards" section shall be used to record the professional qualifications held by each individual when he/she departs the command.

502.4 GMT Attendance Report. The Command Training Officer shall report GMT attendance to Department Heads, copy to Executive Officer, via a memorandum at the end of each month.

502.5 Standard Division Training Records. A standardized training record will be maintained on each individual at the command per the guidelines in reference (a). All training received will be documented in the training record. Figure 5.2, the Individual Training Received Form has mandatory and optional lectures listed and will be maintained in the training record. Training records will be maintained by the department/division Training Petty Officer and will be given to the individual upon transfer from the command.

503. Retention of Records. All training documentation (less individual training records) will be retained for the previous 24 months to provide a record of all training planned and held during the period.

504. Classified Records. Maximum effort should be made to keep training forms, schedules, reports and records unclassified. If for reasons of clarity and explanation this is not possible, all appropriate provisions of OPNAVINST 5510.1 (series) (Information Security Manual) will apply. Special attention shall be paid to marking, review, and stowage.

DIVISION OFFICER'S PERSONNEL RECORD FORM
NAVPERS 1070/6 (Rev. 9-75)
S/N 0106-LF-010-7035

PRIVACY ACT STATEMENT

Authority to request the information in this form is derived from 5 United States Code 301, Departmental Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory: name, rate, SSN, local address and phone number (if applicable), billet space/living space/bunk number (if applicable). Disclosure of the following item of information is voluntary; reenlistment intentions, rate desired, special qualifications, name of wife, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information.

NAME		RATE	☐ USN ☐ USNR	SSN	NEC/PRI/SEC
DIVISION	SECTION	BILLET SPACE		LIVING SPACE	BUNK NUMBER
DATE OF BIRTH	RELIGION			SECURITY CLEARANCE	
DATE OF FIRST ENLIST	DATE REPORTED ABOARD	EXPECTED LOSS DATE		REENLISTMENT INTENTIONS	
DATE OF PRESENT RATE	RATE DESIRED	ELIGIBLE NEXT RATE		CONTINUOUS SERVICE	
SPECIAL QUALIFICATIONS OR INTERESTS				GENERAL QUARTERS STATION	
				UNDERWAY WATCH STATION	
PERMANENT HOME ADDRESS AND PHONE NUMBER		LOCAL ADDRESS AND PHONE NUMBER			
MARITAL STATUS	NO. OF DEPENDENTS	NAME OF WIFE			

NAMES AND AGES OF CHILDREN

NEXT OF KIN	RELATIONSHIP	ADDRESS AND PHONE NUMBER

PREVIOUS DUTY				LEAVE RECORD				
DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY	FROM	TO	TYPE	NO. DAYS	BALANCE

SEMI-ANNUAL MARKS

PERIOD ENDING	PROFESSIONAL PERFORMANCE	MILITARY BEHAVIOR	LEADERSHIP AND SUPERVISORY ABILITY	MILITARY BEARING	ADAPTABILITY

FIGURE 5-1

GENERAL MILITARY TRAINING

NAME:		DEPT/DIV:				
A. MANDATORY	DATE	DATE	DATE	DATE	DATE	DATE
(A) HIV						
(A) FINANCIAL RESPONSIBILITY						
(A) STANDARDS OF CONDUCT						
(A) NUTRITION/PRT						
(A) SEXUAL HAR./FRATERNIZATION						
(A) ALCOHOL AWARENESS						
(A) SECURITY						
(A) NR&R						
(A) CODE OF CONDUCT						
( )						
( )						
( )						
( )						
B. OPTIONAL	DATE	DATE	DATE	DATE	DATE	DATE
(O) EDUCATIONAL BENEFITS						
(O) SAFE DRIVING						
(O) RAPE AWARENESS						
(O) HOME DISASTER PREP.						
(O) SUICIDE AWARENESS						
(O) CRIME PREVENTION						
( )						
( )						
( )						
( )						
( )						
( )						
( )						

Figure 5.2