DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817, BOX 1
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NAVSUPPACT NAPLES INST 1500.5H
N62

29 MAR 2002

NAVSUPPACT NAPLES INSTRUCTION 1500.5H

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MILITARY TRAINING

Ref: (a) OPNAVINST 1500.22D
(b) OPNAVINST 1500.56A
(c) OPNAVINST 3120.32C
(d) NAVADMIN 223/00

Encl: (1) NAVEUR NAVSUPPACT NAPLES 1500/4
(2) NAVEUR NAVSUPPACT NAPLES 1500/5
(3) Sample Letter of Designation

1. Purpose. To set forth guidance and procedures for the administration and management of and assign responsibility for the training of military personnel attached to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy per references (a) through (d).

2. Cancellation. NAVSUPPACT NAPLES INST 1500.5G.

3. Background. In any Navy organization, a comprehensive training program is essential to ensure personnel attain the maximum level of expertise in all areas of responsibility: General Military Training (GMT), in-rate knowledge, and required special qualifications. Additional training requirements include indoctrination of newly reporting personnel. To ensure that all requirements are met in a coordinated fashion with minimal administrative work, a centralized Command Training Program is required with execution of the program by a consolidated Planning Board for Training (PBT). The Training Officer is responsible for the overall execution of the program.

4. Scope. This instruction applies to all military personnel assigned to NAVSUPPACT Naples and includes:

a. General Military Training. Designed to prepare personnel with the knowledge to fulfill the obligations of their oath of service with a sense of satisfaction and accomplishment; to provide guidance and information on matters affecting their welfare; to address informational subjects that will increase their professional knowledge and to address matters of importance in the Navy and civilian communities.

b. Rate and Specialty Training. Designed to prepare personnel to be more knowledgeable and proficient in their rating. Preparations for successful participation in service-wide advancement examinations or increasing qualifications for general service promotions are included in this category of training. Training is accomplished by self-study, directed study, on-the-job training, informational films, talks, and attendance in specialty classes or schools. To maximize interdepartmental training, enclosure (1) will be utilized.

c. Special Program Organizational Training. Designed to prepare an individual for assignment to duties requiring a specific qualification. Examples of programs include Drug and Alcohol Program Assistance, Equal Employment Opportunity, and Career Counselor courses of instruction.

d. Indoctrination Training. Designed to acquaint newly reporting personnel to NAVSUPPACT Naples, assist them in understanding the full spectrum of activities at this command and inform each member how they can contribute to mission accomplishment.

5. Responsibilities. General responsibilities for administering a training program are listed in references (a) through (d) and include:

a. The Commanding Officer will designate a Training Officer in writing.

b. The Executive Officer will monitor the results of the departmental training audits and report directly to the Commanding Officer the results of departmental quarterly audits.

c. The Training Officer will:

(1) Coordinate and chair the PPT.

(2) Assign Departmental Training Petty Officers using enclosure (3).

(3) Monitor accomplished departmental training, both professional and GMT and report to the Executive Officer these results on a quarterly basis.

(4) Assign a Training Audit Board. This board will be made up of at least one chief petty officer and one commissioned officer. The purpose of the Training Audit Board is to inspect departmental training using enclosure (2).

(5) Coordinate all outside training requirements with department representatives.

(6) Provide instructions and notices as required.

d. The PBT will:

(1) Be comprised of the Training Officer (Chairperson), departmental Leading Chief Petty Officers (LCPOs), departmental Training Petty Officers (TPOs), Command Career Counselor and Drug and Alcohol Program Advisor.

(2) Meet at least quarterly to review, track and plan long and short-range training.

(3) Provide a list of recurred training requirements, useful for long-range planning.

e. The Department Head will:

(1) Ensure an effective training plan is carried out per this instruction and that the contents of enclosure (1) are being fulfilled.

(2) Ensure departmental TPO and LCPO attend scheduled PBT meetings.

f. The Departmental LCPO will:

(1) Ensure that the Departmental Training Plan is carried out per this instruction.

(2) Monitor departmental TPO training schedules, both long- and short-range and provide assistance to divisional TPOs.

g. The Departmental TPO will:

(1) Establish and maintain training records for all military personnel within the division per reference (c).

(2) Develop lesson plans for professional training. Develop a long-range professional training plan (18 months) and a short-range professional training plan (quarterly) from instructions and notices provided by Training Officer.

(3) Develop a GMT plan that meets all requirements of reference (d) and any additional instructions and notices provided by the Training Officer. Schedule and provide both professional training and GMT at least twice monthly.

6. Action. Each departmental TPO will ensure goal cards and interviews are completed for all enlisted personnel. Designated personnel will formulate and submit required schedules and plans for use by the PBT and ensure personnel training, Personnel Qualification Standards and progress are properly documented.

B. L. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4W
Lists I, II

# NAVSUPPACT NAPLES TRAINING SCHEDULE - NAVEUR NAVSUPPACT NAPLES 1500/4 (New 12-99)

☐ LONG TERM TRAINING: PERIOD COVERED: FROM:____________________ TO:____________________

☐ SHORT TERM QUARTERLY TRAINING: PERIOD COVERED: ______QUARTER FROM:__________ TO:__________

| LECTURE TITLE | DATE | INSTRUCTOR | REMARKS |
|---|---|---|---|

| SUBMITTED BY (Training Petty Officer) | REVEIWED BY (Division Officer) | APPROVED BY (Department Head) |
|---|---|---|
| | | |

| COMMAND TRAINING CHECKLIST<br>NAVEUR NAVSUPPACT NAPLES 1500/5 (New 12-99) | DEPARTMENT |
|---|---|

**BIBLIOGRAPHY**

OPNAVINST 1500.22D
OPNAVINST 5354.1C
OPNAVINST 3120.32A

**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? | | | | | |
| 3.3 Is there an annual NR&R Workshop for all command members? | | | 3.5 Is the NR&R Workshop critiqued by the attendees? | | |

**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 | | | 5.6 SMOOTH MOVE | | |
| 5.2 CBR | | | 5.7 TAMP | | |
| 5.3 ADAMS | | | 5.8 CMD INDOC | | |
| 5.4 PREVENT | | | 5.9 HAVE ALL THE APPROPRIATE PERSONNEL ATTENDED THESE CLASSES? | | |
| 5.5 CITC | | | | | |

REMARKS

29 MAR 2002

1220
Ser N01E/

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: (Member's Name) _____

Subj: DEPARTMENTAL TRAINING PETTY OFFICER

Ref: (a) NAVSUPPACT NAPLES INSTRUCTION 1500.5H

1. Per reference (a), you are designated as a Departmental Training Petty Officer for (name dept), U.S. Naval Support Activity, Naples, Italy. As directed, you are authorized to review and act in all areas of concern as described in reference (a).

2. This designation will remain in effect until your detachment unless otherwise revoked.

B. L. GRAY

Enclosure (3)