

Command Training Plan Minimum Requirements

Enlisted Production Training

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Applicant Compensation Evaluator (ACE) Training	X			X			X			X		
DEP Leadership/DEP Tool Kit	X			X			X			X		
BEERS		X						X				
High School/Community College Program	X				X				X			
Market ID Analysis/WEBSTEAM/ASAD/SMART		X				X				X		
DEP & RQAT Attrition Analysis			X			X			X			X
Local/National Leads Analysis	X			X			X			X		
ERPMS		X						X				
PATE Analysis			X					X				
EPSQ				X				X				
RTools/CIRIMS		X							X			
Station Inspections	X				X				X			
Blueprinting			X			X			X			X
Program Requirements(AC/RC)		X				X				X		
Kit Quality	X						X					
Phone Prospecting/NERP	X			X			X			X		
PDC Prospecting/NERP		X			X			X			X	
Ethics/Prohibited Practices	X				X				X			
Referral Prospecting			X			X			X			X
National Voter Registration Act (NVRA)				X						X		
Privacy Act 101(all), 102(supervisors), 103(all)												X

Command Training Plan Minimum Requirements

Enlisted Processing/Classifier Training

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Advanced Pay Grade	X						X					
Moment of Truth		X						X				
Physical Requirements			X			X					X	
BEERS DOCS	X			X			X			X		
NAVET Processing		X						X				
Dependency	X				X				X			
Program Eligibility			X									X
Enlistment Bonuses	X			X			X			X		
Nuclear Field Program		X					X					
Education Verification			X					X				
Physical Testing				X					X			
Change to SF-86 Tracking					X					X		
Custody Determination						X						X
Prohibited Practices	X							X				
Financial Statements					X						X	
Waivers/Eligibility Determinations/Physical Violence			X			X				X		
National Voter Registration Act (NVRA)				X						X		
Privacy Act 101(all), 102(supervisors), 103(all)												X
PSSQ Requirements						X					X	
Reclassification/Roll-out Procedures		X					X					
NAPT security classification reports			X					X				
Navy Challenge Program					X						X	

Command Training Plan Minimum Requirements

Enlisted Programs (HTQRs) Staff Training

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Handling of DEP Action Requests	X				X				X			
Handling Waivers		X				X				X		
Statistical Reports			X				X				X	
MEPS Processing				X				X				X
Customer Service	X				X				X			
DEP/RTC Attrition Analysis		X				X				X		
Handling of Referral Recognition Request 5305's			X				X				X	
Office ADP Security				X				X				X
Field/MEPS Communications	X				X				X			
National Voter Registration Act (NVRA)				X						X		
Privacy Act 101(all), 102(supervisors), 103(all)												X

Command Training Plan Minimum Requirements

Administrative Department

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Incoming Personnel	X						X					
Fault/No Fault Transfers				X								
Unauthorized Absentees					X							
NJP/Mast Procedures		X						X				
Reports Management			X						X			
Personal Awards				X						X		
Security	X						X					
Correspondence/Files						X						
EDVR/ODCR/MPA Verification		X			X			X			X	
Evaluations/Fitness Reports			X			X			X			X
Advancements				X						X		
Directives Issuance Procedures	X						X					
OYR Management (Active/Inactive)						X						X
ADP Directives/Procedures		X						X				
Enlisted Proficiency Pay			X						X			
Customer Service	X					X					X	
Inter/Intra District Transfers					X							X
Canvasser Recruiter (CANREC) Program (BUPERSINST 1001.40)			X				X				X	
National Voter Registration Act (NVRA)				X						X		
Privacy Act 101(all), 102(supervisors), 103(all)												X

Command Training Plan Minimum Requirements

Officer Production

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Marketing Ops Plan (MOP)/ Market I.D.	X			X			X			X		
Web O-Tools			X						X			
Tracking System		X										
ORPMS	X			X			X			X		
Testing					X						X	
Prospecting		X			X			X			X	
Officer Programs:												
- Medical Programs(Active & Reserve)			X			X			X			X
- Medical Marketing Tools: Physician's Speaker Bureau; MEDVIPS; and PSLO Training			X						X			
- OIS/JAG/Chaplain Programs		X			X			X			X	
- Diversity Programs	X			X			X			X		
- Engineering Programs			X			X			X			X
- General Officer Programs(Active & Reserve)		X			X			X			X	
Local/National Leads Analysis		X				X				X		
College Notebooks/ Itineraries				X						X		
Collegiate Utilization							X					X
Collegiate Mgmt (AD/IRR)	X						X					
National Voter Registration Act (NVRA)				X							X	
Privacy Act 101(all), 102(supervisors), 103(all)												X

Command Training Plan Minimum Requirements

Officer Processing

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Testing	X						X					
Travel Orders		X						X				
O-Tools			X				X				X	
JPAS				X								
Program Requirements				X						X		
Applicant Processing:												
- BER						X						X
- Forms Completion					X						X	
- Application to Board Process (OCS/ODS)		X						X				
- Final Document Process (OCS/ODS)			X						X			
- Enlistments	X						X					
- Commissioning		X						X				
- Discharges			X						X			
- Affiliations				X						X		
- Residual Files					X						X	
- Superseding Appointments						X						X
PRODOCS (professional documents)					X						X	
MEDDOCS (medical documents)						X						X
References		X						X				
Physical MEPS/Contracts/DODMERB	X				X				X			
Collegiate Management (AD/Reserve and NROTC)						X						X
Quality Assurance	X			X			X			X		
National Voter Registration Act (NVRA)				X						X		
Privacy Act 101(all), 102(supervisors), 103(all)												X

Command Training Plan Minimum Requirements

Leads Production Team

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Navy Advertising Leads Tracking System (NALTS 2)	X			X			X			X		
AC/RC Basic Eligibility Requirements			X			X			X			X
Advertising Analysis (News/AD and Direct Mail Tracking) Reports							X					
Local/National Leads Processing		X			X			X			X	
Recruiter Follow-Up		X		X		X		X		X		X
Overdue LEADS Reporting			X			X			X			X
Advertising Plan	X						X					
Conversion Rates		X			X			X			X	
Advertising Placement Procedures	X		X		X		X		X		X	
NRS Daily Production Review			X			X			X			X
WEB RTools/CIRIMS Interface	X			X			X			X		
Local Direct Mail (LDM) Web Order System	X		X		X		X		X		X	
Command Structure and Communication			X						X			
National Voter Registration Act (NVRA)				X						X		
Privacy Act 101(all), 102(supervisors), 103(all)												X

Command Training Plan Minimum Requirements

Logistics Support

Training Subject	O	N	D	J	F	M	A	M	J	J	A	S
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Procurement	X						X					
Vehicle Techniques		X						X				
Official Mail Management					X						X	
Accounting/FMS						X						
Out-of-Pocket Expenses	X			X			X			X		
Communications			X						X			
Plant/Minor Property		X						X				
Accounting/FMS					X						X	
Budget Planning									X			
Travel						X						X
Facilities Management						X						X
DEP Awards				X						X		
Centers of Influence			X						X			
National Voter Registration Act (NVRA)				X						X		
Privacy Act 101(all), 102(supervisors), 103(all)												X