



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3502.2E
N97
3 Nov 2014

OPNAV INSTRUCTION 3502.2E

From: Chief of Naval Operations

Subj: SUBMARINE FORCE TRAINING COMMITTEE

Ref: (a) CNO ltr Ser N97/14U140559
(b) OPNAVINST 3502.5B

Encl: (1) Submarine Force Training Committee Charter
(2) Submarine Force Training Committee Executive
Committee Assessment Report

1. Purpose

a. To provide guidance to the Submarine Force Training Committee, which assesses and determines submarine force and integrated undersea surveillance system (IUSS) training requirements and oversees the planning, programming, budgeting, and execution of associated training programs.

b. To change the name of the committee to better align with its function and to change membership of the committee to conform to the Chief of Naval Operations staff realignment. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 3502.2D.

3. Background. This instruction issues the Submarine Force Training Committee charter, enclosure (1), which guides the submarine force training stakeholders in the coordination and implementation of individual, team, and integrated training as outlined in references (a) and (b). Close coordination is required between Director, Undersea Warfare (OPNAV N97), Naval Education and Training Command (NETC), fleet commanders, submarine force type commander (TYCOM), and Submarine Learning Center (SLC) to successfully plan, program, budget, and execute submarine force and IUSS training to support Commander, United States Fleet Forces Command (COMUSFLTFORCOM) and Commander, United States Pacific Fleet (COMPACFLT) fleet readiness requirements.

4. Scope. Applicable to all submarine force and IUSS individual and team performance requirements with the exclusion of naval nuclear propulsion.

5. Policy. The Submarine Force Training Committee is tasked to ensure that Commander, Submarine Forces, Atlantic and Commander, Submarine Forces, U.S. Pacific Fleet (COMSUBPAC) training requirements for individual, team and integrated training are adequately addressed.

6. Responsibilities. SLC and Director, Undersea Warfare Division (OPNAV N973B) shall co-chair the Submarine Force Training Committee meetings. The SLC shall schedule meetings, propose agendas, forward tasks for implementation, review inputs from members for action, and coordinate administration. Meetings shall be conducted via the most economical method to achieve the meeting objectives and may include both video teleconferencing and formal meetings.

a. The chairs have the following general responsibilities:

(1) Provide direction and guidance to the committee.

(2) Provide timely resolution of issues.

(3) Assign action items to members and mission area chairs.

(4) Review and approve the Submarine Force Training Committee meeting agenda, minutes, and action items.

(5) Provide an executive committee (ExCom) assessment report using the format of enclosure (2).

(6) Forward applicable manpower and training requirements for individual, team, and integrated phases of training to COMUSFLTFORCOM and COMPACFLT for validation and endorsement.

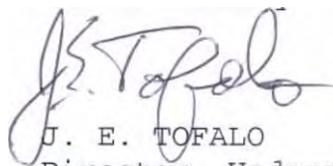
b. Naval Air Warfare Center, Training Systems Division (NAVAIRWARCEN TRASYS DIV) Orlando, serving as the executive secretariat, shall provide support to the SLC and OPNAV N973B for planning and conducting meetings.

c. Mission area chairs shall brief the status of their mission area in person or via video teleconferencing networks for the committee's review. Mission area chairs shall manage the assigned mission area; charter and oversee mission area training working groups; support periodic job task analysis reviews; assign mission area action officers to participate in the Submarine Force Mission Review Group; and brief the status of their training mission area readiness for committee review.

d. Members shall provide agenda items and issue papers to the SLC chair or mission area chairs for consideration and discussion by the committee, as well as timely responses to assigned action items. Participating commands should limit their number of representatives to the minimum required to adequately address agenda items, and should include members with the appropriate levels of decision-making authority.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Reports Control. Submarine Force Training Committee ExCom Assessment Report is exempt from reports control per SECNAV M-5214.1 part IV, subparagraph 7k.



J. E. TOFALO
Director, Undersea Warfare

Distribution:

Electronic only, via Department of the Navy Issuances Web Site
<http://doni.documentservices.dla.mil/>

SUBMARINE FORCE TRAINING COMMITTEE CHARTER

1. Objective. To improve the warfighting performance and readiness of the submarine and IUSS forces through effective communication and coordination in the planning, programming, budgeting, and execution of an integrated and effective training strategy.

2. Functions. The major functions of the committee are as follows:

a. Act as the advisor to OPNAV N97 and NETC by making critical assessments of submarine and IUSS forces training requirements and programs, recommending training policy and management decisions, and developing long term training strategy.

b. Assess submarine force training continuum shortfalls as identified by TYCOM, NETC, SLC, or other stakeholders. In this capacity, develop detailed and executable program objective memorandum (POM) solutions to correct shortfalls by validating program and non-program of record training content across all phases of training to meet fleet requirements.

c. Review and approve proposed individual and team performance solutions recommended by the SLC.

d. Review, update, and publish the Submarine Training Program Master Plan, reference (a). Reference (a) shall serve as the submarine force's training program strategy and will include training requirements and solutions to enhance mission area performance. OPNAV N97 shall, with input from TYCOM, NETC, and SLC, approve the master plan as the principal planning document for resourcing submarine force and IUSS training programs. SLC, with the assistance of the assigned mission area chairs, shall recommend changes to the master plan as necessary. Recommendations for updates to the master plan shall be reviewed at each Submarine Force Training Committee meeting.

e. Provide a forum to review and present the status of training and performance in each mission and capability area assigned to the submarine and IUSS forces. Semi-annually, the ExCom search will review mission area individual and team

performance requirements, mission area training status, ongoing reviews of fleet performance issues, and approve new or revised training solutions.

3. Scope. The Submarine Force Training Committee ensures alignment between a wide range of new and existing submarine and IUSS force training requirements and programs.

4. Membership. The Submarine Force Training Committee shall consist of the following members and ExCom designees:

- a. Programming and Management Branch, OPNAV N973B (co-chair, ExCom).
- b. Commanding Officer, SLC (co-chair, ExCom).
- c. Director, Information Dominance representative
- d. Commander, U.S. Fleet Forces Command, Manpower and Training (COMUSFLTFORCOM N1/N7).
- e. Commander, Submarine Force Atlantic, Training (COMSUBLANT N7).
- f. COMSUBPAC, Training (COMSUBPAC N7).
- g. NETC representative.
- h. COMPACFLT, Manpower and Training (COMPACFLT N1/N7).
- i. Commander, Naval Sea Systems Command, Training (NAVSEA 07TR).
- j. Director, Strategic Systems Program, Training (SSP 205).
- k. Commander, U.S. Fleet Cyber Command representative.
- l. Commander, Navy Cyber Forces representative.
- m. Commander, Submarine Group NINE representative.
- n. Commander, Submarine Group TEN representative.
- o. Commander, Undersea Surveillance.

p. Naval Mine and Anti-submarine Warfare Command representative.

q. Naval Strike and Air Warfare Center representative.

(1) Commanding officers (CO) of the submarine training sites are assigned as the mission area chairs for specific mission areas assigned to the submarine force, and as such shall participate in Submarine Force Training Committee meetings.

(2) Program managers for non-propulsion electronic systems are invited to participate in the meetings to discuss training or training resources funded by each program.

5. Working Groups. The Submarine Force Mission Review Group shall be a standing working group and report its findings to the ExCom. The working group will meet several months prior to the Submarine Force Training Committee ExCom meeting to allow for research and resolution of issues. The working group shall be co-chaired by an SLC, OPNAV N973B, and NAVSEA (07TR) representative. TYCOM representatives shall present priorities and assessment of training to support mission requirements. Mission area action officers shall present the status of training mission readiness to support the performance requirements in the mission area. Mission area action officers shall also brief their respective section of the Submarine Training Program Master Plan and provide any recommended changes.

a. The working group shall produce, based on TYCOM input, a prioritized list of individual and fleet training issues with recommended solutions and resource requirements to the ExCom. NAVAIRWARCEN TRASYS DIV shall act as the secretariat for the working group and provide the chairs administrative support as required. The working group may charter additional groups to examine specific areas of interest in greater depth and will receive reports from these groups and others that provide formal input to the submarine force and IUSS mission area training infrastructure.

b. To provide close coordination with the training program fleet users, resource sponsor, and training providers, NAVSEA (07TR) conducts a quarterly team trainer design review group. This group provides working level status information, schedules,

and other pertinent data to keep the principal community members apprised of the program. The team trainer design review group and Submarine Force Mission Review Group shall be scheduled to coincide together.

6. Reporting Requirements. The Submarine Force Training Committee Chairs shall report to OPNAV N97.

7. Frequency of Meetings. The Submarine Force Training Committee, Submarine Force Mission Review Group and team trainer design review group shall meet semi-annually. These meetings may be held in a virtual meeting environment; as directed by fiscal year travel funding guidance.

8. General Guidelines

a. Because the ExCom is an executive decision making body, non-Department of Defense personnel shall not participate in meetings without specific authorization by the chairs.

b. Submarine Force Training Committee members shall be supported and funded by their respective parent staffs and commands for participation in meetings and related activities.

OPNAVINST 3502.2E
3 Nov 2014

SUBMARINE FORCE TRAINING COMMITTEE EXECUTIVE COMMITTEE
ASSESSMENT REPORT

3502
Ser 00/
DD MMM YY

From: Commanding Officer, Submarine Learning Center
Director, Undersea Warfare (OPNAV N97)

To: Distribution

Subj: SEASON YEAR SUBMARINE FORCE TRAINING COMMITTEE
ASSESSMENT REPORT

Ref: (a) OPNAVINST 3502.2E

1. The Submarine Force Training Committee met in Month and Year as required by reference (a) to improve warfighting performance and readiness of the submarine and IUSS forces.

2. The Submarine Force Training Committee has six major functions listed below. A summary of key meeting points is provided under each function.

a. Assess submarine force training shortfalls and develop detailed and executable POM solutions to correct.

(1) Key Points

(2) Key Points

b. Make critical assessments of submarine force training requirements and programs, recommending training policy and management decisions, and developing long term submarine force training strategy.

(1) Key Points

(2) Key Points

c. Review submarine force performance shortfalls and gaps as identified by the submarine force TYCOMs.

Enclosure (2)

(1) Key Points

(2) Key Points

d. Review and approve proposed performance solutions recommended by the SLC.

(1) Key Points

(2) Key Points

e. Provide a forum to review the status of training and performance in each mission area assigned to the submarine force.

(1) Key Points

(2) Key Points

f. Develop and publish the Submarine Training Program Master Plan.

(1) Key Points

(2) Key Points

3. The collaboration of TYCOM training divisions (N7), schoolhouse COs, and resource sponsors in this forum is healthy and continues to solve fleet and individual training problems efficiently. The next meeting is scheduled for Month Year.

CO SLC

OPNAV N973B

Distribution:

OPNAV N97

COMSUBLANT

COMSUBPAC

DIR SSP

NAVSEA 07

NETC

COMMANDER UNDERSEA SURVEILLANCE