

INFORMATION SHEET 1-1-5-1

(U)THE TRAINING PROJECT PLAN (TPP)

A. INTRODUCTION

This information sheet will provide you with an understanding of the purpose and use of a TPP.

B. REFERENCES

1. Review (U) Task Based Curriculum Development Manual, NAVEDTRA 130 (Series) Vol I, Ch. 2
2. Review (U) Task Based Curriculum Development Manual, NAVEDTRA 130 (Series) Volume III

C. INFORMATION

PURPOSE AND USE OF A TPP

The TPP describes training and training support required to provide trained personnel to operate and maintain systems or equipment, or performs tasks and functions. It provides a Plan of Actions and Milestones (POA&M) to achieve a predetermined implementation date. A TPP describes all the factors necessary to prepare and conduct a successful training program and attain optimum use of personnel, hardware, and funds.

A TPP should meet, and not exceed, the training requirement.

NAVEDTRA 130B Volume III provides a list of where to gather TPP data, "Any source which can be used to justify the project and identify the costs can be used in completing a TPP. Examples of some sources are:

- Technical manuals. Manuals should be used to the maximum extent possible as the basis for course content, equipment, and related material.
- Navy Training System Plans (NTSP):
 - Part II Billet Requirements.
 - Part III Personnel and Training Requirements.
 - Part IV Training Logistic Support Requirements.
- Corporate enterprise Training Activity Resource System (CeTARS) data. Master Course Reference File (MCRF) displays outyear student loading.
- Resource Requirements. A composite listing of material necessary to implement the course at each site.

CATEGORIES OF RESOURCES

Course development and often course revisions, require resources to develop or implement the proposed course. Resources fall into four broad categories: (1) facilities, (2) funding, (3) personnel, and (4) equipment. All four categories require long lead-time planning. An approved TPP is the authority to submit requests for resources.

Specific elements of data and information shall include the following items:

- Cover Page
 - Table of Contents
 - Course Data for each Training Site Course
 - Overview
 - Justification
 - Safety Risks and Hazardous Materials exposure
 - Curriculum Development Method
 - Resource Requirements for each Training Site
 - Compensation Manpower and Funding for each Training Site
 - Milestones
- **Course Overview:** For a new course this shall be a description of the skills and knowledge to be attained. This is not intended to be the equivalent of a curriculum outline, or to contain objectives. The overview helps the Training Agency see what the course will actually contain.
 - **Development Method:** Specify the development method recommended for use. List training materials to be produced under the curriculum development procedure selected.
 - **Justification:** Cite specific references, correspondence, results of conferences, NTSP, Front-End Analysis (FEA), Business Case Analysis (BCA) data, etc., where available.

NTSP - The principal document for stating billets, personnel, military construction, and training material support requirements of the system, subsystem, components, or non-hardware oriented development, to produce trained and qualified personnel required to install, operate, maintain, or otherwise use the same being introduced into the Navy.

Reason for new course, revision, or cancellation:

- a. New - Justification for expenditures of funds to support new training: No existing Training for Fleet need; New hardware requiring operator and/or maintenance skills; NTP driven.
- b. Cancellation - Fleet no longer requires this training, training is not cost effective: Obsolescence due to platform or equipment upgrades: training can be accomplished on board.

- c. Change Directive: Tasking document which directs course revision, cancellation, or new course development. Examples include: Training Requirements Review (TRR) action items, Technical Training Audit action items, etc.
- **References:**
 - Tasking by higher authority. Cite specific correspondence.
 - Internal review has indicated a need for training best met by a new course or a revision to an existing course.
 - External feedback/review. Current graduates are not able to perform on the job or lack specific skills.
 - Job Duty Task Analysis (JDTA) data. JDTAs are normally accomplished as part of the curriculum development analyze phase, but existing JDTA data should be used, if available.
 - **Reasons for and Anticipated Benefits of the Proposed Project:**
 - Provides required training.
 - Reduced course length.
 - Increased student throughput.
 - Impact of skill training requirements on the occupational classification system.
 - A new course in “pipeline”
 - Training may provide an entrance or exit point to put graduates into the Fleet earlier.
 - Reduced attrition and attendant costs by providing “common core” training.
 - Deactivation of obsolete or redundant training
 - **Summary of Differences**
 - High level list of differences between existing and new training, if applicable
 - **Impact if Not Approved** -Impact if the course development or revision is not undertaken. Clearly describe the impact on Fleet requirements and capabilities if the proposal is not undertaken. Note that this is NOT the same as "Justification." "Justification" is the authority behind the proposed revision. "Impact" refers to the consequences to the Navy of maintaining training in the current mode.
 - **Milestones** shall include identification of major developmental products or events relating to the training materials development method selected, and end with implementation. Projected completion dates for each key event shall be indicated
 - **Safety Risks and Hazardous Materials**
 - Describe anticipated safety risks and exposure to hazardous materials which are absolutely necessary for training realism. Indicate if the proposed training shall be designated “high risk” and fall under the purview of OPNAVINST 1500.75 and

NETCINST 5100.1. The incorporation of occupational safety and health considerations into training are defined in OPNAVINST 5100.23(Series), and NETCINST 5100.1.

- **Course Mission Statement**

- This is the purpose of the course and responds to each of the questions below. Indicate if the course mission statement will change as a result of the course revision. The examples below illustrate the types of statements used to answer each question:
- WHO is to be trained? “...technicians in the IC rating (E5 through E-7)...”, “...entry level enlisted Operations Specialist...”, “...Aviation Electronics Technicians, Aviation Antisubmarine Warfare Operator, and Aviation Electrician's Mate's...”
- WHAT job will the person be trained to perform? “...operation and maintenance of the Inertial Navigation System...”, “... instruction and practical application in security fundamentals, basic message format, teletype typing proficiency, message tape preparation, teletypewriter circuit operating procedures, and basic safety precautions...”, “..._AN/USM-484 Hybrid Test Station operational procedures, test procedures, emergency procedures, and scheduled maintenance procedures. ...”
- DEGREE OF QUALIFICATION or how well the person shall be able to perform the job? “...to perform tasks at the apprentice (journeymen, master) level...”, “...to the accuracy specified in supporting documentation. ...”
- WHERE will the person utilize the training? “...ashore and onboard amphibious assault (LHD-and LHA-1) class ships, in port and underway...”, “...in afloat and shore communication installations...”, “...in the AIMD working environment. ...”
- CONDITIONS under which the graduate will perform on the job. “...under supervision and using technical references...”, “...in both field and shop conditions...”, “...under all conditions of ship readiness. ...”

- **Purpose of Course** This should answer the question WHY

- **Prerequisites** List the prerequisites required of the trainees that are scheduled to attend the course. Prerequisites may be equipment, rate or rating specific, basic skills, or course specific. Prerequisites normally relate to prior training or skills, not Armed Services Vocational Aptitude Battery (ASVAB) scores.

- **Occupational Classification** Applicable rate, rank designator, NEC or NOBC of the intended input population, and the Navy Enlisted Classification (NEC), Navy Officer Billet Classification (NOBC), or Military Occupational Specialty (MOS) earned by course graduates. If it is proposed that an NEC shall be issued or changed as a result of the revised course, consult NAVPERS 18068(Series) for guidance.

- **Training Sites:**

- Course Length (in days): number of days students will attend training
- Class Hours: Number of hours student will be in a classroom setting

- Lab Hours: Number of hours student will be in a lab setting
- Testing Hours: Number of hours student will be testing
- **NOTE: Navy Education and Training Command (NETC) recommends instructional time breakdown of 40% Classroom, 30% Lab, and 30% Testing**
- Class Minimum Capacity: Minimum number of students needed to convene training
- Class Maximum Capacity: Maximum number of students needed to convene training is the largest number of students that can be trained in each class on a continuing basis without detriment to the quality of training. Class capacity is limited by equipment, personnel, or space.
- Convenings: Number of times a course will be included during a fiscal year (FY).
Throughput: Current: the last complete FY throughput from Navy Integrated Training Resources & Administration System (NITRAS)
Planned: sources include: NITRAS, MCRF, NTSP, other tasking assumptions
- Manpower: Sum of all Billets Required: Officer, Enlisted, Civilian, Contractor and Support billets. NAVEDTRA 135 (Series) describes the factors required for standard instructor computation. Many of the factors listed, such as classroom and laboratory ratios and instructional periods, may not be known at this point.
- Average onboard will compute automatically once number of convenings and student throughput is entered. This is the formula:

$$\frac{\text{Course length in calendar days} \times \text{Planned input} \times \# \text{ of convenings}}{365}$$

- **Site Considerations** List any extraordinary site requirements. For example, if the Learning Site is training divers, there will be a requirement for an on-site pool.
- **Facilities** Identify requirements for Military Construction (MILCON) or special projects for facilities modification. These requirements are highly situation-specific. See OPNAVINST 11102.2 for detailed facilities documentation requirements.
- **Funding** Identify by appropriation, such as, Operation and Maintenance Navy (O&MN), other procurement, Navy (OPN), and Activity Group/Subactivity Group (AG/SAG) the one-time (initial) or recurring costs. For existing courses identify only the additional costs required to implement training.
- Funding Information and Codes

Appropriation - An account category that identifies the purpose for which resources have been authorized:

- **O&MN** - (Operations and Maintenance, Navy) Funds are used to pay for services, civilian salaries, rents, utilities, travel, printing, supplies, and procurement of items and

equipment with a unit cost of less than \$15K. General expenses required for operating and maintaining the Navy.

- **OPN** - (Other Procurement Navy) Investment funds costing \$15K or more per unit or item.
- **AG/SAG**

Activity Group - A two-character code used to identify functions or segments of budget. Examples:

- **K2** -SPECIALIZED SKILL TRAINING
- **M6** - OTHER TRAINING SUPPORT

Sub Activity Group - A further breakdown of an activity group to more specifically define areas where resources are assigned. Examples:

- **KF** - Initial General Skill (A-School) Enlisted Training. Includes all formal training courses normally given immediately after Recruit Training and leading toward rating (including NEC's required for initial duty); the training involved would qualify the Enlisted member in the board skills needed to progress on the job to the journeyman level.
- **Officer** Training. Includes all post commissioning formal training programs for newly commissioned officers which are for the purpose of orientation, indoctrination, and qualification in specialized areas. Does not include Officer Candidate School or other Officer Acquisition Training.
- **KK** - General Skill Progression (C-School) Enlisted Training. Courses given to personnel to broaden their knowledge in their fields as a follow-on to Initial Skill Training and to prepare them for supervisory duties. Officer Training. Specialized Training advanced in scope, but below the service-wide curriculum for Command and Staff College level.

- **KN** - General Functional (F-School). Includes training courses beyond skills needed for award of an NEC and oriented toward a particular environment or type of equipment or a narrow sub-specialty; also includes all specialized skill training that does not fit reasonably in the other four subcategories provided training does not lead to award of an NEC.

Expense Element - One letter code indicating how the funds in the account are to be used.

For example: A - Military Personnel
D - Purchased Equipment
E - Travel of Personnel
L - Transportation of things
M- Utilities and Rent
N - Communications
O - Service Transfers Unfunded
P - Purchased Equipment Maintenance
Q - Purchased Services, Other
R - Aircraft Proof of Loss (POL)
T - Supplies
U - Civilian Personnel
V - Other POL
W - Equipment
X - Other Expense
Y - Printing and Reproduction

- **Manpower**
 - Billets Required (Officer, Enlisted, Civilian and Contractor) - The number of billets required per the instructor computation formula in CNETINST 5311.1 series.
 - Billets Authorized (Officer, Enlisted, Civilian and Contractor) - The number of billets authorized by the current approved Manpower Authorization (MPA). For civilian billets the CAMPRS system may be a more up-to-date source of information.
 - Billets Compensated (Officer, Enlisted, Civilian and Contractor) - The number of billets you can internally reassign to support this new training.

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- Billets Available (Officer, Enlisted, Civilian and Contractor) - The number of billets that are no longer required as a result of course cancellation(s) or reduced convenings.
- Delta - The difference between what you have (the sum of the billets authorized and compensated) and what you need (the number of billets required and the number of billets on hand).

JOB SHEET 1-1-5-2
(U) CREATE A TRAINING PROJECT

A. INTRODUCTION

Before working in the Projects tab, it is necessary to create a Training Project.

B. EQUIPMENT

1. Software
 - a. (U) CPM Training Website

C. REFERENCES

1. (U) Task Based Curriculum Development Manual, NAVEDTRA 130 (Series)

D. SAFETY PRECAUTIONS

None.

E. SELF_ TEST QUESTIONS

None.

F. JOB STEPS

Step	Action	Remarks
1	From the Content Planning Module (CPM) Home Screen, click on the Projects tab	The Projects screen is displayed.
2	Ensure that the <i>AIM CPM Hero Center</i> is highlighted. Click the New icon	Right window opens for entry of the new project data.
3	Complete the new project screen on right with the following information: CIN: A-MMY-INT of your CPM/LOM convene. Title: <i>Superhero in Training</i> – Your initials Center: <i>AIM CPM Hero Center</i> (if not defaulted) Start Date: Today's date End Date: One week from today	If assigned to only one Center, Center will default to assigned Center. If assigned to more than one Center, select appropriate Center from drop-down menu. CIN example: If Peter Jason Quill was in the July 2023 convene of the CPM/LOM course, his CIN would be <i>A-0723-PJQ</i> . His Project title would be <i>Superhero in Training - PJQ</i>
4	Click the Save button	Project information is saved.

JOB SHEET 1-1-5-3

(U)COMPLETING THE COVER PAGE OF THE TRAINING PROJECT PLAN (TPP)

A. INTRODUCTION

The trainee will complete the steps required to complete the Cover Page Element of the TPP.

B. EQUIPMENT

1. Software
 - a. (U) CPM Training Website

C. REFERENCES

1. (U) CPM User's Manual

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

1. An approved TPP is the _____
2. What is the principal document for stating billets, personnel, military construction, and training material support requirements of the system, subsystem, components, or non-hardware oriented development, to produce trained and qualified personnel required to install, operate, maintain, or otherwise use the same being introduced into the Navy?

F. JOB STEPS

Step	Action	Remarks
1	From the Content Planning Module (CPM) Home Screen, click on your Projects or click on Project Tab. Highlight your project and click the View icon	All projects assigned to user are displayed. Project Management screen is displayed.
2	Click on the Plus Sign (+) to expand the Project Management tree structure.	The Project Management tree structure is expanded showing the Project Management elements.

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3	Click on TPP/TCCD and then click the Edit button.	This will display Training Project Plan (TPP)/Training Course Control Document (TCCD) cover page and front matter data.
4	Enter following data: <ul style="list-style-type: none">• Date: Today's date• Starting Fiscal Year: Current Year• Training Type: <i>AI</i>• Prepared By: AIM CPM Hero Center• Prepared For: Naval Education Training Command	Some of the information will be prepopulated, like the Course Identification Number (CIN) and Title.

JOB SHEET 1-1-5-4

(U)TRAINING PROJECT PLANT (TPP) OVERVIEW, DEVELOPMENT METHODS, AND JUSTIFICATION

A. INTRODUCTION

This job sheet will guide Trainees through the Overview, Development Methods, and Justification Fields of the TPP.

B. EQUIPMENT

1. Software
 - a. (U) CPM Training Website

C. REFERENCES

1. (U) CPM User's Manual

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

Step	Action	Remarks
1	Click Course Overview, select Edit and input the following text in the Course Overview text box: <i>This course will teach beginning superheroes the basics of physical training to keep their bodies honed for crime-fighting, and the basics of combat fighting to prepare them to fight crime and super villains.</i>	Information is entered and displayed in the Course Overview text box. To save time, it is recommended to copy your input text from this Job Sheet and paste it into the text box in CPM.
2	Click Save button.	The Course Overview information is saved.
3	Click on Development Method and then click Edit.	The Documents to be Produced check boxes, learning objectives and Mode of Instruction text box are displayed.

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4	<p>Select the following documents to be produced:</p> <ul style="list-style-type: none"> • Training Project Plan • Training Course Control Document • Trainee Guide • Course Training Task List • Lesson Plan • Knowledge/Performance Test Administrator's Guides • Testing Plan 	Check marks are made as items are selected, indicating which items will be produced.
5	Select <i>Blended</i> under Learning Object.	The radial button next to Blended is filled in.
6	Click in the <i>Mode of Instruction</i> text box and input the following text: <i>Traditional ILT in classroom, physical training in gym and field.</i>	Mode of Instruction text is entered and displayed in the text box.
7	Click the Save button.	All information entered is saved.
8	Click the + sign next to Justification to show the fields underneath	The Reference, Reasons for and Expected Benefits, Summary of Differences, and Impact if Not Approved Fields are displayed
9	Click on <i>Reference</i> , and then the Edit button.	Text field is displayed
5	Input the following text: (a) <i>Front End Analysis (2018, NETC)</i> and (b) <i>BCA (2018, NETC)</i>	
6	Click the Save button.	All information entered is saved.
7	Click on <i>Reasons for and Anticipated Benefits of Proposed Project</i> , and then the Edit button.	Text field is displayed
8	Input the following text: <i>Reference (a) identified that approximately 5% of our Enlisted Sailors are mysteriously getting Superhero-like powers. In their current jobs, they are causing accidents to themselves, equipment, and others because they do not know their limits or how to adjust to their new powers. In the last six months since Sailors started getting superpowers, approximately 31 injuries have occurred as a result of these Sailors not understanding their abilities. While most injuries have been minor, it still causes work loss and medical treatment. One Sailor was gravely</i>	It may be easier to copy and paste this from the TG than typing it.

	<p><i>injured and had to obtain a medical discharge from the Navy as a result of an injury sustained while at liberty with one of the Sailors who had mysteriously obtained superpowers. In addition, Sailors who have superhero strength have damaged equipment while performing periodic maintenance as they did not understand the extent of their super strength when they started the maintenance. Providing Sailors with physical training will help them understand their physical capabilities and help them manage these abilities. In addition, these super-powered Sailors may be an asset to the Navy and teaching them how to keep themselves in top shape will benefit the Navy and Department of Defense for any future offensive or defensive missions in which these Sailors may participate.</i></p> <p><i>Finally, it would benefit the DoD if these super-powered Sailors learned the basics of responding to threats, so if they are first on the scene as they will often be, they know how to manage the scene. This will reduce collateral damage that may occur if Sailors don't understand basics such as creating a barrier around a threat perimeter and removing civilians from harm's way.</i></p> <p><i>Reference (b) established the requirement for this course.</i></p>	
9	Click the Save button.	All information entered is saved.
10	Click on <i>Summary of Differences</i> , and then the Edit button.	Text field is displayed
11	Input the following text: <i>N/A: There is no current training.</i>	
12	Click the Save button.	All information entered is saved.
13	Click on <i>Impact if Not Approved</i> , and then Edit	Text field is displayed
14	Input the following text, <i>Unacceptable losses of both superpowered and non-superpowered Sailors will continue. Losses will be in the form of both lost time due to injuries and attrites. Additionally, Navy Public Relations could be damaged.</i>	It may be easier to copy and paste this from the TG than typing it.
15	Click the Save button.	All information entered is saved.

JOB SHEET 1-1-5-5

(U)COMPLETING TRAINING PROJECT PLAN (TPP) MILESTONES

A. INTRODUCTION

This Job Sheet will familiarize the trainee with the steps required to complete the Milestones element of the (TPP)

B. EQUIPMENT

- 1. Software
 - a. (U) CPM Training Website

C. REFERENCES

- 1. (U) CPM User's Manual

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

Step	Action	Remarks
1	Click on <i>Milestones</i> in tree structure in left window.	Milestones are displayed
2	To “ edit ” a Milestone click on desired Milestone in right window and click the Edit button to edit the Milestone. To “add” a Milestone click the New icon upper right and Add appropriate data. To “delete” a Milestone click on desired Milestone in right window and click red Delete icon upper right.	Milestone dates default to date TPP started. <u>You must save after each Milestone is adjusted or a New Milestone is added.</u> Note: If not saved after adjusting or adding data, all data adjusted or added will be lost. <u>Deleting a Milestone saves automatically.</u>

3	Edit/Add/Delete TPP Milestones as needed to make the Milestones in CPM match the Milestone table below, saving prior to selecting next Milestone:		<p>Note: -Start Dates are from today's date. -End Dates are from that milestone's Start Date.</p> <p>Remember to Delete all Milestones not listed in table.</p>	
	Milestone	Start Date		End Date
	Training Project Plan	Today		1 week
	Training Course Control Document	1 week		2 weeks
	Lesson Plan	2 weeks		5 weeks
	Trainee Guide	2 weeks		6 weeks
	Test & Test Administrator's Guide	2 weeks		7 weeks
	Pilot Course	10 weeks		12 weeks
	Implement Training	13 weeks		30 weeks

JOB SHEET 1-1-5-6

(U)COMPLETING TRAINING PROJECT PLAN (TPP) SAFETY RISKS, PURPOSE OF COURSE, PREREQUISITES, AND OCCUPATIONAL CLASSIFICATION FIELDS

A. INTRODUCTION

This Job Sheet will familiarize the trainee with the steps required to complete the Safety Risks and Hazardous Materials, Purpose of Course, Prerequisites and Occupational Classification Elements of the TPP.

B. EQUIPMENT

1. Software
 - a. (U) CPM Training Website

C. REFERENCES

1. (U) CPM User's Manual

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

1	Click on <i>Safety Risks and Hazardous Materials</i> and then click the Edit button.	The Safety Risks and Hazardous Materials window is displayed.
2	Check Yes for high risk and No for hazardous materials.	
3	Enter following in text box: <i>Safety risks are present when Sailors are undergoing Physical Training.</i>	The text is entered and displayed.
4	Click the Save button.	The information is saved.

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5	Click on <i>Course Mission Statement</i> and then click the Edit button. Enter text as follows: <i>Sailors who have mysteriously gained Superpowers will be trained in this course and eventual Superhero pipeline. These Sailors will be trained in physical conditioning and combat simulation training. These Sailors should be trained to the Journeyman or SPL2 Level at a minimum, due to the potential criticality and hazards of this job. The Sailors will be trained in the classroom, the gym , and field.</i>	The text is entered and displayed.
6	Click the Save button.	The information is saved.
7	Click on <i>Purpose of Course</i> and then click the Edit button. Enter text as follows: <i>The purpose of the Superhero in Training Course is to provide novice superheroes the knowledge and ability to keep their bodies fit, learn the extent of their physical capabilities, and acquire fighting techniques for combat situations.</i>	The text is entered and displayed.
8	Click the Save button.	The information is saved.
9	Click on Prerequisite, click the Edit button and Enter the text: <i>Superhero abilities demonstrated during the successful completion of the Superhero Agility Obstacle Course.</i>	The Prerequisite text box is displayed.
10	Click on Occupational Classification, click the Edit button and enter the text: <i>33-3001 Perimeter Security and Force Protection</i>	
11	Click the Save button	The information is saved.

JOB SHEET 1-1-5-7

(U)ADDING A TRAINING SITE, FACILITIES, FUNDING, MANPOWER, AND RESOURCE REQUIREMENT LIST (RRL) ITEMS TO THE TRAINING PROJECT PLAN (TPP)

A. INTRODUCTION

This Job Sheet will familiarize the trainee with the steps required to add a Training Site, Facilities, Funding, Manpower, and Resource Requirement List (RRL) Items to a TPP.

B. EQUIPMENT

- 1. Software
 - a. (U) CPM Training Website

C. REFERENCES

- 1. (U) CPM User's Manual
- 2. (U) Review NAVEDTRA 130

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

Step	Action	Remarks
Adding a Training Site		
1	In Projects Tab, under Project Management, expand the TPP/ TCCD (+) and Click on <i>Training Sites</i>	The 'New' icon should appear above the Project Management Area when Training Sites is selected in TPP/TCCD tree
2	Click New icon just above Project Management and select <i>Dam Neck</i> from the Site Name drop-down list. Enter CDP: <i>00XX (Enter your initials)</i> Verify "CCMM" check box is checked.	If you do not see any Sites listed, select (<i>Show All Training Sites</i>) from the drop-down list. Course Data Processing Code (CDP). CCMM is the site where the Curriculum Control Model Manager resides.

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3	<p>In <i>Planned</i> Column enter: Course Length (in days): 12 Class Hours: 14 Lab Hours: 50 Testing Hours: 16 Class min. Capacity: 8 Class max. Capacity: 24 Convenings: 13 Throughput: 312 Manpower: 2</p>	<p>Manpower Total is sum of all Billets Required (Officer, Enlisted, Civilian, Contractor and Support Billets)</p> <p>Average onboard will compute automatically once number of convenings and student throughput is entered. The formula is:</p> $\frac{\text{Course length calendar days} \times \text{Student Throughput}}{365}$
4	<p>In the <i>Site Considerations</i> area enter text: <i>Need gymnasium with classroom, total size approximately 20,000 sq. ft.</i></p>	
5	<p>Click the Save button.</p>	Information is saved
<p align="center">Facilities</p>		
6	<p>Highlight <i>Facilities</i> under the Dam Neck Training Site</p>	Facilities is accessed by expanding the (+) next to Training Sites and Dam Neck under the TPP/TCCD
7	<p>Click on Edit, the in the text field next to Facility and enter text:</p> <p><i>(1) Training Areas: Adequate training area to facilitate all laboratory practical application exercises to include but not limited to: Combat simulation area, and gymnasium with standard fitness equipment to support 24 trainees using equipment in rotations. Training area should be large enough to support contact related physical activities involving physical/combative take-downs and cuffing procedures without negatively impacting student safety (indoor training areas should have the floor covered with gymnasium type wrestling mats to prevent student injury).</i></p> <p><i>(2) One classroom capable of supporting a class of 24 trainees. Classrooms must have 110 VAC power, proper lighting, heating, and cooling, tables and chairs, large dry-erase white board, and must be equipped with audio-visual equipment (computer and related projection system) to support Microsoft Office software applications.</i></p>	Copying and pasting from TG is recommended

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8	Click in the top in the <i>Source of Funding</i> field, and enter , <i>OPNAV N95</i> . Click on Save.	Funding details are saved
Funding		
9	Highlight <i>Funding</i> in the TPP/TCCD tree and then click the Edit button.	Funding is accessed under the TPP/TCCD by expanding the (+) next to Training Sites and Dam Neck
10	In the <i>Funding Amount</i> text field, enter \$3,590,788	
11	Click on the New icon to add a line of funding	The New icon is on the right side, above the FY columns
12	Click in the <i>Appropriation</i> field and enter <i>O&M,N</i>	Operations & Maintenance, Navy
13	Click in the <i>Activity Group</i> field and enter <i>KN</i>	General Functional F-School
14	Click in the <i>Expense</i> field and enter <i>E</i>	Travel of Personnel
15	Enter \$150000 for each fiscal year (FY) starting with the first FY	\$150000 will be entered 5x, as there are 5 Fys
16	Click the Save button, then the Edit button again	You must Save after each line is added
17	Click on the New icon to add another line of funding	
18	Enter the following data: O&M,N KN T \$40000 \$41200 \$42400 \$43600 \$44800, then save	Remember to Save after each line of funding is added! T is for Supplies
19	Click on the New icon to add another line of funding	
20	Enter the following data: O&M,N KN W \$400788 \$75000 \$75000 \$75000 \$75000, then save	W is for Equipment
21	Click on the New icon to add another line of funding	
22	Enter the following data: O&M,N KN Q \$3000000 \$3000000 \$3000000 \$3000000 \$3000000	Q is for Purchased Services, Other
23	In the <i>Funding Notes</i> field, enter , <i>Source of funding is OPNAV N95</i> <i>Includes 3% inflation factor for supplies.</i>	Save. Funding is complete
Manpower		
24	Highlight <i>Manpower</i> in the TPP/TCCD tree and click Edit	
25	Enter '3' in the <i>Number of Billets</i> field at the top	

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26	Enter '0' in the <i>Billet Shortfall</i> field	
27	Scroll to the <i>Enlisted Required</i> fields and enter '1' for each FY, then scroll to the <i>Enlisted Authorized</i> fields and enter '1' for each FY	These are listed under 'Personnel Type'
28	Scroll to the <i>Contractor Required</i> fields and enter '2' for each FY, then in the <i>Contractor Authorized</i> fields and enter '2' for each FY	Scrolling down the page is necessary to see the Contractor fields
29	In the <i>Manpower Notes</i> field, enter : 2 <i>Contractors will teach the course, and 1 Enlisted Corpsman with Basic First Aid, and Tactical Combat Casualty Care (TCCC) experience will be on hand. Click Save</i>	Make sure to save before going to the RRL
Adding Resources to RRL		
30	Highlight RRL (Resource Requirements List) in the TPP/TCCD tree	A 'Select Category' dropdown menu should appear on the upper right side
31	Select <i>Equipment</i> from the dropdown list, then click the Edit button.	
32	Scroll down the list and select <i>Complete Gym Training Equipment for Superheroes, CGTE-S</i> . In the Qty on Hand, enter '0', in the Qty Required, enter '4'	A Search field is available. It is the blank text box above the equipment. If the search information is not entered exactly the same as the resource being searched, it will not return any results
33	Scroll down the list and select <i>Pistol, Training Aid, M9 Replica (Blue Gun), FSB92F</i> . In the Qty on Hand, enter '0', in the Qty Required, enter '24'	The  icon above the search bar can be toggled to show either all Resources in the system or only those Resources associated with your Learning Center.
34	Click on the Save icon.	You must Save before selecting another category from the RRL
35	Select <i>Miscellaneous Material</i> from the dropdown list, then click the Edit button	
36	Select <i>Adversary Clothing/Uniform (Role Player)</i> . In the Qty on Hand, enter '0'. In the Qty Required, enter '10'. save	You must Save before selecting another category from the RRL
37	Select <i>Publications</i> from the dropdown list, then click the Edit button	
38	Scroll down the list and select <i>NWP 3-05, Naval Special Warfare</i> . Enter '0' in Qty on Hand,	We will add a second Publication, so do not Save yet.

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	and '24' in Qty Required	
39	Select a second Publication: <i>SWP 3-02, Superhero Tactical Operations</i> . Enter '0' in Qty on Hand, and '24' in Qty Required. Save.	Five resources have been selected from the RRL, and will be reflected in the TPP

NOTE: An updated RRL will be imported into CPM from LOM via EDE towards end of LOM development.