OPNAV INSTRUCTION 1540.51E

From: Chief of Naval Operations

Subj: SUBMARINE ON BOARD TRAINING PROGRAM

Ref: (a) OPNAVINST 1500.76C
(b) DoD Instruction 1322.26 of 16 June 2006
(c) NAVEDTRA 136
(d) OPNAVINST 1510.10C

Encl: (1) Definitions

1. Purpose. To delineate Submarine On Board Training (SOBT) program responsibilities and to provide guidance and procedures to be used by commands designated to develop, deliver, assess, and provide life cycle support for SOBT systems. This revision updates stakeholder titles and processes and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1540.51D.

3. Discussion. The SOBT program was established to provide for the coordinated, systematic, and centrally controlled determination of training requirements; maintenance and distribution of training materials; and prioritization of user feedback being incorporated into new and updated training products. The expense and planning associated with the introduction and support of modern on board training products, and the potential impact of those products on fleet readiness, requires close coordination and cooperation between fleet users, cognizant commanders, and training and trainer acquisition and life cycle maintenance activities. Enclosure (1) contains definitions of common and related terms associated with the SOBT program.

4. Applicability. This instruction applies to all classes of submarines and all aspects of submarine embedded and on board training.

5. Program Responsibilities

   a. Office of the Chief of Naval Operations, Undersea Warfare (OPNAV N97)

      (1) Provide overall policy, guidance, and coordination for SOBT and the SOBT program.
(2) Provide resource sponsorship for SOBT and the SOBT program, to include support for product development, compatibility testing, and life cycle management.

(3) Make appropriate program submissions and support the program objective memorandum program review and the planning, programming, budgeting, and execution process to provide SOBT and the SOBT program.

b. Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) Submarine Training Systems Manager (SEA 07TR)

(1) Manage and execute all submarine training programs, including the SOBT program.

(2) Develop planning and programming data for the SOBT program.

(3) Program for and perform funding execution for the SOBT program.

(4) Develop and maintain the NAVSEASYSCOM SOBT program management plan. Ensure plans provide life cycle management that includes product development, operability, compatibility testing, and periodic product review to ensure continued adequacy and accuracy. The NAVSEASYSCOM SOBT program management plan describes life cycle maintenance responsibilities for SOBT products. Operability and compatibility testing is a shared responsibility between NAVSEASYSCOM and the Submarine Learning Center (SLC) SOBT directorate. In fulfilling that responsibility, NAVSEASYSCOM has tasked Naval Undersea Warfare Center, Newport, RI to provide distance support and perform as the SOBT technical design authority, which supports SOBT product and simulation compatibility and operability testing.

(5) Ensure technical SOBT interactive multimedia instruction products comply with established quality assurance measures and training material configuration standards.

(6) Ensure adherence to Chief of Naval Operations directives and policies.

(7) Provide SOBT directorate proposed engineering change documents (e.g., ship alterations, engineering change proposals, Trident alterations, and the SEA 07TR training impact assessments) to assist and coordinate SOBT and SOBT program impacts.

(8) SEA 07TR directs program managers (PM) to review and sustain their products in regards to engineering change.

(9) Review and provide comment to SOBT directorate on the monthly status report.
c. Systems Command (SYSCOM) PM (NAVSEASYSCOM, Naval Air Systems Command, Space and Naval Warfare Systems Command)

   (1) Maintain a single point of contact within the procurement organization providing coordinated support for SOBT and the SOBT program.

   (2) Ensure that front-end analysis for new systems and equipment address SOBT material as an option in determining the respective training solution.

   (3) Ensure Navy training system plan (NTSP) for new acquisition and modernization programs address required on board training programs, per reference (a).

   (4) Procure on board training materials for new acquisition programs per the NTSP and ensure funding is provided for life cycle support and maintenance of approved training material. PMs have the same responsibility for technical SOBT products developed as part of their approved training solutions as with any other technical training product they deliver. The PM is responsible to maintain the SOBT products until the associated weapon system is removed from inventory.

   (5) Ensure all products are developed as delineated by the SLC SOBT directorate and Integrated Learning Environment as addressed in references (b) and (c).

   (6) Provide SOBT directorate proposed engineering change documents and the respective training impact assessments to assist and coordinate SOBT and SOBT program impacts.

d. Naval Education and Training Command (NETC)

   (1) Provide the primary point of contact for the shore-based training audio, visual, and information technology equipment.

   (2) Set Integrated Learning Environment standards and support the integration of afloat and shore-based training capabilities.

   (3) Provide the primary point of contact for subordinate activities involved in training material development to standards set by NETC.

e. Type Commander (TYCOM) Force Training (N7)

   (1) Develop and validate on board training requirements that are not addressed in the NTSP or other acquisition program documents.

   (2) Develop and validate on board training requirements for doctrine and tactical changes.
(3) Provide primary program inputs concerning the near-term and long-range operational training goals and requirements.

(4) Approve all new projects recommended for development subject to CNO funding approval.

(5) Establish fleet training requirements and training goals.

(6) Participate in the review process for SOBT material under development to ensure that these products will satisfy valid fleet training needs.

(7) Approve all material and trainers for SOBT and SOBT program use before fleet installation.

(8) Approve the annual SOBT priority list developed by SLC.

(9) Ensure complete reporting of formal SOBT technical training to be included in personnel records and Corporate enterprise Training Activity Resource System (CeTARS) entries, per reference (d).

f. SLC (SOBT Directorate)


(2) Develop submarine integrated learning environment compliant products for on board training.

(3) Provide oversight of SOBT product inventory control and periodic review.

(4) Distribute all SOBT program training materials via afloat-training hard disk drive or learning management system, or both, for forces afloat, and CD-ROM and DVD for others, as necessary.

(5) Provide primary fleet point of contact for all SOBT and SOBT program related matters.

(6) Support Submarine Force Mission Review Group and Submarine Force Training Committee Executive Board as the representative for SOBT and the SOBT program.

(7) Function as the primary SOBT program training material review and distribution approval authority. Verify SOBT program materials and formal training curricula are consistent and complementary.
(8) Provide primary support and fleet liaison for SOBT program introduction and fleet implementation.

(9) Provide support for the development and implementation of SOBT and SOBT program policy.

(10) Develop and maintain an annually updated SOBT priority list, reflecting TYCOM prioritized training requirements. Submit list to TYCOMs for approval.

(11) Review and comment on training and trainer proposals related to SOBT and the SOBT program.

(12) Provide day-to-day coordination between the acquisition organizations, the fleet, and training commands.

(13) Ensure that contracted training developers strictly adhere to SOBT standards for interactive multimedia instruction development as defined by SLC SOBT directorate and references (b) and (c).

(14) Ensure adequate range and depth of SOBT material are provided to NETC training activities for use in formal and responsive training within the Navy training claimancy.

(15) Ensure development guidance remains consistent with NETC integrated learning environment content development and references (b) and (c).

(16) Ensure coordination within SLC for development of all products from initial product kickoff meeting through issuance of the product.

(17) Coordinate the review and approval of the training material and review of submarine interactive electronic technical manuals, including coordination with SLC training directorate.

(18) Ensure developed SOBT products are compatible with appropriate submarine local area networks, learning management system and the NETC electronic classrooms and, if required, in federated combat systems.

(19) Coordinate life cycle maintenance of all SOBT material and equipment. Is responsible for those products for which SLC or the fleet have identified the requirement and developed the SOBT product. SLC SOBT directorate has the same responsibility to sustain throughout the life cycle of the requirement identified by SLC or the fleet.

(20) Provide semi-annual return on investment data to OPNAV N97 and SEA 07TR to substantiate and justify SOBT budgets.
(21) Manage inventory of SOBT products to include a periodic evaluation of the need to replace, upgrade, or delete specific training products.

(22) Update and provide monthly status report to SEA 07TR regarding status of all NAVSEASYSCOM-funded products under development.

(23) Announce the issue of new or revised SOBT products through naval messages, periodic newsletters, briefs at submarine homeports, or a combination of these methods.

(24) Review proposed engineering change documents and provide training impact assessments to the respective PM and to SEA 07TR to identify SOBT and SOBT program impacts.

(25) Maintain usage records of each SOBT product by hull, crew, and rating. Use usage data records to evaluate which products to maintain, update, or delete.

g. SLC (Training Directorate)

(1) Provide subject matter experts to SOBT directorate and PMs for product in-process reviews.

(2) Provide instructor personnel for voice over video as required.

(3) Retain curricula control authority over integration of SOBT products into existing or modified courses.

(4) Coordinate with SOBT for formal curriculum product development.

(5) Enter completion data into CeTARS from completion report forms supplied by the fleet for formal SOBT technical training completed on board.

(6) Ensure that SOBT is clearly identified in applicable training paths when required to be conducted on board, especially if the only training is provided on board.

(7) In coordination with the SLC SOBT directorate, ensure that SOBT technical training is identified with and included in the various rating training paths and identified in respective NTSPs and the submarine training program master plan of August 2016.

h. Other Activities. All activities that produce on board training material, which may be applicable for submarine use, will provide a copy to SLC SOBT directorate for SOBT program review and approval.
6. **Program Development Process.** To ensure consistent training product development, review, approval, and delivery, an annual SOBT program development process is established. Refer to subparagraphs 6a through 6g.

   a. **Requirement Phase (January – March fiscal year [FY]-XX).** During this phase, proposed requirements for on board training capabilities are established by SOBT directorate and SOBT users. The SOBT directorate will use as a guide each Mission Chair’s proposal for SOBT product development as proposed during the Submarine Force Mission Review Group and Submarine Force Training Committee Executive Board. Maintaining a record of source of origin, every proposed on board training requirement will be assigned an SOBT identification (SOBT ID) number and tracked in the SOBT ID (product development) database.

   b. **Requirement Prioritization (April – May FY-XX).** The SOBT directorate will assess each on board training requirement with respect to: (1) training under development (including other centers); (2) the operational commander’s perspective related to tactical and technical immediacy; and (3) that ship systems manual changes are reflected in affected submarine qualification products and have the same priority as the technical change. Based on this assessment, the SOBT staff will prioritize each new requirement in relation to previously established requirements, and forward a summary of recommendations in the annual SOBT priority list to the commanding officer, SLC, and to TYCOM N7s for approval.

   c. **Requirement Validation (Jun FY-XX+1).** The SOBT priority list will be presented to OPNAV N97 and SEA 07TR for approval and programming in next FY.

   d. **Acquisition and Development (FY-XX+1).** The appointed PM will take steps to procure the necessary training material to meet the training requirements, following the procedures outlined in the NAVSEASYSCOM SOBT program management plan.

   e. **Distribution Approval.** SOBT directorate will certify the technical and tactical accuracy of the material content when the format requirements have been met. The SOBT directorate will then validate that the material will be effective in the on board training environment and approve it for distribution.

   f. **Fleet Distribution.** SOBT directorate will direct distribution of material, as appropriate.

   g. **Program Maintenance**

      (1) PMs will plan for adequate life-cycle maintenance of all SOBT material and equipment and ensure that their material reflects the most current fleet configuration.

      (2) The fleet and PMs will continually assess existing SOBT material for relevance. All concerns relative to material accuracy and effectiveness will be addressed to SLC for appropriate action.
(3) SOBT directorate will recommend to OPNAV N97 and SEA 07TR the removal of technical SOBT material when it is no longer required to support fleet training needs. The removal recommendation will be submitted with the SOBT priority list.

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

8. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N97 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.


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Releasability and distribution:
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DEFINITIONS

1. Distributed Learning. Structured learning that is mediated with electronic technology and does not require the physical presence of an instructor.

2. Embedded Training. Capabilities built into, strapped onto, or plugged into materiel systems to train, sustain, and enhance individual and crew skill proficiencies necessary to operate and maintain the equipment.

3. Interactive Multimedia Instruction. Products include electronic products used in the delivery of instruction or supporting the delivery of instruction and apply to interactive multimedia instruction in weapon systems and training systems or as a standalone training product. Interactive multimedia instruction may consist of interactive courseware; electronic publications, such as electronic guide or interactive electronic technical manual; electronic testing; simulation; and electronic management tools, such as electronic performance support system, computer aided instruction, computer managed instruction, and electronic job aids.

4. Integrated Learning Environment. A strategic initiative that will enable the Navy to meet objectives by providing individually tailored, high quality learning and performance aids in order to achieve the best fit between the person and the work that is to be performed. Refer to http://www.netc.navy.mil/ile for additional details and reference materials. See reference (a).

5. On Board Training. On board training encompasses all methods and media for delivery of training on board.

6. Submarine On Board Training (SOBT) Training Material. Interactive courseware developed by a PM or the SOBT program for delivery on board and portable to shore-based training.

7. Technical Interactive Multimedia Instruction. Developed by a SYSCOM as part of the overall training system to deliver operation and maintenance training for a weapon system and is considered formal training on board.