

Command Training Plan Minimum Requirements

Operations Department

| Training Subject | Minimum Learning Objectives | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Identified Weaknesses and Emergent Requirements | As Applicable | X | X | X | X | X | X | X | X | X | X | X | X |
| Reserve/Active Programs | <ul style="list-style-type: none"> • Program Authorizations • Active Programs (Officer/Enlisted) • Reserve Programs (Officer/Enlisted) | X | X | X | X | X | X | X | X | X | X | X | X |
| Awards and Recognition | <ul style="list-style-type: none"> • RCAP • NRD • Region • NRC | X | | | X | | | X | | | X | | |
| WEBSTEAM | <ul style="list-style-type: none"> • System Function/Purpose • Report Analysis | | X | | | | | | | X | | | |
| SMART | <ul style="list-style-type: none"> • System Function/Purpose • ASAD • SOAR Development • Territory Breakdown | | X | | | X | | | X | | | X | |
| RPMS | <ul style="list-style-type: none"> • System Function/Purpose • Planner/Itinerary Development • PATE Analysis (Officer/Enlisted) • Applicant Log Analysis | | | X | | | X | | | X | | | X |
| VALOR | <ul style="list-style-type: none"> • Roadmap/Prospect Engagement Skills • Whiteboard/PSVP • Objections/Discovery Questions • POINTS/Coaching | | X | | | X | | | X | | | X | |
| Prospecting | <ul style="list-style-type: none"> • Phone/LEADS • PDC/Social Networking • Referrals • COI Development | X | | | X | | | X | | | X | | |
| WEBRTOOLS/CIRIMS | <ul style="list-style-type: none"> • Database Maintenance • Market Segments • Working Tickler • Market ID/Penetration | | X | | | X | | | X | | | X | |
| High School/College Program | <ul style="list-style-type: none"> • Purpose/Goals • Yearly Planning • VALOR Presentations • Relationship Building | | | X | | | X | | | X | | | X |
| Applicant Processing | <ul style="list-style-type: none"> • Testing (Officer/Enlisted) • Kit Development/Quality • Waivers • JPAS / NASIS | X | | | X | | | X | | | X | | |

Command Training Plan Minimum Requirements

Operations Department Continued

| Training Subject | Minimum Learning Objectives | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|---|--|--------|-----|-----|--------|-----|-----|--------|-----|-----|--------|-----|-----|
| DEP Leadership & Management (Officer/Enlisted) | <ul style="list-style-type: none"> • DEP Meeting Development/Procedures • Contact Requirements/Reports • Attrition Analysis(DEP,RTC,OCS,ODS) • Referral Techniques | | X | | | X | | | X | | | X | |
| NAVCRUITSTA Inspections | As Applicable | | | X | | | X | | | X | | | |
| Command Inspection Trend Analysis | N7 Provided Training | X * | | | X * | | | X * | | | X * | | |
| Marketing Operations Plan (MOP) | <ul style="list-style-type: none"> • Purpose and Responsibilities • Development • Utilization and Analysis • Program Calendars | | X | | | X | | | X | | | X | |

NOTE: Minimum Learning Objectives is required minimum training to be given throughout the FY. They are not to be taught at one time.

- **Example:** Under the topic SMART, Minimum Learning Objectives require System Function/Purpose, ASAD, SOAR Development, and Territory Breakdown to be taught in Nov, Feb, May, and Aug. At a minimum, ONLY one Minimum Requirement shall be taught in Nov, another in Feb, etc... to achieve the required training throughout the year.
- Asterisk(*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

Command Training Plan Minimum Requirements

Enlisted Processing/Classifier Training

| Training Subject | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | sept |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 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 Requirements | X | | | X | | | X | | | X | | |
| NAVET/OSVET Processing | | X | | | | | | X | | | | |
| Dependency | X | | | | X | | | | X | | | |
| Program Eligibility | | | X | | | | | | | | | X |
| Enlistment Bonuses/LRP | X | | | X | | | X | | | X | | |
| Nuclear Field Program | | X | | | | | X | | | | | |
| Education Verification | | | X | | | | | X | | | | |
| Testing(ASVAB, NAPT, ETC) | | | | X | | | | | X | | | |
| SF-86 Processing & Tracking | | | | | X | | | | | X | | |
| NASIS/JPAS | X | | | X | | | X | | | X | | |
| Custody Determination | | | | | | X | | | | | | X |
| Prohibited Practices | X | | | | | | | X | | | | |
| Financial Statements | | | | | X | | | | | | X | |
| Waivers/Eligibility Determinations/Physical Violence | | | X | | | X | | | | X | | |
| PSSQ Requirements & Procedures | | | | | | X | | | | | X | |
| Reclassification/Roll-out Procedures | | X | | | | | X | | | | | |
| NAPT security & Reporting Procedures | | | X | | | | | X | | | | |
| Navy Challenge Program | | | | | X | | | | | | X | |
| Command Inspection Trend Analysis | X* | | | X* | | | X* | | | X* | | |
| VALOR - PSVP/Objection Handling | | X | | | X | | | X | | | X | |

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Command Training Plan Minimum Requirements

Operations Administration Department Training

| Training Subject | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 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/Kit Processing | | | | X | | | | X | | | | X |
| Customer Service | X | | | | X | | | | X | | | |
| DEP/RTC/OCS 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 | | | |
| Command Inspection Trend Analysis | X* | | | X* | | | X* | | | X* | | |

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Command Training Plan Minimum Requirements

Administration Department

| Training Subject | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | sept |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 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 | | | | | | | | |
| Legal | X | | | X | | | X | | | X | | |
| Reports Management | | | X | | | | | | X | | | |
| Personal Awards | | | | X | | | | | | X | | |
| Security Clearance | 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 | | | | | |
| SDAP | | | X | | | | | | X | | | |
| Freedom of Information Act | X | | | | | | X | | | | | |
| GLH | X | | | | | | X | | | | | |
| Customer Service | X | | | | | X | | | | | X | |
| Inter/Intra District Transfers | | | | | X | | | | | | | X |
| Canvasser Recruiter (CANREC) Program (BUPERSINST 1001.40) | | | | | | | | | | | X | |
| SITREP Procedures | | | X | | | X | | | X | | | X |
| Command Inspection Trend Analysis | X* | | | X* | | | X* | | | X* | | |

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Officer Processing

| Training Subject | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | sept |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Identified Weaknesses and Emergent Requirements | X | X | X | X | X | X | X | X | X | X | X | X |
| BASIC ELIGIBILITY REQUIREMENTS (CH2) | | | | | | | | | | | | |
| Citizenship | X | | | | | | | | | | | |
| SSN Requirements | | X | | | | | | | | | | |
| Education Requirements | | | X | | | | | | | | | |
| Professional Qualifications | | | | X | | | | | | | | |
| Physical Requirements | | | | | X | | | | | | | |
| Medical Documentation/Physical Examinations | | | | | | X | | | | | | |
| Drug & Alcohol Screening Requirements | | | | | | | X | | | | | |
| Waivers | | | | | | | | X | | | | |
| OFFICER PROGRAMS PROCESSING (CH 4) | | | | | | | | | | | | |
| General Processing Information | | X | | | | | | | X | | | |
| Applicant Testing | | | | | | | | | | X | | |
| Application Preparation and QA | | X | | | X | | | X | | | X | |
| Application Submission Procedures | | | X | | | | X | | | | | X |
| NAVET/OSVET Processing | X | | | | | | | | | | | |
| JAG/CTO Processing | | X | | | | | | | | | | |
| Recall Processing/Submission | | | X | | | | | | | | | |
| NASIS/JPAS/SCROLL Procedures | | | | X | | | | | | | | |
| Enlistments/Commissioning/Superseding Appointments | X | | | | X | | | | X | | | |
| Orders | | | | | | X | | | | | | |
| Discharges | | | | | | | X | | | | | |
| Reserve Affiliations | | | | | | | | X | | | | |
| OFFICER DEP MANAGEMENT (CH8)/FORMS COMPLETION (CH7) | | | | | | | | | | | | |
| Collegiate Management and Reporting | | | X | | | | | X | | | | X |
| Collegiate Academics | | | | | | | | | | X | | |
| Collegiate Medical/Physical | | | | | | | | | | | X | |
| Collegiate Readiness | | | | | | | | | | | | X |
| Collegiate Advancement | X | | | | | | | | | | | |
| Collegiate Leave and Liberty | | X | | | | | | | | | | |
| CIRIMS | | | X | | | | | X | | | | |
| MEDWAIVE Procedures | | | | X | | | | | | | | |

Command Training Plan Minimum Requirements

Leads Production Team

| Training Subject | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | sept |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Identified Strengths/Weaknesses/Emergent Requirements/POA&Ms | X | X | X | X | X | X | X | X | X | X | X | X |
| Navy Advertising Leads Tracking System (NALTS) | X | | | X | | | X | | | X | | |
| AC/RC Officer & Enlisted Basic Eligibility Requirements | | | X | | | X | | | X | | | X |
| Advertising Analysis (NP/DM/OM) Reports* | X | | | X | | | X | | | X | | |
| Local/National Leads Generation/Processing | | X | | | X | | | X | | | X | |
| Overdue LEADS Reporting | | | X | | | X | | | X | | | X |
| Advertising Plan/Budget | X | | | | | | X | | | | | |
| Conversion Rates/Ratios | | X | | | X | | | X | | | X | |
| Advertising Placement Procedures | X | | X | | X | | X | | X | | X | |
| WEB RTools/CIRIMS Interface | X | | | X | | | X | | | X | | |
| Local Direct Marketing(LDM) Web Order System | X | | X | | X | | X | | X | | X | |
| Station Visit Procedures | | X | | | | | | X | | | | |
| Command Structure and Communication | | | X | | | | | | X | | | |
| Command Inspection Trend Analysis | X* | | | X* | | | X* | | | X* | | |

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Supply Department

| Training Subject | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | sept |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Identified Weaknesses and Emergent Requirements | X | X | X | X | X | X | X | X | X | X | X | X |
| Procurement | X | | | | | | X | | | | | |
| Vehicle Management | | X | | | | | | X | | | | |
| Official Mail Management | | | | | X | | | | | | X | |
| Out-of-Pocket Expenses | | | | X | | | | | | X | | |
| Communications | | | X | | | | | | X | | | |
| Plant/Minor Property | | X | | | | | | X | | | | |
| Accounting/Budget Planning | | | | | X | | | | | | X | |
| Travel | | | | | | X | | | | | | X |
| Facilities Management | | | | | | X | | | | | | X |
| Command Inspection Trend Analysis | X* | | | X* | | | X* | | | X* | | |

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