COMNAVAIRPAC/COMNAVAIRLANTINST 3502.1
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COMNAVAIRPAC/COMNAVAIRLANT INSTRUCTION 3502.1

From: Commander, Naval Air Force, Pacific
        Commander, Naval Air Force, Atlantic

Subj: AIR COMBAT TRAINING CONTINUUM PROGRAM

1. Purpose. To provide guidance, delineate procedures and assign responsibilities for the management of the Air Combat Training Continuum (ACTC) Program, Sierra Hotel Aviation Readiness Program (SHARP) Learning Management System (LMS), ACTC Weapons and Tactics Instructor (WTI) qualifications, Air Combat Weapons and Tactics (ACWT) syllabus and Air Combat Training System (ACTS) that provide standardized and enhanced flight crew training at post-Fleet Replacement Squadron (FRS) levels.

2. Cancellation. COMNAVAIRFORINST 3502.1C

3. Discussion

    a. The ACTC Program provides the infrastructure and content necessary for standardized and enhanced flight crew guidelines at the post-FRS level to increase flight crew readiness and war-fighting capabilities while achieving economies and efficiencies in the process. ACTC is a progressive, five-tiered career continuum comprising academic, simulator and flight events. The ACTC Qualification levels are:

LEVEL		TRAINING PHASE CLASSIFICATION
L1	(100 series events)	FRS COMPLETE
L2	(200 series events)	INTERMEDIATE (*)
L3	(300 series events)	MISSION/POSITIONAL (*)
L4	(400 series events)	ADVANCED (*)
L5	(500 series events)	WTI

(*) Each community will specify qualification/designation titles that satisfy community requirements.

   b. The ACTC Program consists of three pillars: WTI, ACWT and
ACTS. Overall, the ACTC Program directly relates with the
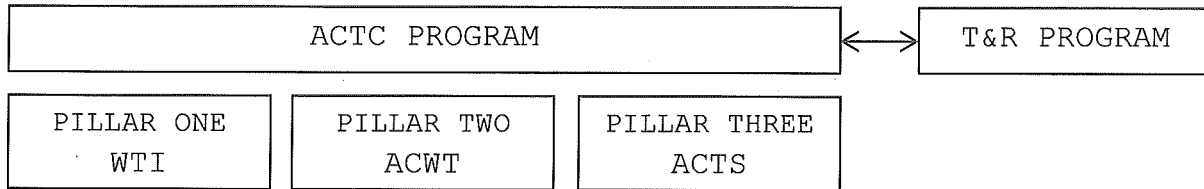Training and Readiness (T&R) Program.

ACTC PROGRAM	←→	T&R PROGRAM

PILLAR ONE WTI	PILLAR TWO ACWT	PILLAR THREE ACTS

FIGURE 1. ACTC THREE PILLARS OF TRAINING

        (1) Pillar One – WTI program. WTI provides a cadre of
formally trained instructors tasked to implement and administer
the ACWT program at Naval Aviation Warfighting Development Center
(NAWDC), Type Wing Weapons Schools (TWWS) Weapons Training Units
(WTU) and Fleet Squadrons. Each community is responsible for
establishing a WTI course designed to graduate ACTC Level Five
instructors who are fully qualified to plan, instruct and execute
the community ACWT program. The objective is for each WTI
graduate to serve in an NAWDC, weapons school, fleet squadron or
FRS billet as manager of their respective ACTC program. Each WTI
course may include flight/simulator instruction, command and
control integration, mission planning and academics, all of which
are based upon community requirements.

        (2) Pillar Two – ACWT syllabus. ACWT syllabus is a
comprehensive training, qualification and certification document
that includes academics, courseware, classroom, simulators,
flights and an external STAN-EVAL process, as detailed in the Wing
Training Manual (WTM) or similar document. The ACWT syllabus
provides a framework for individual aircrew training at the post-
FRS level and in turn sets the standards for tactical proficiency
and combat readiness. Each community is responsible for the
development, establishment and periodic review of its ACWT
Syllabi. Each syllabus objective is designed to standardize fleet
squadron training throughout the community, to maximize tactical
proficiency, establish readiness standards and to increase combat
effectiveness. Designations will be tailored to satisfy community
qualification requirements. Each community ACWT syllabus, with
associated qualification and currency guidance, will be
promulgated via the Type Wing/Joint Type Wing Training Manual and
tracked on the SHARP Syllabus Module. Commander, Naval Air Force,

Pacific/Commander, Naval Air Force Atlantic (COMNAVAIRPAC/COMNAVAIRLANT) will provide an advisory role to ensure conformance with Training and Readiness (T&R) directives.

(3) Pillar Three - ACTS. ACTS consists of classified web-based courseware designed to support WTIs and fleet aircrew, both ashore and afloat, hosted and run/accessed on SHARP LMS.

(a) SHARP LMS is a software application developed to provide courseware and reference document functionality, primarily in the classified Secret Internet Protocol Router Network (SIPRNET) environment. SHARP LMS assists administrators in performing the functions of tracking of student registration, scheduling, gathering and processing student performance data student/instructor functions. SHARP LMS provides the student with an integrated view of the entire active courseware, assignments and progression in a syllabus that spans multiple courses. SHARP LMS also provides instructors and training administrators a means to provide feedback on student performance, as well as track student progress, at the individual, qualification pipeline and unit level. SHARP LMS establishes a common blueprint and set of data for managing instructional content and student performance data, thereby increasing opportunities to share instructional resources across naval aviation community syllabi. SHARP LMS utilizes web-server technology that allows administration over the Web.

(b) This interactive courseware and computer aided instruction enables flight crew access to complete level 2/3/4 courseware on SIPRNET. Completion of the courseware is a prerequisite for attaining various qualifications under the ACWT syllabus.

(4) T&R Program. The ACTC program produces aircrew qualification levels necessary in a unit's Training and Readiness Matrix. COMNAVAIRPAC/COMNAVAIRLANT, as the Model Manager for the T&R program, assists Type Wings/TWWS/WTUs in mapping their ACTC simulator and flight events with the relevant tasks in their community T&R Matrices. Therefore, the ACTC simulator and flight events contribute to T&R Matrix task completion (T&R Program) while concurrently leading toward increased ACTC qualification levels (ACTC Program).

4. <u>ACTC Oversight</u>

a. Chief of Naval Operations (OPNAV) N98 serves as the ACTC program resource funding sponsor providing funds to satisfy community requirements through the Program Objective Memorandum (POM) and budgeting processes to both Naval Air Systems Command (NAVAIR) Naval Aviation Training Systems program office (PMA-205) and COMNAVAIRPAC/COMNAVAIRLANT.

b. Commander, Naval Air Systems Command PMA-205 serves as the SHARP LMS Model Manager in planning, programming, budgeting and managing the program. NAVAIR PMA-205 serves as the ACTS training Acquisition Manager in acquiring and developing new ACTS training courseware, to include any Engineering Change Proposal revisions to existing training. NAVAIR PMA-205 duties also include:

(1) Program management and oversight that prioritizes and approves requirements and allocates resources to support hardware and equipment supporting ACTC post-FRS flight crew training courseware and network access. When required, PMA-205 liaises with other services and agencies to facilitate conduct of SHARP LMS.

(2) Maintenance of the distributed training network for SHARP LMS that provides connectivity between the communities TWWS/WTU, NAWDC and squadrons both locally and at forward deployment sites aligned with the Navy's Cyber Security, Information Assurance architectures, including Navy Marine Corps Intranet (NMCI), OCONUS Navy Enterprise Network (OneNet) and Internet Storage Name Service (ISNS).

(3) Receiving fleet inputs and establishing recommended program priorities for presentation to the Training Systems Naval Aviation Requirements Group (TS NARG).

(4) Setting SHARP LMS policies to maintain system confidentiality, safeguards, firewalls, ensure classified information security and to prevent migration of personal training performance records beyond the level of unit commanding officers per current Department of Defense (DoD) and Chief of Naval Operations (OPNAV N2/N6) instructions and directives.

(5) Establishing an Integrated Project Team (IPT) with a representative: COMNAVAIRPAC/COMNAVAIRLANT ACTS, Contracting

Officer, Contracting Officer Representative, Instructional Systems Designer, ACTS Educational Specialists, Information Technology, Information Assurance, NAWDC, Wing Weapons School, Weapons and Tactics Unit, Contractors and SHARP LMS. NAVAIR PMA-205 Program Manager is responsible for leading the effort and IPT while seeking to understand and meet customer requirements. This is achieved through inclusion of the IPT members in the management of the effort. The Project Team needs to be apprised of the ACTS initiative's progress and status through regular reporting mechanisms; a knowledge management mechanism, to ensure that all relevant materials on the ACTS initiative are readily accessible to those with authority to access them; data sources and reporting plans for labor, material and property; and risk mitigation plan.

    (6) Establishment of a Technical Interchange Project Team (TIPT) that convenes quarterly with members from the IPT to exchange innovations, efficiencies, lessons learned, improvements to reduce risk, improve process, standards and metrics.

    (7) Establishment of a SharePoint site that includes information on: ACTC Program Instruction, Project Management Plans, Project Statements of Works (SOWs) and Contract Data Requirements Lists (CDRLs), Project Schedule showing major milestones and Contractor Monthly Progress Reports with standardized metrics/data.

    (8) Collection and analysis of monthly data and metrics from the contractors to include: Number of Hours it takes to develop training by type Interactive Courseware (ICW), Computer Aided Instruction (CAI), Number of Days Completion Time, Number of Pages Developed, Number of Frames Developed, Number of Days for training to be approved by the Government, Number of days it takes to upload and receive approval of training in SHARP LMS for use. In addition, the following metrics must be provided by the contractor: Total Turn Around Time (Days), Total Hours Worked (Days), Total Wait Time (Days) and Total Rework Time (Days).

    (9) Development of syllabus and courseware that delivers high quality training materials to fleet aviators.

  c. NAWDC serves as WTI program Model Manager in planning, programming, budgeting and allocating resources necessary to support WTI training qualification programs.

d. Type Wing Commander serves as the Type/Model/Series (T/M/S) Model Manager for ACWT. This model manager role may be delegated to the Type Wing Weapons School or Weapons and Tactics Unit, as appropriate and is responsible for primary oversight, management, policy/requirements and decision-making organization for that community.

5. ACTC Program Roles and Responsibilities

a. COMNAVAIRPAC serves as the ACTC Program Model Manager, responsible for:

(1) Effective program management and oversight that prioritizes and approves requirements and allocates resources for training courseware revision and maintenance (R&M) and ACTS support for community specific post-FRS flight crew training.

(2) Fleet advocacy of the ACTC program to NAVAIR and OPNAV.

(3) Obtainment and allocation of resources necessary to support ACTC program, to include R&M and fleet support.

(4) Establishment of an IPT that includes the following representatives: Contracting Officer, Contracting Officer Representative, Instructional Systems Designer, ACTS Educational Specialists, Information Technology, Information Assurance, NAWDC, Wing Weapons School, Weapons and Tactics Unit, Contractors and SHARP LMS. Responsible for leading the effort and IPT while seeking to understand and meet customer requirements. This is achieved through inclusion of the IPT members in the management of the effort. The Project Team needs to be apprised of the ACTS initiative's progress and status through regular reporting mechanisms; a knowledge management mechanism, to ensure that all relevant materials on the ACTS initiative are readily accessible to those with authority to access them; data sources and reporting plans for labor, material and property; and risk mitigation plan.

(5) Establishment of a TIPT that convenes quarterly with members from the IPT to exchange innovations, efficiencies, lessons learned, improvements to reduce risk, improve process, standards and metrics.

(6) Continuous evaluation of T/M/S Fleet Synthetic Training-Aviation capabilities for incorporation into ACTC curriculum.

(7) Collection and analysis of monthly data and metrics from the contractors to include: Change Request (CR) Type, Number of Days Completion Time, Number of Days CR placed into Work for Validation, Number of Pages Affected, Number of Frames Affected, Number of Days for CR to be Approved for Revision by the Government, Number of Days it takes to complete CR Completion Time, Number of Days for Government Review of CR changes, Completion Time, Number of Days for Upload into SHARP LMS and when ready for use on SHARP LMS.

(8) Receiving annual fleet inputs of the ACTC program and establish program priorities for presentation to the TS NARG.

b. NAWDC serves as the WTI Program Model Manager, responsible for:

(1) Program management and oversight that prioritizes and approves requirements and allocates resources to support WTI training and qualification programs.

(2) Establishment of in-house T/M/S ACTC representatives from each community.

(3) Coordination with TWWS/WTU to align weapons/tactics and procedures with NAWDC procedures.

(4) Assisting TWWS/WTUs in supporting the Standardization Evaluation (STAN-EVAL) process.

(5) Providing ACWT curricula standards.

(6) Assisting, supporting and coordinating with the TWWS/WTUs to ensure all integrated force training programs are complementary, standardized, effective and current.

(7) Development and standardization of T/M/S WTI programs.

c. Commander, Patrol and Reconnaissance Group/Type Wing Commanders serve as the Community Model Manager for ACWT. This model manager role may be delegated to the Type Wing Weapons

School or Weapons and Tactics Unit, as appropriate. Responsible for:

(1) Effective program management and oversight that prioritizes and approves requirements and allocates resources to support ACWT training and qualification programs.

(2) Development, management, approval and T&R integration of their community ACWT syllabi.

(3) Establishment of a community WTI course (through coordination with NAWDC that trains and qualifies WTI candidates for WTI designation. Liaise with NAWDC regarding WTI course requirements.

(4) Issuing ACWT syllabi with qualification and currency guidance. Ensure that each ACWT syllabus event is mapped directly to T&R Matrix tasks. This map shall be depicted in the T/M/S ACTC Task Mapping Page of the T&R Matrix. To facilitate accuracy in T&R reporting, each ACWT grade sheet shall list the associated T&R tasks accomplished during that event and will be linked to appropriate readiness qualifiers in SHARP when entered in SHARP Syllabus Module.

(5) Establishing, directing, supporting and manning a TWWS/WTU to satisfy post-FRS training requirements.

(6) Promulgating guidance for the WTI selection process.

(7) Coordination of aircraft and maintenance support for WTI courses.

(8) Annual review and validation of community ACWT Level 2/3/4 syllabi, and prioritize changes to the syllabus, associated courseware and other references. Submit these results to COMNAVAIRPAC ACTC office.

(9) Identification, validation and submission of community ACTC training requirements to COMNAVAIRPAC/COMNAVAIRLANT annually.

(10) Conduct WTI syllabus review and oversee candidate selection.

d. TWWS Commanding Officers (CO), Officers in Charge (OIC), WTU OICs. Responsible for:

(1) Monitoring the progress of aircrew through the Type Wing ACTC Program via WTI/Training Officer interface.

(2) Standardization of flight and trainer evaluation briefs and debriefs.

(3) Production, maintenance and distribution of trainer and flight syllabus materials to support the ACTC program. TWWS/WTU are responsible for determining syllabus requirements and coordinating with NAWDC and COMNAVAIRPAC for syllabus changes that have flight hour, simulator or courseware implications.

(4) Monitoring the progress of WTI qualifications.

(5) Advising the Type Wing Commander during the WTI selection process on the applicant's past performance and potential to fulfill the duties of a WTI.

(6) Coordination with NAWDC ACTC community representatives regarding community ACWT syllabi. Collect aircraft model and related ACWT syllabi change recommendations.

(7) Discussing changes during ACWT working group meetings and present recommended syllabus changes to community.

(8) Performing platform-specific ACTC training and evaluation.

(9) Supervising, conducting Quality Assurance (QA) and updating development of ACWT integration with the SHARP Syllabus Module (SIPR or NIPR, as required).

(10) Providing Subject Matter Experts (SME) for content expertise during the courseware development and R&M processes.

(11) Avoiding, identifying and eliminating development or sustainment of redundant courseware.

(12) Identification and prioritization of ACTC courseware R&M requirements for each Fiscal Year Program Review.

(13) QA, validation and approval of ACTS courseware.

(14) Supporting applicable Reserve Type Wing Commanders WTI requirements.

e. Squadron Commanding Officers. Responsible for: Nomination of qualified aircrew for WTI training. Establishment and maintenance of a squadron ACTC program. Designation of aircrew as qualified at each successive ACTC level.

f. Weapons and Tactics Instructor. Responsible for overall conduct of the squadron, ACTC Program, Aircrew instruction, evaluation of Aircrew, acting as squadron point of contact for ACTC courseware change inputs, and errata to Weapons School for submission to R&M contracts.

W. L. EWALD
Chief of Staff

D. L. CHEEVER
Chief of Staff

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