**T&R MATRIX SUBMISSION CHECKLIST**

T&R Matrix: Click here to enter text.   
Date of previous approval: Click here to enter a date.  
Type Wing Rep and Contact Info: Click here to enter text.

*T&R matrix submission package:*

T&R matrix (all tabs in compliance with Appendix A of CNAP/CNALINST 3500.1B)  
 This checklist   
 Explanation of all changes (consider submitting duplicate T&R matrix with changes highlighted)  
 Expected readiness impact  
 Anticipated resourcing impact, including ordnance  
 Implementation plan (i.e., which units will update when)  
 Baselining plan, as necessary  
 Status of Wing Training Manual (WTM) update. Current WTM approval date: Click here to enter a date.  
 Status of Current Readiness standards update, including E-pillar thresholds. Current version approval date: Click here to enter a date.  
 If there are any NMETL changes, use NMETL Submission Checklist as well

*Upon CNAP N40D receipt of submission package:*

CNAP N40D receipt date: ­­Click here to enter a date.  
 CNAL N40D review completion date: Click here to enter a date.  
 CNAL N403 NCEA review completion date: ­­­­­Click here to enter a date.  
 100% T&R hours and sim contribution review complete with N8/N40 FHP   
 Analysis of expected readiness reporting effects complete  
 Analysis of resourcing requirements complete  
 T&R matrix properly formatted, including T&R hours  
 Approval date: Click here to enter a date.

*Upon CNAP approval:*

CNAP N40D promulgate approved matrix and implementation plan to CNAL N40D, type wing, and SHARP reps.

CNAP N40D submit NMETL change (if applicable)  
 CNAP N40D add new matrix to SHARP Library / Readiness Reference Tool  
 CNAP N40D print hard copy for office file  
 CNAP N40D track SHARP list update status  
 Type Wing submit copy of signed, updated WTM to CNAP N40D. Date: Click here to enter a date.  
 Type Wing submit updated Current Readiness to NAE, cc CNAP N40D. Date: Click here to enter a date.  
 Type Wing direct submission of unit CRAs and DRRS-S commander’s assessments per implementation (and baselining) plan.  
 CNAP N40D verify all updated reporting complete in DRRS-S. Date: Click here to enter a date.

**NMETL SUBMISSION CHECKLIST**

NMETL: Click here to enter text.   
Date of previous approval: Click here to enter a date.  
Type Wing Rep and Contact Info: Click here to enter text.

*NMETL submission package:*

NMETL changes  
 This checklist   
 Explanation of all changes   
 Any expected readiness and or resourcing impact, including ordnance  
 Status of Current Readiness standards update, including E-pillar MET mapping. Current version approval date: Click here to enter a date.

*Upon CNAP N40D receipt of submission package:*

CNAP N40D receipt date: ­­Click here to enter a date.  
 CNAL N40D review completion date: Click here to enter a date.  
 Analysis of expected readiness reporting and resourcing effects complete  
 Inform P-pillar (CNAL N1 and N40D) and E-pillar (CNAL N423) of any pillar mapping changes.  
 CNAP N40D submit in NTIMS and via SIPRNET e-mail to USFF N7. Date: Click here to enter a date.

*Upon USFF approval:*

CNAP N40D promulgate approved NMETL to CNAL N40D, type wing, and P and E pillar reps  
 P and E pillar reps ensure pillars are re-mapped to new NMETL  
 CNAP N40D NMETL Manager add new NMETL to office files  
 Type Wing submit updated Current Readiness Standards to NAE, cc CNAP N40D. Date: Click here to enter a date.  
 Type Wing direct submission of unit CRAs and DRRS-S commander’s assessments per implementation (and baselining) plan.  
 CNAP N40D verify all updated reporting complete in DRRS-S and NRRE. Ensure all pertinent P, E, T pillars and MET assessments are populated properly. Date: Click here to enter a date.