



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 3502.1B
N87
18 July 2000

OPNAV INSTRUCTION 3502.1B

Subj: SURVEILLANCE TRAINING AND OPERATING PROCEDURES
STANDARDIZATION (SURTOPS) PROGRAM

Ref: (a) OPNAV P-751-1-9-97 (NOTAL)
(b) OPNAVINST 1500.76
(c) MILHD 1379/1 and 1379/2
(d) MILPRF 29612
(e) OPNAVINST 1500.51B (NOTAL)

1. Purpose. To provide for the support of the Surveillance Training and Operating Procedures Standardization (SURTOPS) Program in order to increase the operational effectiveness of the Integrated Undersea Surveillance System (IUSS). This instruction has been revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST C3502.1A and OPNAVINST 1500.55.

3. Definitions

a. Chief of Naval Operations (CNO) SURTOPS Coordinator. An individual possessing broad experience in current operational undersea surveillance procedures assigned to oversee the SURTOPS Program for the CNO.

b. SURTOPS Coordinator. An officer possessing broad experience in current undersea surveillance operations who is assigned the primary duty as SURTOPS Coordinator in each operational IUSS shore command.

c. Principal Development Activity (PDA). The agency with technical and management responsibility for the development of IUSS Navy Training Plans (NTP's). Commander, Space and Naval Warfare Systems Command (COMSPAWARSSYSCOM (PD-18)) is assigned PDA responsibilities for the IUSS.

d. Training Agent (TA). The headquarters or command exercising command of and providing support to a major increment

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of the Navy's formalized training effort. The IUSS TA is Commanding Officer, Submarine Training Facility (SUBTRAFAC).

e. Training Support Agent (TSA). The command or headquarters responsible for supporting the TA by providing equipment, materials and other support as necessary. COMSPAWARSYSCOM (PD-18) is assigned TSA responsibility for the IUSS.

f. Configuration Management (CM) Agent. IUSS Operational Support Center (IOSC) will act as an interface to ensure that software/hardware, operational procedure, and training changes are coordinated throughout the program.

g. Training Device (TD). The hardware/software designed or modified exclusively for training. Each TD demonstrates a concept or simulates an operational environment.

h. Front-End Analyses (FEA). Analyzing job performance at the beginning of the instructional design process in order to avoid developing training where no training is needed.

i. SURTOPS Advisory Group. Designated representatives from Commander Undersea Surveillance (COMUNDERSEASURV); COMSPAWARSYSCOM; and Naval Ocean Processing Facilities (NAVOCEANPROFAC).

j. SURTOPS Manager. The SURTOPS Manager is assigned the primary duty of managing the SURTOPS Program. The SURTOPS Manager, designated as Commander, Undersea Surveillance, shall develop, implement and make changes to SURTOPS manuals.

k. SURTOPS Manual. Manuals issued by the authority of the CNO that provide standardized training and operating procedures throughout IUSS.

4. Policy

a. Navy Training Plans (NTP's), as governed by reference (a), are the principal documents for stating manpower personnel, training, military construction and material requirements to support the introduction of training for new developments.

b. Managers of the IUSS Training Program shall strive to minimize operating costs, Permanent Change of Station (PCS) costs, Temporary Additional Duty (TAD) costs, training

"pipeline" time, training billet and special manning requirements.

c. The Training Planning Process Methodology (TRPPM), reference (b), shall be used to determine manpower, personnel, and training (MPT) requirements for new subsystems/systems and will be included in Integrated Logistic Support Plans (ILSPs) and Navy Training Plans (NTPs).

d. The acquisition (including follow-on maintenance) of all IUSS Training Program materials through contracts shall be in accordance with the provisions of references (c) and (d).

e. The SURTOPS Manuals provide the official CNO approved procedures for the operational use of all IUSS systems.

f. The SURTOPS Program provides for the standardization and rapid dissemination of procedures and techniques. Increased familiarity, changing operational requirements, and new developments will require continued updating of these publications. Operational units may request waivers from SURTOPS procedures when necessary to develop or evaluate new procedures and techniques, or when local conditions render compliance with the prescribed procedures impracticable. However, unless specifically waived by COMUNDERSEASURV, compliance with all SURTOPS procedures is mandatory. Implementation of the SURTOPS Program is a command responsibility at the NOPF. The success of the SURTOPS Program depends upon the active support of all IUSS Commanding Officers.

g. SURTOPS Manuals, in conjunction with appropriate COMSPAWARSSYSCOM (PD-18) promulgated technical manuals, will provide the basis for training of operators and operation and maintenance of the IUSS subsystems.

h. SURTOPS Manuals will describe:

(1) Administration and policies governing the SURTOPS Program.

(2) The operational guidelines governing procedures for all IUSS commands, activities and personnel. These procedures provide minimum guidelines while allowing flexibility for individual sites.

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(3) The interactions with other undersea surveillance subsystems and sites.

(4) Job Qualification Requirements (JQR) Program is comprised of knowledge and skill requirements that encompass all aspects of associated watch station duties/responsibilities.

6. Responsibilities

a. Chief of Naval Operations(CNO), Director, Submarine Warfare Division, Undersea Surveillance (N874); Manpower and Training (N879)

(1) In the capacity of program and resource sponsor, fulfill the responsibilities set forth in reference (a).

(2) Validate IUSS manpower requirements.

(3) Sponsor and fund IUSS subsystems.

(4) Administer the SURTOPS Program.

(5) Establish policies and validate requirements for IUSS training and the development of IUSS Navy Training Plans.

(6) Program IUSS training resources (including training manpower).

(7) Approve the establishment, disestablishment, or revision of IUSS courses and programs where resources are involved.

b. Commander, Space and Naval Warfare Systems Command (COMSPAWARSCOM), Undersea Surveillance Program Director (PD-18)

(1) In the capacity of PDA and TSA, fulfill the responsibilities set forth in reference (e). Provide support

for new developments and formulate IUSS Navy Training Plans. Forward IUSS NTP's to CNO (N874) for resource and program sponsor validation and approval.

(a) Perform an FEA for new IUSS systems, subsystems, and non-hardware programs under the cognizance of PD-18. An FEA shall be completed prior to an acquisition decision and shall consist, at a minimum, of the following actions:

1. Trade-off analysis of design versus manpower, personnel and training (MPT).
2. Developing training concepts for each hardware design alternative based upon personnel and skill level constraints.
3. Estimating manpower and personnel requirements.

(b) Developing training programs and materials per Instructional Systems Development/Systems Approach to Training and Education, reference (c).

(2) Provide regular and recurring reviews of existing IUSS training programs and curricula, as they apply to technical adequacy and availability of state-of-the-art training technology. Recommend to CNO (N874) changes required to achieve and maintain maximum training effectiveness.

(3) Recommend to CNO (N874) changes in enlisted rating structure, enlisted classification codes (NEC's), and officer billet codes (NOBC's).

(4) Provide technical assistance to IUSS command and training activities.

(5) Through the IUSS Configuration Management (CM) agents, provide technical support and assistance to the SURTOPS Program in the development or revision of tactical systems and subsystems. Responsible for the development and life-cycle maintenance of System Operator Manuals, Embedded Training Courseware and Interactive Electronic maintenance of mission critical hardware/software.

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d. Commander Undersea Surveillance

(1) Develop and maintain IUSSOBT Interactive Courseware (ICW) and Computer Improved Instructors' Training Aid (CIITA) materials.

(2) Maintain SURTOPS with the assistance and support of COMSPAWARSYSCOM (PD-18), contractor(s) and support activities.

(3) COMUNDERSEASURV, as the IUSS Type Commander (TYCOM) is designated the SURTOPS Manager. The SURTOPS Manager is responsible for the evaluation of proposed changes to the manual, providing copies and approving changes. Periodic reviews shall be scheduled to ensure continual life-cycle maintenance is achieved. The SURTOPS Manager shall maintain the master copies of required SURTOPS Manuals and distribute per the approved distribution list.

(4) Evaluate, validate and approve SURTOPS changes/revisions for CNO (N874 and N879).

f. SURTOPS Advisory Group. The SURTOPS Advisory Group will meet, as required, to review and recommend proposed changes.

g. Commanding Officers

(1) Commanding Officers of all IUSS commands will fully implement the SURTOPS Program within their individual commands.

(2) Evaluate the effectiveness of IUSS formal school graduates. If recommendations for improvement require additional resources or changes to course length, they must be approved by CNO (N874 or N879).

(3) Submit requests for SURTOPS development/modification to COMUNDERSEASURV.

M. I. Fages
By direction

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