

COMOMAGINST 1550.1
N01T
30 Oct 03

COMOMAG INSTRUCTION 1550.1

Subj: PROFESSIONAL AND COLLATERAL DUTY TRAINING

Ref: (a) COMOMAGINST 4000.1P

Encl: (1) Approved Course Listing for TAD (Priority One)
(2) Approved Course Listing for TAD (Priority Two)
(3) Approved Course Listing for TAD (Priority Three)
(4) Notes for Approved Course Listing for TAD
(5) Sample Training Matrix

1. Purpose. To provide information and guidance concerning required training and the courses required to train personnel for assigned professional and collateral duties. Reference (a) provides guidance on budgeting procedures and processing Temporary Additional Duty (TEMADD) requests.

2. Action

a. MOMAG activities will use enclosures (1) through (4) of this instruction as the primary source document for TAD funding for training purposes, both budgeted and unplanned. TAD funding requests for training will include the requested training and the projected rotation date (PRD) of the person requiring training.

b. If a requested course is not listed in enclosures (1) through (3) or a requested course is equivalent to a listed course, provide justification in the funding request. The Training and Reserve Affairs Specialist, Code N01T, will update enclosures (1) through (4) if this training becomes a recurring requirement.

c. MOMAG activities will use enclosure (5) to ensure budgeting for training is proactive rather than reactive. Enclosure (5) will be submitted semi-annually in conjunction with Annual Financial Management Plan (AFMP) as stated in reference (a). COMOMAG Training and Reserve Affairs Specialist (N01T) will review and report any discrepancies to the Commanding Officer/Officer-in-Charge.

d. Personnel requiring training to fill a professional or collateral duty should have at least one year remaining onboard which will ensure continuity and a return on the command's investment. Per reference (a), ensure the member's PRD is indicated on all TEMADD requests to avoid any unnecessary delays in processing the request.

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Distribution:
COMOMAGINST 5216.1T
Lists I & II (Case A)

APPROVED COURSE LISTING FOR TAD
(PRIORITY ONE)

PRI	COURSE #	TITLE	DAYS	REQUIRED PERSONNEL	INFO SOURCE	REFERENCE	NOTES
1	A-493-0072	Navy Respiratory Protection Program Management	5	1	NAVOSH	OPNAVINST 5100.23F	1
1	A-4J-0082	Respiratory Protection Officer	2	1	NAVOSH	OPNAVINST 5100.19E	1
1	A-493-0031	Intro to Hazardous Materials Ashore	5	1	NAVOSH	OPNAVINST 5100.23F	2
1	A-822-0012	Transportation and Storage of Hazardous Material	12	2	CANTRAC	OPNAVINST 5100.23F	3
1	A-493-0050	Intro to Navy Occupational Safety and Health (Ashore)	5	1	NAVOSH	OPNAVINST 5100.23E	4
1	AMMO-18	Basics of Naval Explosives Hazard Control (formerly AMMO-C-21)	5	E-5 & below	USADACS	OP-5	5
1	AMMO-33	Explosives Safety and Environmental Risk Management (formerly AMMO-L-24)	2	CO/XO	USADACS	OP-5	6
1	AMMO-49	Explosive Safety for Officers/Managers/Supervisors (formerly AMMO-C-25)	5	1 (E-6 & above)	USADACS	OP-5	7
1	AMMO-51	Naval Motor Vehicle and Railcar Inspection School (formerly AMMO-L-51) (requal every two years)	5	1	USADACS	OP-5	
1	AMMO-29	Electrical Explosives Safety for Navy Facilities (formerly AMMO-C-27)	3.5	Safety Inspectors	USADACS	OP-5	7

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PRI	COURSE #	TITLE	DAYS	REQUIRED PERSONNEL	INFO SOURCE	REFERENCE	NOTES
1	N/A	Explosive Forklift Operator	5	1	TCES	NAVSEA SWO23-AH-WHM-010	7
1	N/A	Explosive Forklift Operator (Recertification)	4 hrs	1	TCES	NAVSEA SWO23-AH-WHM-010	7
1	N/A	Explosives Hazardous Maintenance Driver	2	1	TCES	OP 2239	7
1	N/A	Command Fitness Leader (CFL) Certification Course	5	1		OPNAVINST 6110.1G	8
1	P-501-0060	Drug and Alcohol Program Advisor (DAPA)	5	1	CANTRAC	OPNAVINST 5350.4C	9
1	S-501-0140	Urinalysis Program Coordinator (UPC) and alternate	1	E-7	CANTRAC	OPNAVINST 5350.4C OPNAVINST 5350.7	10
1	S-501-0110	Alcohol and Drug Abuse Managers/Supervisors (ADAMS) Facilitator	5	1	CANTRAC	OPNAVINST 5350.4C	11
1	P-500-0020	PO1 Leadership Training Continuum	12	All E-6s	CANTRAC	OPNAVINST 5351.2	
1	N/A	Microsoft Windows 2000 Administration	3	ITs	Navy E-Learning	COMOMAGINST 5230.1	
1	N/A	Microsoft Windows 2000 Advanced Server	2	ITs	Navy E-Learning	COMOMAGINST 5230.1	
1	P-1B-0005	Advanced Officer Leadership Training Executive Officer	12	(P) CO	CANTRAC	COMOMAGINST 1520.1E	

APPROVED COURSE LISTING FOR TAD
(PRIORITY ONE)

PRI	COURSE #	TITLE	DAYS	REQUIRED PERSONNEL	INFO SOURCE	REFERENCE	NOTES
1	P-1B-0006	Advanced Officer Leadership Training Senior Dept Head	12	(P) OIC/XO Staff Dept Head	CANTRAC	COMOMAGINST 1520.1E	
1	P-500-0025	PO2 Leadership Training Continuum	12	All E-5s	CANTRAC	OPNAVINST 5351.2	
1	P-500-0021	CPO Leadership Training Continuum	12	All E-7s	CANTRAC	OPNAVINST 5351.2	
1	S-3C-0001	Naval Security Manager	5	Unit/Det CO or XO	CANTRAC	OPNAVINST 5510.30A	
1	A-531-0009	Information System Security Manager	19	ITs	CANTRAC	COMOMAGINST 5230.1E	12
1	N/A	Microsoft Networking Essentials	1	ITs	Navy E-Learning	COMOMAGINST 5230.1E	
1	N/A	FASTDATA	2	SKs	See Note 12	COMOMAGINST 4000.1P	13
1	J-041-0103	Ammunition Administration	5	ROLMS PO	CANTRAC	CINCLANTINST 8010.12	14
1	J-041-2104	ROLMS Training	5	E-5 thru E-9	CANTRAC	CINCLANTINST 8010.12	
1	S-5F-0011	Senior Officer Course in Military Justice	5	CO	CANTRAC	COMOMAGINST 1520.1E	
1	A-2G-2758	MIW Core	14	(P) XO & (P) CO	CANTRAC	MINWARTRACEN INGLESIDE TX 041430Z Apr 00	

APPROVED COURSE LISTING FOR TAD
(PRIORITY TWO)

PRI	COURSE #	TITLE	DAYS	REQUIRED PERSONNEL	INFO SOURCE	REFERENCE	NOTES
2	A-2G-2760	MCM Planning	14	(P) XO & (P) CO	CANTRAC	COMOMAGINST 1520.1F	
2	A-2G-2765	MIW Staff Officer	14	(P) XO & (P) CO	CANTRAC	COMOMAGINST 1520.1F	
2	P-1B-0004	Command Leadership Course (CLC)	12	CO	CANTRAC	NAVADMIN 196/98	
2	N/A	Casualty Assistance Calls Officer (CACO) Training	1	CO/XO/CMC/ N1	Local FFSC	OPNAVINST 1770.1	15
2	P-1B-0023	Intermediate Officer	12	As Req'd	CANTRAC	NAVADMIN 196/98	
2	P-1B-0039	Basic Officer Leadership	12	As Req'd	CANTRAC	NAVADMIN 196/98	
2	S-512-0009	Legal Clerk	12	YN	CANTRAC	See Note 15	16
2	N/A	Command Financial Specialist	5	1 (E6-E9)	Local FFSC	OPNAVINST 1740.5	17
2	J-041-2105	Advanced ROLMS Training	5	E-5 thru E-9	CANTRAC	CINCLANTINST 8010.12	18
2	N/A	Anti-Terrorism Level 1	1 hr	All	Internet	Msg DTG: R 301741ZAUG 01	19

Encl (2)
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APPROVED COURSE LISTING FOR TAD

(PRIORITY THREE)

<u>PRI</u>	<u>COURSE #</u>	<u>TITLE</u>	<u>DAYS</u>	<u>REQUIRED PERSONNEL</u>	<u>INFO SOURCE</u>	<u>REFERENCE</u>	<u>NOTES</u>
3	P-050-0002	Command Assessment Team Indoctrination	2	As Req'd	CANTRAC	OPNAVINST 5354.1E	
3	S-501-0120	Alcohol and Drug Abuse Managers/Supervisors (ADAMS) for Supervisors	1	E-5 & above	CANTRAC	OPNAVINST 5350.4C	20
3	S-501-0130	Alcohol and Drug Abuse Managers/Supervisors (ADAMS) for Leaders	1/2	CO/OIC/CMC GS-9 and above	CANTRAC	OPNAVINST 5350.4C	21
3	N/A	Personal Responsibility Values Education & Training (PREVENT 2000)	5	E-4 & below	Local CAAC	NAVADMIN 149/96	
3	N/A	Alcohol IMPACT	3	As Req'd	Local CAAC	NAVADMIN 149/96	
3	N/A	Ombudsman Basic Training	3	Dependent Spouse	Local FFSC	OPNAVINST 1750.1D	
3	P-050-001	Command Training Team Indoctrination	3	As Req'd	CANTRAC	OPNAVINST 5354.1E	
3	N/A	Sexual Assault Victim Intervention (SAVI) Program Coordinator	5	E-5 and above	Local FFSC	OPNAVINST 1752.1A	22

Encl (3)

NOTES:

1. One Respirator Protection Program Manager (RPPM) required per command; larger commands may desire an alternate/assistant. RPPMs and alternates must complete either B-322-2322 or S-493-0003 and the recertification course annually. The RPPM will then facilitate fundamental training and perform respirator fit tests.
2. This course does not award the secondary NEC 9595, nor is the secondary NEC required. The member must be designated in writing as the HMC&M Petty Officer.
3. Equivalent course AMMO-L-17, Technical Transportation of Hazardous Material, is exportable and taught locally.
4. Member must be designated in writing as the Occupational Safety and Health Manager/Safety Officer.
5. Non-Resident Training Course (NRTC) Ammunition and Explosives Safety Ashore, NAVEDTRA 13072, is the course equivalent. Additionally, a computer-based training course is available. See OP 5, Appendix D.
6. To obtain a quota, commands must contact Naval Ordnance Safety and Security Activity at web site address: <http://www.dac.army.mil/navy>.
7. See OP 5, Appendix D. A person who satisfies the requirements of local instructor may attend the school and then teach the course at the local command.
8. Complete COMNAVPERSCOM-approved Command Fitness Leader (CFL) training course as soon as possible upon assignment as Command Fitness Leader.
9. Per OPNAVINST 5354.4C, the Command DAPA is required to be trained and designated in writing. The primary DAPA should be E-7 or above and Assistant DAPAs should be E-5 or above. The DAPA or Assistant shall not have had an alcohol incident within two years prior to appointment, and shall have at least one year remaining in the command prior to appointment. Members who have successfully completed treatment for alcohol abuse/dependency shall have achieved at least two years sobriety prior to appointment as DAPA. DAPAs shall not be assigned duties as Urinalysis Program Coordinator.
10. The Urinalysis Program (UPC) Coordinator and alternate will be appointed in writing and should be an officer or Chief Petty Officer to the greatest extent possible. The UPC shall advise the commanding officer on all matters relating to urinalysis including testing methodology, collection, and transportation of the samples to the Navy Drug Screening Laboratories.
11. Commanding Officers are encouraged to select qualified personnel for training and certification as ADAMS for Supervisors Facilitator to provide training to their own commands. Facilitator candidates should be volunteers who intend to follow through with certification after successfully completing training. Facilitators must be E-6 and above for

enlisted, O-3 and above for officers, or GS-9 and above for civilians. Additionally, he/she must have one year remaining after classroom training and six months certification period until PRD/EAOS; should have a strong knowledge of Navy alcohol and drug programs; have or develop basic facilitation/instructional skills; have a minimum of two years sobriety if a recovering alcoholic; and must meet Navy physical readiness standards per OPNAVINST 6110.1 if active duty.

12. AIS courses are also exportable. At a minimum, the course should include DOD policies, risk assessment and accreditation. For quotas and information, call (LANTFLT) (904) 779-6219, (PACFLT) (619) 474-0735, or (Hawaii) (808) 474-0735.

13. FASTDATA is divided into two sections, FA (2 days) and Site (2 days). Staff personnel are required to attend both sections. Units/detachment require the site portion only. The web address is <http://dbweb.secnav.navy.mil/fastdata/fastone.htm>.

14. Required for ROLMS Operator only. The course number is J-041-0103. This course is also available via VTT.

15. The Casualty Assistance Calls officer (CACO) is the Secretary of the Navy's official representative to assist family members during a very difficult period in their lives. Personnel assigned as CACO shall be an officer with at least two years active duty or a senior enlisted member, paygrade E-7 or above. Members in paygrade E-6 may be assigned CACO duty when more senior enlisted members are not available. The CACO cannot be a Chaplain or recruiting personnel.

16. COMOMAG requires this course to better assist the COs/OIC with legal administrative issues.

17. Regular and reserve commands having 25 or more active duty enlisted personnel shall have a trained Command Financial Specialist (CFC) to coordinate the program. Commands having less than 25 active duty enlisted personnel are encouraged to have a trained CFC.

18. The course number is J-041-2105.

19. Training is required for all hands to be completed on a quarterly basis and whenever traveling OUTCONUS. Web address is www.at-awareness.org and the password is aware.

20. Required for E-5 and above personnel in first-line supervisory positions and for Navy civilians who supervise active duty personnel. Refresher training should be completed every five years.

21. Required for Navy Commanding Officers, Officers-in-Charge, Executive Officers, and Command Master Chiefs. Others in management positions, such as Department Heads, are encouraged to take the course. It is a once in a career, half-day course.

22. The Sexual Assault Victim Intervention (SAVI) Program Coordinator will be designated in writing. He/she is responsible for implementing and coordinating awareness and prevention education programs for the command, maintaining and providing current information on and referral to base/community programs for victims, e.g., victim advocate services, counseling, medical care, etc., and ensuring collection and maintenance of sexual assault data.

SAMPLE TRAINING MATRIX

<u>COLLATERAL DUTIES</u>	<u>NAME</u>	<u>PRD</u>	<u>RELIEF</u>	<u>CLASS CONV DATE</u>	<u>NOTES</u>
CFL	MN1 Johnson	Aug 06	MN1 Smith	8 Jul 04	
DAPA	MN1 Jones	Apr 06	MN1 Roberts	2 Oct 04	MN1 Roberts arrives Aug 04; NAVSTA will cover
AMMO Admin	MN2 Tinker	Sep 07			
ROLMS	MN2 Tinker	Sep 07			
FASTDATA	SK1 Davis	Nov 06			