



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1500.22H
N12
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OPNAV INSTRUCTION 1500.22H

From: Chief of Naval Operations

Subj: GENERAL MILITARY TRAINING PROGRAM

Ref: (a) SECNAV WASHINGTON DC 121505Z Jun 15 (ALNAV 050/15)
(b) DoD Instruction 1322.31 of 26 February 2015
(c) OPNAVINST 3120.32D

1. Purpose. To issue general military training (GMT) policies and procedures for all uniformed Navy personnel. This revision:

a. Eliminates the previous enclosures in support of ongoing efforts to reduce administrative distractions, to include those mentioned in reference (a), by providing an easily-accessible, frequently-updated, comprehensive, Web-based GMT site that offers up-to-the-minute news and information; flexible and rapid support for evolving Secretary of the Navy (SECNAV)-directed command-empowerment initiatives; and links to available training products, lists of references, applicable naval messages, and relevant instructions.

b. Modifies the approval level for training completion extensions and formalizes the creation of a flag-level forum to manage coordination between various stakeholders.

c. Creates generalized GMT classifications to delineate between mandated annual training requirements, those which utilize less frequent periodicities, and command discretion topics. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1500.22G.

3. Applicability. The requirements in this instruction apply to all uniformed Active and Reserve Component Navy personnel.

4. Discussion

a. GMT Objectives. GMT is chosen to inform and motivate individuals, on both personal and professional levels, in ways that are relative to their naval careers. Training is provided to reinforce policies, procedures, behavioral expectations, and professional attitudes throughout the Navy.

b. GMT Overview. GMT is an important mechanism for emphasizing Navy Core Values, for both officers and enlisted, and is conducted both ashore and afloat. It consists of two types of training:

(1) Standardized, non-occupational, general training required for all uniformed Navy personnel, including staff and students.

(2) Command-discretion training which utilizes a flexible, locally-run training program, operating within a minimal framework, which ensures coverage of key topics to enhance individual and command readiness.

c. GMT Communication and Status

(1) As early as possible during the fourth quarter of each fiscal year (FY), the Deputy Chief of Naval Operations (DCNO), Manpower, Personnel, Training and Education (CNO (N1)) will release a GMT naval administrative (NAVADMIN) message. As used throughout this instruction, the term "GMT Web page" refers to the Web site listed in the annual GMT NAVADMIN message. For the purposes of this instruction, the GMT NAVADMIN, and the GMT Web page, "mandatory" or "required" training is specifically directed by legal statute, executive order, Department of Defense, SECNAV, or Chief of Naval Operations directive or instruction.

(2) The annual GMT NAVADMIN message will provide a current link to the GMT Web page, points of contact, and major program news and information items. Training listed on the GMT Web page will be organized into two general GMT classifications: standardized training and command-discretion training.

d. GMT Classifications

(1) Standardized Training. Standardized training is limited primarily to those topics which are mandated by higher authority for annual delivery to all uniformed personnel. A few support topics may be retained as annual requirements due to their direct ties to the higher authority-directed lessons. It utilizes standardized training materials and is supported by the GMT Web page and an annual GMT NAVADMIN message.

(a) Certain lessons may be designated for face-to-face command delivery. These will be annotated on the GMT Web page. This training must be presented by select command leaders, command training team members, or subject matter experts as specified in the applicable topic references. If mission priorities conflict with completion of this training within the specified FY, the commanding officer has authority to sign a training completion extension authorization for face-to-face training which is not specifically mandated by law or executive order (as annotated on the GMT Web page). When exercising this authority, the commanding officer should consider circumstances surrounding inability to deliver required training on time, number of personnel impacted, and any mitigating measures that may be instituted to reduce the potential impact of the delay. When extended, commands must inform their immediate superior in command (ISIC) via routine communications. Additionally, a record must be kept in the command training records which documents when this authority is exercised and when the deferred training is completed.

(b) For other standardized training, face-to-face delivery is always considered acceptable (where an available lesson format supports) at the discretion of the unit commander. However, completion of this training is normally an individual effort.

(2) Command-Discretion Training. Command-discretion training provides multiple options for topic delivery, including Navywide directed training, use of locally-generated or standardized products, and multiple training venues (e.g., safety stand-downs, command indoctrination, ISIC workshops). As with standardized training, it is supported by the GMT Web page and the annual GMT NAVADMIN. It is comprised of two sub-groups.

(a) Deployment cycle training must be delivered once per deployment cycle, may include a minimum periodicity requirement for non-deploying units, and utilizes alternate delivery methods or standardized products as desired.

(b) Complete discretionary training allows local commanders to fully determine when and how training is provided. Standardized products will remain available for use, as desired.

5. Policy. CNO (N1) must determine, validate, and assign annual Navywide GMT requirements in consultation with applicable stakeholders specified in this instruction. Navywide requirements are listed on the GMT Web page. Commanders may issue additional training requirements based on their local needs.

6. Responsibilities

a. Director, Total Force Manpower, Training, and Education Requirements Division (OPNAV (N12))

(1) Represent CNO (N1) as the resource sponsor for Naval Education and Training Command (NETC)-developed GMT. For other GMT, coordinate as required with applicable resource sponsors.

(2) Identify requirements sponsors for all GMT topics. Document the responsibility in a designation letter and retain the original letter for each topic. Provide a copy of the letter to the sponsor and to NETC for use in their coordination per subparagraph 6c(6).

(3) Review and adjudicate recommendations from the flag-level forum of subparagraph 6c(6) as well as the submissions of subparagraph 6c(5). Provide a draft GMT NAVADMIN to CNO (N1) for review and approval, no later than the end of June each FY, to support the release of the message as specified in subparagraph 4c(1).

(4) Review results of training feedback analysis conducted by NETC and report deficiencies and recommended corrective actions to CNO (N1).

(5) Exercise general oversight of the GMT program, Web page, and this instruction.

b. Requirements Sponsors

(1) Establish, develop, and periodically review training curricula associated with GMT topics for which they have cognizance, and coordinate with any additional stakeholders and applicable resource sponsors to provide content updates as necessary. Except for those GMT lessons directly required and provided by higher authority in reference (b), the establishment of any new GMT requirements or updates to existing GMT lessons (including periodicity) must be completed following the procedures published by NETC as authorized in subparagraph 6c(4).

(2) Participate in the flag-level forum of subparagraph 6c(6) and, for lessons provided by higher authority, act as the Navy's liaison in all meetings, discussions, or proposals for GMT topics which fall under their subject matter expertise or cognizance.

c. NETC

(1) As training agent, manage curricula for the GMT program and manage procurement, development, and distribution of GMT materials as required to support the program.

(2) Maintain the GMT Web page. It must provide, at a minimum, the training category breakdown discussed in subparagraphs 4c(2) and 4d; access to the GMT products; a Fleet Training Management and Planning System (FLTMPS) course number to be used for training completion documentation; a recommended schedule for standardized training delivery that aligns with any applicable Navywide (or nation-wide) themes; a list of references for the topics; annotation of which face-to-face lessons are mandated by law or executive order (and thus exempt from training completion extensions per subparagraph 4d(1)(a)); a method to provide feedback; the latest GMT NAVADMIN; and this instruction.

(3) Manage the GMT feedback program and report results and recommendations to OPNAV (N12).

(4) Create and manage a formal process by which GMT is developed to efficiently meet the training guidelines provided by the requirements sponsor, while minimizing training time. This process must include specific steps to be followed when creating a new GMT requirement for any lessons not mandated by higher authority per reference (b).

(5) Develop, and provide to OPNAV (N12), proposed GMT program modifications and recommendations for topic categories (face-to-face standardized, deployment cycle, etc.) by the end of April each FY.

(6) Establish and chair a flag-level forum that routinely reviews all GMT requirements and provides recommendations to OPNAV (N12) concerning GMT methods of delivery, consolidation of topics, changes to existing GMT content, alternate periodicity considerations, and other GMT-related concerns. This forum must include, at a minimum, flag or senior executive service (or equivalent) representation from: Department of the Navy Chief Information Officer; Department of the Navy Assistant for Administration; Naval Criminal Investigative Service; Chief of Chaplains of the Navy and Director of Religious Ministry; DCNO for Information Dominance; DCNO for Operations, Plans, and Strategy; DCNO for Fleet Readiness and Logistics; DCNO for Navy's Twenty-First Century Sailor Office; Chief Bureau of Medicine and Surgery; Commander, Navy Reserve Forces; Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, Navy Personnel Command; Commander, Naval Installations Command; Commander, Navy and Marine Corps Public Health Center; Commander, Naval Safety Center; and the Master Chief Petty Officer of the Navy.

d. Commands, Activities, and Units

(1) Organize and conduct GMT training for all uniformed Navy personnel, staff and students, according to the unit training plan per chapter 8 of reference (c). To minimize scheduling impact, training commands should schedule student training to align with the training month utilized for staff personnel.

(2) Ensure all GMT completions are documented in FLTMPs.

(3) Provide feedback on the GMT program to NETC. This feedback may be provided as described in the annual GMT NAVADMIN message or directly via the GMT Web page.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual (M)-5210.1 of January 2012.

8. Reports Control. Reporting requirement within this instruction are exempt from reports control per part IV, subparagraph 7n of SECNAV M-5214.1 of December 2005.



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