

DATA ITEM DESCRIPTION

Title: Technical Training Plan

Number: DI-SESS-81958

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Limitation: N/A

DTIC Applicable: N/A

GIDEP Applicable: N/A

Office of Primary Responsibility: SH/PMS339

Applicable Forms: N/ A

Use/relationship: The Technical Training Plan is the principal document for defining manpower, personnel, and training requirements and resources for new and/or modified developments.

This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task required as delineated in the contract.

Requirements:

1. Format. The Plan shall be presented in contractors own format.
2. Content. The Technical Training Plan shall contain a cover page specifying the Technical Training Plan identification number, title, system acronym, and document.
 - 2.1 The technical training plan shall contain the following sections:
 - 2.1.1 Executive Summary. This section of the training plan shall contain a summary specifying the new development in general terms highlighting the new features, operational uses, system(s) or equipment replaced, maintenance concepts, interim support requirements, types of manpower to operate and maintain the new development, the training concept, the Acquisition Category (ACAT), the current acquisition phase of life cycle the program has achieved, increase/decrease in training days/instructor requirements, offsets, and when the next acquisition MS will be reached. It shall also specify deltas between previous and new Manpower Personnel Training (MPT) requirements, and Ready For Training (RFT) dates (for new courses), and system IOC dates with system photographs.
 - 2.1.2 Table of Contents. This section of the plan shall contain a table of content listing.
 - 2.1.3 Preface. This section shall include a “preface” identifying the date of the last training plan updated and shall describe what impacts to MPT have occurred since the last update of the document, any Technical Training Plan that will be superseded or incorporated into this Technical Training Plan, annual review date, participants, results, and shall also include those outstanding action items from the prior iteration.

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2.1.4 Acronym List. This section of the plan shall contain a list of all acronyms used throughout the document.

2.1.5 Title-Nomenclature. This section of the Technical Training Plan shall specify the proposed and actual program title, equipment, nomenclature(s).

2.1.6 Program Element. This section of the plan shall identify the funding program element number(s) for acquisition and sustainment, as applicable.

2.1.7 Security Classification. This section of the plan shall contain the security classification of the system characteristics, capabilities, and functions.

2.1.8 Technical Training Plan Principals. This section of the plan shall identify the principals and their organizational codes to the division level. This section shall also include:

- a. OPNAV Resource Sponsor(s)
- b. Marine Corps Program Sponsor (if applicable)
- c. Program Manager
- d. Training Agent
- e. Training Support Agent
- f. Deputy Chief of Naval Operations for Manpower Personnel Training and Education
- g. Commander of the Naval Air Reserve Force (if applicable)
- h. Commander of the Naval Surface Reserve Force (if applicable)
- i. Commander of the Marine Corp Manpower Management (if applicable).

2.1.9 System Description. This section of the plan shall include the tactical use of the new development and the reserve component program if applicable. It shall contain:

- a. Statement of purpose
- b. Employment
- c. Mission
- d. Basic overview
- e. References to other documents that contain operational uses
- f. Information on new development procured for foreign military sales (FMS) or by other services.

2.1.10 Developmental Test (DT) and Operational Test (OT). This section of the plan shall identify:

- a. Plan of Action & Milestones,
- b. Timeframes for DT and OT
- c. Specify whether non-developmental item and COTS acquisitions require tests and evaluations
- d. Completion dates of DT and OT events

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- e. Results of any findings and recommendations that affect MPT.

2.1.11 Ship, Aircraft, Equipment, System, and Subsystem Replaced. This section of the plan shall identify, in detail, the ship, aircraft, equipment, system, and subsystem being replaced. It shall include modernization and back-fit programs.

2.1.12 Description of New Development. This section of the plan shall include:

- a. Functional Description. This section of the plan shall include a functional description of the new development
- b. Physical Description. This section of the plan shall contain a physical description of the new development such as the dimensions, weight, location on ship, deck spotting factor, etc.
- c. New Development Introduction. This section of the plan shall include an introduction of the new development such as new production, product improvement program, modernization retrofit, and service life extension program (SLEP).
- d. Significant Interfaces. This section of the plan shall identify the significant interfaces with and impacts on other new developments (e.g., chilled water; maintenance responsibilities shift; requirements for special or additional power supply; hull mechanical and electrical; and networks).
- e. New Features, Configurations, and Material. This section of the plan shall identify new features, configurations, and material changes such as changes in technology, state-of-the-art, environmental protection, and electromagnetic compatibility, if any.

2.1.13 Concepts. This section of the plan shall contain the following concepts:

2.1.13.1 Operational Concept. This section of the plan shall contain a general explanation . This section shall describe how the new development operates. This section shall also include:

- a. Unmanned and unmonitored conditions
- b. Number of operators
- c. Watch condition to include existing watch sharing and monitor relationships
- d. Who will operate system/equipment
- e. Address operational concepts associated with battle force, joint service, forward deployed Navy force, forward deployed rotational manning, and connectivity requirements, etc.
- f. States and modes of operation.

2.1.13.2 Maintenance Concept. This section of the plan shall contain a general explanation that includes a brief description of how the equipment will be maintained at the organizational level (e.g., replace the entire unit when it malfunctions, repair to the component level, replace circuit boards and return faulty ones to supply). This section shall also identify:

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- a. Self-test capabilities
- b. Diagnostic capabilities
- c. Built in test equipment
- d. Special test equipment requirements
- e. Support for the Micro-Miniature Program
- f. Maintenance actions planned for the intermediate maintenance activity and depot level (e.g., all repairs, refurbishment of rotatable pool items, only problems the organizational level cannot solve, specified complex procedures such as alignment etc.)
- g. Condition based maintenance and remote monitoring.

2.1.13.3 Life Cycle Maintenance. This section of the plan shall include a statement on the life cycle maintenance plan such as complex overhaul, regular overhaul and restricted availability.

2.1.13.4 Organizational Maintenance. This section of the plan shall identify:

- a. Maintenance to be performed
- b. The applicable work center(s)
- c. Rating and Navy Enlisted Code (NEC) and Military Occupational Specialty (MOS) maintaining the new development
- d. Preventive Maintenance (PM)
- e. Planned maintenance
- f. Corrective Maintenance

2.1.13.5 Interim Maintenance. This section of the plan shall identify:

- a. Sources of technical assistance such as aviation intermediate maintenance depot, naval aircraft depot, contractor engineering, technical services, and civilian augmented training.
- b. Maintenance concept until full Navy organic support is achieved.
- c. Navy support date.
- d. Requirements for technical and advisory services for operational activities, and the reserve program component.
- e. Location, number of personnel, scope and duration of the requirement.

2.1.13.6 Preventive and Planned Maintenance. This section of the plan shall identify:

- a. Actions performed in response to a scheduled requirement as per Maintenance requirement Cards (MRCs).
- b. Systematic inspections Servicing
- c. Preventive Maintenance System(PMS) hours associated with the new equipment
- d. System broken down by tasks performed on a weekly and quarterly basis.

2.1.13.7 Corrective Maintenance (CM). This section of the plan shall identify:

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- a. Fault isolation, removal, and replacement of weapon replaceable assembly (WRA), shop replaceable assembly (SRA), and lowest replaceable assembly.
- b. Limited intermediate maintenance on mission essential equipment that may be performed when deployed.

2.1.13.8 Intermediate Maintenance. This section of the plan shall identify:

- a. Intermediate level maintenance required on those WRAs and SRAs beyond the organizational level capability.
- b. Differences between ashore and afloat activities.
- c. Support equipment used for each subsystem such as automatic test equipment, common support equipment and peculiar support equipment.

2.1.13.9 Depot Maintenance. This section of the plan shall identify how and where major overhaul, rebuilding, manufacture, modifications, etc. will be accomplished.

2.1.13.10 Manning Concept. This section of the plan shall contain a specific statement regarding the manning concept for the new weapon system to include:

- a. Summary of the total Navy and Marine Corps officer, enlisted, civilian, and contractor manpower requirements
- b. Summary organizational structure
- c. Rotational crewing
- d. Forward deployed Navy and Marine Corps forces
- e. Forward stationed units
- f. Unique constraints, criteria, and requirements to include any unique testing unit, training unit manpower, and personnel requirements.
- g. Factors governing the manpower requirements for the new development such as conditional watches, maintenance requirements, minimum manning, special watch conditions, or mobilization requirements.
- h. New development drivers such as the need for any additions, deletions, or mergers of ratings, changes in occupational standards, changes in NEC and MOS descriptions that may result in an increase/decrease to manpower and personnel requirements.

2.1.13.11 Training Concept. This section of the plan shall contain an explanation of the types of training applicable to military, civilian and foreign personnel.

2.1.13.12 Initial Training. This section of the plan shall contain:

- a. Courses and applicable prerequisite training
- b. Purpose of any Technical Training Equipment (TTE) and training device to be used in each course

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- c. How the operator and maintainer tasks relate to the training objectives and how they form the basis for developing the overall training strategy.
- d. How the training shall be conducted such as team, inter-Service, skill progression training, factory, industrial, formal, unit, exportable, consolidated, off site, electronic-based training, and distance learning.
- e. Statement of how enlisted, officer mobilization, and professional training requirements will be accomplished and the method used, such as unit consolidation, exportable, contract, active duty training, and Inactive Duty Training Travel (IDTT).

2.1.13.13 Follow-on Training. This section of the plan shall contain the following regarding the formal follow-on training:

- a. Courses and applicable prerequisite training with Ready for Training (RFT) date
- b. Purpose of any TTE and training device to be used in each course
- c. How the operator and maintainer tasks relate to the training objectives and how they form the basis for developing the overall training strategy
- d. How the training shall be conducted such as team, inter-Service, skill progression training, factory, industrial, formal, unit, exportable, consolidated, off site, electronic-based training, and distance learning.
- e. How enlisted, officer mobilization, and professional training requirements will be accomplished and the method used, such as unit consolidation, exportable, contract, active duty training, and IDTT.

2.1.13.14 Student Profiles. This section of the plan shall identify the following for student profiles:

- a. Source rating
- b. Prerequisite skill and knowledge requirements
- c. NECs, and MOSs required to support the new development

2.1.13.15 Training Pipelines. This section of the plan shall include the training pipelines for formal training:

- a. Graphic illustration of new training pipelines and tracks that include existing training tracks.
- b. Changes to student profiles (e.g., list the source rating, prerequisite skill and knowledge requirements, and NECs and MOSs required to support the new development).
- c. New NEC or MOS requirements and if an existing NEC or MOS is to be changed.

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2.1.13.16 Total Ship Billet Training Profile (BTP). This section of the plan shall contain the following to identify the total ships billet profile:

- a. BTP for each officer and enlisted billet-by-billet title, rank, rate, rating, Navy Officer Billet Classification (NOBC), Primary NEC (PNEC), Secondary NEC (SNEC).
- b. Assigned department and division
- c. Condition I or III watchstations
- d. Sequential list of new and modified skill progression
- e. New and modified functional training courses by title, Course Identification Number (CIN), course data processing code, location, and length in days.

2.1.13.17 Reserve Component Program BTP. This section of the plan shall contain:

- a. BTP for each officer and enlisted billet in the reserve program.
- b. Active grade or rating, NOBCs, PNECs, SNECs, MOS, mobilization billet title, length in days, frequency, point values for completion of training, and remarks as applicable.

2.1.13.18 Aviation and Crew Scheduling and Phasing Plan. This section of the plan shall contain:

- a. Phasing plan for each ship or aircraft squadron.
- b. Ship and aircraft delivery by FY and month
- c. Preliminary ship manpower document
- d. Preliminary squadron manpower document
- e. Activity Manning Document (AMD) billet sequence number (if approved)
- f. Rank, rate, or rating, NOBC, PNEC, SNEC, primary MOS (PMOS) and secondary MOS (SMOS) authorized
- g. Increment identification
- h. Respective reporting date
- i. Sequence of required new and modified courses for each billet
- j. Respective convening schedules.

2.1.13.19 On board (in-service) Training. This section of the plan shall identify on board training and in-service training to be provided such as: PQS, electronic-based training, computer based training, interactive courseware, distance learning, embedded training, pre- and post-delivery crew watchstanding training.

2.1.13.20 Proficiency or Other Training Organic to the New Development. This section of the plan shall identify:

- a. How training will be accomplished
- b. Instructional system

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- c. Media supporting the requirement
- d. Training support agency
- e. Date required by month and year

2.1.13.21 PQS. This section of the plan shall identify:

- a. Operator, crew, and watch station PQS requirements
- b. Training support agency
- c. Date required by month and year

2.1.13.22 Other On Board and In-service Training Packages. This section of the plan shall identify any other formal training curricula and the date required by month and year.

2.1.14 Training Requirements. This section of the Technical Training Plan shall contain the following training requirements:

2.1.14.1 Initial Training Requirements. This section of the plan shall identify the following for initial training requirements:

- a. Course title, course developer, instructor, and course length
- b. Location and UIC
- c. Begin date, students, and ultimate activity destination (such as DT or OT) for:
 - 1. Officer
 - 2. Operations
 - 3. Maintenance
 - 4. Team
 - 5. Civilian personnel
 - 6. Chargeable student billets
 - 7. Completed initial training

2.1.14.2 Follow-on Training. This section of the plan shall contain pertaining to formal training:

2.1.14.3 Existing Courses. This section of the plan shall include the following for existing courses:

- a. Formal Navy and other service courses
- b. Aggregate Navy or Marine Corps requirements total input
- c. Activity, location and UIC (student)
- d. CIN, course title, source (Navy, USMC, other Service, etc.)
- e. Student category
- f. Chargeable student billets from Average On Board (AOB)

2.1.14.4 Planned Courses. This section of the plan shall identify formal new courses provided for in the technical training plan. It shall contain the following planned course information:

- a. Activity, location and UIC (student)
- b. CIN, course title, source

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- c. Student category
- d. Aggregate Navy or Marine Corps Annual Training Input Requirement (ATIR)
- e. Chargeable student billets from AOB.

2.1.14.5 Unique Courses. This section of the plan shall identify any unique formal new courses to be conducted at a training activity to support this new development. This section shall include:

- a. Activity, location and UIC (student)
- b. CIN, course title
- c. Student category
- d. Aggregate Navy and Marine Corps ATIR
- e. Chargeable student billets from AOB.

2.1.14.6 Existing Training Phased Out. This section of the plan shall identify any existing training to be phased out. This section shall include:

- a. Activity, location and UIC (student)
- b. CIN, course title, source
- c. Student category
- d. Total input as the aggregate Navy and USMC ATIR
- e. Chargeable student billets from AOB.

2.1.14.7 Total Ship Training Course Summary. This section of the plan shall identify:

- a. Course title, course/technical training plan number, location and UIC
- b. Officer and enlisted training courses required by billet title
- c. Rank/rate/Primary Navy Enlisted Classification (PNEC)/Secondary Navy Enlisted Classification (SNEC), designator, Navy Officer Billet Code (NOBC)
- d. Length of training.

2.1.14.8 IDTT and Annual Training (AT) Summary. This section of the plan shall identify for each FY the number of annual officer and enlisted total requirements for IDTT and AT.

2.1.15 Annual Training Input Requirements (ATIR). This section of the plan shall identify the Annual Training Input Requirements (ATIR) for all training identified within the technical training plan. This section of the plan shall contain:

- a. ATIRs for each CIN and course title
- b. Course length
- c. Sea tour length
- d. Attrition factor
- e. Backout factor
- f. Source of training

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- g. Total officer and enlisted personnel requiring training
- h. Number of personnel requiring training in the current FY, and for the next 8 FYs.

2.1.16 Training Logistics Support Requirements. This section of the plan shall describe the training logistics support requirements for the systems listed within the technical training plan. This section shall contain:

2.1.16.1 Training Hardware. This section of the plan shall identify General Purpose Test Equipment (GPTE), Special Purpose Test Equipment (SPTE), Special Tools (ST), General Purpose Electronic Test Equipment (GPETE), Special Purpose Electronic Test Equipment (SPETE), and GFE/CFE. It shall include:

- a. Training activity, location, UIC, CIN, and course title
- b. Item number and equipment designation
- c. Type and range of repair parts required
- d. Quantity required
- e. Date required for initial acquisition, replacement, modernization and overhaul of the hardware
- f. Status for each piece, such as on board.

2.1.16.2 Training Devices. This section of the plan shall include the following for all training devices:

- a. Brief description of training device
- b. Manufacturer, and contract number
- c. Training activity, location, UIC
- d. Quantity required
- e. Date required
- f. RFT date
- g. Status of training device delivery such as on board, delayed, etc.
- h. Training courses supported.

2.1.17 Courseware Requirements. This section of the plan shall identify the course requirements associated with the technical training plan. This section shall contain:

2.1.17.1 Training Services. This section of the plan shall identify training services associated with the training identified within the technical training plan. This section shall contain:

- a. Each course and type of training
- b. School location and UIC
- c. Training services required in number of personnel and man weeks
- d. Begin date to meet the RFT date.

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2.1.17.2 Curricula Materials and Training Aids. This section of the plan shall identify the curricula materials and training aids required to support the training solutions identified within the NTPS. This section of the plan shall contain:

- a. Training activity, location, and UIC
- b. CIN, and course title
- c. Type of curriculum materials
- d. Quantity required
- e. Date materials required to meet RFT date
- f. Status of material delivery such as on board, delayed, etc.

2.1.17.3 Technical Manuals. This section of the plan shall identify the technical manuals required to support the training identified within the technical training plan. This section of the plan shall contain:

- a. Training activity, location, and UIC
- b. CIN, and course title
- c. Title and publication number of technical manuals and Interactive Electronic Technical Manuals (IETMs)
- d. Quantity required
- e. Date technical manuals required to meet RFT date
- f. Delivery status of items such as on board, delayed, etc.
- g. Rationale for non-compliance when technical manuals are not provided to the training command, and what action being taken to develop alternative training if the deviations are authorized.

2.1.18 New Development Logistics Support. This section of the plan shall identify the logistics support required for new developments associated with the technical training plan. This section of the plan shall include:

- a. Name, address, contract numbers, and location for manufacturer(s) and shipbuilder(s)
- b. Status of technical documents
- c. Requirement for technical manuals, MRCs, MIPs, and PMS
- d. Any unique requirement for special test sets, special tools, special test equipment, and software support
- e. Spare and repair parts as well as the material support date
- f. Status of the Human Systems Integration plan
- g. Manpower and training Key Performance Parameters (KPPs) and key system attributes (KSAs).

2.1.19 Schedules. This section of the plan define all schedules pertinent to satisfying training objectives through definitive milestones. This section of the plan shall include:

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2.1.19.1 Key Event Plan of Action and Milestones (POA&M):

- a. Source and dates of information such as task analysis completion dates
- b. Initial Operational Capability (IOC) through full operational capability (FOC) dates
- c. Training need dates
- d. RFT dates
- e. Delivery commencement dates
- f. System deployment dates
- g. Facility beneficial occupancy dates
- h. Facility ready for use (RFU) dates
- i. Training equipment availability dates
- j. Rate of units per month and year
- k. Name and location of existing reserve units and activation dates of planned units
- l. Ship number and date (month and year) of the equipment, system, and subsystem being installed on a new ship
- m. Production delivery, commissioning, acceptance trials, etc.

2.1.19.2 Installation and Delivery Schedule. This section of the plan shall contain the ship availability dates, location, and the installation date(s) by quarter per FY.

2.1.19.3 Ready For Operational Use Schedule. This section of the plan shall identify the ready for operational use date(s) by quarter per FY for each activity.

2.1.19.4 Time Required to Install at Operational Sites. This section of the plan shall identify the time required to install and complete equipment installation at different sites, (e.g., new construction at builder site, replacement during restricted availability, SLEP, and overhaul, etc.).

2.1.19.5 Foreign Military Sales (FMS) and Other Source Delivery Schedule. This section of the plan shall identify the country, the date by quarter per FY, and where the new development will be delivered.

2.1.20 Related technical training plans, and other applicable documents. This section of the plan shall identify sub-system technical training plans, and other documents which affect, are related to, were used to develop, or were developed in response to the technical training plan. This section of the plan shall contain document title, number, cognizant PM code, and status of the document.

2.1.21 Manpower/Billet Requirements. This section of the plan shall identify the Total Ship billets required to support the training identified within the technical training plan. This section of the plan shall contain:

2.1.21.1 Operational/Fleet Support Activity. This section of the plan shall identify:

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- a. Operational and Fleet Support Activity Activation Schedule
- b. Source
- c. Date
- d. Activity name and UIC
- e. Previous Fiscal Year (PFY), Current Fiscal Year (CFY), 8 Fiscal Year's (FY) beyond CFY billets by activity
- f. Phasing increment
- g. Billets by enlisted/officer/civilian, using designator, rating, PNEC/SNEC/Primary Military Occupational Specialty (PMOS)/Secondary Military Occupational Specialist /series/grade, and activity totals.

2.1.21.2 Operational and Fleet Support Activity Deactivation Schedule. This section of the plan shall identify those activities that are scheduled for deactivation. This section of the plan shall contain:

- a. Source and date of the schedule
- b. Operational and fleet support activities and corresponding UICs being deactivated
- c. Number of activities deactivated in previous years
- d. Number of activities deactivated in the current FY
- e. Number of activities deactivated for the next 8 FYs.

2.1.21.3 Billets to Be Deleted in Operational and Fleet Support Activities. This section of the plan shall identify the billets/manpower associated with the deactivations. This section of the plan shall contain:

- a. Operational and fleet support activities, corresponding UICs, and phasing increment
- b. Number of billets to be deleted by officer rank/designator, enlisted rank/rating/NEC/MOS/ and civilian pay grade/occupational series code
- c. Totals for each activity (including all phasing increments)
- d. Cumulative billets deleted in all previous FYs
- e. Billets to be deleted in the current FY
- f. Billets deleted for each of the next 8 FYs.

2.1.21.4 Training Activities Instructor and Support Billet Requirements. This section of the plan shall identify instructor and support (separately) cumulative billets required in all previous FYs; the current FY; and each of the next 8 FYs by officer rank/designator, enlisted rank/rating/NEC/MOS, and civil service occupational series code listed by training activity, location, and UIC.

2.1.21.5 Chargeable Student Billet Requirements. This section of the plan shall contain calculations of the Navy and USMC chargeable incremental, aggregate, and total

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increase/decrease in chargeable student billets for each quota control activity and applicable training course.

2.1.21.6 Temporary Duty Under Instruction Per Diem Costs. This section of the plan shall contain calculations of the incremental increase/decrease in temporary duty under instruction Operation and Maintenance, Navy/Marine Corps student per diem costs (dollars in thousands) for each applicable training course and quota control activity.

2.1.21.7 Annual Incremental and Cumulative Billets. This section of the plan shall identify the total annual incremental and cumulative billets for Navy and USMC separately for all requirements listed within the technical training plan.

2.1.22 Facility Requirements. This section of the plan shall identify the facility requirements for training solutions identified within the technical training plan. This section of the plan shall contain:

2.1.22.1 Facility Requirements Summary (Space and Support) by Activity. This section of the plan shall provide a summary of the overall facility requirements associated with technical training plan. This section shall include:

- a. Training activity, location, and UIC
- b. CIN, course title, and the required RFT date
- c. Space requirements in square feet for the academic classroom, laboratory, applied classroom and laboratory
- d. Major facility requirements such as electrical power in kilowatts (KW), air conditioning in tons, and other critical requirements such as chilled water, special electrical grounding, radio frequency interference shielding, and the existing space availability in a full (F), partially (P), and not available (N) category.

2.1.22.2 Facility Requirements Detailed by Activity. This section of the plan shall identify the detailed facility requirements by activity. This section of the plan shall contain:

- a. Activity, location, and UIC
- b. CIN, course title, building and room number
- c. Type of facility project such as MILCON, site preparation, alteration, and conversion
- d. Facility project number
- e. Required project award date
- f. Ready for use (RFU) date
- g. Required RFT date
- h. Total scope of project in square feet
- i. Status such as project development, construction start, completion dates, and delays.

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j. Other non-training facility projects resulting from this program such as bachelor officer quarters, dining facility expansions or constructions, etc.; include whether these related facility projects are fully dedicated to this program

k. Training system installation plans associated with the technical training plan.

2.1.23 Decision Items and Action Required. This section of the plan shall identify the technical training plan Conference decisions and CNO-directed actions to be taken by the principals, cognizant offices, and commands which must be resolved to implement this technical training plan; the command responsible for the action items, the due date, and the status of action items.

2.1.24 Points of Contact. This section of the plan shall include the locations, names, and codes of technical training plan principals and other contacts to include a description of responsibility or title, commercial and DSN telephone number, and email address for each contact.

3. Media Requirement. The electronic media shall be Microsoft word.

4. End of DI-SESS-81958.