



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO

1500
Ser N795K/2U653191
9 May 02

From: Director of Naval Training and Education

Subj: NAVY TRAINING SYSTEMS PLAN (NTSP) AUTOMATION TOOL
(AUTOTOOL) VERSION 4.0

Ref: (a) OPNAVINST 1500.76
(b) OPNAV P-751-1-9-97

1. Version 4.0 of the Navy Training System Plan (NTSP) Automation Tool (AutoTool) is now available.
2. The NTSP AutoTool is designed to reduce both workload and time for program managers to produce NTSPs per references (a) and (b). AutoTool provides performance support capabilities to aid NTSP development and life cycle maintenance. AutoTool Version 3.0 has been used successfully since March 2001 to prepare NTSPs Navy-wide.
3. Version 4.0 of the NTSP AutoTool contains significant enhancements and numerous fixes. Among them are:
 - a. NTSP database navigation significantly improved.
 - b. Improvements made to the way Billet Training Profile (Total Ship Billet Training Profile and Reserve Component Program Billet Training Profile) data are entered and edited.
 - c. Several options added for printing Billet Training Profile information. Total Ship NTSP authors can choose to replace the Total Ship Training Course Summary in NTSP Part III with a Billet Training Profile Appendix.
 - d. Remembers the last record visited on each screen; when user revisits, that screen will return to that record.
 - e. Allows importing all selected Total Ship Training Plan (TSTP) data with one click.
 - f. Added capability to split student billets associated with a specific training course across multiple school locations.
 - g. File saving functions enhanced; users can now choose filename and location for exporting NTSPs and for NTSP reports.
 - h. Supports Office 2002 (Word, Excel, Visio, and PowerPoint) applications.
 - i. Allows users to use their own custom dictionaries (from Word or other applications) already on their computer.
 - j. Allows users to resize the screen - especially in the text entry screens of Part I. Input screen size was expanded to 800 x 600 pixels.

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k. Clarified instructions for updating the Table of Contents initially included when the NTSP is generated in Microsoft Word.

4. The NTSP AutoTool is available for use by all U.S. Navy and industry partner NTSP developers. Software requests for V4.0 can be made at the Office of Training Technology (OTT) Seamless Product Information, Data Exchange and Repository (SPIDER) website via the NTSP AutoTool Software Request Form at <http://www.ott.navy.mil/ntsptool/index.cfm>. Provide comments and suggestions via the NTSP AutoTool Feedback Form at <http://www.ott.navy.mil/ntsptool/ntsptoolfdbk.cfm>.

5. For technical support, please contact Mr. John Hassen (NAWCTSD Code 4973), DSN 960-8026/commercial 407-380-8026, and email hassenje@navair.navy.mil. The N795 point of contact is Mr. Robert Zweibel (N795K), DSN 332-5151/commercial 703-602-5151 and email zweibel.robert@hq.navy.mil.



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By direction

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