

NAVY TACTICS, TECHNIQUES, AND PROCEDURES

**THE NAVY WARFARE
LIBRARY
NTTP 1-01**

EDITION APRIL 2005

**DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS**

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DEPARTMENT OF THE NAVY
NAVY WARFARE DEVELOPMENT COMMAND
686 CUSHING ROAD
NEWPORT RI 02841-1207

April 2005

LETTER OF APPROVAL

1. NTTP 1-01 (APR 2005), THE NAVY WARFARE LIBRARY, is UNCLASSIFIED. Handle in accordance with the administrative procedures contained therein.
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3. NTTP 1-01 (APR 2005) defines relationships among commands and programs involved in tactics development (including all draft phases), assigns responsibilities for developing and maintaining tactical and doctrinal publications, and contains guidance for maintaining the Navy Warfare Library.
4. NTTP 1-01 (APR 2005) is approved for public release; distribution is unlimited.



JOHN M. KELLY

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August 2006

PUBLICATION NOTICE

ROUTING

- 1. Change 1 to NTTP 1-01, THE NAVY WARFARE LIBRARY, is available in the Navy Warfare Library. It is effective upon receipt.
- 2. Change 1 affects the following:
 - a. Chapter 3. Revises the periodicity of the Navy Warfare Library (NWL) review process.
 - b. Chapter 4. Updates procedures for online dissemination of the NWL.

Navy Warfare Library Custodian

Navy Warfare Library publications must be made readily available to all users and other interested personnel within the U.S. Navy.

Note to Navy Warfare Library Custodian

This notice should be duplicated for routing to cognizant personnel to keep them informed of changes to this publication.

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CONTENTS

*Page
No.*

CHAPTER 1 — GENERAL

1.1	PURPOSE	1-1
1.2	DOCTRINE, TACTICS, TECHNIQUES, PROCEDURES, AND RELATED GUIDANCE	1-1
1.2.1	Doctrine	1-1
1.2.2	Naval Doctrine Publications	1-1
1.2.3	Tactics, Techniques, and Procedures.	1-2
1.2.4	Command Directives	1-3
1.3	HIERARCHY OF NAVY WARFARE LIBRARY PUBLICATIONS	1-3
1.3.1	Navy Warfare Publications.	1-3
1.3.2	Navy Tactics, Techniques, and Procedures	1-3
1.3.3	Navy Tactical Reference Publications	1-3
1.3.4	Tactical Memoranda	1-3
1.3.5	Fleet Exercise Publications.	1-4
1.3.6	NWP/NTTP/NTRP Numbering System	1-4
1.3.7	Joint Publications.	1-4
1.3.8	Multiservice Publications	1-5
1.3.9	Air Land Sea Application Center	1-5
1.3.10	Allied Publications	1-5
1.3.11	Multinational Publications	1-6
1.4	NAVY LESSONS LEARNED SYSTEM	1-6
1.5	UNIVERSAL NAVY TASK LIST	1-6
1.6	SEA POWER 21 AND DOCTRINE.	1-7
1.6.1	Sea Trial	1-7
1.6.2	Warfare Centers of Excellence	1-7
1.7	APPLICATION	1-8

CHAPTER 2 — PUBLICATION LIFE CYCLE RESPONSIBILITIES

2.1	PURPOSE	2-1
2.2	RESPONSIBILITIES AND FUNCTIONS	2-1
2.2.1	Navy Warfare Development Command	2-1
2.2.2	Marine Corps Combat Development Command.	2-5
2.2.3	Primary Review Authority	2-5
2.2.4	Coordinating Review Authority	2-7
2.2.5	Technical Cognizance Office	2-7
2.2.6	Contributing Command	2-7

2.2.7	Commander, Naval Strike and Air Warfare Center	2-7
2.2.8	Commander, Naval Air Systems Command	2-8
2.2.9	School and Training Command Responsibilities	2-8
2.2.10	Navy Laboratory and Warfare Technical Center Responsibilities.	2-8
2.2.11	Individual Command Responsibilities	2-8

CHAPTER 3 — PUBLICATION DEVELOPMENT PROCESS

3.1	WEB-BASED APPROACH TO DOCTRINE DEVELOPMENT	3-1
3.2	DEVELOPMENT LIFE CYCLE	3-1
3.3	DEVELOPMENT AND REVISION PROCESS	3-3
3.3.1	Proposal	3-3
3.3.2	Validation	3-3
3.3.3	Program Directive	3-3
3.3.4	Draft Development	3-6
3.3.5	Draft Reviews	3-8
3.3.6	Approval of Final Draft	3-9
3.4	EDITIONS, CHANGES, AND REVISIONS	3-10
3.4.1	Submission of Recommended Routine Corrections and Changes	3-10
3.4.2	Submission and Issue of Urgent Changes	3-10
3.4.3	Reviews and Required Reports	3-11
3.5	ALLIED PUBLICATIONS.	3-12
3.5.1	Experimental Tactics	3-13
3.5.2	Change Recommendation.	3-13
3.5.3	Changes	3-13
3.5.4	NATO Effective Dates	3-14
3.6	MULTINATIONAL PUBLICATIONS	3-14
3.6.1	EXTAC 1000 Series	3-14
3.6.2	Multinational Publication Series	3-14
3.7	TACTICAL MEMORANDA.	3-15
3.7.1	TACMEMO Development	3-15
3.7.2	Changes	3-18
3.7.3	Reviews and Reports	3-18

CHAPTER 4 — MAINTENANCE OF THE NAVY WARFARE LIBRARY

4.1	PURPOSE	4-1
4.2	DISTRIBUTION.	4-1
4.2.1	Navy Warfare Library Distribution	4-1
4.2.2	Allied Publication Electronic Library CD-ROM Distribution	4-2
4.2.3	Distribution of Joint Doctrine Publications	4-3
4.2.4	Navy Lessons Learned CD-ROM Distribution	4-3
4.3	NAVPUB MESSAGES	4-3

	<i>Page No.</i>
4.4	ORDERING 4-3
4.4.1	Commissioning/Initial Allowance 4-4
4.4.2	Publications on Hardcopy Distribution 4-4
4.4.3	Stock Numbers and Bar Codes 4-4
4.4.4	Obtaining Legacy NWP 3-22.5 and New NTTP/NTRP 3-22.X Publications 4-4
4.4.5	Local Reproduction 4-5
4.4.6	Publications on Print on Demand 4-5
4.4.7	Decommissioning, Relocation, or Change of Address. 4-5
4.5	LIBRARY ADMINISTRATION 4-5
4.5.1	Navy Warfare Library Administrators 4-5
4.5.2	Navy Warfare Library Account Requirements. 4-7
4.5.3	Security Requirements 4-7
4.5.4	NATO Classified Material 4-7
4.6	MAINTENANCE OF THE NAVY WARFARE LIBRARY 4-8
4.6.1	Records 4-8
4.6.2	Receipt Procedures 4-8
4.7	INSPECTION OF THE NAVY WARFARE LIBRARY 4-10
4.8	INVENTORY 4-11
4.9	SECURITY 4-11
4.9.1	Loss or Compromise of Classified Navy Warfare Library Publications 4-11
4.9.2	Access 4-11
4.9.3	Destruction of Hardcopy 4-12
4.9.4	Destruction of NWEL/NLL/APEL CD-ROMs. 4-12
4.10	PRINTING FROM ADOBE ACROBAT [®] FILES 4-13
4.10.1	Printing Instructions (Except NTTP/NTRP 3-22.X) 4-13
4.10.2	Printing Instructions for NTTP/NTRP 3-22.X 4-13
4.10.3	Covers and Fasteners 4-13
4.10.4	Foldout Pages 4-13
4.10.5	List of Effective Pages 4-13

APPENDIX A — GUIDELINES FOR AUTHORIZING NAVY WARFARE LIBRARY PUBLICATIONS

A.1	SCOPE A-1
A.1.1	Draft Definitions and Responsibilities. A-1
A.1.2	Letter of Promulgation for Navy Warfare Publications A-2
A.1.3	Letter of Approval for NTTPs/NTRPs/FXPs A-2
A.2	APPLICABLE GOVERNMENT DOCUMENTS A-2
A.2.1	Department of Defense Publications A-2
A.2.2	Other Government Publications A-3
A.3	GUIDELINES FOR PREPARING PUBLICATION MATERIALS A-3
A.3.1	Copyrights and Advertising A-3

A.3.2	Electronic Text Files	A-3
A.3.3	Text Development	A-4
A.3.4	Hardcopy and Electronic Graphics	A-4
A.3.5	Considerations for Linking vs. Embedding Graphics Files and Other Objects	A-7
A.3.6	Figure Employment	A-7
A.3.7	Signs and Symbols.	A-8
A.3.8	Uniform Resource Locators	A-8
A.4	STRUCTURE OF PUBLICATIONS	A-8
A.4.1	Page Markings	A-8
A.4.2	Front Matter	A-9
A.4.3	Body	A-11
A.4.4	Back Matter	A-14
A.5	SECURITY CLASSIFICATION MARKINGS	A-17
A.5.1	Classification Marking Guidelines	A-17
A.5.2	Cover/Title Page and Back Cover Classification	A-18
A.5.3	Page Classification	A-18
A.5.4	Classification Marking Symbols	A-18
A.5.5	Figure Classification	A-18
A.5.6	Figure Title Classification	A-19
A.6	HANDLING NOTICES	A-19
A.6.1	Notations on Cover/Title Page	A-19
A.6.2	Downgrading/Declassification Data	A-19
A.6.3	Limited Distribution Data	A-20
A.7	NEW EDITION	A-20
A.7.1	Renumbering Content	A-20
A.7.2	Supersedure Notice.	A-20
A.7.3	Numbering New Editions	A-20
A.7.4	Publication Category	A-21
A.7.5	Change Bars	A-21

APPENDIX B — NWP/NTTP/NTRP/TACMEMO NUMBERING SYSTEM

B.1	NUMBERING CONVENTIONS	B-1
B.2	NUMBERING SYSTEM	B-1

APPENDIX C — NAVY WARFARE LIBRARY ADMINISTRATION

C.1	PROPOSAL SUBMISSION.	C-1
C.2	VALIDATION COMMENT REQUEST	C-1
C.3	NWP/NTTP PROGRAM DIRECTIVE FORMAT	C-1
C.4	REVIEW REPORTS	C-1
C.5	EDITORIAL ASSESSMENT	C-1

APPENDIX D — NAVY WARFARE LIBRARY

D.1	MAINTENANCE	D-1
D.2	SAMPLES	D-1

LIST OF ILLUSTRATIONS

*Page
No.*

CHAPTER 1 — GENERAL

Figure 1-1.	Navy Warfare Library	1-2
Figure 1-2.	Publication Numbering	1-5
Figure 1-3.	Warfare Centers of Excellence	1-7

CHAPTER 2 — PUBLICATION LIFE CYCLE RESPONSIBILITIES

Figure 2-1.	Navy Warfare Publication Command Responsibilities	2-2
Figure 2-2.	NTTP/NTRP/FXP Command Responsibilities	2-6

CHAPTER 3 — PUBLICATION DEVELOPMENT PROCESS

Figure 3-1.	Publication Development Life Cycle	3-1
Figure 3-2.	Navy Warfare Development Command Doctrine Development Process	3-2
Figure 3-3.	Navy Warfare Library Publication Process	3-4
Figure 3-4.	Example of the Tactical Memorandum Numbering System.	3-16

APPENDIX C — NAVY WARFARE LIBRARY ADMINISTRATION

Figure C-1.	Project Proposal.	C-2
Figure C-2.	Sample Validation Comment Request	C-2
Figure C-3.	Sample Program Directive	C-3
Figure C-4.	Sample Review Report	C-4
Figure C-5.	Editorial Assessment	C-5

APPENDIX D — NAVY WARFARE LIBRARY

Figure D-1.	Sample Inventory Sheet.	D-2
Figure D-2.	Sample Navy Warfare Library Catalog Card.	D-3
Figure D-3.	Sample Change Entry Certification Form	D-4

PREFACE

NTTP 1-01 (APR 2005) defines relationships among commands and programs involved in tactics development (including all draft phases), assigns responsibilities for developing and maintaining tactical and doctrinal publications, and contains guidance for maintaining the Navy Warfare Library.

Report administrative discrepancies by letter, message, or e-mail to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
ATTN: N5
686 CUSHING ROAD
NEWPORT RI 02841-1207

fleetpubs@nwdc.navy.mil

ORDERING DATA

Order printed copies of a publication using the Print on Demand (POD) system. A command may requisition a publication using standard military standard requisitioning and issue procedure (MILSTRIP) procedures or the Naval Supply Systems Command website called the Naval Logistics Library (www.nll.navsup.navy.mil). An approved requisition is forwarded to the specific DAPS site at which the publication's electronic file is officially stored. Currently, two copies are printed at no cost to the requester.

CHANGE RECOMMENDATIONS

Procedures for recommending changes are provided below.

WEB-BASED CHANGE RECOMMENDATIONS

Recommended changes to this publication may be submitted to the Navy Warfare Development Doctrine Discussion Group, accessible through the Navy Warfare Development Command website at: <http://www.nwdc.navy.smil.mil/>.

URGENT CHANGE RECOMMENDATIONS

When items for changes are considered urgent (as described in Paragraph 3.4.2), send this information by message to the Primary Review Authority, info NWDC. Clearly identify and justify both the proposed change and its urgency. Information addressees should comment as appropriate. See accompanying sample for urgent change recommendation format on page 15.

ROUTINE CHANGE RECOMMENDATIONS

Submit routine recommended changes to this publication at any time by using the accompanying routine change recommendation letter format on page 16 and mailing it to the address below, or posting the recommendation on the NWDC Doctrine Discussion Group site.

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
DOCTRINE DIRECTOR (N5)
686 CUSHING ROAD
NEWPORT RI 02841-1207

CHANGE BARS

Revised text is indicated by a black vertical line in the outside margin of the page, like the one printed next to this paragraph. The change bar indicates added or restated information. A change bar in the margin adjacent to the chapter number and title indicates a new or completely revised chapter.

WARNINGS, CAUTIONS, AND NOTES

The following definitions apply to warnings, cautions, and notes used in this manual:



WARNING

An operating procedure, practice, or condition that may result in injury or death if not carefully observed or followed.



CAUTION

An operating procedure, practice, or condition that may result in damage to equipment if not carefully observed or followed.

Note

An operating procedure, practice, or condition that requires emphasis.

WORDING

Word usage and intended meaning throughout this publication is as follows:

“Shall” indicates the application of a procedure is mandatory.

“Should” indicates the application of a procedure is recommended.

“May” and “need not” indicate the application of a procedure is optional.

“Will” indicates future time. It never indicates any degree of requirement for application of a procedure.

FM ORIGINATOR

TO *(Primary Review Authority)*//JJJ//

INFO COMNAVWARDEVCOM NEWPORT RI//N5//

COMFLTFORCOM NORFOLK VA//JJJ//

COMPACFLT PEARL HARBOR HI//JJJ//

(Additional Commands as Appropriate)//JJJ//

BT

CLASSIFICATION//N03510//

MSGID/GENADMIN/*(Organization ID)*//

SUBJ/URGENT CHANGE RECOMMENDATION FOR *(Publication Short Title)*//

REF/A/DOC/NTTP 1-01//

POC/*(Command Representative)*//

RMKS/1. IAW REF A URGENT CHANGE IS RECOMMENDED FOR *(Publication Short Title)*

2. PAGE _____ ART/PARA NO _____ LINE NO _____ FIG NO _____

3. PROPOSED NEW TEXT *(Include classification)*

4. JUSTIFICATION.

BT

Message provided for subject matter; ensure that actual message conforms to MTF requirements.

Urgent Change Recommendation Message Format



DEPARTMENT OF THE NAVY

NAME OF ACTIVITY
STREET ADDRESS
CITY, STATE XXXXX-XXXX

5219
Code/Serial
Date

FROM: (Name, Grade or Title, Activity, Location)
TO: (Primary Review Authority)

SUBJECT: ROUTINE CHANGE RECOMMENDATION TO (Publication Short Title, Revision/Edition, Change Number, Publication Long Title)

ENCL: (List Attached Tables, Figures, Etc.)

1. The following changes are recommended for NTTP X-XX, Rev. X, Change X:

a. CHANGE: (Page 1-1, Paragraph 1.1.1, Line 1)
Replace "...the ~~National Command Authority~~ President and Secretary of Defense establishes procedures for the..."
REASON: SECNAVINST #####, dated #####, instructing the term "National Command Authority" be replaced with "President and Secretary of Defense."

b. ADD: (Page 2-1, Paragraph 2.2, Line 4)
Add sentence at end of paragraph "See Figure 2-1."
REASON: Sentence will refer reader to enclosed illustration.
Add Figure 2-1 (see enclosure) where appropriate.
REASON: Enclosed figure helps clarify text in paragraph 2.2.

c. DELETE: (Page 4-2, Paragraph 4.2.2, Line 3)
Remove "Navy Tactical Support Activity."
"...the Naval War College, ~~Navy Tactical Support Activity~~, and the Navy Warfare Development Command are responsible for..."
REASON: Activity has been deactivated.

2. Point of contact for this action is (Name, Grade or Title, Telephone, E-mail Address).

(SIGNATURE)
NAME

Copy to:
CFFC
COMPACFLT
COMNAVWARDEVCOM

Routine Change Recommendation Letter Format

CHAPTER 1

General

1.1 PURPOSE

The Navy Warfare Library (NWL) is a compilation of doctrinal, tactical, and reference publications needed by the Navy warfighter. The library includes publications from within the Navy Doctrine Hierarchy and applicable allied/multiservice/multinational publications. NTTP 1-01, The Navy Warfare Library, defines the organization and procedures governing naval doctrine publications (NDPs); Navy warfare publications (NWPs); Navy tactics, techniques, and procedures (NTTPs); Navy tactical reference publications (NTRPs); fleet exercise publications (FXPs); and tactical memoranda (TACMEMOs). It defines relationships among commands and programs involved in tactics development, assigns responsibilities for developing and maintaining tactical and doctrinal publications, and contains guidance for maintaining the NWL. Where applicable, NTTP 1-01 addresses procedures pertaining to multiservice publications; Allied publications (APs); multinational publications (MPs); joint publications (JPs); and the Navy Lessons Learned System (NLLS) used by U.S. Navy forces.

1.2 DOCTRINE, TACTICS, TECHNIQUES, PROCEDURES, AND RELATED GUIDANCE

1.2.1 Doctrine

Joint Publication 1-02, DOD Dictionary of Military and Associated Terms, defines doctrine as the “fundamental principles by which the military forces or elements thereof guide their actions in support of national objectives. It is authoritative but requires judgment in application.” Within the NWL, doctrine refers to overarching guidance that allows collections of Navy units to operate effectively as a Navy force. Doctrine therefore refers to both fundamental principles and operational-level guidance. This operational-level doctrine is distinct from the tactics, techniques, and procedures (TTP) used to guide the specific operation of platforms and systems. Doctrine is issued in top-level JPs, NDPs, and NWPs.

Navy doctrine forms a bridge between the naval component of our nation’s military strategy and our TTP. A commander, however, cannot operate solely under the guidance of broad strategy. Neither can the commander make appropriate mission decisions if guided only by TTP. Doctrine guides our actions toward well-defined goals and provides the basis for mutual understanding within and among the Services and the national policymakers. It ensures our familiarity and efficiency in the execution of procedures and tactics.

1.2.2 Naval Doctrine Publications

NDPs describe the role of U.S. naval forces, outline their basic warfighting philosophy, and disseminate operational-level principles for employment. NDPs are the highest level of Navy doctrine (see Figure 1-1). They serve as the capstone and keystone publications of the NWL by linking the Navy’s overarching military strategy to fleet operations.

There are five NDPs:

1. Capstone — NDP 1, *Naval Warfare*, provides the basis for the detailed doctrine of the U.S. Navy. This capstone publication highlights the distinctive characteristics of warfare in a maritime environment and outlines the employment of our Navy forces.

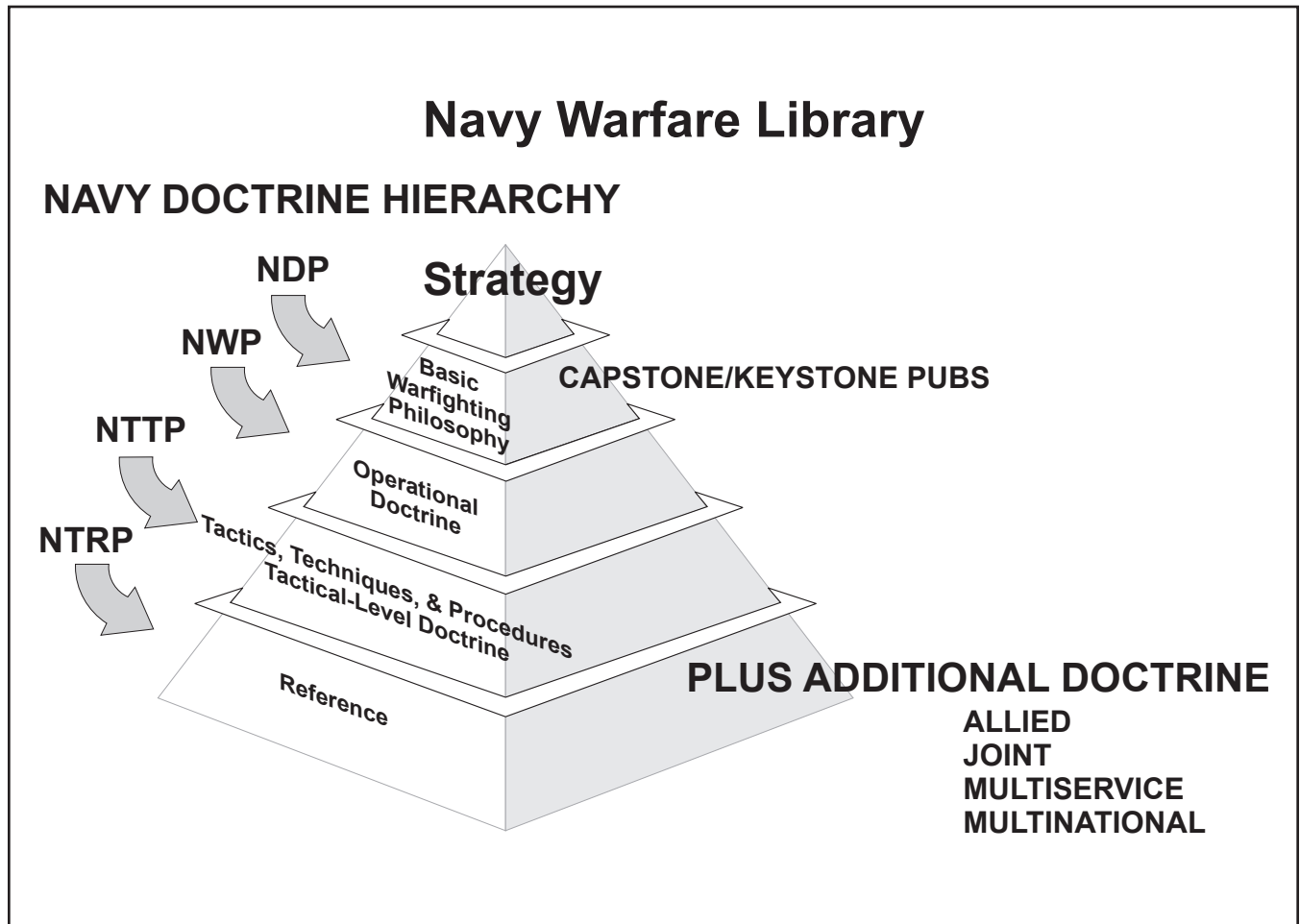


Figure 1-1. Navy Warfare Library

2. Keystone — NDP 2, *Naval Intelligence*, describes the ways Navy intelligence supports military planning for routine peacetime operations, operations other than war, and combat.
3. Keystone — NDP 4, *Naval Logistics*, discusses the basis of operational naval logistics and establishes the foundation for development of follow-on tactics, techniques, and procedures.
4. Keystone — NDP 5, *Naval Planning*, describes the basic tenets of military planning, emphasizing naval planning and how it fits within both joint operations and the overall strategic and political structure.
5. Keystone — NDP 6, *Naval Command and Control*, provides the philosophical foundation of command and control and describes how commanders influence operations, the command and control process, the systems through which command and control is executed, and the various ways that commanders establish effective command and control.

These NDPs are being consolidated into a single, comprehensive NDP 1.

1.2.3 Tactics, Techniques, and Procedures

NTTP publications contain tactical-level guidance for the employment of weapons systems, platforms, and forces. NTTPs provide the detailed information needed to effectively and efficiently operate and employ specific

platforms and systems. The level of compliance for TTP is specified within the publication itself using the terms “WARNING,” “CAUTION,” “Note,” “shall,” “should,” “may,” and “will.” These terms, as they apply to the NWL, are defined in the preface to this and all other Navy tactical and doctrinal publications.

1.2.3.1 Tactics

Tactics are the employment of units in combat or the ordered arrangement and maneuver of units in relation to each other and/or the enemy in order to use their full potential. The target audience is commanders of units to which the tactics apply and their immediate superiors in command.

1.2.3.2 Techniques

Techniques describe employment of specific components and systems of ships or aircraft. They are generally written for watch supervisors and operators.

1.2.3.3 Procedures

Procedures are instructions, often detailed, for operation of specific systems and equipment. Procedures are often more rigid and directive than other levels of tactical guidance, because of the technical limits of weapons, ships, aircraft, and other equipment. Procedures are written for equipment or system operators.

1.2.4 Command Directives

Commands issue directives such as standing orders, operation orders (OPORDs), operation tasks (OPTASKs), or instructions that set local policies. While much of the material in these directives may be derived from doctrinal and TTP publications, these documents are not currently part of the NWL. The issuing commander determines their content and format.

1.3 HIERARCHY OF NAVY WARFARE LIBRARY PUBLICATIONS

1.3.1 Navy Warfare Publications

NWPs contain operational doctrine that covers mission areas, enabling functions, and the organization and support of forces for sustained operations. NWPs may contain amplifying TTP for the employment of Navy forces.

1.3.2 Navy Tactics, Techniques, and Procedures

NTTPs contain tactical-level doctrine and TTP for tactical-level platforms/weapons systems, organizations, capabilities, and support functions.

1.3.3 Navy Tactical Reference Publications

NTRPs contain data that typically are stand alone and descriptive in nature. Hence, they are not required to tie directly to the superior publications. Data that typically does not change such as tables and diagrams, physics (i.e., oceanography, acoustic, and electromagnetic discussions), and system operating procedures and guidelines are examples of NTRP subject matter. NTRPs support tactical employment and are intended for the operator/watch stander.

1.3.4 Tactical Memoranda

TACMEMOs are used to publish the developmental tactics for evaluation. They are issued for a specific period of time (normally 24 months), and incorporated into applicable doctrine, TTP, or reference publications when validated. Paragraph 3.7 discusses TACMEMOs in detail.

1.3.5 Fleet Exercise Publications

FXPs guide tactical training events and exercises conducted by operational commanders. While not a part of the Navy warfare hierarchy per se, they are developed in the same manner as NTTPs and distributed by NWDC.

1.3.6 NWP/NTTP/NTRP Numbering System

Navy Warfare Development Command, Doctrine Director, N5, assigns publication numbers to Navy and Navy multiservice publications to ensure subject matter continuity. Appendix B contains the NWP/NTTP/NTRP numbering system. TACMEMOs use a similar system described in Paragraph 3.7.1.3. The publication numbering system generally adheres to the following conventions:

1. Series. The first numerical group identifies the major category (intelligence, operations, etc.) as listed below.
 - a. NDP/NWP/NTTP/NTRP 1 — Series, General/Reference Publications
 - b. NDP/NWP/NTTP/NTRP 2 — Series, Intelligence Publications
 - c. NDP/NWP/NTTP/NTRP 3 — Series, Operations Publications
 - d. NDP/NWP/NTTP/NTRP 4 — Series, Logistics Publications
 - e. NDP/NWP/NTTP/NTRP 5 — Series, Planning Publications
 - f. NDP/NWP/NTTP/NTRP 6 — Series, Command, Control, and C4I Systems Publications.
2. Functional field. The second numerical group, following the hyphen, places the publication within a functional field. These functional fields are derived from the numbers assigned joint publications in the same functional mission areas. Where there is no associated joint doctrine for a given naval tactical area, a nonconflicting number is issued, for example, the NWP 3-2X series. The joint numbering system does not utilize the 2X series under Operations, and the Navy uses this for maritime topics (platform-specific procedures) that would not otherwise be supported within the joint architecture.
3. Subfunction identifiers and sequence numbers. The third numerical group, following the decimal, identifies TTP subfunctions and sequenced manuals within the functional field. (For example, NTTP 4-02.4, Fleet Hospitals, provides TTP in support of health protection found in NWP 4-02, Operational Health Service Support (see Figure 1-2)). When the number of publications within a functional area warrants, the publications may be further divided into a third and fourth group of numbers separated by a decimal (e.g., NTTP 3-20.6.1, CG 47 Class Tactical Manual). PRAs establish subfunction identifiers as required (e.g., NTTP 3-20.6.X series for surface ship-class tactical manuals).

1.3.7 Joint Publications

The Chairman of the Joint Chiefs of Staff (CJCS), in consultation with the other members of the Joint Chiefs of Staff and the combatant commanders, issues JPs to describe doctrine and TTP for employing U.S. Armed Forces in joint operations. Joint publications are the governing documents for joint operations. Joint doctrine and TTP are prepared under the direction of the Chairman of the Joint Chiefs of Staff and promulgated as JPs. JPs set forth doctrine and TTP to govern the joint activities and performance of the Armed Forces of the United States in joint operations and provide the doctrinal basis for interagency coordination and U.S. military involvement in multinational operations. The guidance in JPs is authoritative; as such, it will be followed except when in the judgment of the commander, exceptional circumstances dictate otherwise. If conflicts arise between the contents of JPs and the contents of service publications, JP guidance will take precedence for the activities of joint forces unless the Chairman of the Joint Chiefs of Staff, normally in coordination with other members of the Joint Chiefs of Staff, has provided more current and specific guidance. CJCSI 5120.02, Joint Doctrine Development System, describes

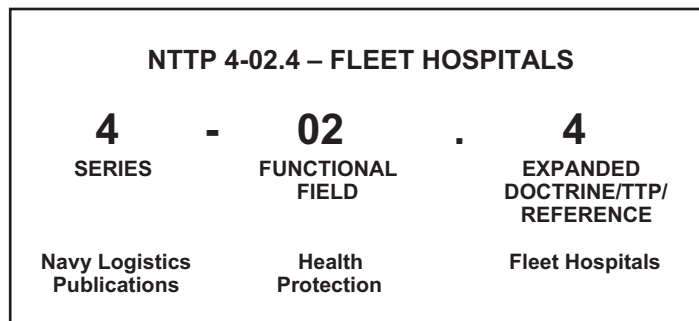


Figure 1-2. Publication Numbering

and governs the joint publication system and contains guidance for joint doctrine development, review, and revision. Quote from JP 1: “Joint doctrine takes precedence over individual Service doctrine, which must be consistent with joint doctrine.”

1.3.8 Multiservice Publications

Certain operations and missions require doctrine or TTP that apply to two or more services, but do not require participation by all Services, or ratification by the CJCS. This multiservice doctrine is defined in JP 1-02 as “fundamental principles that guide the employment of forces of two or more Services in coordinated action toward a common objective. It is ratified by two or more Services and is promulgated by multi-Service publications that identify the participating Services (e.g., Army-Navy doctrine).” Commander, NWDC approves multiservice publications that include doctrine and TTP for use by Navy forces. When developed outside the procedures contained herein, multiservice publications are assigned a Navy-unique NTTP number using the guidelines of Paragraph 1.3.6.

When NWDC elects to accept for Navy-wide use a publication produced by another service or multiservice organization (e.g., ALSA, see Paragraph 1.3.9) to promote efficiency, NWDC will assign an NWP/NTTP/NTRP designation in addition to the document’s parent service designation (i.e., dual designation). The parent service, with input from the Navy, issues and maintains these other-service publications. NWDC will act as the Navy’s executive agent to coordinate U.S. Navy input and distribution requirements with the parent service.

1.3.9 Air Land Sea Application Center

The Air Land Sea Application (ALSA) Center is the primary developer of multiservice TTP and is chartered by a Joint Memorandum of Agreement between the Army, Navy, Marine Corps, and Air Force Doctrine Centers. All four Services, as applicable, are represented in the development of doctrine and TTP. The procedures used at the ALSA Center for development of TTP are not covered here, but publications of Navy interest are assigned a Navy-unique NTTP number using the guidelines of Paragraph 1.3.6.

1.3.10 Allied Publications

APs serve the same purpose as Navy doctrine for operations with North Atlantic Treaty Organization (NATO) forces. NWPs/NTTPs/NTRPs complement Allied publications in NATO operations. When national forces operate under NATO command, their actions are guided by NATO doctrine. If NATO lacks doctrine/TTP for a specific task, national doctrine/TTP is appropriate for use by the participants until multinational doctrine/TTP is promulgated.

Commanders of forces operating as part of a multinational (alliance or coalition) military command should follow multinational doctrine and procedures ratified by the United States. For doctrine and procedures not ratified by the United States, commanders should evaluate and follow the multinational command’s doctrine and procedures, where applicable and consistent with U.S. law, regulations, and doctrine.

1.3.11 Multinational Publications

MPs are a series of unclassified, maritime operational and procedural publications that provide NATO and non-NATO nations common doctrine and TTP on which to base their operations. These publications provide common TTP for operations and exercises with and between nontraditional partners and are available through a NATO sponsor to all nations. Releasability of MPs is covered in Paragraph 3.6.2.3. The Multinational Maritime Operations Manual (MMOP) is a collection of fundamental principles providing operational-level guidance to national and multinational maritime force commanders, their staffs, and to unit commanding officers, on the planning and conduct of multinational maritime operations. It is the keystone publication for the MP series.

1.4 NAVY LESSONS LEARNED SYSTEM

Lessons Learned and Summary Reports contain information that expressly and specifically contributes to the Navy's established body of knowledge. They reflect "value added" to existing policy, doctrine, TTP, organization, training, systems, or equipment. A submission to the Navy Lessons Learned Data Base (NLLDB) must meet one or more of the following criteria:

1. Provides an innovative technique or procedure that allows the task to be successfully accomplished.
2. Identifies problem areas, issues, or requirements, and, if known, recommends solutions.
3. Contributes new information on existing or experimental TTP, policy, or doctrine.
4. Provides information of interest in the planning, execution, application, or employment of an organization, system, process, or procedure (e.g., theater operating directives, predeployment preparation requirements, scheduling considerations, procedure/system checklists, port visits, or canal transit preparation, etc.).

1.5 UNIVERSAL NAVY TASK LIST

The Universal Navy Task List (UNTL) is an interoperability tool for joint force naval commanders to use as a master menu of tasks, conditions, and measures. It is designed to provide a common language and structure for the development of Navy Mission Essential Task Lists (NMETLs). NMETLs allow a commander to quantify both the level and scope of effort needed to achieve mission objectives.

1. The UNTL is a combination of both the Universal Joint Task List (strategic and operational levels of war tasks) and the Navy Tactical Task List (NTTL). The UNTL (UJTL + NTTL) contains a comprehensive hierarchical listing of the tasks that can be performed by a Navy force, describes the variables in the environment that can affect the performance of a given task, and provides measures of performance that can be applied by a commander to set a standard of expected performance.
2. A Mission Essential Task List (METL) is developed in support of a commander's assigned mission. Through careful analysis of an assigned mission, the commander will arrive at a set of mission-based requirements. These requirements are then expressed in terms of the essential tasks to be performed, the conditions under which these tasks will be performed, and the standards to which these tasks must be performed.
3. Further information on the UNTL is available on the NWDC websites:

<http://www.nwdc.navy.mil>
<http://www.nwdc.navy.smil.mil>

1.6 SEA POWER 21 AND DOCTRINE

CNO's Guidance for 2003: Achieving Sea Power 21 aligned NWDC and the warfare centers of excellence (WCOEs) under Commander, Fleet Forces Command (CFFC) to stimulate concept development and technology insertion for the fleet. Key to attaining the Sea Power 21 vision will be collaborative teams that leverage the intellectual capital of all our centers of excellence under the pillars of Sea Strike, Sea Shield, Sea Basing, and FORCEnet.

1.6.1 Sea Trial

Sea Trial is the Navy's process of innovation, and CFFC has designated Commander, NWDC to function as the Sea Trial project coordinator. The Sea Trial process will develop enhanced war-fighting capabilities for the fleet by more effectively integrating the thousands of talented and energetic experts, military and civilian, who serve throughout our Navy. This integration is achieved by assigning WCOEs additional duty (ADDU) to Commander, NWDC for the purposes of concept of operations (CONOPS) development and experimentation and development of tactics, techniques, and procedures.

1.6.2 Warfare Centers of Excellence

A WCOE is an organization that with the help of resident subject matter experts, develops, improves, tests, validates, and evaluates fleet doctrine and platform- and mission-specific TTP in surface, air, strike, undersea, amphibious, antiterrorism/force protection, space, mine, special warfare, special operations, electronic, information, logistics, combat medicine, explosive ordnance disposal, or expeditionary warfare. These experts play secondary roles in enhancing the capability of the Navy forces to operate effectively in unilateral, joint, and coalition operations across the broad spectrum of missions and possible operating environments through an active role in fleet training, resulting in increased operational readiness for Navy, Marine Corps, and allied forces. Additional duties of a WCOE may include responsibilities in the areas of operational test and evaluation, research and development, experimentation, modeling and simulation, war gaming, requirements definition, and joint and allied doctrine and TTP development. Figure 1-3 lists WCOEs.

Warfare Centers of Excellence
Commander, Submarine Development Squadron Twelve
Fleet Information Warfare Center
Naval Networks and Space Operations Command
Naval Strike and Air Warfare Center
Navy Special Warfare Command
Commander, Mine Warfare Command
Surface Warfare Development Group
Air Test and Evaluation Squadron One
Naval Operational Medical Institute

Figure 1-3. Warfare Centers of Excellence

1.7 APPLICATION

NWL users should comply with the procedures and requirements provided in this publication. However, commands are encouraged to use innovative methods in applying this guidance to provide doctrine and tactics to operating forces. Responsible commands shall notify NWDC with problems or recommendations if modifications are necessary to improve development or maintenance of relevant user-friendly and cost-effective publications. Address them to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
DOCTRINE DIRECTOR (N5)
686 CUSHING ROAD
NEWPORT RI 02841-1207

Comm (Director): (401) 841-4189 or DSN: 948-4189
Fax: (401) 841-3286 or DSN: 948-3286

NIPRNET address: <http://www.nwdc.navy.mil/>
SIPRNET address: <http://www.nwdc.navy.smil.mil/>

For distribution issues contact NWDC:

Comm: (401) 841-6412 or DSN: 948-6412
Service e-mail: fleetpubs@nwdc.navy.mil or fleetpubs@nwdc.navy.smil.mil

CHAPTER 2

Publication Life Cycle Responsibilities

2.1 PURPOSE

This chapter describes the responsibilities and functions for developing, changing, revising, and canceling NWPs, NTTPs, NTRPs, FXPs, and TACMEMOs. Additional information is provided for JPs, APs, and MPs.

2.2 RESPONSIBILITIES AND FUNCTIONS

To ensure effective management of the NWL, NWDC has overall authority of Navy publications, with a designated primary review authority (PRA) as lead in the development and maintenance of specific Navy publications. (See Figure 2-1.)

The validity and usefulness of NWPs/NTTPs/NTRPs depend fundamentally on the quality of the processes for:

1. Compiling new publications
2. Reviewing and updating existing ones
3. Recommending cancellation of outdated publications.

Those commands designated as review authorities ensure the quality of new publications and the improvement of existing ones by initiating updates to include the latest proven doctrine/TTP and deleting extraneous or outdated material. Review authorities should refer to Navy-wide operation general matter (OPGEN)/OPTASKs as a source of current fleet TTP during the drafting, review, and revision of related NWPs/NTTPs.

Reviewing commands should assign knowledgeable personnel who can provide continuity throughout publication development. They should have sufficient authority to represent the command's position on content. Moreover, they must fully understand how changes to publications under their cognizance affect other doctrinal, tactical, training, and educational sources to ensure consistency and integrity throughout the system.

A thorough review of the affected body of doctrine includes not only Navy doctrine but also joint, allied, multiservice doctrine, and TTP.

2.2.1 Navy Warfare Development Command

NWDC reports to CFFC for the synchronization and dissemination of doctrine. NWDC coordinates with Navy commands to develop a coordinated Navy input for joint, Service, multiservice, multinational, and allied doctrine and submits consolidated inputs to OPNAV or other designated commands for approval and forwarding.

1. Navy Service-unique doctrine and TTP
 - a. Disseminate all NDPs, NWPs, NTTPs, NTRPs, FXPs, OTGs, and TACMEMOs for the Navy.
 - b. Act as PRA for all NDPs, and selected NWPs, NTTPs, and NTRPs.

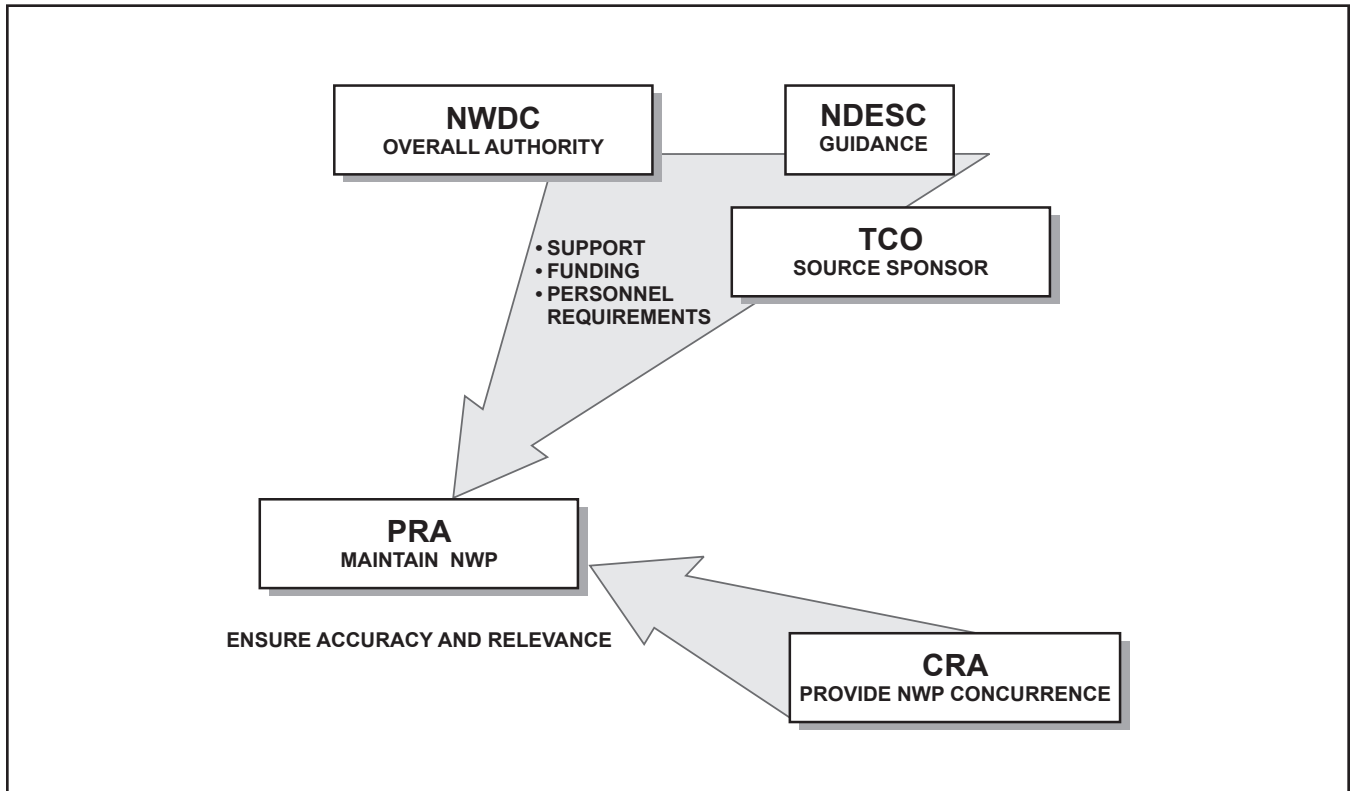


Figure 2-1. Navy Warfare Publication Command Responsibilities

- c. Approve addition and cancellation of all NWP, NTTP, and NTRPS.
 - (1) Periodically review the entire NWL for coherence and to eliminate deficiencies and redundancy.
 - (2) Coordinate with other Navy commands to maintain an accurate NWL.
 - (3) Direct development and revision to the NWL to correct deficiencies, eliminate redundancy, and improve usability.
 - (4) Ensure the fleet’s interests are represented when developing new doctrine by assigning working groups and advisory boards, where appropriate, to assist in trial development.
 - (5) Foster an environment that stimulates state-of-practice solutions for the publication process.
- d. Designate appropriate commands and agencies as PRAs, coordinating review authorities (CRAs), contributing commands (CCs), and technical cognizance offices (TCOs) for NWP, NTTP, NTRP, and FXPs.
- e. Resolve any issues between PRAs and CRAs prior to final approval and promulgation of NDP, NWP, NTTP, and NTRP.
- f. Process doctrine, TACMEMO, and NTTP project proposals. Duties include:
 - (1) Validate project proposals.
 - (2) Initiate projects, including designation of responsible commands.

- (3) Develop and coordinate approval of program development directives for each new project.
 - (4) Track the progress of each project and provide assistance to the PRA and CRA as required.
 - (5) Chair the Navy Doctrine Executive Steering Committee (NDESC).
- g. Participate as a CRA in the development and maintenance of all NTTPs, NTRPs, and FXPs to ensure consistency with joint, Navy, and Allied doctrine and TTP.
 - h. Review all NWPs, NTTPs, NTRPs, and FXPs for correct format and terminology prior to dissemination.
 - i. Monitor and/or maintain Navy doctrine discussion groups and collaboration centers on Navy Knowledge Online (NKO) and the SIPRNET.
 - j. Issue a NAVPUB message upon approval of NWPs, NTTPs, NTRPs, and FXPs.
 - k. Issue urgent changes to NWPs, NTTPs, NTRPs, and FXPs via NAVPUB message as required.
 - l. Act as program manager for the Navy tactical development and evaluation (TAC D&E) program per OPNAVINST 5401.6 series. Archive and distribute products from the naval force's TAC D&E program including TACMEMOs, program guidance, and project status reports. Implement policy and contract support for the TAC D&E program as determined by the TAC D&E Steering Committee.
 - m. Advise PRAs, CRAs, TCOs, and other concerned commands on matters related to production, distribution, and status of the NWL. Assist PRAs, CRAs, and TCOs in automating the publication review and change processes. Provide representatives, as required, for publication conferences.
 - n. Develop, maintain, and administer access to the NWL via the NWDC SIPRNET homepage.
 - o. Maintain status reports in support of the development and issue of NWPs, NTTPs, and NTRPs. Maintain the NWL database.
 - p. Post NDPs, NWPs, NTTPs, and NTRPs on the NKO and SIPRNET websites.
2. Joint, multiservice, allied, and multinational doctrine and TTP
- a. In coordination with the fleets, selected WCOEs, and other appropriate organizations, develop and recommend to OPNAV the Navy inputs for the development, review, and evaluation of joint, multiservice, and allied doctrine and TTP.
 - b. Assist OPNAV N512 in representing the Navy at the Joint Doctrine Working Parties and joint working groups. Attend meetings pertaining to the development and implementation of joint doctrine.
 - c. Identify joint doctrinal voids adversely impacting operational and combat effectiveness of Navy forces in joint operations, and propose doctrinal projects to fill those voids.
 - d. Establish naval terminology for promulgation in NWP 1-02, Naval Supplement to the DOD Dictionary of Military and Associated Terms.
 - e. Establish and coordinate the Navy position for terminology in all Navy, joint, multiservice, allied, and multinational publications.
 - f. Coordinate the distribution of JPs for the Navy.

- g. Function as Department of Defense (DOD) lead agent (LA) in the preparation, maintenance, and ratification of naval APs and associated NATO standardization agreement (STANAG) correspondence. Function as Department of the Navy (DON) LA in the preparation, maintenance, and ratification of air APs. Provide Navy position to Marine Corps Combat Development Command (MCCDC) for land APs.
- h. Coordinate U.S. Navy participation in allied doctrine working groups and review of associated publications.
- i. Maintain status reports in support of the development and issue of JPs, APs, and MPs. Serve as the U.S. Navy tracking facility for all proposed changes to MPs and APs.
- j. Serve as the U.S. custodian for designated NATO Naval Board APs.

Note

Commander, Mine Warfare Command is custodian for some mine warfare APs.

- 3. Publishing and distribution. NWDC supports the development, preparation, and maintenance of NWP, NTTPs, NTRPs, FXPs, APs, and MPs as directed by CFFC. Specific responsibilities include:
 - a. Advise PRAs, CRAs, TCOs, and other concerned commands on matters related to production, distribution, and status of the NWL.
 - b. Process, maintain, and distribute the NWL, with the exception of APs, on the NWEL CD-ROM.
 - c. Post approved publications on NWDC-maintained websites.
 - d. Assist PRAs in automating the publication review process. Provide PRAs, CRAs, and TCOs with computer style sheets and templates to standardize publication change preparation.
 - e. Maintain state-of-practice production capabilities.
 - f. Prepare and administer reproduction of publications, urgent changes, and editions.
 - g. Distribute NWP, NTTPs, NTRPs, FXPs, APs, MPs, and TACMEMOs.
 - (1) Ensure that required printed copies of APs are maintained at the Navy Inventory Control Point (NAVICP), Mechanicsburg, Pennsylvania. Reprint as required by NAVICP.
 - (2) Work with Naval Supply System's Naval Logistics Library (NLL) to establish print-on-demand capabilities for the NWL.
 - h. Prepare NWP, NTTPs, NTRPs, and FXPs for publication. Review publication-ready materials supplied by PRAs, and prepare final drafts for publication upon request by the PRA.
 - i. Provide status reports on NWP, NTTPs, NTRPs, FXPs, APs, and MPs undergoing editing and production.
 - j. Distribute, by CD-ROM, the NLLDB. Maintain and administer the NLLDB mailing list.

2.2.2 Marine Corps Combat Development Command

The Commandant of the Marine Corps is assigned the responsibility for coordinating Marine Corps interest in NWP/NTTPs/NTRPs to MCCDC. MCCDC has the same general functions and responsibilities for Marine Corps Service-unique doctrine and TTP that NWDC has for Navy Service-unique doctrine. Duties are designated in Marine Corps Order 5600.20 series. Other responsibilities include:

1. Per specific multiservice agreements, act as CRA for individual NWP/NTTPs/NTRPs that contain material pertinent to both the Navy and the Marine Corps.
2. Provide Marine Corps publications in appropriate format for distribution in the NWL.

2.2.3 Primary Review Authority

The PRA (see Figure 2-2) approves all assigned NTTPs, NTRPs, and FXPs while NWDC approves NWP. The PRA is responsible for developing, coordinating, reviewing, and maintaining an assigned publication.

NWDC designates the PRA in the publication program directive (PD) based on NDESC recommendations. PRA responsibility may be reassigned if any changes in the PRA command, such as mission, expertise, or manning, occur, or if the nature of the material in a publication changes. PRA duties include:

1. Prepare the draft of new publications, and revisions for assigned NWP/NTTPs/NTRPs, and submit to CRAs, CCs, and TCO for comment.
2. Adjudicate comments received and satisfactorily resolve critical and major comments with the submitting command.
3. Approve and forward final draft of new and revised NWP/NTTPs/NTRPs along with CRA agreed changes to NWDC for dissemination. (See the Preface for mailing address.)
4. Identify the need for material support to the TCO and NWDC when outside contracted assistance is advantageous or required.
5. Determine, with CRAs, the scope and nature of participation by CCs.
6. Review TACMEMOs for assimilation into NWP/NTTPs/NTRPs.
7. Ensure all statements of service doctrine in assigned NWP/NTTPs/NTRPs are appropriate.
8. Establish liaison with NWDC for review and approval of doctrine, terminology, and style format contained within NWP/NTTPs/NTRPs/FXPs.
9. Ensure that the risk management requirements of DODINST 6055.1 series are incorporated in all exercises and training addressed in FXPs.
10. Ensure proper paragraph and figure classification for all material in assigned NWP, NTTPs, NTRPs, and FXPs. Classification shall be verified by reference to appropriate security classification guides (i.e., OPNAVINST 5513 series and SECNAVINST 5510.36 series) or other current source material. Proper classification (ensuring the protection of sensitive information while avoiding overclassification) is an important PRA responsibility.
11. Make recommendations to Navy International Program Office (IPO) through NWDC regarding disclosure of publication contents in response to foreign military requests.
12. Determine publication distribution statement in accordance with DOD Directive 5230.24, 18 March 1987.

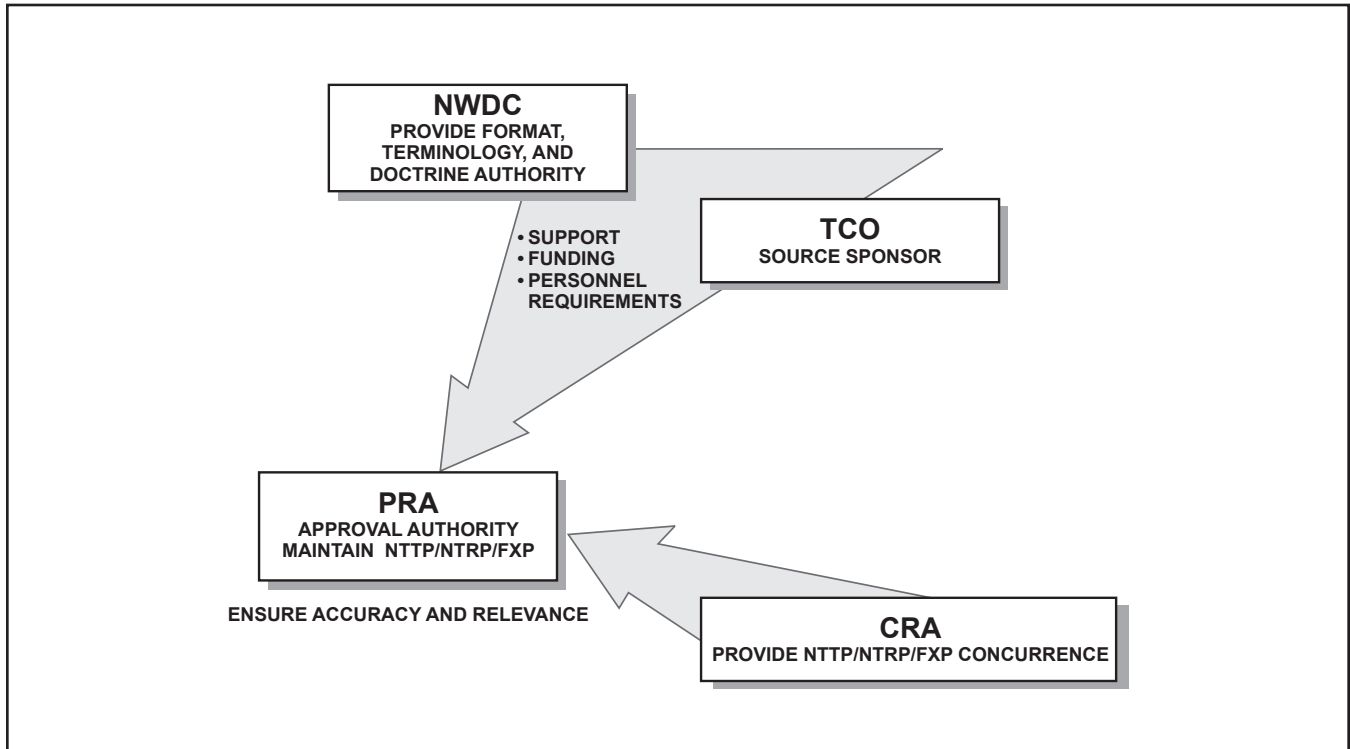


Figure 2-2. NTTP/NTRP/FXP Command Responsibilities

13. Subscribe to the Navy Doctrine Discussion Group (accessed through the NWDC SIPRNET website at <http://www.nwdc.navy.smil.mil/>) to monitor comments on assigned NWP, NTTPs, NTRPs, and FXPs.
14. Review the NLLS, Joint Lessons Learned Program (JLLP) database, and Marine Corps Lessons Learned System (MCLLS) databases to identify and evaluate lessons learned and Remedial Action Projects Program (JCS) (RAP) items pertinent to assigned NWP/NTTPs/NTRPs. Incorporate lessons learned in NWP/NTTP/NTRP urgent changes and editions.
15. Use the Navy-wide OPGEN/OPTASKs as a resource for current fleet TTP during the drafting, review, and revision of related NWP/NTTPs. OPGEN/OPTASKs are issued periodically by COMSECONDFLT and COMTHIRDFLT to provide the fleet with standardized general operating instructions. These instructions often serve as a test bed for new ideas and as such should be reviewed for incorporation into NWP/NTTPs/NTRPs.
16. Prepare publication urgent changes and editions as required. Change publications as required per Paragraphs 3.4.1 and 3.4.2.
17. Conduct required reviews of assigned NWP/NTTPs/NTRPs/FXPs and report the results per Paragraph 3.4.3.
18. Together with CRAs, determine whether review and implementation of recommended changes should occur immediately or be addressed during a periodic review.
19. Coordinate with NWDC to establish development schedules for assigned publications. Ensure that the status of assigned publications as reported in the Navy Warfare Electronic Library (NWEL), the “NWDC Database,” is accurate.

2.2.4 Coordinating Review Authority

NWDC assigns CRAs to coordinate with and assist the PRA in the development, evaluation, and maintenance of assigned publications. Each edition of a publication requires CRA concurrence. CRA responsibilities include:

1. Review and provide comments or concurrence with NWP/NTTPs/NTRPs/FXPs and associated revisions and changes as requested by the PRA.
2. Recommend changes to publications based on changes to operational requirements and capabilities to the PRA
3. In collaboration with the PRAs determine the scope and nature of participation by CCs.
4. Subscribe to the Navy Doctrine Discussion Group (accessed through the NWDC SIPRNET website at <http://www.nwdc.navy.smil.mil/>) to monitor comments on assigned NWP, NTTPs, NTRPs, and FXPs.

2.2.5 Technical Cognizance Office

A TCO is designated for each NWP/NTTP/NTRP/FXP in the PD. The TCO is the publication sponsor and is normally within OPNAV, but may be an operational command or material command. Responsibilities of TCOs include:

1. Through coordination with NWDC, ensure that sufficient funds, manpower, and technical support are programmed and available for assigned publications.
2. Coordinate, with NWDC and PRAs, the start of new publications and modification to existing ones to support fleet requirements or the introduction of new ships, aircraft, or systems.
3. Act as the original classification authority for material contained within appropriate NWP/NTTPs/NTRPs/FXPs.
4. Act as a CC for all assigned publications by providing input and technical support to PRAs and CRAs.

2.2.6 Contributing Command

Commands designated as CCs in the PD provide technical support, input, or review for an NWP/NTTP/NTRP/FXP. PRAs and CRAs for each NWP/NTTP/NTRP/FXP determine the specific functions of CCs and the scope of CC authority. CCs provide:

1. Technical information for an NWP/NTTP/NTRP/FXP or review of the technical accuracy of a publication.
2. Tactical recommendations or review of the tactical content of an NWP/NTTP/NTRP/FXP. Recommendations may either be at the CC's initiative or as the result of PRA/CRA request.

Note

Any command or activity, though not formally designated a CC, may contribute information or make recommendations for any NWP/NTTP/NTRP/FXP.

2.2.7 Commander, Naval Strike and Air Warfare Center

1. Designated as the Air NTTP program manager and is responsible for implementation of the Air NTTP program.
2. The OPNAVINST 3510.15 series describes the responsibilities of this program manager.

2.2.8 Commander, Naval Air Systems Command

1. Designated as the Naval Aviation Technical Information Product (NATIP) program manager and is responsible for implementation of the NATIP program.
2. OPNAVINST 3510.15 series describes the responsibilities of this program manager.

Note

NWDC posts AIR NTTPs and NATIPs on the NWDC SIPRNET site. Naval Air Technical Data and Engineering Service Command (NATEC), Naval Air Station North Island (NASNI), San Diego, California, supports distribution requirements for legacy publications. Naval Strike and Air Warfare Center (NSAWC), NTT DET, Nellis Air Force Base, Nevada, supports those requirements for new publications developed under OPNAVINST 3510.15. See Paragraph 4.4.4 for ordering information.

2.2.9 School and Training Command Responsibilities

Many Navy schools, training groups, and similar commands have interest and expertise in subjects addressed by the NWL. Simulators and other training equipment operated by these commands may be used to evaluate techniques and procedures for tactical systems. In most cases, these commands can serve as CCs for NWP/NTTP/NTRPs. PRAs and CRAs should consider exploiting the expertise of schools by soliciting inputs to publications, when appropriate, as part of the development process. These inputs ensure that NWP/NTTP/NTRPs are effective source documents for tactical and operational training.

2.2.10 Navy Laboratory and Warfare Technical Center Responsibilities

Navy laboratories and warfare technical centers (e.g., Naval Undersea Warfare Center and Naval Research Laboratory) possess technical expertise in the theory and the detailed capabilities of many systems. They are used by PRAs and CRAs as sources and reviewers of technical information and procedures contained in NWP/NTTP/NTRPs.

2.2.11 Individual Command Responsibilities

Doctrine and TTP require frequent input from those that use it. Fleet input is the “gold standard” and is the best means of ensuring that doctrine/TTP remains current.

1. When commanders identify improvements, modifications, or limits to naval doctrine or TTP, they *shall* recommend them to the PRA and NWDC for validation of proposed changes and alteration of all applicable publications, as necessary. Chapter 3 and the Preface of all NWP/NTTP/NTRPs/FXPs contain change submission procedures.
2. Assist in reviewing and evaluating test publications during the test phase of joint publication development when requested by NWDC.

CHAPTER 3

Publication Development Process

3.1 WEB-BASED APPROACH TO DOCTRINE DEVELOPMENT

The Navy employs a web-based approach to doctrine development. This web-based approach is designed to allow all fleet users to directly submit comments on doctrinal publications. Individual observations and command-approved positions are acceptable (the site offers a means of distinguishing between these two levels of comments). The site adopts a format with each publication representing its own discussion area. The continuous nature of this web-based approach represents a significant departure from other means of reviewing Navy doctrine/TTP. During draft reviews, the PRA is highly encouraged to use this effective means of obtaining fleet input.

3.2 DEVELOPMENT LIFE CYCLE

Figure 3-1 depicts the publication development life cycle. Figure 3-2 provides a typical time line for the publication development and revision process. Every effort should be made to shorten this time line wherever possible. To that end, NWDC is developing the Navy Doctrine Library System (NDLS) which will move development to a fully web-based and accelerated process, integrating fleet guidance (OPTASKs, OPGENs, etc.) with doctrine in real time to better support the warfighter.

The following guidance applies to commands tasked with creating new or revised publications.

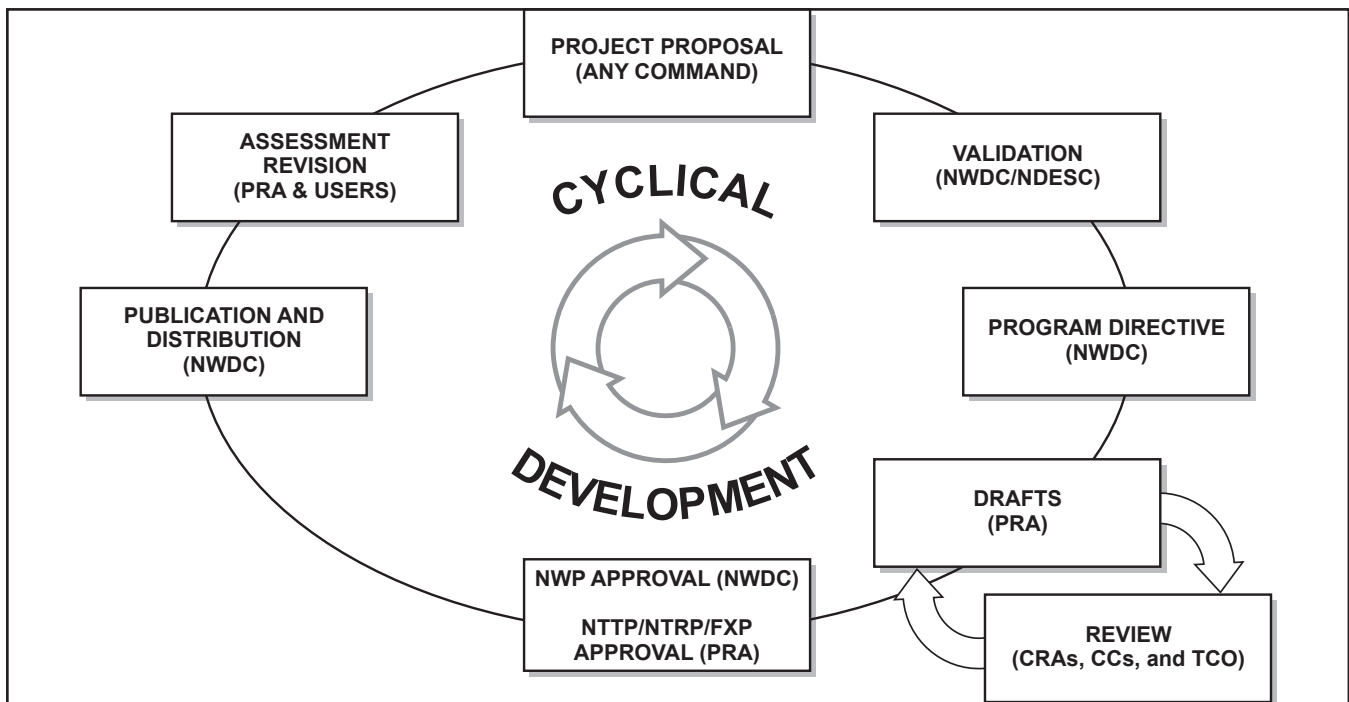


Figure 3-1. Publication Development Life Cycle

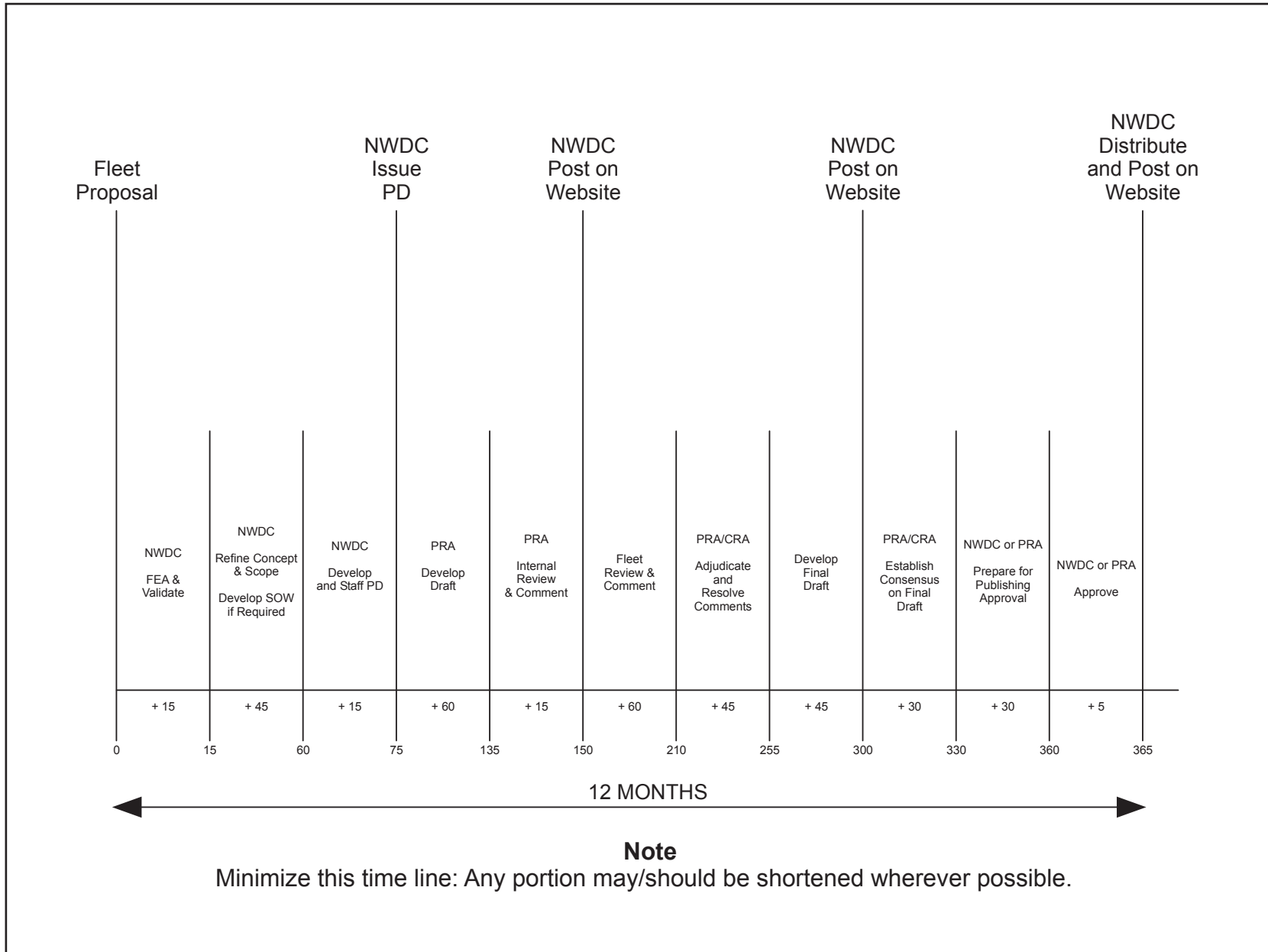


Figure 3-2. Navy Warfare Development Command Doctrine Development Process

3.3 DEVELOPMENT AND REVISION PROCESS

New publications are developed to fill doctrinal voids, replace obsolete ones, combine information from existing publications, and incorporate validated TTP and TACMEMO data into NTTPs or NTRPs. FXP's are changed or revised to meet changing exercise requirements. Revisions are complete rewrites of existing publications conducted when those documents no longer meet basic requirements of a mission or warfare area. Revise publications when:

1. A large number of changes and modifications (more than 60 percent of the publication) must be implemented to fully cover the subject matter.
2. There are fundamental changes in the nature of the mission or subject area.
3. Capabilities of forces conducting the mission change significantly.

Figure 3-3 summarizes the process and responsibilities of NWL publications.

3.3.1 Proposal

Commands identifying the need for a new or revised publication submit, by letter or message, a project proposal to NWDC via their chain of command. OPNAV or a prospective PRA may initiate development of a publication by submitting a recommended PD directly to NWDC. Appendix C contains sample guidelines for submitting publication project proposals.

3.3.2 Validation

The validation process (front-end analysis) confirms or denies the existence of voids in doctrine or TTP. NWDC, through the NDESC, receives guidance from the fleet concerning the proposals affecting operational-level doctrine. NWDC solicits comments by message from appropriate commands following the format provided in Appendix C. At the direction of CFFC, the proposal may become a CONOPS that is validated through experimentation.

3.3.3 Program Directive

The development of new, and revisions to existing, publications are formally initiated by a program directive (PD) message issued by NWDC. The PD provides the initial documentation needed for planning and allocating resources in order to produce new publications. A draft PD will be staffed to the fleet for review and comment and to resolve basic questions concerning purpose, scope, and outline. NWDC will approve and release the PD after successful validation.

Appendix C provides a sample message project proposal and a sample PD.

The recommended PD identifies:

1. Subject, scope, and purpose of the NWP/NTTP/NTRP/FXP
2. Target audience to include probable foreign disclosure requirements
3. PRA, CRAs, CCs, and TCO
4. Chapter outline
5. Existing publications and tactical products impacted by the NWP/NTTP/NTRP/FXP that could require consequential change

PHASE	TASK	PRA	CRA	CC	NWDC	NDESC	REFERENCE
Proposal	Submit project proposal to NWDC and potential CRAs and CCs.	X					3.3.1/C.1
Proposal	Conduct front-end analysis to evaluate proposal. ¹				X		3.3.2
Proposal	Approve/reject/modify proposal. ¹					X	3.3.1
PD	Draft PD.	X					3.3.3/C.3
PD	Endorse proposed PD.		X	X	X	X ¹	
PD	Issue PD as record message.				X		3.3.3
First draft	Develop first draft <input type="checkbox"/> Convene author's meeting <input type="checkbox"/> Participate in author's meeting <input type="checkbox"/> Draft expanded outline <input type="checkbox"/> Assign author responsibilities <input type="checkbox"/> Provide inputs needed to develop first draft <input type="checkbox"/> Compile and align inputs.	X X X X X X	X X X	X X	X ¹ X ¹		3.3.4.4
First draft	Distribute first draft to CRAs and CCs, and issue message requesting comment on first draft.	X					3.3.5.1
First draft	Post first draft on NWDC Doctrine Discussion Group.				X		3.3.5
First draft	Review and comment on first draft.	X	X	X	X		3.3.5.1
First draft	Consolidate and adjudicate comments on first draft. Post as comment/reply on Doctrine Discussion Group.	X					3.3.5.1
First draft	Convene first draft review meeting to resolve critical issues.	X					3.3.5.1
First draft	Participate in first draft review meeting, provide any additional inputs needed, and decide whether to proceed to final draft.	X	X	X	X ¹		3.3.5.1
First draft	Post first draft review meeting results on Doctrine Discussion Group.	X					3.3.5.1
First draft	Incorporate review meeting decisions and additional CRA and CC inputs to develop next draft. If next draft is final draft, proceed as below. If not, label draft as the next number (e.g., second draft) and repeat steps for first draft.	X					3.3.4.4
Final draft	Distribute final draft to CRAs and CCs, and issue message requesting concurrence.	X			X		3.3.5.2

Figure 3-3. Navy Warfare Library Publication Process (Sheet 1 of 2)

PHASE	TASK	PRA	CRA	CC	NWDC	NDESC	REFERENCE
Final draft	Post final draft on the Doctrine Discussion Group.				X ²		3.3.5
Final draft	Review and comment upon final draft.		X	X	X		3.3.5.3
Final draft	Concur/nonconcur with final draft by message or letter. For nonconcurrency, list critical comments that must be corrected.		X		X		3.3.5.2
Final draft	Consolidate and adjudicate comments on final draft. Post as comment/reply on Doctrine Discussion Group. Coordinate with CRAs to resolve critical comments and obtain concurrence.	X					3.3.5.2/ 3.3.5.3
Final draft	Convene final draft review meeting if required to resolve critical comments and agree to the final content.	X					3.3.5.2
Final draft	Participate in final draft review meeting.	X	X	X	X ¹		3.3.5.2
Final draft	Post final draft review meeting results to Doctrine Discussion Group.	X					
Final draft	Incorporate agreed changes and forward publication source files to NWDC for publishing.	X					3.3.6/ A.3.2
Approval	Prepare for publishing and forward signature draft and draft letter of approval (LOA) to PRA for final proofreading.				X		3.3.6.2
Approval	Post signature draft to Doctrine Discussion Group (with PRA concurrence).				X		3.3.6.1
Approval	Quality check signature draft, provide positive affirmation of the correct distribution restriction, sign LOA, and forward to NWDC for endorsement by Commander, NWDC.	X					3.3.6.1/ A.6.3
Approval	Commander, NWDC signs letter of promulgation (LOP) for NWP's. Commander, NWDC endorses letter of approval (LOA) for NTP's and NTRP's.				X		3.3.6/ A.1.2/A.1.3
Approval	Disseminate approved pub to users and incorporate into the Navy Warfare Library.				X		4.1
Approval	Issue NAVPUB message announcing publication approval.				X		2.2.1/3.3.6.1/ 3.3.6.2/4.2.1.3
Notes: 1. For NWP only. 2. NWDC review will focus on: a. Consistency with higher level and supporting doctrine b. Use of correct terminology c. General editorial/administrative discrepancies that will preclude timely publishing of the final agreed publication.							

Figure 3-3. Navy Warfare Library Publication Process (Sheet 2 of 2)

6. Project development milestones
7. Administrative directions for submitting the final draft.

3.3.4 Draft Development

Development of a draft publication is an interactive process between the PRA and the associated working group (CRA, CC, TCO, and NWDC). The PRA will develop an outline endorsed by the working group. This interactive review process between the PRA and the working group will continue from the first publication draft through the final draft forwarded to NWDC.

3.3.4.1 Designation of Contributing Commands

The PRA and the CRAs should designate CCs and define their responsibilities after receipt of the initiating PD. They should consider the scope of tasking required, including technical analysis, tactical evaluation, and administrative support, and choose units with the operational background, exercise experience, and facilities that are most suited for assisting project development when selecting CCs. The method of designation is optional, but it is suggested that it be done by message.

3.3.4.2 Outline

The PRA and the CRAs (and the CCs as tasked) should perform research and analysis to further develop the publication. The CRAs and the CCs should provide inputs to the PRA for consolidation using information from the project proposal, if applicable, and the PD. Research will include review of the NLLDB, operational testing, and exercise evaluation.

3.3.4.3 Information Cutoff Date

The PRA and the CRAs should set a cutoff date beyond which new material is not considered for incorporation in an edition. After this date, any new material added should support resolution of safety issues or critical operational or tactical requirements. Defer less important material to a later edition. This measure is intended to avoid unnecessary delay in the publication of validated and approved information while awaiting new data.

3.3.4.4 First Draft

1. The PRA drafts the publication based on inputs from contributors and provides the basic outline and chapters (as developed) to the CRAs for parallel review. As the first draft is developed, the PRA reviews the PD to ensure all requirements are met. The following guidelines must be addressed when drafting the publication:
 - a. The PRA shall ensure that the draft is consistent with existing joint, allied, and service doctrine as prescribed by the PD.
 - b. The PRA shall identify any consequential changes required to existing doctrine.
 - c. The PRA shall ensure that sentences, paragraphs, and passages from approved doctrinal publications (NDPs and joint publications) are quoted verbatim. Identify information that will mandate consequential changes to other doctrine or TTP and obtain concurrence from NWDC if the proposed changes affect NWP. NTTP/NTRP/FXP changes should be resolved among the affected PRA and CRAs.
 - d. The PRA shall use approved terminology contained in JP 1-02, DOD Dictionary of Military and Associated Terms, or NWP 1-02, Naval Supplement to the DOD Dictionary of Military and Associated Terms. When evolving doctrine requires using terms and definitions that are not included in JP 1-02 or NWP 1-02, they shall be included in the glossaries of all drafts of the publication or TACMEMO. Upon approval of the publication (or updated edition), the new or modified naval terms and definitions will be

included in the routine update of the next edition of NWP 1-02. Other new or modified terms and definitions not in Navy doctrine publications may be forwarded through the chain of command to NWDC's Navy terminologist for possible inclusion in NWP 1-02 or JP 1-02. When proposed terms and definitions are submitted in this manner, the Navy terminologist will assess whether the term is relevant to a specific doctrinal publication. If so, it will be forwarded to the PRA for consideration in the emerging publication or revision, as applicable.

- e. Compose drafts using standard word processing software such as Microsoft[®] Word. The following are some helpful suggestions:
- (1) Use the software's editing tools that allow spell checking, tagging, change tracking through line-in/line-out, and conversion to Adobe[®] Portable Document Format (.pdf).
 - (2) Do not use autonumbering to number paragraphs.
 - (3) Use vertical lines in the outside margins of the publication (including the glossary) to indicate text changes since the previous iteration.

Follow the additional guidelines for drafts in Appendix A. Electronic transmission (e-mail) of drafts via the appropriate network (NIPRNET or SIPRNET) is encouraged.

- f. Publications should contain a brief overview discussing the position of the publication within the Navy doctrine hierarchy. This overview should be provided in the preface. They must be accurate, understandable, and accessible. When creating or editing publications, use the following guidelines to ensure the publication will be widely read and understood:
- (1) Write clearly and concisely in the active voice.
 - (2) Identify the target audience. Tailor the style and content of the publication closely to the educational level and needs of that target audience.
 - (3) Define and limit the level of command for which the publication is applicable. Normally, the span of use should not exceed two levels up and down the chain of command from the target audience.
 - (4) Limit directive language to those instances where required (i.e., safety or mission success is significantly affected).
 - (5) Provide alternatives and options to primary TTP. Discuss circumstances when the primary recommended TTP or other alternatives may be more suitable.
 - (6) Furnish background material to allow the reader to evaluate applicability and potential.
 - (7) Tactical reference material is considered stand alone and descriptive in nature. It is intended to support tactical employment requirements of the operator or watch stander.
 - (8) Ensure publications meet specifically identifiable strategic, operational, or tactical needs.
 - (9) Do not justify doctrine or TTP in terms of national policies or current military or political concerns; this risks loss of credibility of otherwise valid tactics when political or military policies change.
 - (10) State a particular set of TTP that is relevant to a specific adversary or threat.
 - (11) Use the editorial assessment in Appendix C to critique the first draft before sending it out for review.

3.3.5 Draft Reviews

PRAs shall forward electronic copies of all drafts in MS Word[®] format to NWDC for posting on the Doctrine Discussion Group or other collaboration forum. NWDC will create a doctrine forum to facilitate feedback and enable contributors to view the first draft publication. In order to receive automatic notifications of all posted comments, PRAs should provide a point of contact e-mail address (NIPRNET and/or SIPRNET as appropriate).

NWDC will review all publication drafts to:

1. Advise PRAs and CRAs of any conflicts with higher level and supporting doctrine.
2. Ensure use of approved terminology.
3. Identify potential consequential changes to Navy, joint, or allied doctrine.
4. Ensure that CONOPS development and experimentation efforts remain abreast of current Navy doctrine.

3.3.5.1 First Draft

1. Review of the first draft is initiated by the PRA. NWDC announces this first draft review by sending a message to the CRAs, appropriate CCs, and other interested organizations.
2. The CRAs, CCs, and other interested organizations shall review the first draft and provide comments. Comments are classified as critical, major, substantive, and administrative and are discussed below. These comments may be incorporated into the standard electronic comment matrix, using line-in/line-out methods and annotated comments. If desired and tasked by the PRA and the CRAs, the CCs may provide advisory comments. Comments by the CRAs shall be resolved by the PRA and the other CRAs.
3. Use the approved joint comment matrix which can be found at these websites:

<http://www.dtic.mil/doctrine/commentmatrix.doc>
<http://nwdc.navy.smil.mil>
4. NWDC will post the draft on the NWDC Doctrine Discussion Group to facilitate feedback and enable contributors to view the first draft publication. The PRA should provide a SIPRNET point of contact to receive automatic input notifications for all of their publications.

Note

The PRA may decide to issue a second draft (vice a final draft) if the first draft review indicates a need for major content adjustment. Second drafts are reviewed in the same manner as first drafts.

3.3.5.2 Final Draft

1. The PRA shall validate and/or obtain CRA consensus on comments, incorporate changes into the first draft, and circulate a final draft to the CRAs for concurrence. This draft is not required if CRAs concur with PRA action on comments from the original draft. If issues exist only on specific sections of a publication, the PRA and the CRAs should consider distribution and review of those sections alone.
2. The PRA shall resolve remaining issues with the CRA and submit the final draft to NWDC for promulgation per Paragraph 3.3.6.

Note

The PRA shall forward a full description of unresolved issues and command positions to NWDC for arbitration if they cannot be resolved among the PRA and the CRAs.

3.3.5.3 Comments

Reviewers should categorize comments as follows (from JP 1-01) and provide rationale:

1. Critical comments. Critical comments will *cause nonconcurrence* in the draft if the concern is not satisfactorily resolved.
2. Major comments. Major comments are significant concerns that *may result in nonconcurrence* in the entire document. This category may be used with a general statement of concern with a subject area, overall thrust of the document, etc., followed by detailed comments on specific entries in documents that, taken together, constitute the concern.
3. Substantive comments. Substantive comments are provided because sections in the document appear to be, or are, incorrect, incomplete, misleading, or confusing. (Substantive comments should be resolved prior to concurrence by CRAs, but correction may be deferred to the first change or message change issued for the publication, if appropriate.)
4. Administrative comments. Administrative comments correct inconsistencies between different sections, typographical errors, or grammatical errors. (Resolution of administrative comments will not normally delay concurrence or publication.)

3.3.6 Approval of Final Draft

The PRA shall forward the final manuscript as agreed by the CRAs to NWDC in MS Word[®] or Rich Text Format (.rtf) along with a paper copy of the document, electronic copies of illustrations in their original format, and any original artwork. Forwarding letters or e-mails must explicitly state the actions to be accomplished by NWDC as it prepares the publication for publishing. If the final agreed manuscript differs from the final draft, it shall be labeled as the “Final Agreed Draft” to prevent confusion with earlier versions. Any changes to be incorporated by NWDC shall be labeled as “Agreed Changes to the Final Draft.” Any deviations from these submission requirements must be coordinated in advance with the NWDC project editor. Appendix A provides additional administrative information on the submission of final drafts to NWDC.

3.3.6.1 Navy Warfare Publication Approval

Once all CRAs concur with the content of the publication, the PRA shall forward the agreed document to NWDC for promulgation as per Paragraph 3.3.6. The cover letter that forwards the agreed manuscript shall indicate that the CRAs concur with the final draft and which, if any, publications can be canceled as a result of the new NWP. NWDC will prepare the document for publishing and post on the appropriate discussion forum. NWDC will forward a copy of the signature draft to the PRA for final proof prior to signature by Commander, NWDC unless otherwise directed. When approved, NWDC will issue a NAVPUB message announcing release of the publication.

3.3.6.2 NTTP/NTRP/FXP Approval

Once all CRAs concur with the content of the publication, the PRA shall forward the agreed document to NWDC for final formatting. The cover letter that forwards the agreed manuscript shall indicate that the CRAs concur with the final draft and which, if any, publications can be canceled as a result of the new NWP. NWDC will format the document for publishing and post on the appropriate discussion forum. NWDC will forward a copy of the signature draft and a draft LOA for final proof unless otherwise directed. The PRA shall sign the LOA following final proof and forward to NWDC for endorsement by Commander, NWDC. When endorsed, NWDC will issue a NAVPUB message announcing release of the publication.

3.3.6.3 NWP/NTTP/NTRP/FXP Format

NWDC will format and process the final agreed drafts into Adobe Acrobat® in accordance with the requirements in Appendix A.

PRAs submitting unclassified media shall verify that the media does not contain classified material.

3.4 EDITIONS, CHANGES, AND REVISIONS

The procedure of issuing revised publications and changes to existing publications has been replaced by editions.

An edition represents the most current rescripting of an NWP and is identified by a month and year on the front cover and in the lower right margin of each publication page. The production and distribution of a new edition of a NWP is triggered by:

1. An accumulation of routine corrections or changes that have been collated, adjudicated, and accepted by the PRA
2. An accumulation of urgent changes (UCs)
3. A requirement to revise the publication.

To aid the fleet user of Navy Warfare Library publications, each edition will display change bars to indicate material that has been substantively changed since the last edition. The publication will also carry a brief summary, in the publication notice portion of the front matter, highlighting the major substantive changes, by chapter, of the previous two editions.

Note

Existing publications will be maintained in a revision or change configuration until they undergo a major rewrite. At that time, they will transition to the edition (Month Year) configuration.

3.4.1 Submission of Recommended Routine Corrections and Changes

Commands noting errors in the publication shall recommend a correction or change for that error to the PRA and NWDC in accordance with the guidance provided in the publication preface or via the Doctrine Discussion Group on the NWDC SIPRNET site (<http://www.nwdc.navy.smil.mil/>).

These recommended corrections or changes shall be collated and adjudicated by the PRA during the periodic review process (see Paragraph 3.4.3) and incorporated into the affected publication. The emended publication shall then be issued as a new edition on the NWEL and the SIPRNET. NWDC will issue a NAVPUB message to inform users of a pending new edition prior to distribution on the NWEL or the SIPRNET.

3.4.2 Submission and Issue of Urgent Changes

UCs address major omissions or deficiencies in tactics and items requiring immediate action to prevent personnel hazard or damage to equipment. The following procedures will be used to issue urgent changes.

1. Submit urgent change recommendations for NWPs, NTTPs, NTRPs, and FXPs by priority precedence message to the PRA (see publication preface) with an information copy to the CRAs and NWDC (N5). If the PRA concurs with the importance of an urgent change request, the PRA will issue an urgent change by message to the commands immediately impacted by the change and NWDC. The PRA message shall include:

- a. The reason for the urgent change.
 - b. The number of the urgent change.
 - c. The number and date-time group (DTG) of the last message change, if any, to the publication.
 - d. The exact text of the urgent change and instructions for entering the change. Full paragraph changes are preferred.
 - e. PRA point of contact.
 - f. The final paragraph of the UC message should read, "Document entry of urgent change X in the Urgent Change/Erratum Record on the front cover of NWP, NTTP, NTRP, or FXP X-XX.XX."
2. NWDC will ensure complete distribution of all NWP/NTTP/NTRP/FXP urgent changes via NAVPUB message. Units receiving both the PRA and NAVPUB messages for a single urgent change are only required by NWDC to maintain the NAVPUB message. NWDC will:
 - a. Post a copy of the NAVPUB urgent change message as a comment to the affected publication on the SIPRNET website.
 - b. Insert an electronic copy of the urgent change message into the front matter of the affected publication on the SIPRNET website and, if feasible, incorporate the urgent change into the text of the electronic publication.
 - c. Distribute the publication with the urgent change on the next NWEL CD-ROM release.
 3. Urgent changes are assigned a sequential number by publication. This numbering sequence will continue until the publication is reissued as a new edition or canceled.
 4. Occasionally, the PRA must issue an urgent change after approval but prior to distribution of a new edition. In this situation, the PRA shall prepare a new urgent change after the new NWL publication edition has been distributed. The new urgent change shall modify the new NWL edition and cancel the previous (albeit identical in content) message change.

3.4.3 Reviews and Required Reports

PRAs shall review NWPs every five years to ensure accuracy of the publications and report their status to NWDC. PRAs shall review NTTPs at least once every two years to ensure that they continue to reflect best practices. After completing the biannual review, PRAs will report completion of the review and the results to NWDC by record message or by email to fleetpubs@nwdc.navy.mil or fleetpubs@nwdc.navy.smil.mil. The report should include an analysis of whether the publication is current and accurate, and if not, the action(s) the PRA intends to take to bring it back into currency. PRAs shall periodically review NTRPs and FXPs as required to ensure that they remain technically correct.

3.4.3.1 Guidelines for the Review Process

Commands responsible for individual NWPs/NTTPs/NTRPs/FXPs have broad latitude in fulfilling their review responsibilities. Two approaches to NWP maintenance are:

1. Continuous review and update. This preferred NWP/NTTP/NTRP/FXP maintenance system includes continuous correspondence between the PRA and the CRAs, with changes and editions developed as needed.
2. PRAs can convene, as needed, to review an NWP/NTTP/NTRP. Conferences should be held to introduce, review, or approve new editions of NWPs/NTTPs/NTRPs. Scheduled reviews are conducted on a calendar basis (determined by the PRA, not to exceed every three years) and when deemed necessary.

NTTP 1-01

PRA will report results of individual NWP/NTTP/NTRP/FXP reviews per Paragraph 3.4.3.2. This report encourages continued attention to the accuracy and relevance of the content of NWPs/NTTPs/NTRPs/FXPs.

3.4.3.1.1 Publication Reviews

Communication between commands and the PRAs responsible for changes and revisions is an efficient, cost-effective means of review. This should include both informal consultation to establish the relevance, content, and urgency of proposed updates, and formal correspondence to approve these changes.

For NWPs/NTTPs/NTRPs/FXPs that require new editions due to frequent changes, the PRA and the CRAs should communicate on a regular basis through informal means to address changes and editions.

For those publications whose material remains fairly constant, the PRA may hold all submitted change recommendations (except UC messages issued as NAVPUB messages) until the information cutoff date.

NWDC shall track review due dates and assist the PRA in collecting material for these evaluations. NWDC will provide the PRA with information copies of change recommendations that have been submitted by users since the previous review per Chapter 2. The PRA should request a package of pending recommendations from NWDC 9 months prior to the review's due date. The PRA should submit a complete package of all recommended changes, with appropriate comments, to the CRAs. The CRAs shall review the recommendations and return comments to the PRA, with copies to other CRAs. The PRA shall report completion and results of the review per Paragraph 3.4.3.2.

3.4.3.1.2 Conference Reviews

PRAs can convene conferences, as needed, to review an NWP/NTTP. Conferences should be held to introduce, review, or approve revisions or changes to NWPs/NTTPs.

Conference attendees will normally include the PRA and the CRAs. Other commands should be invited if their participation is considered appropriate by the PRA and the CRAs.

The PRA and the CRAs should consider the following items in deciding if a conference is necessary:

1. Known or anticipated disagreements regarding doctrine or TTP in draft changes or revisions. Solve disagreements by correspondence, if possible.
2. Significant changes in capabilities, missions, or doctrine or other issues that require face-to-face discussions or detailed presentations to gain consensus.
3. Availability of participants and costs of the conference. If participants meet for another purpose or costs are low, a conference may be desirable.

3.4.3.2 Review Reports

PRAs will report results of individual publication reviews. This report should include the following information for each review:

1. Action taken
2. Recommendations for action beyond the purview of the review participants (e.g., a change to other publications).

3.5 ALLIED PUBLICATIONS

U.S. joint and Service doctrine and TTP provide the basis for national positions in multinational doctrine and TTP development.

There are three categories of APs:

1. Those that contain only factual information that are not subject to formal ratification.
2. Those that require certain actions on the part of NATO nations, and that must be formally agreed to (ratified) in advance. Most Allied tactical publications (ATPs), Allied procedural publications (APPs), and Allied exercise publications (AXPs) that contain approved doctrine, tactics, and procedures are of this type.
3. Those that are a combination of the two types above.

The U.S. head of delegation to the allied forum that maintains the publication functions as the PRA. CRAs of Allied publications consist of other U.S. delegation members, and the PRAs or the CRAs of the corresponding national publications. Whenever possible, the U.S. delegation consists of PRAs or CRAs of the corresponding U.S. publications.

NWDC promulgates approved APs and is the custodian for U.S.-sponsored APs. NWDC is also responsible for U.S. Navy AP distribution.

3.5.1 Experimental Tactics

An experimental tactic (EXTAC) may be produced to rapidly promulgate a solution to a tactical deficiency without waiting for formal agreement. AXP 5, NATO Experimental Tactics and Amplifying Tactical Instructions, contains experimental tactics and instructions for evaluation by NATO commanders or NATO nations, acting singly or in combined operations. Use of the EXTAC method provides a means for NATO navies to become familiar with U.S. tactics and increases the chances of having U.S. tactics accepted as NATO tactical doctrine.

The U.S. EXTAC sponsor will coordinate the proposal with the appropriate NATO working group U.S. delegation representative. Once this review is complete, the sponsoring command will forward the proposed EXTAC (with comments) to NWDC (N5), who will forward it to the custodian of AXP 5 for incorporation.

3.5.2 Change Recommendation

APs normally have a two-year review cycle. NWDC coordinates U.S. inputs to the AP change process by collecting inputs from the fleet and forwarding them to cognizant USN review authorities and NATO working groups. Commands with change recommendations should forward them to NWDC. Additionally, the U.S. head of delegation will solicit change proposals and comments from affected national PRAs to prepare for review meetings.

Recommended changes to APs shall be forwarded to NWDC using the approved NATO comment matrix, which can be found at these websites:

<http://www.dtic.mil/doctrine/commentmatrix.doc>

<http://nwdc.navy.smil.mil>

3.5.3 Changes

NWDC is responsible for the AP change distribution. These changes are disseminated in the following order:

1. NWDC receives AP change with instructions to distribute from NATO headquarters.
2. NWDC issues the U.S. letter of transmittal (LOT) of AP changes.
3. NWDC produces and distributes AP change.
4. NWDC issues NAVPUB message providing instructions for entering change.

3.5.4 NATO Effective Dates

The U.S. letter of promulgation (LOP) or letter of transmittal (LOT), issued as part of the AP (or change), will state whether the document is effective upon receipt or on a NATO Effective Date (NED). If the publication is to be effective on a NED throughout NATO, that date will be promulgated to U.S. naval forces by NAVPUB message. Current NAVPUB messages are available online at <http://www.nwdc.navy.mil/> or <http://www.nwdc.navy.smil.mil/>.

3.6 MULTINATIONAL PUBLICATIONS

3.6.1 EXTAC 1000 Series

The EXTAC 1000 Series was developed as multinational maritime manuals to provide operational staffs and individual units the tactics and procedures they require to plan and conduct operations and exercises with emerging nontraditional maritime partners. They have been derived primarily from existing NATO doctrine, are unclassified, and are authorized for release to any nation as required. They may not, however, be posted on a NIPRNET website. They are essential tools for operating with most non-NATO maritime forces. A current listing of the EXTAC 1000 Series can be found in Annex C of AXP 5.

The EXTAC 1000 Series publications are in the process of being phased out.

3.6.2 Multinational Publication Series

MPs are NATO publications authorized for full or partial release to non-NATO nations.

3.6.2.1 Classification

MPs either bear no classification markings or are marked NATO-Unclassified (recent NATO policy update). An MP associated with a classified AP conforms exactly to the chapter, section, paragraph, and subparagraph numbering of the AP from which it is derived. Within the MP, the words “NOT RELEASABLE” indicate classified information has been omitted. Conversely the AP with which the MP is associated bears the appropriate NATO classification. Where classified information is omitted from the MP, the text in the associated classified AP is identified in the associated AP by the abbreviation “NMP” (NOT IN MULTINATIONAL PUBLICATION) at the beginning of the paragraph, and by shading the nonreleasable text gray.

Note

The classified information identified by the abbreviation NMP and shaded in gray shall not be released to non-NATO nations.

3.6.2.2 NATO Change Proposals

Change proposals by the United States are handled the same as those for Allied publications (see Paragraph 3.4.2). Non-NATO nations that desire to submit change proposals should forward them to NWDC (N5) via a sponsoring fleet command (e.g., numbered fleet commander). NWDC will process these proposals in the same manner as it does for U.S. proposals and forward them to the appropriate NATO working group. Non-NATO nations may also forward proposals directly to the MP custodian (listed in the front of each AP/MP).

3.6.2.3 Releasability

Any U.S. command may release a multinational publication to a non-NATO nation. The sponsoring command will notify NWDC (N5) immediately by message of the release and include the following information:

1. Non-NATO nation and unit/command
2. Date of release

3. Reason for release
4. Media (hardcopy or electronic).

Note

Do not post MPs on any freely accessible information or media facility.

3.6.2.4 NATO Effective Dates

See Paragraph 3.5.4.

3.7 TACTICAL MEMORANDA

TACMEMOs allow operational commanders, development commands, WCOEs, and other cognizant authorities to develop and publish new TTP for use and validation by all. In practice, this means that numbered fleets or fleet commanders will issue TACMEMOs addressing strike group tactics, and WCOEs or type commanders will issue TACMEMOs for specific ships, systems, or weapons. However, the scope of a TACMEMO is not limited and can range from a single topic to a full assortment of integrated subjects in a warfare area involving a number of NWP/NTTPs.

3.7.1 TACMEMO Development

TACMEMOs can be issued when introducing a new weapons system, modifying an existing system, or to support the development of an innovative tactical application of a current system. These ideas result in developmental tactics that require validation prior to incorporation in a formal publication. When a tactical deficiency exists that can be addressed or alleviated with a new or modified tactic, and the developmental tactics are beyond the resources of the identifying command to draft, a TAC D&E project request is submitted to NWDC via the cognizant fleet commander to obtain technical or analytical support. Commander, Second Fleet is designated as CFFC's representative to manage submissions and publication of Atlantic Fleet projects. Commander, Third Fleet performs the same function for COMPACFLT.

3.7.1.1 Tactical Development and Evaluation Program

The TAC D&E program provides resources to develop new or improved tactics. OPNAVINST 5401.6 series and the TAC D&E Management Guide provide general information on project planning and submission.

3.7.1.2 New Systems

New NWPs, NTTPs, NTRPs, or TACMEMOs should be produced prior to operational evaluation (OPEVAL) when new systems are developed. The current tactical guidance for a system or system of systems should be modified in cases where TTP for the new system are derived from similar existing systems. This provides accepted tactical guidance at system initial operational capability (IOC).

A separate TACMEMO for specific tactics and methods is published to facilitate appraisal of new NTTP if required. The TACMEMO or NTTP is reviewed by the fleet or WCOEs for applicability and the results should be included in the OPEVAL final report.

PRAs for affected publications shall respond to the reports and submit changes as necessary.

Cognizant commands and PRAs/CRAs with ultimate responsibility for the new system's TTP should decide the division of responsibility for developing and publishing tactical guidance for new systems. NWDC will assist by assigning PRAs and CRAs.

3.7.1.3 TACMEMO Numbering

The originating command assigns publication numbers to TACMEMOs to ensure subject matter continuity. Figure 3-4 illustrates the TACMEMO numbering system. Appendix B contains a full listing of the TACMEMO numbering system. The system generally adheres to the following conventions:

1. The first numerical group identifies the series (administration, operations, etc.) as listed in Appendix B.
2. The second numerical group, preceded by a hyphen, places the publication within a functional field. These functional fields are derived from the numbers assigned joint publications in the same functional mission areas. Where there is no associated joint doctrine for a given naval tactical area, a nonconflicting number is issued (e.g., the NWP 3-20/21/22 series). The joint numbering system does not utilize the 20 series under Operations, and the Navy uses this for maritime topics (platform-specific procedures) that wouldn't otherwise be supported within the joint architecture.
3. The third numerical group, preceded by a period, provides the originating command's sequence number within the functional field for the given year.
4. The fourth numerical group, preceded by a hyphen, will be two digits indicating the year. (For example, SWDG 3-20.6-03 indicates the sixth TACMEMO issued by Surface Warfare Development Group (SWDG) in calendar year 2003 under the major category Naval Operations and functional field Surface Warfare.)

3.7.1.4 Format

A TACMEMO is divided into seven sections (listed below). All sections are mandatory, except section 4, which is optional. The information in each section will vary depending on the topic.

1. Front matter. Includes a cover, promulgation letter and distribution/classification information, table of contents, and list of illustrations. This section also sets the TACMEMO's review by date and identifies lessons learned and existing TACMEMOs addressed by this latest TACMEMO and/or canceled/superseded by it.
2. Executive summary. Contains a brief synopsis of the contents of the TACMEMO and rationale for its issue.
3. Body. Provides the substance of the tactic developed. It should be as succinct as possible, yet provide the user sufficient conceptual insight to sensibly employ the tactic. Tailor the exact format of a TACMEMO to the intended audience. Where the TACMEMO modifies a major section of an existing NWP/NTTP/NTRP, present material exactly as it would appear in the applicable NWP/NTTP/NTRP. This expedites evaluation and simplifies approval of an appropriate NWP/NTTP/NTRP change.
4. Analytical calculations and data. Provides users and evaluators with information necessary to fully understand the formation of the new tactic. It also provides archival information for future evaluators. It is not intended that this section be the sole repository of raw exercise or operational data used in tactical

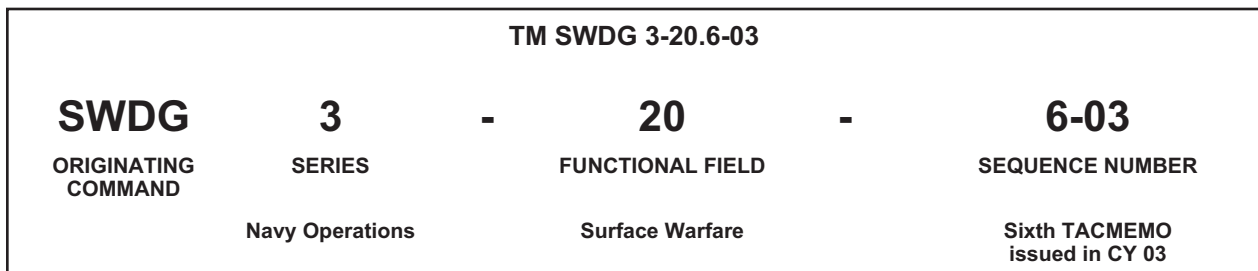


Figure 3-4. Example of the Tactical Memorandum Numbering System

development. This section is optional and may be omitted from general distribution copies, if appropriate. Section 4 may be submitted as an appendix if needed to reduce the size of the TACMEMO.

5. Evaluation or transition to doctrine plan. States actions and operations required to validate the TACMEMO. The drafter (PRA) must ensure that the tactics described in the TACMEMO are, in fact, experimental and must provide a plan to validate the tactics for later transition to doctrine (i.e., NWP, NTTP, and NTRP). The plan should include specific issues to be resolved, data to be gathered, and analysis to be completed. If a schedule is available, it should be included.

Note

Strike group commanders assign responsibilities for evaluating specific TACMEMOs. During deployments and exercises, strike groups will evaluate experimental tactics using the “evaluation” or “transition to doctrine” chapter (evaluation guidelines). The strike group inputs are sent to the PRA via naval message. Afterward, the PRA uses the information to validate or revise tactics. Additionally, the PRA captures applicable information from the Navy Lessons Learned database and ensures that this information and all tactical evaluation inputs are incorporated into TACMEMO updates or during the transition to doctrine process.

6. List of acronyms and abbreviations. Includes all acronyms and abbreviations used in text and figures, excluding NAVPLAD addressees and ship designations. This section should follow the last appendix.
7. List of effective pages. Last item in the TACMEMO.

3.7.1.5 TACMEMO Distribution

Forward approved TACMEMOs to NWDC for distribution on NWEL CD-ROM and posting on the NWDC Doctrine Discussion Group. PRAs should provide NWDC with TACMEMOs in both hardcopy and electronic format to permit proofing of the distributed electronic file. TACMEMOs past their review date (two years from issue) will not be distributed on the NWEL CD-ROM. Originators are responsible for reproduction and distribution of any hardcopies. Wide distribution of TACMEMOs enhances evaluation and implementation. See Paragraph 4.2.1.2 for details on distribution by NWDC (N573).

3.7.1.6 Review of TACMEMOs

TACMEMOs are normally validated within two years of promulgation and either canceled or incorporated into appropriate NWP/NTTP/NTRP. Issuing commands and PRAs should work together toward this end. NWDC approves *review by* dates greater than two years from issue. Under some circumstances with NWDC notification, TACMEMOs are extended beyond original review dates to allow further evaluation.

Note

The issuing command must review a TACMEMO that has been issued for two years or has reached its review by date. The TACMEMO is canceled or a new review by date is established and approved.

PRAs may accept a portion of the TACMEMO for one or more NWP/NTTP/NTRPs while the remaining part requires further evaluation. In this situation, the originating command should reissue the remaining material as a new TACMEMO.

The new NWP/NTTP/NTRP shall cancel the TACMEMO when it is incorporated in an NWP/NTTP/NTRP.

PRAs shall cancel TACMEMOs through correspondence or naval message to NWDC N573 info NWDC N5.

3.7.2 Changes

TACMEMOs are not ordinarily changed but are canceled and reissued with a new number if required. Use the urgent change procedures provided in Paragraph 3.4.2 if errors or omissions need correcting prior to completion of final evaluation.

3.7.3 Reviews and Reports

Issuing commands will report the status of existing TACMEMOs to NWDC annually. See Appendix C for a sample report. The information provided should include:

1. Publication number, title, and effective date
2. Whether content has been validated in part or in whole
3. NWP, NTTPs, or NTRPs that should contain the material when validated
4. Planned date for incorporation in an NWP, NTTP, or NTRP.

The planned date for incorporation in an NWP is no later than two years from the promulgation date. If the PRA responsible for the NWP/NTTP/NTRP that should include TACMEMO material is different than the originator of the TACMEMO, the report should indicate that the PRA has accepted responsibility for incorporation of material in the publication. NWP/NTTP/NTRP revisions and changes shall include a list of TACMEMOs for cancellation in their letters of promulgation or approval.

CHAPTER 4

Maintenance of the Navy Warfare Library

4.1 PURPOSE

The NWL contains the doctrine and TTP essential for mission success. Safeguard it in accordance with applicable security regulations. Administration of the NWL in accordance with the procedures of this chapter and the NWL administration instructions on the NWDC SIPRNET ensure that NWL, joint, allied, and multinational publications are complete, up-to-date, and readily available.

NWDC is responsible for distribution of new and revised editions of NDPs, NWPs, NTTPs, NTRPs, and FXPs and allied and multinational publications. Approved publications are initially distributed by posting on the NWDC SIPRNET site with an associated NAVPUB informing all commands that receive NWDC products. NWDC also distributes approved editions on NWEL and Allied Publication Electronic Library (APEL) CD-ROMs and maintains electronic publication files via the Naval Supply System's NLL for print on demand of hardcopies.

With a few exceptions that are stocked only in hard copy, NWL publications are distributed in Adobe .pdf. The NWDC SIPRNET site hosts all publications and changes in .pdf. The Navy Knowledge Online (NKO) NIPRNET portal hosts unclassified publications and changes. Publications and changes are uploaded to these sites as soon as they are signed and approved. Commands requiring printed copies of the publications may use the print on demand system.

This chapter and the NWDC SIPRNET also provide guidelines for maintenance and general administration of a command's NWL. These sources provide flexibility for individual commands to tailor NWL management to meet specific needs. They emphasize a common sense approach to the storage, dissemination, and destruction of classified and unclassified publications, based on standard security practices. Distribution procedures and guidance are in accordance with OPNAVINST 5605.19 series, U.S. Navy Distribution Procedures for Communications, Navy Warfare Library, and Joint Doctrine Publications.

4.2 DISTRIBUTION

4.2.1 Navy Warfare Library Distribution

NWDC disseminates Navy Warfare Library publications, TACMEMOs, and updates primarily by posting them to NWDC and Navy Knowledge Online (NKO) websites as soon as they are promulgated. All publications are posted to the NWDC SIPRNET website (<http://www.nwdc.navy.smil.mil>). Unclassified publications are also posted to the Reference section of NKO (<https://wwwa.nko.navy.mil>). Procedures for maintaining the NWL by online methods are found in the Administration page of the NWDC NIPRNET website (<http://www.nwdc.navy.mil>) as well as the SIPRNET website and NKO.

NWDC also distributes publications by CD-ROM to make NWL publications available to those commands that do not have adequate SIPRNET or NIPRNET access. Unclassified CD-ROMs in this series are provided to all commands holding any publications from the NWL. Distribution of classified CD-ROMs is limited to those commands with adequate classified material storage facilities for SECRET.

NWDC distributes the NWEL semiannually per a distribution list that it maintains. CD-ROM subscribers should keep NWDC advised of changes in their address 90 days in advance of the change. Contact NWDC at fleetpubs@nwdc.navy.mil or fleetpubs@nwdc.navy.smil.mil.

Individual NWL publications may also be ordered from NLL print on demand (see Paragraph 4.4.6).

4.2.1.1 Changes to Navy Warfare Library Publications on NWEL

Approved routine changes to publications on NWEL are both incorporated into the publication as part of a new edition and posted as a separate change only file. Urgent changes are also added to the front of a publication and posted. The NWDC urgent change NAVPUB message contains the text that can be printed out. Holders have the options of printing the new version of the publication, printing the routine change or the urgent change NAVPUB message and manually entering pages in their existing hardcopies, or obtaining hardcopies via print on demand (see Paragraph 4.4.6).

4.2.1.2 Distribution of Tactical Memoranda on NWEL

NWDC distributes TACMEMOs in the same manner as it does other Navy Warfare Library publications. See Paragraph 4.2.1.

4.2.1.3 Urgent Changes

PRA's issue urgent changes by message to affected publication users and NWDC. NWDC readdresses the urgent change message to NAVPUB after entering the change into the affected publication and posting the updated publication to online libraries (per Paragraph 4.2.1). Urgent changes are effective as directed by the PRA. Readdressing the urgent changes to NAVPUB ensures Navy-wide distribution. NWDC issues an annual recapitulation of effective NAVPUB messages in January. For additional information on NAVPUB messages see Paragraph 4.3.

4.2.2 Allied Publication Electronic Library CD-ROM Distribution

NWDC distributes Allied publications (classified NATO-CONFIDENTIAL and below), MPs, and EXTAC 1000 series manuals on the APEL CD-ROM. NATO-UNCLASSIFIED publications and MPs are also posted on the NWDC SIPRNET site at <http://www.nwdc.navy.smil.mil/> and the NKO site. Unclassified CD-ROMs in this series go to all commands holding any publications from the NWL. Distribution of classified CD-ROMs is limited to those commands on distribution for one or more NATO-CONFIDENTIAL or NATO-RESTRICTED publications that meet the security requirements specified in Paragraph 4.2.2.1.

NWDC distributes the APEL semiannually per a distribution list that it maintains. Users should keep NWDC advised of changes in their address 90 days in advance of the change.

Individual Allied publications may be ordered from NLL print on demand (see Paragraph 4.4.6). The APEL does not include Allied Explosive Ordnance Disposal Publications (AEODPs), APP-11, and ACPs. AEODPs are restricted but available to EOD commands through the print on demand system. APP-11 is distributed by separate CD-ROM mailing.

4.2.2.1 Requirement for Receipt of Classified NATO Material

Commands requesting or holding NATO classified publications and CD-ROMs must have or establish a NATO classified account. Commands requesting NATO classified publications must be subregistries, control points, or subcontrol points established by the Central U.S. Registry and personnel must be NATO briefed. OPNAVINST C5510.101/USSAN INSTRUCTION 1-69, United States Implementation of NATO Security Procedures, provides procedures for requesting establishment of NATO classified accounts. It also specifies criteria for handling, storing, and using NATO classified material and provides the NATO briefing procedure.

4.2.2.2 Allied Publications and Changes With a NATO Effective Date

Allied publications and changes to them that are awaiting implementation of a NED are included and marked "Not effective; see NAVPUB messages" with links to the NWDC NIPRNET and SIPRNET sites. Publications and changes with an NED are not to be used until the NED is promulgated by NAVPUB message.

4.2.2.3 Changes to Allied Publications on APEL

Approved changes to publications on APEL, whether effective or not, are incorporated into the publication and also posted as a separate change only file. Holders have the options of printing a new version of the publication, printing the change and manually entering pages in their existing hardcopies, or obtaining hardcopies via print on demand (see Paragraph 4.4.6).

4.2.3 Distribution of Joint Doctrine Publications

NWDC determines joint doctrine publication distribution for Navy commands. Unclassified JPs are distributed to Navy commands electronically via the Joint Electronic Library (JEL) CD-ROM, the Joint Doctrine websites: <http://nmcc20a.nmcc.smil/dj9j7ead/doctrine> and <http://www.dtic.mil/doctrine>, or the NWDC SIPRNET website: <http://www.nwdc.navy.smil.mil/>. Both the JEL and individual classified JPs are distributed based on mailing lists maintained by NWDC. For ordering, see Paragraph 4.4.

4.2.4 Navy Lessons Learned CD-ROM Distribution

The Navy Lesson Learned Database (NLLDB) is contained on the NLL CD-ROM set. Both classified (up to SECRET) and unclassified CD-ROMs are available. The NLL CD-ROM set is distributed semiannually. The NLLDB is also available for review on the NWDC SIPRNET website: <http://www.nwdc.navy.smil.mil/>. The NLLDB on the SIPRNET is updated weekly. Both media provide for full text search and retrieval. The Navy Instructional Input Program (NIIP), which provides for the creation and submission of lessons learned (LL), is available for download. Contact NWDC for distribution or requirement issues. For ordering, see Paragraph 4.4.

4.3 NAVPUB MESSAGES

NAVPUB messages are used to announce U.S. and NATO doctrine and tactical publication information. NAVPUBs are promulgated by NWDC for the following reasons:

1. Announce promulgation of publications.
2. Announce cancellation of publications.
3. Distribute urgent changes.
4. Announce distribution of the NWEL.
5. Update the list of effective NAVPUBs.
6. Update Allied publication status.
7. Announce NATO effective dates of Allied publications.
8. Announce distribution of the APEL.

NAVPUB messages are issued, tracked, and canceled by DTG. NAVPUB messages prior to 2004 are further identified by serialization.

4.4 ORDERING

To be added to the NWDC classified or unclassified distribution lists for automatic distribution, submit a request by official correspondence (serialized letter or message) to NWDC, validating the requirement and requesting a copy of the product to be provided. The letter should include the command name, the unit identification code (UIC) of the requesting unit, mailing address, the command code to which the delivery should be made, as well as a POC and phone number.

NTTP 1-01

Direct distribution requests for NWDC products to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
ATTN: PUBLICATIONS DIVISION (N573)
686 CUSHING ROAD
NEWPORT, RI 02841-1207

Comm: (401) 841-6412 or 1168 or DSN: 948-6412 or 1168
E-mail: fleetpubs@nwdc.navy.mil or fleetpubs@nwdc.navy.smil.mil.

Individual commands needing more copies of NWEL, NLL, or APEL CD-ROMs should submit requests for changes to automatic distribution to NWDC.

For information on communication publications (i.e., ACPs, JANAPs, and NTPs), see the OPNAVINST 5605.19 series.

4.4.1 Commissioning/Initial Allowance

Submit commissioning allowance or initial establishment requests to NWDC via the chain of command (TYCOM or ISIC), citing the Standard Navy Distribution List (SNDL) number and the UIC. For further information, see the OPNAVINST 5605.19 series.

4.4.2 Publications on Hardcopy Distribution

ATP 1, Volumes I and II, AEODP 1 through 5, and NATO-SECRET publications are distributed to commands in hardcopy. Up to two additional copies of ATP 1, Volumes I and II may be ordered through the Naval Supply System's NLL print on demand at no cost. NATO-SECRET publications are stored in hardcopy at a federal warehouse. Contact NWDC for automatic distribution or requirement issues.

4.4.3 Stock Numbers and Bar Codes

Publications that can be ordered in some media bear a stock number on the lower left of the cover/title page or change cover sheet. The stock number must be used to order copies on a standard requisition or from the NLL website at www.nll.navsup.navy.mil.

Stock numbers for publications may be found online through the NLL, through the Publication Master List on the SIPRNET, NWEL or the APEL, or through NAVSUPPUB 2003.

4.4.4 Obtaining Legacy NWP 3-22.5 and New NTTP/NTRP 3-22.X Publications

Stock numbers for legacy NWP 3-22.5 publications are supplied by NATEC, NASNI, San Diego, California. The NAVAIR number and stock number must be used when ordering print on demand copies from the NATEC website. NATEC is continuing to provide copies of the legacy TACMANs until ones in the new NTTP/NTRP 3-22.X series are produced and distributed.

On initial production, a CD-ROM and hardcopy of a new NTTP/NTRP 3-22.X publication are sent to the distribution list maintained by NSAWC, NTTP DET, in conjunction with the Air Warfare Center (AWFC), Tactics Division (DOTW), Nellis Air Force Base, Nevada. To contact AWFC/DOTW, access the website at <https://www.mil.nellis.af.mil/units/awfc/td>. NTTP/NTRP 3-22.X volumes can also be downloaded via SIPRNET at <http://afttp3-1.nellis.af.smil.mil/>.

If additional paper copies are required, individual squadrons may reproduce copies from the CD-ROM distributed to each unit on the distribution list or contact:

DEFENSE AUTOMATED PRODUCTION SERVICE (DAPS)
ATTN: ROXANNA CORTZ
1261 GRAEBER STREET, BLDG 2313, RM 24
MARCH AFB, CA 92518

Comm: (909) 655-3686 or DSN: 447-3686
Fax: (909) 655-5621, or e-mail: roxanna.cortez@dla.mil

During the transition, links will be maintained between the NWDC, NATEC, and Nellis AFB websites so that users can track and acquire the current NTTP/NTRP 3-22.X publication.

4.4.5 Local Reproduction

Commands may make local copies of NWL publications. Any reproduction of classified publications must be done in accordance with SECNAVINST 5510.36 or OPNAVINST C5510.101/USSAN INSTRUCTION 1-69. Paragraph 4.10 provides guidance for printing an Adobe Acrobat® file.

4.4.6 Publications on Print on Demand

A command may requisition a publication directly from NAVSUP using the NLL MILSTRIP procedures, as set forth in NAVSUPPUB 2003. The NLL website is at www.nll.navsup.navy.mil. An approved requisition is forwarded to the specific DAPS site at which the publication's electronic file is stored. Currently, two copies are printed at no cost to the requester.

Commands with Automatic Digital Network (AUTODIN) capability submit a requisition to NAVSUP via defense automatic addressing system office (DAASO), COMMRI RUCIZZA.

Commands without AUTODIN capability submit full MILSTRIP, with routing indicator NFZ in record position 4-6, in message format to DAAS Dayton OH, COMMRI RUEOZNA.

4.4.7 Decommissioning, Relocation, or Change of Address

Due to changes in the maintenance of the SNDL, be sure to contact all distribution points when there is any change in address. Submit a request to NWDC at least 90 days prior to decommissioning, relocation, or change of address to allow NWDC to discontinue distribution of materials by removing the command from its distribution lists or to update the command's address. Include the specific address and the UIC of the unit. For the address of NWDC, see Paragraph 4.3.

4.5 LIBRARY ADMINISTRATION

The Navy Warfare Library is the central control point within a command for the administration and maintenance of NWP, NTTP, NTRP, FXPs, JPs, APs, MPs, TACMEMOs, COMBEXAGs, OTGs, and NWEL, NLL, and APEL CD-ROMs. The guidelines set forth in this chapter are general and application should be adapted to meet the needs of each command. The purpose of NWL administration is to ensure all required publications are held, updated, and made available to users. The NWL custodian is responsible for the management of a command's NWL. Day-to-day management of the publications and account may be delegated to an NWL clerk or an NWL account subcustodian. Assignment of command NWL custodians, clerks, and subcustodians shall be in writing with a specific appointment letter, a command notice designating primary and collateral duties, or other command correspondence.

4.5.1 Navy Warfare Library Administrators

4.5.1.1 NWL Custodian

NTTP 1-01

The NWL custodian is responsible for the administration and security of the NWL per requirements of this chapter, Paragraph 305.14 of OPNAVINST 3120.32 series, NWL administration instructions on the NWDC SIPRNET, and any other applicable directives. Responsibilities include:

1. Maintaining all NWL records.
2. For publications and CD-ROMs classified SECRET or NATO-SECRET, signing and dating the enclosed Record of Receipt card and mailing it to NWDC within five days.

Note

Per SECNAVINST 5510.36, 9-10.2: "Failure to sign and return a receipt to the sender may result in a report of possible loss or compromise."

3. Distributing NWP, NTTPs, NTRPs, FXPs, JPs, APs, MPs, TACMEMOs, COMBEXAGs, OTGs, and NWEL, NLL, and APEL CD-ROMs and routing information concerning these publications within the command.

Note

Post publications or CD-ROMs on the server of an approved local area network in accordance with SECNAVINST 5510.36 and other relevant ADP security instructions. Directions for uploading the NWEL CD-ROM to a local area network are included on the NWDC SIPRNET NWL administration instructions and the NWEL handbook and on each CD-ROM.

4. Downloading, ordering, or producing replacement publications or portions of changes as necessary to maintain the NWL on local media.
5. Deleting cancelled or superseded publications from local libraries when announced by NAVPUB message.
6. Entering classified publications in the command security control system.
7. Taking appropriate action in the event of actual or possible loss or compromise of a classified publication.
8. Ensuring that viable emergency action procedures (destruction, safeguarding, etc.) for the NWL are included in the command's emergency action plan.
9. Maintaining the NAVPUB General Message file. Current NAVPUB messages are posted on the NWDC NIPRNET and SIPRNET sites.
10. Conducting NATO briefings of library personnel and holders and users of NATO publications.
11. Conducting inventories in accordance with Paragraph 4.8.
12. Notifying NWDC of any change in distribution and of decommissioning, relocation, or change of address (see Paragraph 4.4.7).
13. Preparing destruction reports for classified hardcopy materials and transmittal letters to the National Security Agency (NSA) for destruction of CDs (see Paragraph 4.9.4).

4.5.1.2 Publications Clerk

A publications clerk may be assigned to assist the NWL custodian in administration of the NWL. The NWL custodian may delegate any duties to the clerk that will assist in efficient management of the NWL.

4.5.1.3 NWL Subcustodian

An NWL subcustodian is a permanent holder of a segment of the custodial accounts. The responsibilities for management of the subcustodial account are identical to those of the NWL custodian.

4.5.1.4 Holder

A holder has physical custody of one or more publications greater than short-term access and is responsible for maintaining the publication and providing adequate security. Either the holder or the NWL custodian may enter changes to the publication.

4.5.1.5 User

Users have short-term access to the publications and are responsible for providing appropriate security. They are not responsible for entering changes to publications.

4.5.2 Navy Warfare Library Account Requirements

The NWL custodian will ensure that the library meets the following requirements for maintaining the NWL:

1. Maintain publication holdings in an up-to-date and usable condition.
2. Individual commands may have specific hardcopy requirements. Requirements for hardcopy publication holdings may also be levied by TYCOM or ISIC instructions.

Note

Publication requirements lists (PRLs) are neither required nor maintained. The CD-ROM distribution includes the complete library (see Paragraphs 4.2.1 and 4.2.2). NWDC maintains a current distribution list of NWL materials for each command.

4.5.3 Security Requirements

Handle NWL publications and NWEL and NLL CD-ROMs in accordance with SECNAVINST 5510.36 series, DON Information Security Program (ISP) regulation. For specific security requirements regarding APEL CD-ROM and NATO material, see Paragraph 4.5.4. Enter classified NWP and NATO publications into the security control system.

Note

Do not post UNCLASSIFIED and NATO-UNCLASSIFIED material on any freely accessible information or media facility.

4.5.4 NATO Classified Material

Commands that are required to hold NATO-SECRET publications will have to operate a NATO subregistry or control point and comply with NATO control and inspection requirements. Personnel who will have access to NATO-RESTRICTED, NATO-CONFIDENTIAL, and NATO-SECRET publications must first be NATO briefed. NATO classified publications shall not be filed or intermingled with those bearing U.S. classifications and, if stored in the same container, must be separated by a distinct division. See OPNAVINST C5510.101/ USSAN INSTRUCTION 1-69, United States Implementation of NATO Security Procedures.

4.6 MAINTENANCE OF THE NAVY WARFARE LIBRARY

4.6.1 Records

Commands shall maintain adequate records to ease entry of changes and to assist the custodian in maintaining the command allowance. The custodian should use the resources available (e.g., computer databases, handwritten cards) to structure the library's records to meet specific needs. Appendix D provides sample files.

4.6.1.1 Locator File

The locator file maintains an up-to-date record of the holder, user, or physical location of all publications maintained in the command's NWL. NWEL publications are now listed on the NWEL Publication List, which is a usable and adaptable Excel workbook that notes the status, version level, and other information on each publication. The list is updated with every change to a publication and posted frequently. The latest list should be downloaded regularly from the NWDC SIPRNET for local use in administering or using the library.

The locator file may also be composed of catalog cards (OPNAV Form 5070/11) made out for each publication or CD-ROM held, or it may be maintained by other appropriate computerized systems or manual accounting methods. This file may be combined with the inventory list described below. A sample catalog card is contained in Figure D-2.

4.6.1.2 Administrative File

The administrative file contains copies of all correspondence pertaining to NWL publications. Portions of the file may be maintained in any format, including computer database. The file should include:

1. Correspondence file. Correspondence relating to the NWL and its publications, both internal and external, received or generated by the command. This should include requests for publications, changes, messages, and letters documenting inspections of the NWL. General NWL correspondence should be retained for 2 years.
2. NAVPUB messages. Messages should be retained until canceled. The annual recapitulation message issued by NWDC in January of each year lists effective NAVPUB messages.
3. Inventory list. A complete inventory of the account, including the status of changes for each publication. A sample inventory list is contained in Figure D-1.
4. Pending change file. Change entry certification forms (OPNAV 5070/12) or other records used to document pending changes. A sample change entry certification form is contained in Figure D-3.
5. Access list. List those individuals in the command who have access to classified publications and NATO publications. Retain executed NATO briefing/debriefing forms.

4.6.2 Receipt Procedures

4.6.2.1 Receipt for Hardcopy

Upon receipt of a publication (in the mail), the NWL custodian shall:

1. Page check the publication received by comparing its contents to the list of effective pages. If this check reveals an incomplete publication, submit a report per Paragraph 4.6.2.8 and order a replacement copy or access the NWDC SIPRNET to download the latest version. The NWEL Publication List identifies the latest version of a publication. The NWEL or the APEL CD-ROM may also have an accurate version.
2. For classified publications, sign and date enclosed record of receipt card and mail to NWDC within 5 days.

3. Fill out an NWL catalog card (OPNAV Form 5070/11) or update equivalent records.
4. Review the LOP/LOA for the publication to determine the effective date and what publications are superseded. Review the U.S. LOP/LOT for NATO publications.
5. Update the inventory.
6. Apply any stamps or other special marking required by the command.
7. Route the publication notice or a local notice to all interested personnel.
8. Destroy superseded publications (see Paragraph 4.9.3).

4.6.2.2 Receipt for the NWEL/NLL/APEL CD-ROM

Upon receipt of the NWEL, NLL, or APEL CD-ROM the NWL custodian should:

1. Ensure receipt of all CDs in a series.
2. For classified CD-ROMs, sign and date the enclosed record of receipt card and mail it to NWDC within 5 days.
3. Run each disc in the computer to ensure no software defects exist. This check is intended to determine if the discs can be read by the computer, not to verify disc contents.
4. Fill out an NWL catalog card (OPNAV Form 5070/11) or update equivalent records.
5. Update the inventory.
6. Apply any stamps or other special markings required by the command.
7. Print and enter any needed urgent changes to hardcopies of NWL publications included on the NWEL or the APEL.
8. Post contents of CD-ROMs or portions thereof on the server of an approved local area network. NWEL CD-ROMs contain an installation routine to facilitate posting.
9. Forward superseded CD-ROM to the NSA for destruction (see Paragraph 4.9.4).

4.6.2.3 Internal Routing

The publication notice in NWP, NTTP, NTRP, FXP, AP, and MP gives a brief summary of a new edition. The NWL custodian should route this information to interested personnel to keep them informed of changes. Routing may be by whatever means the command deems appropriate.

4.6.2.4 Issue to User

When a publication is issued to a user from the NWL, the NWL custodian should:

1. Update custody files.
2. Incorporate pending changes to publications prior to issue.
3. Ensure that the person receiving the publication accepts responsibility for the publication and understands security requirements applicable to the publication.

4.6.2.5 Publication Return

When a publication is returned to the NWL, the NWL custodian should:

1. Update custody files.
2. Verify that the publication is complete with all changes entered by a page check against the list of effective pages.

4.6.2.6 Urgent Change or Erratum Receipt (Hardcopy)

When a publication urgent change or erratum (printed or message) is received, the NWL custodian should:

1. Conduct a page check to ensure completeness. If the check reveals an incomplete urgent change or erratum, submit a report per Paragraph 4.6.2.8 and order a replacement copy or print a copy locally from CD-ROM.
2. Enter the urgent change or erratum in the publication when it is effective.
3. Conduct a page check of the publication in accordance with the list of effective pages that accompanied the urgent change (if applicable).
4. Record the urgent change on the urgent change/erratum record located on the front cover and in all applicable command files.
5. Destroy classified change residue (see Paragraph 4.9.3).

If the publication is held by a subcustodian, the NWL custodian may either recall the publication and enter the urgent change or have the subcustodian enter the urgent change. OPNAV Form 5070/12 may be used to record entry of urgent changes.

New editions of NWL publications incorporate all urgent changes. If an urgent change is not incorporated into or canceled by a routine change, maintain it with the manual and reflect it in the change summary.

4.6.2.7 Annotating Urgent Changes (Publication on NWEL Website)

Establish local command procedures to annotate urgent changes to electronic publications. Incorporate urgent changes into the publication (hardcopy). Urgent changes to publications that are distributed via CD-ROM can be printed locally and entered per Paragraph 4.6.2.6. Commands that receive publications only on NWEL CD-ROM shall retain message changes in a message file until the urgent change is incorporated into the next edition of the publication.

4.6.2.8 Report of Nonreceipt or Incomplete Materials

Ensure that material has been fully distributed before reporting nonreceipt. If new NWL publications and editions and NWEL, NLL, or APEL CD-ROMs are not received within 90 days of promulgation (as indicated by letter, message, or other means), or if publications or discs arrive improperly assembled or printed, send a report by letter to NWDC. Order required material through the Naval Logistics Library (for printed material) or NWDC (for CD-ROM) (see Paragraph 4.4.6).

4.7 INSPECTION OF THE NAVY WARFARE LIBRARY

Inspect the NWL per Paragraph 305.14 of OPNAVINST 3120.32. The inspection shall be conducted by an individual senior to the NWL custodian. The inspection shall:

1. Verify required holdings per Paragraph 4.5.2. This requirement is satisfied by inspection of records and a spot check of publications in the inventory.

2. Conduct a spot check of selected paper copies of publications to verify that basic requirements for urgent change entry are being met.
3. Ensure correspondence and NAVPUB files are being maintained.
4. Verify that classified publications are properly handled.
5. Conduct a sight inventory of all classified publications.
6. If an inventory is conducted, it should be combined with one required by Paragraph 4.8.

Submit an informal report containing the results of the inspection to the commanding officer.

4.8 INVENTORY

Conduct an inventory of all classified NWL publications upon relief of the NWL custodian. Report this inventory to the commanding officer. Inventories required because of the level of classification of the publication shall be conducted in accordance with local security instructions.

Conduct an inventory of the classified NWL annually, at a minimum, in accordance with command inspection guidelines and upon relief of the NWL custodian. Conduct NATO-SECRET publication inventories twice a year. Reports shall be made to the commanding officer upon completion of these inventories. There is no requirement for an inventory of unclassified NWL publications.

4.9 SECURITY

4.9.1 Loss or Compromise of Classified Navy Warfare Library Publications

Investigate and report possible or actual loss or compromise of classified NWL holdings per SECNAVINST 5510.36 series and local instructions.

4.9.2 Access

Protect publications commensurate with the classification of material they contain. Limit access to publications to properly cleared personnel with a need to know. For APEL or Allied publications in hardcopy, personnel shall also be NATO briefed. The NWL custodian, subcustodian, or user who holds the publications controls the access to individual publications.

Make the NWL readily available to all cleared personnel who require reference to its content. Unclassified publications within the NWL are subject to no special access controls, except as modified by the preceding paragraph. If publications are lost or damaged in whole or in part, they should be replaced by (in order of priority):

1. Copying needed pages from another copy of the publication
2. Printing needed pages from NWEL CD-ROM
3. Printing needed pages from NWDC SIPRNET files
4. Ordering new copies through the supply system.

4.9.2.1 Contractor Access to NWL/NLL CD-ROMs

Contractors may be provided individual copies of NWL publications/NLL CD-ROMs if required to fulfill their contract. The Navy contracting officer or contracting officer's representative (COR) must determine the need to know.

NTTP 1-01

Private companies and contractors cannot be placed on automatic distribution for NWL publications/NLL CD-ROMs. The contracting officer or COR may furnish the NWL publications/NLL CD-ROMs as government-furnished material. If the contracting officer or COR does not have copies of publications available, they should order them from the Naval Logistics Library or NWDC (N573) as described in Paragraph 4.4. The contracting officer or COR is responsible for ensuring the currency of the publications that are provided to contractors.

All NWL publications/NLL CD-ROMs provided to contractors remain the property of the Navy and shall be returned to the contracting officer or COR when the contract ends. The contractor may request that they be allowed to retain the publications for use on one or more other contracts. To accomplish this, the contractor must return the publications to the COR under the old contract, and after the contracting officer verifies the need to know, the accountability for the NWL publications must be transferred to the new contracting officer or COR for reissue against the new contract. When there is no longer any contractual need for publications, they shall be returned to the contracting officer or COR for retention in inventory or destruction.

The need to furnish the contractor with NWL publications may be negated by providing access to the documents at a Navy facility. This allows the contractor to read the required material without having to transfer accountability of the publications. All security requirements must be met (i.e., access, copying, note taking) and access to controlled-issue documents must be denied.

4.9.2.2 Foreign Disclosure

SECNAVINST 5510.31, Policy and Procedures for Control of Foreign Disclosure in the Department of the Navy, governs disclosure of material in NWL publications to foreign governments or international organizations.

Do not release the NLLDB to foreign governments or international agencies. U.S. allies may use the NIIP software.

4.9.3 Destruction of Hardcopy

Destroy excess, superseded, canceled, and change residue paper or microfiche copies of publications per SECNAVINST 5510.36 and OPNAVINST C5510.101/USSAN INSTRUCTION 1-69. Notification of destruction is not required.

4.9.4 Destruction of NWEL/NLL/APEL CD-ROMs

Destroy classified and unclassified NWEL/NLL/APEL CD-ROMs per DON Information Assurance (IA) Publication Module 5239-26. The NSA is the lead agency for the destruction and possible recycling of CD-ROMs. The NSA destroys classified and unclassified NWEL/NLL/APEL CD-ROMs at no cost to users.

Both classified and sensitive but unclassified CD-ROMs are to be sent to the NSA for destruction. The unclassified CD-ROMs are sensitive.

When an earlier release is superseded by a new release, send all the superseded discs to the NSA according to their classification level. The local site security office can advise on proper shipping requirements. For classified CD-ROMs mark the inner wrapper "SPECIAL BURN." Separate the plastic pouch from the disc and dispose of per local environmental guidelines.

Return excess, superseded, or canceled NWEL/NLL/APEL CD-ROMs to the NSA at:

NATIONAL SECURITY AGENCY
ATTN: DEGAUSSING - SUITE 6875
9800 SAVAGE ROAD
FORT GEORGE G. MEADE, MD 20755-6875

Comm: (301) 688-6136 or (301) 688-6672

4.10 PRINTING ADOBE ACROBAT® FILES

When printing locally, take a copy of the following paragraphs to the printer. The paragraphs will assist the printer in determining the requirements of the printing job.

4.10.1 Printing Instructions (Except NTTP/NTRP 3-22.X)

Make pages 8-1/2 inches by 11 inches after trim. Specify 3/8 inch top margin, 1 inch left (bind) margin, head to head, page sequence, and standard 3-hole punch (1/4 inch diameter, 4-1/4 inches center to center, left). Print publications on JCP A-60 (or equivalent weight) white paper. The paper shall not exceed 100 pounds per 1,000 sheets of 17- by 22-inch paper.

4.10.2 Printing Instructions for NTTP/NTRP 3-22.X

Specifications are the same as in Paragraph 4.10.1, except for hole punching. Use a 5-hole punch. The top and bottom holes are 1/4 inch in diameter and 4-1/4 inches center to center, left. The middle three holes are 7/16 inch in diameter and 3-1/2 inches center to center, left.

4.10.3 Covers and Fasteners

Publications are normally assembled with screwpost fasteners. The cover/title page and back cover are printed on 110-lb index stock, color coded by security classification as follows:

1. UNCLASSIFIED — Blue
2. CONFIDENTIAL — Canary Yellow
3. SECRET — Vermilion Red.

When a publication is large enough to require the use of screwposts other than the standard size, specify one of the following sizes:

1-1/2" for 250 to 300 sheets (500 to 600 pages)

1-3/4" for over 300 sheets (600 pages)

2" for over 500 sheets (1,000 pages).

Three-ring binders of appropriate size may be substituted.

4.10.4 Foldout Pages

Print foldouts with a full-page apron fold (9-1/2 inches) to provide total reference when using other parts of the publication. Maximum printable area for a foldout page shall not exceed 45 inches in width and 10 inches in height. Do not print foldout pages on their reverse sides. Leave a 3/8-inch margin at the unbound edge and a 3/8-inch margin outside the apron fold to ensure that the illustration can be seen when preceding pages cover the apron. The descriptive title and page number shall be visible when the page is folded.

4.10.5 List of Effective Pages

Print the list of effective pages on a full-page apron with no printing on the reverse (left-hand) face. Do not print on the obverse (right hand) face of the back cover.

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APPENDIX A

Guidelines for Authoring Navy Warfare Library Publications

A.1 SCOPE

This appendix provides guidance for preparing draft Navy Warfare Library publications and submitting material for publishing. Details, templates, and examples associated with this guidance are found at NWDC's NIPRNET website: <http://www.nwdc.navy.mil/Library/nttp1-01.aspx>.

A.1.1 Draft Definitions and Responsibilities

A first draft is a document developed by the PRA for the purpose of review and comment by CRAs, CCs, and the TCO. A final draft is a document submitted for formal CRA concurrence prior to issuing a publication. (See Chapter 3 for details.)

A signature draft is a fully formatted electronic publication that incorporates all approved emendations and is ready for signature. NWDC prepares signature drafts from final draft materials submitted by the PRA.

PRAs prepare and submit first and final drafts to NWDC. Specific PRAs will be directed by NWDC to refer to detailed format specifications available on the NWDC SIPRNET and NIPRNET websites.

For signature drafts, NWDC:

1. Edits materials for conformance to these specifications
2. Proofreads materials for grammar, punctuation, and proper referencing
3. Incorporates results of the NWDC terminologist's check of terms and usage
4. Formats documents to an approved style
5. Creates .pdf versions that are distributed via print on demand, NWEL CD-ROM, NWDC SIPRNET, and the NKO website
6. Verifies that uniform resource locators (URLs) are hyperlinked within .pdfs, rendered in blue, and linked to the web
7. Tailors graphics to meet printing and web-publication requirements
8. Translates files into XML for database storage.

Publications are being converted from the old "revision" system to the new "edition" system (see Paragraphs 3.4 and A.7).

NTTP 1-01

A final NWP/NTTP/NTRP/FXP:

1. If an NWP — contains an LOP signed by Commander, NWDC
2. If an NTTP/NTRP/FXP — contains an LOA signed by the PRA and endorsed by Commander, NWDC
3. Is published and distributed via NWEL CD-ROM, NWDC websites, and the NLL print on demand website.

Publications covered by this specification may contain material classified up through SECRET. Do not consider for inclusion publications that require a higher or more restrictive classification (e.g., Top Secret). These publications require special development and production facilities that are not routinely available.

A.1.2 Letter of Promulgation for Navy Warfare Publications

An LOP is an unclassified letter produced by NWDC after the PRA has submitted a final draft for approval.

The following paragraphs are mandatory for an LOP:

1. Paragraph 1 states the publication and security requirements.
2. Paragraph 2 confirms the publication is effective upon receipt and includes a supersedure/cancellation notice giving the full title (short and long titles) of the publication that is superseded and the full titles of TACMEMOs that the edition supersedes and cancels, when applicable.
3. Paragraph 3 is written to suit the publication, the audience, and the situation, depending on requirements, and shall adequately cover the scope of the new edition.
4. Paragraph 3 provides the instruction for foreign government or international organization disclosure or distribution restrictions/authorizations per DOD Directive 5230.24 (see Paragraph A.6.3).

A.1.3 Letter of Approval for NTTPs/NTRPs/FXPs

An LOA is an unclassified letter submitted and signed by the PRA of an NTTP/NTRP/FXP on command letterhead. The LOA shall accompany the final draft copy and electronic file(s). All paragraphs are mandatory.

1. Paragraph 1 states the publication and security requirements.
2. Paragraph 2 confirms the publication is effective upon receipt and includes a supersedure/cancellation notice giving the full title (short and long titles) of the publication that is superseded and the full titles of TACMEMOs that the edition supersedes and cancels when applicable.
3. Paragraph 3 is written to suit the publication, the audience, and the situation, depending on requirements, and shall adequately cover the scope of the new edition.
4. Paragraph 4 provides the instruction for foreign government or international organization disclosure or distribution restrictions/authorizations per DOD Directive 5230.24 (see Paragraph A.6.3).

A.2 APPLICABLE GOVERNMENT DOCUMENTS

A.2.1 Department of Defense Publications

SECNAVINST 5510.36, Department of the Navy (DON) Information Security Program (ISP) Regulation.

Joint Pub 1-02, DOD Dictionary of Military and Associated Terms.

NWP 1-02, Naval Supplement to the DOD Dictionary of Military and Associated Terms.

A.2.2 Other Government Publications

United States Government Printing Office (GPO) Style Manual.

Government Style Manual Printing and Binding Regulations.

Obtain copies of documents other than specifications and standards required in connection with specific procurement functions from the contracting officer. Specifications and standards are available from the DODSSP, Building 4/Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5098.

Note

The GPO Style Manual is available online. To browse the document, use www.gpoaccess.gov/stylemanual/browse.html. To search the document, use www.gpoaccess.gov/stylemanual/index.html.

A.3 GUIDELINES FOR PREPARING PUBLICATION MATERIALS

The following paragraphs provide guidelines for preparing material for review and publishing. Authors should not dwell on publishing-related appearance details, such as page layout and indentation, as this will unnecessarily delay and add to the cost of publication development. Draft documents should be prepared and distributed expeditiously in a manner and format that ensure readability by reviewers (e.g., MS Word[®]). Drafts should be bundled into a single file (.pdf or .zip[®]) to facilitate web posting. Final (agreed) manuscripts sent to NWDC for publishing must be complete and include all artwork and graphics files that are to be in the published document. Administrative details such as LOP format (see Paragraph A.1.2 or A.4.2.3), security classification markings (see Paragraph A.5), and handling notices (see Paragraph A.6), often wind up being unnecessary sources of delay. These require PRA attention and coordination with NWDC as the final manuscript is prepared for transfer to NWDC for publishing.

Note

All material prepared under this appendix shall be government property, including original artwork and computer graphics.

A.3.1 Copyrights and Advertising

Do not include copyrighted material in manuals without written permission from NWDC.

A.3.2 Electronic Text Files

The guidance of Paragraph A.3 applies to draft documents sent out for review and comment. The guidance of this paragraph applies to electronic text files sent to NWDC for publishing. NWDC uses the Corel Ventura[®] desktop publishing system to produce publishing-quality documents, as it is able to process large and complex documents that cannot be effectively handled by standard word processing applications such as MS Word[®]. Corel Ventura[®] can import MS Word[®] documents, but doing so generally requires stripping all MS Word[®] format codes and linked/embedded objects. Additionally, NWDC applies style tags to each element of information to ensure consistent and uniform appearance throughout the publication.

1. Submit text files to NWDC by e-mail or on any commonly used media (e.g., 3-1/2-inch high-density disks, Zip[®] disks, or CD-ROMs).
2. Save text files in MS Word[®] or .rtf. As mentioned in Paragraph A.3, the author/PRA need not dwell on appearance-related details as these will be redone by NWDC's desktop publishing system.

NTTP 1-01

3. Do not use any proprietary formatting codes unique to the word processing software, such as automatic paragraph numbering. Saving as an .rtf file is a good way to identify these untranslatable codes.
4. Do accept or reject all changes if using MS Word[®] with track changes function enabled.
5. Mail NWDC a paper copy of the manuscript to be published so that a comparative proof can be conducted to ensure that all figures, symbols, and special fonts have been rendered properly in the version to be published.
6. Prepare this paper copy by:
 - a. Printing a copy of each file used to prepare the manuscript
 - b. Annotating the paper copy with the associated file name
 - c. Annotating embedded/linked objects with their associated file names
 - d. Annotating the paper copy with any changes to be made by NWDC editors.

A.3.3 Text Development

1. Text shall be written as thoroughly and completely as possible in the same editorial and grammatical style as that intended for the final publication.
2. Text shall be copyedited for spelling, grammar, and proper keying of figures to pages as they appear in the draft.
3. If material is not available when a draft is prepared, a description of content shall be included so that reviewers can visualize the entire publication in context.
4. Drafts should be prepared with text set to left alignment (unjustified right) and 1.5 times or double line spacing to provide reviewers with enough room to insert handwritten comments and text changes.
5. All material shall be properly classified.

A.3.4 Hardcopy and Electronic Graphics

Note

All illustrations, tables, charts, and graphs are collectively identified as figures.

Line drawings and/or computer graphics are required whenever new artwork is prepared and should be of a quality that clearly, adequately, and economically portrays the needed information. Use illustrative material to describe an item or idea more effectively through graphic presentation, to clarify text, to present phases or sequences difficult to understand by use of text alone, to call attention to details, and to furnish graphic identification of displays and controls.

Hardcopy line drawings shall be of high fidelity and to as small a scale as practical with all essential detail legible, presented in the same size as they will be on the printed page.

Use color in artwork only where necessary (not merely for decorative purposes). When color is used, include a legend in the illustration containing an exact duplicate of the color and pattern used. Make the use of color consistent wherever possible. Take care in selecting colors, hues, and shading; while they may look great on the computer screen, the printed copy may be unreadable. Consider use of patterns or textures instead of, or in addition to, color in order to improve black-and-white readability.

Bitmap (scanned) graphics not less than 300 dpi may be used in reproducible copy; however, since these files are difficult to alter or revise, the original artwork from which they were prepared must be forwarded with the final copy. Halftones may be used in final copy, provided they are of high quality and good contrast and are screened to approximately 100-line screen. The originals of halftones must be forwarded with the final copy.

Photographs may be used, but use should be determined by the practical considerations of their purpose and suitability in the publication. Line drawings are preferred. Photographs are to be of very high quality, continuous in tone, and less expensive than line art of the same material. Original photographs must be forwarded with the final copy (do not provide scanned photographs).

Professional electronic photographic images from digital cameras must be tagged image file format (.tif) (PC) files of high resolution (320 dpi for 4x5s or 640 dpi for 8x10s).

A.3.4.1 Guidelines for Composing Figures

1. Submit electronic graphics files to NWDC on any commonly used media (e.g., 3-1/2-inch high-density disks, Zip[®] disks, or CD-ROMs). Graphics file formats must be IBM compatible. If a graphic was created on a Macintosh system, convert it to an IBM-compatible format prior to submission. Vector graphics are the preferred format for creating scalable nonphoto images.
2. Use the minimum amount of artwork needed for illustrative purposes. Avoid duplicating artwork in two or more portions of a publication. Use cross-references in text instead.
3. Do not use mastheads on artwork, fill-in illustrations, and art solely for decorative purposes. Do not use color for decorative effect. All illustrations must be functional and used only to clarify text.
4. Design reference data presented in charts and graphs to be easily understood.
5. Avoid using type size smaller than 8-point (6-point if all capitals) Arial in figures.
6. Multiple-sheet illustrations may be used. Text within a series of figures in a publication (multiple-sheet illustrations) shall be consistent in font, size, and attributes and should complement the text used in other figures in the publication.
7. Landscaped (turn page) illustrations will be placed in final copy so that the top is at the left-hand margin, reading to the bottom at the right-hand margin. Place the figure number, classification, and descriptive title beneath the illustration so that this information will run vertically and parallel to the right-hand margin of the page. Do not rotate pages in the electronic file; rotation occurs during processing of the Adobe Acrobat[®] version.
8. Artwork over 42 picas in width or 53 picas in height is considered oversize art that must be reduced for use in final copy. In designing oversize art, plan for the width-to-height ratio desired when the graphic is reduced. Place artwork over full-page width that cannot be reduced as a foldout at the back of the publication.
9. Frame figures with a 1-point rule to enhance presentation. Do not use double framing. Place classification and figure numbers and descriptive titles outside the framed area.
10. In preparing graphics for a classified publication, include the figure classification in the electronic file. This is to ensure that each graphic is properly classified, independent of placement in the final copy. Position the graphic within the frame of the final copy so that the classification is concealed.

A.3.4.2 Guidelines for Composing Tables

Tables offer a useful means of presenting large amounts of detailed information in a small space. Standardize the format, style, and fonts used in tables within a publication. Latitude for the final table design is granted to the writer and editor. The GPO Style Manual may be useful to those seeking an in-depth study of table structure.

A.3.4.2.1 Borders and Rules

Tables should be bordered with a 1-point rule and have ½-point vertical and horizontal rules separating columns and rows. The use of rules within a table is not mandatory but may be used to group common elements and to aid in readability. Use rules to enhance rather than complicate the table appearance.

A.3.4.2.2 Spacing

Allow at least 3 points between text and rules or cell borders. Space between text and rules shall be consistent throughout the table. Set column widths and font size so that hyphenation of cell text is minimized.

A.3.4.2.3 Table Head and Subhead

The table head and subhead (if any) are typed on separate lines and set flush left or centered in a cell spanning the width of the table. Centered on a middle baseline is the preferred alignment. The table head may duplicate the table title, which is placed below the table as in other figures. The preferred font is 11-point Arial bold for table heads and subheads. A smaller font may be used (no less than 8-point, or 6-point if all capitals) if dictated by space limitations.

A.3.4.2.4 Row Heads

Row heads should be set flush left in a stub column — the first column on the left side of the table. The vertical alignment may be top or middle depending on the alignment of the tabular data within the table text cells. The stub column usually starts below the table head or subhead and is read vertically from top to bottom. The row head font size shall not exceed the size used in the table head or subhead. The font may be bold if it enhances the presentation.

A.3.4.2.5 Column Heads

Column heads start below the table head or subhead and are read, as a row, from left to right. The first cell of a stub column may be a column head. Column heads should be set centered on a middle baseline for vertical alignment. The column head font size shall not exceed the size used in the table head or subhead. The font may be bold if it enhances the presentation.

A.3.4.2.6 Table Text

Table text cells carry tabular data that correlates the column heads and row heads. The text, if numerical, should be set flush right or decimal centered so that decimal points align vertically in the table text column. It is preferred that the table text be aligned vertically on the same middle baseline as that of the row heads. The font size shall not exceed the size used in the column or row head and bolding is discouraged. Units of measure within row or column heads are not repeated in the corresponding table text column or row; only the quantity is displayed.

A.3.4.2.7 Table Notes

Explanatory text may be displayed in a cell spanning the width of the table and immediately following the last row of table text. Arial is the preferred font. The font size shall not exceed that of the table text. The word “Note” or “Notes” is set in initial capitals, flush left, followed by a colon. If the noted material is not itemized, it shall be separated from the colon by an en space. If the material is itemized, it shall appear as numbered lines, starting one line below the word “Notes:” and indented 1 pica. The item number shall be followed by a period and an en space. (For an example see Figure 3-3, Sheet 2.) Runover lines for that item shall be vertically aligned with the first word of the preceding line. Runover lines for classified text shall be aligned vertically with the classification

marking of the preceding line. Numbered or itemized lines may correspond with annotated text within the table. These annotations are indicated by superscript numerals. The superscript annotations shall be in ascending order from the top to bottom of the table and from left to right. Do not use bullets.

A.3.5 Considerations for Linking vs. Embedding Graphics Files and Other Objects

Linking an object creates a pointer in the underlying code of the document file that connects that position in the document to the separate, external (graphics) file. Linked objects are edited using the application that created them. Embedding an object, on the other hand, converts the external object to the document's source code and adds the translated object to the document in which it is embedded. Embedded objects often become distorted during translation and rendered into a format that defies manipulation by any graphics or word processing application. Embedding objects can also cause a disproportionate increase in MS Word[®] document file size and substantially degrade word processor performance. Linking to external objects minimizes MS Word[®] file sizes and usually retains the quality of the original format. Linking, however, complicates document viewing in that display of linked objects can be rendered invalid by the file transfer process. Also, linked objects will not display if the system used to view the document is not configured to process the linked object's file type.

1. For review drafts, authors should:
 - a. Always consider linking objects vice embedding them to minimize the amount of data that must be downloaded from discussion group websites.
 - b. If the linking option is used, link only those objects that can be opened with standard MS Windows[®] and MS Office[®] applications and standard system file type associations. Embed all objects that don't qualify.
 - c. Package the draft in a .zip[®] file that preserves the linked object's path to the destination document when all files are extracted.
2. For manuscripts sent to NWDC for publishing, linking to external objects is preferred as per 1.c. above. NWDC uses several graphics applications, including Corel Draw[®] and Adobe Illustrator[®]. PRAs/authors should check with the NWDC editor to ensure that any unusual file formats are compatible with NWDC's desktop publishing system.

A.3.6 Figure Employment

Figures shall be complete with respect to correct callouts and labeling. If figures from another publication are used, extraneous callouts and labels from the original publication shall be removed. Figures should appear in the draft in the size intended for the final copy and shall be completely readable. Figures may be placed on separate pages, regardless of size, if desired, but after the first in-text reference to them.

The draft author shall:

1. Number figures (see Paragraph A.3.6.1) and provide descriptive titles.
2. Make every effort to create unclassified descriptive titles.
3. Minimize the use of acronyms in descriptive titles.
4. Place at least one reference to each figure in text.
5. Place the figure number and descriptive title (with classification marking symbol in classified documents) beneath the figure.
6. For classified documents, center the classification of the figure (all capitals) below the figure and above the descriptive title.

NTTP 1-01

Number figures within chapters consecutively using arabic numerals. Give all assignments two-part numbers (e.g., Figure 3-4 is the fourth figure in Chapter 3). Consider appendixes as chapters; the appendix letter replaces the chapter number (e.g., Figure A-5 is the fifth figure in Appendix A). If a figure requires more than one page, put “(Sheet of)” after the descriptive title on each page (see Figure 3-3).

A.3.7 Signs and Symbols

Refer to Chapter 10, “Signs and Symbols,” in the GPO Style Manual for established symbols.

Use symbols from reference documents as follows:

1. Logic diagrams — ANSI Y32.14
2. Electrical and electronic parts — ANSI Y32.3.

A.3.8 Uniform Resource Locators

Provide URLs that are active and correct. Verify their action by navigating to the address on the Internet. If the browser fails to navigate to a website or webpage, determine whether:

1. That failure is due to a misspelling or misformatting within the URL
2. The website or webpage is no longer active or has moved
3. A URL to a secure DOD site will not succeed.

The PRA will be asked for assistance in finding a correct URL if there is a navigation error.

A.4 STRUCTURE OF PUBLICATIONS

NWL publications have three elements:

1. Front matter
2. Body
3. Back matter.

This section provides details on the structure of these elements.

A.4.1 Page Markings

1. Place the short title of the publication in the upper right corner of the header (odd pages) and upper left corner of the header (even pages).
2. Place page numbers on each page, centered in the footer. Number pages by chapter in sequence (e.g., 3-6 is the sixth page in Chapter 3).
3. Place version information (**FIRST DRAFT**, **FINAL DRAFT**) on the left side of the footer and on the same line as the page number.
4. Place the edition identifier (**MONTH YEAR**) on the right side of the footer and on the same line as the page number. A three-letter abbreviation is used to indicate the month.

5. For a classified publication, place classification markings (spelled-out form) at the top and bottom center of each page. Chapters shall reflect the highest classification used within the chapter.
6. Unclassified chapters in a classified publication shall be marked **UNCLASSIFIED** at the top and bottom of the page.
7. For first drafts, use line numbering. This is set in MS Word[®] by going to File/Page Setup/Layout/Line Numbers.

A.4.2 Front Matter

The information provided in the front matter is used to assess completeness.

A.4.2.1 NWP/NTTPs/NTRPs/FXPs (Including NTTP/NTRP 3-22.X AIR TACMANs)

The front matter of first and final drafts consists of the following pages and sections:

1. Cover/Title Page
2. Letter of Promulgation/Letter of Approval
3. Publication Notice
4. Contents
5. List of Illustrations
6. Preface
7. Executive Summary (optional).

A.4.2.1.1 Front Matter Titles

Provide titles (all caps and centered above the first line of text) on the first page of the Contents, List of Illustrations, Preface, and Executive Summary.

A.4.2.1.2 Front Matter Page Numbers

Front matter pages are consecutively numbered by arabic numerals in 11-point Arial bold.

A.4.2.1.3 Intentionally Blank Pages

Blank pages are left-hand pages (even numbered), identified by **INTENTIONALLY BLANK** centered on the page in 12-point Arial. Intentionally blank pages contain marginal copy only.

A.4.2.2 Cover/Title Page

The cover/title page shall be constructed the same as one for the actual publication, except that the words **FIRST DRAFT** or **FINAL DRAFT** and the edition number (**MONTH YEAR**) shall be centered below the publication number.

A.4.2.2.1 Cover/Title Page for NWP/NTTPs/NTRPs/FXPs (Except NTTP/NTRP 3-22.X AIR TACMANs)

NWDC coordinates with the PRA to specify the publication number and title. The cover/title page shall:

1. Contain the descriptive title and the publication number.

NTTP 1-01

2. Contain, if a classified publication, classification markings at the top and bottom of the page (see Paragraph A.5.2) and, where applicable, warning notices (see Paragraph A.6).
3. Allow space for the stock number and bar code in the lower left-hand corner.
4. Identify the PRA assigned by NWDC.
5. Carry downgrading/declassification information (see Paragraph A.6.2) and the appropriate distribution statement (see Paragraph A.6.3).

A.4.2.2.2 Cover/Title Page for NTTP/NTRP 3-22.X AIR TACMANs

The cover/title page shall:

1. Contain the NTTP/NTRP publication number, descriptive title, and the NAVAIR publication number (if required).
2. Allow space for the stock number and bar code.
3. Contain, if a classified publication, classification markings at the top and bottom of the page (see Paragraph A.5.2) and, where applicable, warning notices (see Paragraph A.6).
4. Carry the classification authority and downgrading/declassification information (see Paragraph A.6.2) and the appropriate limited distribution statement (see Paragraph A.6.3).

A.4.2.3 Letter of Promulgation/Approval

Page 3 of the front matter is used for the LOP or the LOA (see Paragraph A.1). Leave this page blank in drafts and submitted manuscripts and annotate as: "Letter of Promulgation/Approval will go here."

A.4.2.4 Contents

Include a table of contents that lists all chapters, appendixes, and primary (x.x) and secondary (x.x.x) sideheads.

A.4.2.5 List of Illustrations

Include a list of illustrations, showing each figure with its number and caption. Page numbers are not required for drafts.

A.4.2.6 Preface

Think about what to say in the preface. The information on this page will be used in the publication abstracts that accompany the publication when it is posted on NWDC websites. It will also be used to generate the keyword associations that improve the accuracy of search engines.

Include in the preface:

1. Brief statements of the publication's purpose, intended audience, and relationship to other publications
2. Abstract of overall contents of publication
3. Arrangement of publication.

A.4.3 Body

The body of a publication consists of chapters and appendixes. This section provides details on the structure of body components.

A.4.3.1 Chapters and Appendixes

1. A publication contains text arranged in chapters and appendixes. Provide an identifier and a descriptive title at the beginning of each chapter and appendix.
2. The first page of a chapter and appendix begins on a right-hand page (odd numbered) and must end on a left-hand page (even numbered). If text ends on an odd page, then an INTENTIONALLY BLANK page must be inserted (see Paragraph A.4.2.1.3).
3. Locate material that supplements one or more chapters in appendixes after the last chapter. (Use annexes when it is necessary to subdivide an appendix.)
4. Make every effort to create unclassified descriptive titles for chapters and appendixes.
5. Minimize the use of acronyms in the titles of chapters and appendixes.
6. Number chapters consecutively using arabic numerals. Identify appendixes using consecutive capital letters.

A.4.3.2 Body Text

Provide plain text without formatting, reading across the page, broken naturally into paragraphs and/or listings. Text of warnings, cautions, and notes must be indented from left and right margins to distinguish them from plain text. Use bullets only within warnings, cautions, and notes. As per standard practice for outlines, each information hierarchy level should have at least two peer items. For example, if there is a Paragraph A.4.3.1, there also needs to be a Paragraph A.4.3.2. If not, either merge the solitary child into its parent item or create a new parent. For example, a solitary A.4.3.1 would either be merged into A.4.3 or become A.4.4.

A.4.3.3 Paragraph Headings (Sideheads)

1. Divide text into paragraphs using primary and secondary sideheads. Sideheads stand alone (i.e., do not run in with text).
2. Use primary sideheads to divide text within chapters and appendixes into main portions. There shall be at least two primary sideheads in each chapter. Use secondary sideheads for further breakdown of material.
3. Number all sideheads.
4. Make every effort to create unclassified sideheads.
5. Minimize the use of acronyms in sideheads (e.g., Paragraph 17.1 SAR). Acronyms may be used in a sidehead at a lower level if they are first spelled out in a sidehead at a higher level.

A.4.3.4 Sidehead Numbering

1. Number all paragraphs with sideheads according to the level of heading.
2. Identify primary sideheads by the chapter/appendix number/letter followed by a decimal and a number (e.g., 3.10 is the tenth primary sidehead in Chapter 3 and A.3 is the third primary sidehead in Appendix A).

NTTP 1-01

3. Identify secondary, tertiary, and quaternary headings by appropriate sequential numbers and decimals (e.g., 9.5.2 is the second secondary sidehead under the fifth primary sidehead in Chapter 9).
4. Do not use sideheads beyond the quaternary level.

A.4.3.5 Listings, Sublistings, and Paragraph Structure

1. Listings may occur under any level of paragraph heading. Identify items of a listing using consecutive arabic numerals, as 1., 2., 3., etc.
 - a. Identify items of a sublisting using letters in alphabetical order, as a., b., c., etc.
 - b. For the next subdivision, identify items using consecutive arabic numerals in parens, as (1), (2), (3), etc.
 - c. If another subdivision is required, identify items using letters in alphabetical order in parens, as (a), (b), (c), etc.
2. Use of descriptive titles in listings and sublistings is not allowed.
3. Bullets shall not be used in listings and sublistings.
4. To punctuate items in a listing or sublisting:
 - a. Put a period at the end of an item if it is a complete sentence or expresses a complete thought (i.e., a group of words that contains a subject (whether expressed or merely understood) and a predicate).
 - b. If a listing includes both complete and incomplete sentences, put periods after all items.
 - c. In a listing with incomplete sentences, put a period only at the end of the last item.
5. Use parallel sentence structures (e.g., A.4.3.4 listings) for peer listings and sublistings whenever possible — especially for incomplete sentence listings.

A demonstration of correct paragraph, subparagraph, listing, and sublisting structure for a typical draft chapter is:

1.1

1.1.1

1.1.1.1

1.1.1.1.1

1. xx xxx xxx xxx xxxx xx xx xxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx.
2. xxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx.

 - a. xxxxxxxx xxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxx xxx xx xxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx.

 - (1) xxxxxxxxxxx xxxxxxx xx xxxxxxxxxxx xxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx.

6. If a particular acronym stands for more than one definition, the intended meaning must be clearly established. An acronym should have only one defined meaning within a publication.

A.4.3.8 In-Text Referencing Guidelines

1. Do not duplicate material (including artwork) in two or more portions of a publication except where essential for clarity. Use references instead.
2. Refer to text in another location in the same publication by paragraph number (e.g., “See Paragraph 3.1.1.”) or by paragraph number and listing (e.g., “See Paragraph 4.3.9, item 4.”). Do not use vague references such as “Section,” “Part,” or “found elsewhere in the manual.” Cite the most specific reference.
3. Collectively identify all illustrations, tables, charts, and graphs as figures.
4. Refer to figures only by figure number (e.g., “See Figure 3-5”).
5. Refer to nomenclature in figures first, followed by the figure number (e.g., 34, Figure 2-6). When more than one nomenclature in a paragraph refers to the same figure, only the first reference need indicate the figure number.
6. Refer to foldouts by page number only (i.e., **FO-1**, **FO-2**, etc.).
7. Refer to another NWP/NTTP/NTRP/FXP or technical publication by publication number and descriptive title when first referenced. When the title of a classified publication is referenced, the full reference is used (short and long title) followed by “(U).” Refer to the same publication thereafter by publication number only.
8. Do not reference specific paragraphs in another publication. If a reference other than publication number is necessary, use the chapter number. (This is to avoid problems if the other publication is revised or renumbered.)
9. Footnotes shall be identified and referenced by number, not symbols.

A.4.4 Back Matter

Back matter of a publication is composed of:

1. References (if required)
2. Glossary (if required)
3. List of Acronyms and Abbreviations
4. Foldout pages (if required)
5. List of Effective Pages
6. Back cover.

This section provides details on the structure of these elements.

A.4.4.1 References

1. Books, journals, and documents identified in the text and/or consulted by the author should be collated on a reference page. Include URLs to websites and webpages on the reference page.

2. Include a reference page if a publication relies heavily on extracts of data from other sources. The reference page identifies the source of the extracted data.
3. Title the first page REFERENCES. Number pages as Reference-1, Reference-2, etc.
4. Update the reference page with each new edition (revision or change).

References should be listed in the following manner:

1. National Security Act of 1947
2. JP 1, Joint Warfare of the Armed Forces of the United States

A.4.4.2 Glossary

Drafts shall include a glossary (if required), and a list of acronyms and abbreviations.

1. A glossary is an alphabetical list of terms and definitions that are new or modified in the text of a publication. Include in a glossary only those highly technical or unique terms pertinent to understanding the specific publication.
2. Compile or complete the glossary after identifying key words in the manuscript. If a term has more than one definition, or is defined in more than one source, list the various definitions using numerical prefixes. Include definitions from multiple sources only when they differ significantly and provide additional insight.
3. Use definitions taken from JP 1-02, DOD Dictionary of Military and Associated Terms, exactly as written. Writers are encouraged not to repeat glossary definitions verbatim in the text of a publication but may use the text to discuss or expand definitions.
4. Abbreviations and acronyms should not be used in the text of definitions (to avoid the need to look up more terms to understand the definition).
5. When appropriate, use cross-reference expressions to show the relationship of terms in the glossary:
 - a. **See** — refers the reader to a preferred synonymous term, which introduces the definition.
 - b. **See also/Also called** — refers to a related term.
6. NWDC reviews the glossary and the specific terms and definitions contained therein. The Navy terminologist at NWDC will determine the accuracy of and sources for definitions, and will mark the source (e.g., NWP 1-02, JP 1-02) in parentheses following the definition. In some instances, an original source may not be found and thus none will be cited.
7. For example:

joint. Connotes activities, operations, organizations, etc., in which elements of two or more Military Departments participate.
8. Do not use alphabet letters for indexing.
9. Title the first page GLOSSARY, and number pages as Glossary-1, Glossary-2, etc.
10. Update the glossary with each new edition (revision or change).

A.4.4.3 List of Acronyms and Abbreviations

Drafts shall include a list of acronyms and abbreviations (LOAA).

1. The LOAA provides explanations for all shortened and condensed terms that are found throughout the publication, except for prowords, brevity codes, and message text.
2. The format of the LOAA emulates that in JP 1-02, which also provides guidance for the use of lower case or initial capitals for definitions.
3. The Navy terminologist at NWDC will review the LOAA to ensure the proper use and consistency of terminology among naval, joint, and multiservice publications. Refer to JP 1-02 and NWP 1-02, Naval Supplement to the DOD Dictionary of Military and Associated Terms, for established and agreed-upon terminology.
4. For example:

BF battle force

5. Include all acronyms and abbreviations used in main text in the LOAA.
6. Do not include acronyms or abbreviations that are not used in main text.
7. Consult the GPO Style Manual for guidance on the use of abbreviations.
8. Do not use alphabet letters for indexing.
9. Title the first page LIST OF ACRONYMS AND ABBREVIATIONS. Number pages as LOAA-1, LOAA-2, etc.
10. Update the LOAA with each new edition (revision or change).

A.4.4.4 Foldout Pages

1. Use foldout pages to aid location of information while reading text when the material of the illustration requires space greater than full page width.
2. Foldout pages fall at the end of the publication, in sequence of reference, regardless of their relationship to the text, just before the LEP. Each foldout is a right-hand page.
3. Do not assign a separate chapter designation to the series of foldouts. Page number as **FO-1**, **FO-2**, etc.
4. Foldouts shall not carry figure numbers, only the descriptive title centered below the illustration.

A.4.4.5 List of Effective Pages

Include a list of effective pages (LEP) so that a reviewer may verify that the draft copy is complete.

1. The LEP is the last numbered page of a new edition.
2. The LEP provides accountability of all numbered pages and the page status of the pages.
3. An LEP is required in all publications.
4. Title the page LIST OF EFFECTIVE PAGES. Number pages as LEP-1, LEP-2, etc.

A.4.4.6 Index

Indexes are no longer used in NWL publications as electronic publications are inherently searchable. If an index is desired, coordinate its development with NWDC.

A.4.4.7 Back Cover

1. The last page of a draft publication is an unnumbered back cover sheet.
2. Center the publication number (short title) and edition number (**MONTH YEAR**) vertically and horizontally in the middle of the page.
3. The classification of the publication is centered at the top and bottom of the page.

A.5 SECURITY CLASSIFICATION MARKINGS

Refer also to the appropriate OPNAV instruction in the 5513 series for DON classification guidance.

A.5.1 Classification Marking Guidelines

1. Publication titles shall be unclassified. The title of a classified publication shall be followed by a “(U)” at the end of the descriptive title. When the title of a classified publication is referenced, the full reference is used (short and long title) followed by “(U).”
2. Because of the way in which some information in a publication is handled in electronic files, make every effort to create unclassified descriptive titles for chapters and appendixes, paragraph headings (sideheads), and figures.
3. Show the classification of the descriptive title of a classified chapter or appendix in parentheses following the title using the appropriate marking symbol. Use “(U)” for an unclassified title.
4. The classification of a paragraph heading *shall not* reflect the classification of the text following the heading. Place the marking symbol following the paragraph number, but preceding the text of the heading.
5. Mark each paragraph in a classified chapter or appendix with an appropriate marking symbol preceding the first line of text to indicate the classification of that paragraph. When the entire content of a chapter or appendix in a classified publication is unclassified, do not mark individual paragraphs.
6. Mark each item of a listing in a classified chapter or appendix with an appropriate marking symbol if it expresses a complete thought. If one or more items are classified, mark all items. The marking symbol precedes the first line of text following the number.
7. Place the marking symbol between the figure or table number and the descriptive title. In a classified chapter or appendix, all figure and table titles must be marked in this manner, using “(U)” for unclassified titles.
8. Mark the text of warnings, cautions, and notes in the same manner as paragraphs.

Note

If a chapter or appendix in a classified publication is wholly unclassified, mark each page within that chapter or appendix UNCLASSIFIED; no other classification markings are necessary.

A.5.2 Cover/Title Page and Back Cover Classification

1. The cover/title page and back cover of a classified publication shall show the highest level of classification of any material contained therein at the top center and bottom center of the page. These markings shall be in 24-point Arial bold.
2. The cover/title page shall contain unclassified material.
3. An unclassified publication shall not be marked UNCLASSIFIED.
4. For purposes of page classification, the cover/title page shall also be marked at the bottom center below the publication classification with **(This page is UNCLASSIFIED)**.
5. The cover/title page carries warning notices used within the content, if applicable (see Paragraph A.6.1), downgrading/declassification date (see Paragraph A.6.2), and distribution data (see Paragraph A.6.3).

A.5.3 Page Classification

1. Mark the pages in a chapter or appendix of a classified publication according to the highest level of classification of content within that chapter or appendix. Place the classification marking (spelled-out form) at the top center and bottom center of the page.
2. If a chapter or appendix in a classified publication is wholly unclassified, mark each page within that chapter or appendix **UNCLASSIFIED**; no other classification markings are necessary.
3. Except for the cover/title page and back cover, elements of front matter and final portions of a classified publication shall be treated as individual chapters and pages marked according to their highest level of content.

A.5.4 Classification Marking Symbols

Within classified text, use marking symbols instead of the fully spelled-out classification and warning notices that may apply. The marking symbols most commonly used are:

SYMBOL	MEANING
(U)	UNCLASSIFIED
(C)	CONFIDENTIAL
(S)	SECRET
(S/NF)	SECRET — NOT RELEASABLE TO FOREIGN NATIONALS
(C/NF)	CONFIDENTIAL — NOT RELEASABLE TO FOREIGN NATIONALS

A.5.5 Figure Classification

1. For a figure in a classified chapter or appendix, center the classification (spelled-out form) of the figure beneath the figure in all capitals.
2. An unclassified figure in a classified chapter shall be marked UNCLASSIFIED.
3. Do not place classifications on figures in an unclassified chapter.

A.5.6 Figure Title Classification

1. Make every effort to create descriptive titles that are unclassified.
2. Place the marking symbol between the figure and the descriptive title.
3. In a classified chapter or appendix, all figure titles must be marked in this manner, using “(U)” for unclassified titles.
4. Do not place marking symbols on figure titles in an unclassified chapter.

A.6 HANDLING NOTICES

A.6.1 Notations on Cover/Title Page

In accordance with SECNAVINST 5510.36, place the long form of the following notations on the cover/title page and urgent change cover sheet above the bottom classification as appropriate:

DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR
(ORCON) (OC)

CAUTION — PROPRIETARY INFORMATION INVOLVED (PROPIN) (PR)

NOT RELEASABLE TO FOREIGN NATIONALS (NOFORN) (NF)

AUTHORIZED FOR RELEASE TO COUNTRY(IES) OR INTERNATIONAL ORGANIZATION(S) (REL
TO ____ or REL)

THIS DOCUMENT CONTAINS NATO-CLASSIFIED INFORMATION.

When appropriate, place one of the following notations on the cover/title page and on the urgent change cover sheet:

RESTRICTED DATA

This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restrictive Data in foreign dissemination. Section 144b, Atomic Energy Act, 1954.

The obsolete notations WARNING NOTICE — INTELLIGENCE SOURCES OR METHODS INVOLVED (WNINTEL) and NOT RELEASABLE TO CONTRACTORS/CONSULTANTS (NOCONTRACT) are no longer authorized for use.

A.6.2 Downgrading/Declassification Data

Downgrading/declassification data shall appear only once in a classified publication, on the lower left of the cover/title page of a new edition (revision or change). It shall also appear on the cover sheet of an urgent change to a classified publication.

The classification authority shall be in accordance with guidelines given in OPNAVINST 5513.1 — 15 series. If classification is based on multiple sources, the guidelines given in SECNAVINST 5510.36 apply. In the latter case,

NTTP 1-01

the words “Multiple Sources” appear on the “DERIVED FROM” line, and a list of sources, along with the downgrading/declassification statement of each, shall be included on the cover/title page.

If a major component of a publication is likely to be used separately, mark it as a separate document with warning notice(s) and declassification data.

A.6.3 Limited Distribution Data

Provide the appropriate distribution restriction statement on the cover/title page per DOD 5230.24. Information is available at: http://www.dtic.mil/dtic/submitting/distrib_statement.html.

1. Default statement will be Statement D:

“DISTRIBUTION RESTRICTION: Distribution authorized to the Department of Defense and U.S. DoD contractors only for operational use to protect technical data or information from automatic dissemination (date of determination). Other requests shall be referred to Navy Warfare Development Command, 686 Cushing Road, Newport RI 02841-1207.”

2. If the PRA has no objections to public or foreign release/disclosure/dissemination, Statement A should be used:

“DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.”

3. If one of the other statements applies, it should be cited by the PRA and stated in a manner similar to that of the default Statement D or the wording of the DOD Directive.
4. Note that use of Statement F, “FURTHER DISSEMINATION ONLY AS DIRECTED BY HIGHER AUTHORITY,” should raise questions as to whether or not the document is properly classified.

A.7 NEW EDITION

Each revision or substantive change of a publication results in a new edition, indicated on the title page by a month and year of issue following the word **EDITION**. The new edition supersedes the existing edition. A new edition shall incorporate all PRA-approved changes and all previously issued urgent changes to the existing edition. **MONTH YEAR** of the edition shall match the date on the LOP/LOA.

Use the month and year of issue as the page status marking in the footer of each page of a new edition.

A.7.1 Renumbering Content

1. Renumber paragraphs, figures, and pages as necessary.
2. Eliminate numbers with letter suffixes.
3. Adjust numbering to re-establish correct sequence where material was deleted.

A.7.2 Supersedure Notice

When a new edition supersedes an existing edition, include a supersedure notice in the LOP/LOA of the new edition to supersede the existing edition. Include the full titles of TACMEMOs that the new edition supersedes and cancels.

A.7.3 Numbering New Editions

New editions retain the publication number (short title) of the existing (superseded) edition, but add the month and year of issue following the word **EDITION**. The month and year of issue normally match the date of the LOP/LOA.

A.7.4 Publication Category

Redesignate an NWP into the NTTP or NTRP category (if applicable) when preparing a new edition (revision). The publication retains its designated numbering and adds the month and year of issue following the word **EDITION** (e.g., **NTTP 3-XX EDITION MAR 2004** supersedes **NWP 3-XX (Rev. C)**).

A.7.5 Change Bars

Changes to text and figures (including new material) are indicated by a change bar — a black vertical line in the outside (nonbinding) margin. Use change bars to identify substantive material that has been changed or added since the previous edition. Use a change bar next to chapter numbers to indicate a new or completely revised chapter.

Change bars are not used for:

1. Table of contents, list of illustrations, and list of effective pages
2. Blank space resulting from the deletion of text
3. Correction of spelling, punctuation, and grammar, unless such a correction changes the meaning of instructive material.

INTENTIONALLY BLANK

APPENDIX B

NWP/NTTP/NTRP/TACMEMO Numbering System

B.1 NUMBERING CONVENTIONS

In general, the NWP/NTTP/NTRP/TACMEMO numbering system adheres to the following conventions.

1. Series. The first numerical group identifies the major area.
2. Functional field. The second numerical group, following the hyphen, places the publication within a functional field. These functional fields are derived from the numbers assigned joint publications in the same functional mission areas. Where there is no associated joint doctrine for a given naval tactical area, a nonconflicting number is issued, for example, the NWP 3-2X series.
3. Expanded doctrine/TTP. The third numerical group, following the decimal, TTP for sequenced manuals within the functional field. When the number of publications within a functional area warrants, the publications may be further divided into a third and fourth group of numbers separated by a decimal.

B.2 NUMBERING SYSTEM

Series	Functional Field	Area
1		GENERAL/ADMINISTRATION
1	-0	LEADERSHIP
1	-01	PUBLICATION REFERENCE
1	-02	TERMINOLOGY REFERENCE
1	-03	REPORTING SYSTEM
1	-05	RELIGIOUS MINISTRY SUPPORT
1	-10	TACTICAL REFERENCE
1	-11	PLATFORM CAPABILITIES
1	-12	TERRAIN
1	-14	LAW
1	-15	COMBAT STRESS
2		INTELLIGENCE
2	-01	INTELLIGENCE SUPPORT
3		OPERATIONS
3	-01	AIR DEFENSE
3	-02	EXPEDITIONARY WARFARE
3	-03	STRIKE WARFARE OPERATIONS
3	-04	JOINT MILITARY OPERATIONS (AIR)
3	-05	NAVAL SPECIAL WARFARE
3	-06	RIVERINE WARFARE

NTTP 1-01

Series	Functional Field	Area
3	-07	MILITARY OPERATIONS OTHER THAN WAR
3	-09	STRIKE AND FIRE SUPPORT
3	-10	NAVAL COASTAL WARFARE
3	-11	NUCLEAR, BIOLOGICAL, CHEMICAL DEFENSE
3	-13	INFORMATION OPERATIONS/INFORMATION WARFARE
3	-14	SPACE OPERATIONS
3	-15	MINE WARFARE
3	-20	SURFACE WARFARE
3	-21	ANTISUBMARINE WARFARE
3	-22	NAVAL AVIATION WARFARE
3	-50	SEARCH AND RESCUE/COMBAT SAR
3	-51	ELECTRONIC WARFARE
3	-52	AIRSPACE CONTROL
3	-54	OPERATIONAL SECURITY
3	-55	RECONNAISSANCE SURVEILLANCE
3	-56	OPERATIONAL COMMAND/CONTROL
3	-57	CIVIL AFFAIRS
3	-58	MILITARY DECEPTION
3	-59	OCEANOGRAPHY
4		LOGISTICS
4	-01	TRANSPORTATION
4	-02	HEALTH PROTECTION
4	-04	NAVAL ENGINEERING
4	-07	MAINTENANCE
4	-08	SUPPLY
4	-09	OTHER LOGISTIC SERVICES
4	-10	CONVENTIONAL ORDNANCE
4	-11	ENVIRONMENTAL
5		PLANNING
5	-00	TASK FORCE PLANNING
5	-01	OPERATIONAL PLANNING
5	-02	JOINT TASK FORCE LIAISON
6		COMMAND, CONTROL and C4I SYSTEMS
6	-01	COMMUNICATIONS
6	-02	TACTICAL C4 SYSTEMS

APPENDIX C

Navy Warfare Library Administration

C.1 PROPOSAL SUBMISSION

Proposals can be submitted by message or letter. Letter proposals should include the same subjects in the same format as the sample message requests. If forwarded by letter, originator and endorser should include any supporting material deemed appropriate as enclosures or references. See Figure C-1 for a sample.

C.2 VALIDATION COMMENT REQUEST

NWDC may require comments from subject matter experts regarding the validity of NWP/NTTP/NTRP/FXP project proposals. NWDC may use a letter or message in the general format of Figure C-2 to solicit these inputs. The exact contents should be tailored to meet the specific requirements of the project or information desired.

C.3 NWP/NTTP PROGRAM DIRECTIVE FORMAT

NWDC will normally issue a PD for new NWP/NTTP/NTRP/FXP projects and revisions to existing NWPs/NTTPs. The format will be similar to the sample message in Figure C-3.

C.4 REVIEW REPORTS

PRAs will report results of individual publication reviews. A sample review report is provided in Figure C-4.

C.5 EDITORIAL ASSESSMENT

A sample editorial assessment is provided in Figure C-5 in order to critique the first draft before sending it out for review.

```

FROM (Submitting Organization)
TO COMNAVWARDEVCOM NEWPORT RI//N5//
   (Chain of Command)
INFO (Appropriate Commands)
   (Classification)//N03510//
MSGID/GENADMIN/(Organization ID)//
SUBJ/NWP/NTTP/NTRP PROJECT PROPOSAL//
POC/(Last name)/(Rank)/(Command)/(Code)/TEL: /E-MAIL: //
RMKS/1. DESCRIPTION OF PROPOSAL. Describe the proposed NWP/NTTP/NTRP in brief, non-
technical terms.
2. PURPOSE. Describe how the proposed NWP/NTTP/NTRP will enhance combat or operational ef-
fectiveness. Include justification based on doctrinal or procedural voids in existing publications.
3. HISTORY OF PROBLEM. Identify any background information that led to development of this
proposal.
4. PRIORITY. Recommend the priority (critical, urgent, routine) for developing the NWP/NTTP/NTRP.
5. REFERENCES. Identify relevant published Service, joint, and combined doctrine or TTP.
6. RECOMMENDED TARGET AUDIENCE. Include both specific targeted audience and the range of
interested commands or individuals.
7. RESPONSIBLE COMMANDS. Recommend PRA, CRAs, TRAs, and TCO. (Submission should
not be delayed if these commands have not been identified.)
8. OTHER RELEVANT INFORMATION. Provide any additional information that should be considered.//
    
```

Figure C-1. Project Proposal

```

FROM COMNAVWARDEVCOM NEWPORT RI//N5//
TO (Appropriate Commands)
INFO (Appropriate Commands)
   (Classification)//N03510//
MSGID/GENADMIN/COMNAVWARDEVCOM//
SUBJ/VALIDATION OF NWP/NTTP PROPOSAL//
AMPN/Subject of message from command proposing NWP/NTTP/NTRP project//
POC/(Last name)/(Rank)/(Command)/(Code)/TEL: /E-MAIL: //
RMKS/1. REF A PROPOSES DEVELOPMENT OF NWP/NTTP COVERING (Subject). REQUEST
YOU ASSIST IN DETERMINING VALIDITY OF PROJECT BY PROVIDING RESPONSE TO THE
FOLLOWING QUESTIONS:
A. WILL THE PROPOSED NWP/NTTP IMPROVE THE COMBAT OR OPERATIONAL
EFFECTIVENESS OF NAVY FORCES?
B. DOES THE PROPOSAL DUPLICATE ONGOING PROJECTS?
C. SHOULD THE SCOPE BE MODIFIED IN ANY WAY?
D. ARE THERE ANY OTHER REFERENCES THAT AFFECT THE PROPOSAL?
E. SHOULD THE PROPOSAL BE APPROVED? IF NOT, WHY?
F. WHAT PRIORITY SHOULD BE ALLOCATED TO THE PROPOSAL?
G. WHO ARE THE RECOMMENDED RESPONSIBLE COMMANDS?
H. ANY ADDITIONAL COMMENTS?//
    
```

Figure C-2. Sample Validation Comment Request

FROM COMNAVWARDEVCOM NEWPORT RI//N5//
 TO Assigned PRA, CRAs, TRAs, and TCO as listed in Paragraph 2
 INFO (ADDRESSEES AS NECESSARY)
 UNCLASS//N05200//
 MSGID/GENADMIN/COMNAVWARDEVCOM NEWPORT RI//N5/(Month)//
 SUBJ/PROGRAM DIRECTIVE FOR NWP/NTTP/NTRP/FXP (Number) (Long Title)//

REF/A/DOC/NWDC/MAR 2004//
 REF/B/DOC/CJCS/12APR2001//
 REF/C/DOC/NWDCJCS/940323//
 REF/(As needed)//

NARR//REF A IS NTTP 1-01, THE NAVY WARFARE LIBRARY. REF B IS JP 1-02, DOD DICTIONARY OF MILITARY AND ASSOCIATED TERMS (AS AMENDED). REF C IS NWP 1-02, THE NAVAL SUPPLEMENT TO THE DOD DICTIONARY OF MILITARY AND ASSOCIATED TERMS.//

POC/(Last name)/(Command)/(Code)/TEL: (Number)/E-MAIL: (Address)//

RMKS/1. PURPOSE. THIS MESSAGE INITIATES DEVELOPMENT OF AND ESTABLISHES PROJECT MILESTONES FOR SUBJECT PUBLICATION

2. RESPONSIBILITY FOR PUBLICATION DEVELOPMENT IS ASSIGNED TO:

- A. PRIMARY REVIEW AUTHORITY (PRA): (Designated PRA)
- B. COORDINATING REVIEW AUTHORITY (CRA): (Designated CRAs)
- C. CONTRIBUTING COMMAND (CC): (Designated CCs)
- D. TECHNICAL COGNIZANCE OFFICE (TCO): (Designated TCO)
- E. NWDC ACTION OFFICER (AO): (Designated AO)

3. BACKGROUND. (Briefly discuss relevant background information that justifies the project and sets the scope/target audience.)

4. CHAPTER OUTLINE:

EXECUTIVE SUMMARY

CHAPTER 1. INTRODUCTION

- A. (Mission overview, enabling/supportive missions)
- B. (As appropriate)

ADDITIONAL CHAPTERS (As appropriate)

5. PROJECT DEVELOPMENT MILESTONES: (As applicable)

6. THE PRA HAS PRINCIPAL RESPONSIBILITY FOR COORDINATION AND DEVELOPMENT OF THIS PROJECT. NWDC IS DESIGNATED A CRA AND AN AO IS ASSIGNED TO ENSURE CONSISTENCY WITH NAVY, JOINT, AND NATO DOCTRINE. A DETAILED DESCRIPTION OF THE RESPONSIBILITIES OF PRA, CRAS, TCO, AND CONTRIBUTING COMMANDS IS IN REF A. DIRECT LIAISON AND CONTINUOUS CONSULTATION AMONG RESPONSIBLE COMMANDS IS ENCOURAGED.

7. USE REFS B AND C TERMINOLOGY DURING THE DEVELOPMENT OF THIS PROJECT AND ONLY PROPOSE NEW OR MODIFIED TERMS WHEN ESSENTIAL TO THE DEVELOPMENT AND UNDERSTANDING OF THE PROPOSED DOCTRINE. IF NEW OR MODIFIED TERMS ARE NECESSARY, PRA SHOULD SUBMIT A RECOMMENDATION FOR THE CHANGE TO COMNAVWARDEVCOM IN CONJUNCTION WITH THE FIRST DRAFT OF THE PUBLICATION.//

Figure C-3. Sample Program Directive

5600
SER XX/
Date

From: Primary Review Authority
To: Commander, Navy Warfare Development Command (N5)

Subj: REPORT OF PUBLICATION REVIEW

Ref: (a) NTTP 1-01, Navy Warfare Library

1. A conference/correspondence (as appropriate) review of ___ X-XX.XX was completed on <DATE>.
2. The following commands participated in the review of X-XX.XX.
3. As a result of the review, the following actions will be taken in regard to ___ X-XX.XX:

4. The next review of ___ X-XX.XX is scheduled for <DATE>.

P. R. AUTHORITY

ENCLOSURE 1

Figure C-4. Sample Review Report

PUBLICATION:

DRAFT:

DATE:

PERFORMED BY:

E-MAIL:

PHONE:

GENERAL COMMENTS:

The table below lists editorial and administrative discrepancies and indicates their level of severity. Only the checked items apply.

	DISCREPANCY	REFERENCE	LOCATION/EXAMPLES (e.g., "Throughout," "Chapters 1 & 3," Paragraphs 0101, 0303-0312")
	1. CRITICAL problems that must be corrected before publishing and will result in rejection of the final agreed draft by NWDC Publications Division.		
	a. Security classification discrepancy. Coversheet and/or headers/footers indicate that the document is classified, but paragraphs have no classification markings. Ditto for absent chapter classification headers/footers in classified publications.		
	b. Undefined acronyms. Acronyms/abbreviations should be defined at first use and compiled into a single list to be included as back matter.		
	c. Missing figures and/or cross-references.		
	d. Inconsistent or inappropriate use of "shall, should, may, will."		
	2. MAJOR problems that substantially degrade readability and usability, and could delay publishing.		
	a. Verbosity — Consistent use of long sentences that are difficult to read. Eliminate superfluous adjectives and adverbs. Prefer active voice to passive whenever appropriate.		
	b. Obscurity — Consistent use of unfamiliar words. Such use is likely to confuse readers unless they are part of an understood specialist vocabulary.		
	c. Redundancy — Restating the same text numerous times. This makes the publication overly long and more difficult to maintain. Use internal cross-references instead.		
	d. Excessive Paraphrasing — Unnecessary and verbatim reuse of text found in higher level and supporting publications. Such copying is not required in an electronic library, and should be limited to documents that will use hardcopy as the primary media. Even then, plagiarism must be minimized to support long-term publication maintenance.		
	e. File bloat — Files larger than 1 Mb are difficult to disseminate by web-based methods. Graphics tend to be the principal culprit. Use vector formats vice bitmaps, and limit color use to those figures for which color use is essential (e.g., examples of color combat system displays). NWDC Publications Division can assist in graphics development and optimization.		

Figure C-5. Editorial Assessment (Sheet 1 of 2)

	DISCREPANCY	REFERENCE	LOCATION/EXAMPLES (e.g., "Throughout," "Chapters 1 & 3," Paragraphs 0101, 0303-0312")
	3. ADMINISTRATIVE problems that will substantially delay publishing.		
	a. Incorrect spelling and typographical errors. Author should use spellchecker as proofreading aid, but not rely on it exclusively.		
	b. Incorrect grammar or punctuation that will require editorial rewrites of numerous sentences. Author should use a grammar checker to identify suspect sentences and correct if warranted.		
	c. Incorrect paragraph numbering.		
	(1) Missing paragraph numbers.		
	(2) Only one subheading used (merge subheading with parent paragraph).		
	d. Inappropriate use of first or second person. Technical documents should prefer the third person.		
	e. Gender-neutral wording not used.		

Figure C-5. Editorial Assessment (Sheet 2 of 2)

APPENDIX D

Navy Warfare Library

D.1 MAINTENANCE

The NWL custodian should use the resources available (i.e., computer databases, OPNAV forms, handwritten cards) to structure the library's records to meet specific needs. The following figures are provided as examples that can be used as a basis for creating records, but they are not required formats. The most important criteria is utility to the using command. Commands are encouraged to modify these figures to meet their needs.

D.2 SAMPLES

1. Figure D-1 is a sample format for an inventory file. Such a file can be computer generated or maintained manually on a general record card or similar form.
2. Figure D-2 is a sample OPNAV Form 5070/11 catalog card. This card can be used as part of a card file NWL inventory management system. The form is available online at <http://neds.nebt.daps.mil/>.
3. Figure D-3 is a sample OPNAV Form 5070/12 that can be used to record entry of changes in paper copies of publications.

SHORT TITLE	LONG TITLE	CLASS	ONBOARD	LOCATION	SUBCUSTODY OR HOLDER	REMARKS	CHANGE STATUS
NTTP 1-01	The Navy Warfare Library	U	1	1. NWL		Replacement copy ordered	
NTTP 3-01.11	Air Defense Planning Guide	U	1 paper	1. Ops	Subcustody LT Jones	Locally produced in excess of allowance (S-034-92)	Change 1 pending
NTTP 3-21.52.02	Combat Control System MK-1 and AN/BSY-1 OTH-T (Program 3.2.0) Operating Guidelines	C	2	1. Ops 2. NWL	Subcustody LCDR Thomas		Change 2

Figure D-1. Sample Inventory Sheet

SHORT TITLE NWP 3-15		COPY NUMBERS ON HAND P 1 C 2 3 4 5 6								CLASSIFICATION OF PUBLICATION CONFIDENTIAL	
LONG TITLE MINE WARFARE		EFFECTIVE DATE MAY 96									
CHANGE OR CORRECTION	DATE OF ENTRY BY COPY NUMBER										
	1	2	3	4	5	6	7	8	9	10	
CNG 1											
MSG U/C 1/1											
NWPL CATALOG CARD OPNAV 5070/11 (Rev. 9-75) S/NO 107-LF-050-7055											
OPNAV 5070/11 (Rev. 9-75) BACK											
DISPOSITION OF PUBLICATION											
COPY NO.	HOLDER (Signature) 7	LOCATION	RCVD DATE	RETURN DATE	DESTRUCTION						
					DATE	AUTHORITY					
1&2	NWL	NWL	1								
1	OPS	CIC	2	3							
1	NWL	NWL	4								
1	-	-			5	6					
REMARKS											
Notes: 1. Date received by library. 2. Date given to subcustodian or holder. 3. Date returned. 4. Date received. (Should match 3) 5. Date destroyed. (Classified material) 6. Destruction authority. (Classified material) 7. Signature of holder if requested by local procedures only.											

Figure D-2. Sample Navy Warfare Library Catalog Card

SHORT TITLE	COPY NO.	CHANGE OR CORRECTION
REMARKS:		
<p><i>I acknowledge receipt of the above change or correction and certify that this change or correction will be entered in (5) working days and that the superseded pages will be returned to the Navy Warfare Library.</i></p>		
SIGNATURE		DATE
PART 1 S/N 0107-LF-050-7062		
<p><i>I certify that the above change or correction has been entered and the list of effective pages was checked against the contents of the basic publication, and the superseded pages and residue of the change were returned to the Navy Warfare Library.</i></p>		
NOTE: Missing pages or other defects should be reported in the REMARKS space above.		
SIGNATURE		ENTRY DATE
PART 2 S/N 0107-LF-050-7062		
CHANGE ENTRY CERTIFICATION OPNAV 5070/12 (REV. 1-79)	RETURN TO NAVY WARFARE LIBRARY	

Figure D-3. Sample Change Entry Certification Form

LIST OF ACRONYMS AND ABBREVIATIONS

ADDU	additional duty
ADRL	automatic distribution requirements list
AEODP	Allied Explosive Ordnance Disposal Publications
AIR TACMAN	aircraft tactical manual
ALSA	Air Land Sea Application (Center)
ANSI	American National Standards Institute
AO	action officer
AP	Allied publication
APEL	Allied Publication Electronic Library
APP	Allied procedural publication
ATP	Allied tactical publication
AUTODIN	Automatic Digital Network
AWFC	Air Warfare Center
AXP	Allied exercise publication
CC	contributing command
CD-ROM	compact disc read-only memory
CFFC	Commander, Fleet Forces Command
CJCS	Chairman of the Joint Chiefs of Staff
CNO	Chief of Naval Operations
COMOPTEVFOR	Commander, Operational Test and Evaluation Force
COMSECONDFLT	Commander, Second Fleet
COMSURFWARDEVGRU	Commander, Surface Warfare Development Group
COMTHIRDFLT	Commander, Third Fleet
CONOPS	concept of operations
CONUS	continental United States

NTTP 1-01

COR	contracting officer's representative
CRA	coordinating review authority
DAAS	defense automatic addressing system
DAASO	defense automatic addressing system office
DAPS	Document Automation and Production Service
DOD	Department of Defense
DODINST	Department of Defense instruction
DON	Department of the Navy
DTG	date-time group
EXTAC	experimental tactic; experimental tactical publication
FBE	fleet battle experiment
FXP	fleet exercise publication
GPO	Government Printing Office
IC	interim change
IOC	initial operational capability
IPO	International Program Office
ISIC	immediate superior in the chain of command
ISP	Information Security Program
JEL	Joint Electronic Library
JLLP	Joint Lessons Learned Program
JP	joint publication
LA	lead agent
LL	lessons learned
LOA	letter of approval
LOAA	list of acronyms and abbreviations
LOI	list of illustrations
LOP	letter of promulgation
LOT	letter of transmittal

MCCDC	Marine Corps Combat Development Command
MCLLS	Marine Corps Lessons Learned System
METL	Mission Essential Task List
MILSTRIP	military standard requisitioning and issue procedure
MMOP	Multinational Maritime Operations Manual
MP	multinational publication
MTF	message text format
NASNI	Naval Air Station North Island
NATEC	Naval Air Technical Data and Engineering Service Command
NATO	North Atlantic Treaty Organization
NATIP	Naval Aviation Technical Information Product
NAVAIR	Naval Air Systems Command
NAVICP	Navy Inventory Control Point
NAVSUP	naval supply; Naval Supply Systems Command
NDESC	Navy Doctrine Executive Steering Committee
NDLS	Navy Doctrine Library System
NDP	naval doctrine publication
NED	NATO effective date
NIIP	Navy Instructional Input Program
NIPRNET	Non-Secure Internet Protocol Router Network
NKO	Navy Knowledge Online
NLL	Naval Logistics Library
NLLDB	Navy Lessons Learned Database
NLLS	Navy Lessons Learned System
NMETL	Navy Mission Essential Task List
NMP	NOT IN MULTINATIONAL PUBLICATION
NSA	National Security Agency
NSAWC	Naval Strike and Air Warfare Center

NTTP 1-01

NTRP	Navy tactical reference publication
NTTL	Navy Tactical Task List
NTTP	Navy tactics, techniques, and procedures
NWC	Naval War College
NWDC	Navy Warfare Development Command
NWEL	Navy Warfare Electronic Library
NWL	Navy Warfare Library
NWP	Navy warfare publication
OPEVAL	operational evaluation
OPGEN	operation general matter
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Chief of Naval Operations Instruction
OPORD	operation order
OPTASK	operation task
OPTEVFOR	Operational Test and Evaluation Force
OTG	operations and tactics guide
PD	program directive
PDF	portable document format
PFP	Partnership for Peace (NATO)
POD	print on demand
PRA	primary review authority
PRL	publication requirements list
RAM	random access memory
RAP	Remedial Action Projects Program (JCS)
RTF	rich text format
SALTS	Streamlined Automated Logistics Transfer System
SECNAVINST	Secretary of the Navy instruction
SIPRNET	SECRET Internet Protocol Router Network

SNDL	Standard Navy Distribution List
STANAG	standardization agreement (NATO)
SWDG	Surface Warfare Development Group
TAC D&E	tactical development and evaluation
TACMAN	tactical manual
TACMEMO	tactical memorandum
TCO	technical cognizance office
TIF	tagged image file format
TOC	table of contents
TTP	tactics, techniques, and procedures
TYCOM	type commander
UC	urgent change
UIC	unit identification code
UNTL	Universal Navy Task List
URL	uniform resource locator
WCOE	warfare center of excellence

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LIST OF EFFECTIVE PAGES

Effective Pages	Page Numbers
APR 2005	1 thru 4
Change 1	5 thru 8
APR 2005	9 thru 16
APR 2005	1-1 thru 1-8
APR 2005	2-1 thru 2-8
APR 2005	3-1 thru 3-10
Change 1	3-11 thru 3-14
APR 2005	3-15 thru 3-18
Change 1	4-1, 4-2
APR 2005	4-3 thru 4-14
APR 2005	A-1 thru A-22
APR 2005	B-1, B-2
APR 2005	C-1 thru C-6
APR 2005	D-1 thru D-4
APR 2005	LOAA-1 thru LOAA-6
Change 1	LEP-1, LEP-2

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NTTP 1-01
APR 2005