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THE NAVY WARFARE LIBRARY USER MANUAL NTRP 1-01

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CHAPTER 3

Navy Warfare Library Roles and Responsibilities

3.1 OVERVIEW

This chapter describes the roles, responsibilities, and related functions in developing and maintaining NWPs, NTTPs, NTRPs, TACMEMOs, TACBULS, and TACNOTEs. Additional information is provided for JPs, APs, and MPs.

3.2 RESPONSIBILITIES AND FUNCTIONS

Authoritative, accessible, current, relevant, and usable doctrine underpins the Navy's ability to conduct operations and effectively train its forces. OPNAVINST 5420.106A, Navy Doctrine Development Policy, assigns roles and responsibilities for doctrine development and maintenance. NWDC is assigned as the overall approval authority of Navy doctrine publications with the authority and responsibility to designate PRAs who will lead publication development and maintenance of each Navy publication.

3.2.1 Office of the Chief of Naval Operations N7

OPNAV N7, Deputy CNO Warfare Requirements and Programs, is responsible for establishing policy for the development and use of doctrine within the Navy. It provides operational, overarching concepts and strategies, not tied to major programs or acquisition, that allow the Navy to effectively shape joint doctrine development, joint concept development, and joint experimentation. Additionally, OPNAV N7 provides Service-level positions via the Joint Actions Control Office on all joint and allied joint doctrinal issues. OPNAV N72 is the office of primary responsibility.

3.2.2 Commander, United States Fleet Forces Command/Commander, United States Pacific Fleet

COMUSFLTFORCOM and COMUSPACFLT develop doctrine for the employment of Navy forces in support of Navy, joint, and coalition commanders. COMUSFLTFORCOM promulgates the mission, functions, and tasks of NWDC, including responsibilities for leadership of the federated Navy doctrine development process and provision of a doctrine library system for fleet use. COMUSFLTFORCOM is the immediate superior in command of NWDC.

3.2.3 Navy Warfare Development Command

NWDC oversees the development of Navy doctrinal publications and is the Navy's representative for joint, allied, and multi-Service doctrine. NWDC ensures that publications developed by other PRAs are aligned and integrated across all warfare areas.

NWDC is charged by OPNAVINST 5420.106A, OPNAVINST 5605.19K, U.S. Navy Distribution Procedures for Communications, Navy Warfare Library, and Joint Doctrine Publications, and COMUSFLTFORCOM Instruction 5450.9C, Mission, Functions, and Tasks for Commander, Navy Warfare Development Command, to lead the federated Navy doctrine development process and maintain the NWL. To this end, NWDC is the PRA for NTRP 1-01 and establishes processes to instill discipline in publication organization, development, and maintenance.

NWDC's specific responsibilities related to the NWL include:

1. Overseeing and approving current, authoritative, user-accessible Navy doctrine that is aligned with approved joint doctrine and allied doctrine that has been ratified by the United States

2. Acting as CRA for all doctrinal publications

3. Coordinating with, then assigning appropriate commands and agencies as PRAs, CRAs, and contributing commands to develop and maintain the NWL

4. Aligning TTP and doctrine and ensuring integration in all domains and warfare areas

5. Performing duties as the WDC for the operational level of war

6. Approving and promulgating NDP and NWPs

7. Endorsing and promulgating NTTPs and NTRPs that are approved by their PRAs

8. Publishing Navy doctrine, in accordance with OPNAVINST 5605.19K, via electronic portals and other means as appropriate (e.g., NWL Portal, CAS)

9. Developing, publishing, and distributing APs, for which the United States is custodian, consistent with United States Security Authority for NATO Affairs Instruction 1-07, Implementation of NATO Security Requirements; distributing relevant allied and multinational publications to U.S. Navy units as required

10. Maintaining a current inventory of active TACMEMOs, TACBULs, and TACNOTEs; helping PRAs determine if production or cancellation of TACMEMOs, TACBULs, and TACNOTEs has unintended or negative effects on Navy doctrine or the NWL

11. Conducting flag and general officer-level coordination between the Navy and Marine Corps with respect to naval doctrine and TTP development

12. Representing Navy interests within the joint doctrine development community

13. Representing Navy interests within the allied doctrine development community and coordinating Navy participation in the development of multinational and allied doctrine, to include staffing and dissemination

14. Coordinating Navy participation in the development of Air Land Sea Application Center (ALSA) MTTPs (see 3.2.12)

15. Leading Navy participation in joint and NATO terminology programs

16. Providing editorial and technical support to PRAs

17. Supporting COMUSFLTFORCOM, COMUSPACFLT, and CNE-CNA in development of fleet CONOPS, to include transition to doctrine.

3.2.4 Warfighting Development Centers

WDCs are commands, subordinate to TYCOMs, established to enhance warfighting effectiveness, maximize commonality, and conduct advanced community-centric training. As part of the missions, functions, and tasks assigned by COMUSFLTFORCOM/COMUSPACFLT Instruction 3501.4A, Warfighting Development Centers, WDCs develop, validate, standardize, publish (in some cases), and revise doctrine and TTP for community forces. The WDCs are PRAs for many publications that support their warfare areas and may be CRAs for other publications.

The WDCs are:

1. Naval Aviation Warfighting Development Center

2. Naval Surface and Mine Warfighting Development Center

3. Undersea Warfighting Development Center

4. Expeditionary Warfighting Development Center

5. Naval Information Warfighting Development Center.

3.2.5 Primary Review Authorities

NWDC assigns PRA responsibilities to commands that have cognizance and mission area expertise for the content of the publication to be developed or maintained. PRAs are the owners and authors of the publications that are assigned to them. PRAs develop, coordinate, review, and maintain assigned publications. NWDC designates the PRA in the publication program directive (PD) and provides additional instruction as needed. (See 5.3.2 for information on PDs and the development and revision processes.) PRA responsibility may be reassigned if any changes in the PRA command occur, such as mission, expertise, or manning, or if the nature of the material in a publication changes. The PRA can delegate the management of draft reviews, publishing, and editorial duties but remains responsible for publication content.

Note

When practical, NWDC assigns PRA responsibilities to the WDC corresponding with the subject of the publication. In some cases, commands other than WDCs are assigned as PRAs for Navy publications. PRA assignment is based on many factors, including subject matter expertise resident in the command and capacity to undertake publication development and maintenance functions.

PRA responsibilities include:

1. Review and maintenance duties:

   a. Maintaining cognizance over assigned publications, to include their alignment with doctrine; determining the requirement to develop new publications or revise existing assigned publications; developing sequence or plan of action to maintain relevancy and currency of assigned publications

   b. Subscribing to the NWL Portal to monitor comments on assigned publications

   c. Reviewing TACMEMOs, TACBULs, and TACNOTEs for incorporation into NWPs, NTTPs, or NTRPs

   d. Annually, or when necessary, providing NWDC with a list of TACMEMOs, TACBULs, and TACNOTEs in effect; ensuring that TACMEMOs/TACBULs/TACNOTEs produced or canceled do not have unintended or negative effects on Navy doctrine or the NWL

   e. Using the Navy-wide operational general message, known as an OPGEN, and OPTASK messages as resources for current TTP during the draft, review, and revision of related NWPs and NTTPs

   f. Reviewing the Navy Lessons Learned Information System, Joint Lessons Learned Information System, and Marine Corps Lessons Learned System to identify and evaluate lessons learned for incorporation into assigned doctrinal publications

   g. Reviewing joint doctrine and DOD, Department of the Navy, and OPNAV policy documents (e.g., DOD directives, OPNAV instructions, etc.) to ensure assigned publications are appropriately aligned

h. Conducting required reviews of assigned publications and reporting the results as described in Chapter 4

i. Recommending to NWDC commands to be assigned as CRAs

j. Coordinating with CRAs to validate and prioritize implementation of change recommendations

k. Preparing routine or urgent changes to publications and new editions as required

l. Coordinating with CRAs to cancel TTP they have approved that no longer meet user needs.

2. Publication development duties.

a. Developing new publications to address demonstrated and validated innovations in capabilities, warfighting, and operations.

b. Liaising with NWDC to establish priorities and time lines for publication development; determining resource shortfalls and communicating these to NWDC (may include identification of a need for contractor support when advantageous or required).

c. Determining, with CRAs' concurrence, the scope and nature of participation by other commands in the development processes.

d. Preparing the drafts of new publications and new editions of publications for assigned doctrinal publications, and submitting to CRAs for comment.

e. In coordination with CRAs, adjudicating comments and satisfactorily resolving critical and major comments with submitting commands.

f. Determining appropriate classification and dissemination or distribution controls on new content based on original or derivative classification authorities; ensuring classification and distribution decisions consider broadest anticipated application of content.

g. Ensuring publications to be included in the NWL conform with classification and marking requirements in accordance with DODM 5200.01 Volume 2, DOD Information Security Manual: Marking of Information; DODI 5200.48, Controlled Unclassified Information (CUI); and other relevant security and marking policies, manuals, and instructions.

h. Coordinating with the NWDC foreign disclosure officer regarding content disclosure decisions in response to foreign military requests. Guidance on foreign disclosure is provided in SECNAVINST 5510.34B, Disclosure of Classified Military Information and Controlled Unclassified Information to Foreign Governments, International Organizations, and Foreign Representatives.

Note

The NWDC foreign disclosure officer does not make decisions regarding which publications are to be disclosed. Rather, the NWDC foreign disclosure officer works with the PRA to determine how content within a publication designated for disclosure (e.g., by U.S. Department of State or Navy International Programs Office) should be handled in accordance with applicable instructions.

i. Ensuring all statements of joint doctrine in assigned doctrinal publications are accurately represented.

j. Seeking NWDC publishing support as needed (e.g., initial editorial assessments, format, editing, illustration, dissemination review, terminology) during draft development.

k. Formally submitting revised and new-edition NWPs to CNWDC for approval and promulgation.

l. Approving and formally submitting NTTPs and NTRPs to CNWDC for endorsement and promulgation.

m. Ensuring developmental products (e.g., TACMEMOs, TACBULs, and TACNOTEs) are posted on NWL or URL to hosting link is provided.

3.2.6 Coordinating Review Authorities

NWDC formally assigns CRAs to participate in the development of new editions and revisions of publications in support of the PRA. The PD transmitted by NWDC at the beginning of a publication writing effort designates the CRA commands for the publication. (See Chapter 5 for the complete development process.) CRA responsibilities include:

1. Subscribing to the NWL Portal for online access to the NWL to monitor comments on assigned publications

2. Reviewing and providing comments or concurrence to PRA on drafts of publications during the doctrine development process

3. Recommending changes to publications to the PRA based on changes to operational requirements and capabilities

4. Collaborating with the PRA to determine the scope and nature of participation by other commands

5. Providing comments or concurrence when PRA is considering the cancellation of a publication.

3.2.7 Training and Education Command

The Commandant of the Marine Corps assigned responsibility for coordinating Marine Corps interest in doctrinal publications to Training and Education Command (TECOM). TECOM has the same general functions and responsibilities for Marine Corps Service-unique publications that NWDC has for Navy Service-unique publications. Duties are designated in Marine Corps Order 5600.20, Marine Corps Doctrine and Training Publications System. Other responsibilities include:

1. Acting as a CRA for individual doctrinal publications that contain material pertinent to both the Navy and the Marine Corps

2. Providing Marine Corps publications in appropriate format for posting to the NWL.

3.2.8 Coast Guard Force Readiness Command

Force Readiness Command (FORCECOM) coordinates with Coast Guard headquarters programs to provide input to NWPs, NTTPs and NTRPs. FORCECOM has the same general functions and responsibilities for Coast Guard TTP that NWDC has for Navy Service-unique TTP. The Coast Guard manages TTP development within the FORCECOM Training Division's Performance Technology Center. The Performance Technology Center has a human performance technology advocacy role internal and external to the Coast Guard and serves as the link to the Department of Homeland Security and DOD for Advanced Distributive Learning and TTP initiatives.

3.2.9 Coast Guard, Deputy Commandant for Operations, Emerging Policy Staff

Coast Guard Deputy Commandant for Operations, Emerging Policy Staff (CG-DCO-X), in coordination with Coast Guard Deputy Commandant for Mission Support, Mission Support Integration Office, provides oversight of Coast Guard organizational doctrine. CG-DCO-X and Coast Guard Deputy Commandant for Mission Support, Mission Support Integration Office develop operational and support strategies, respectively. They conduct

periodic reviews of existing doctrine to ensure currency, relevance, and alignment with Coast Guard policy and strategic intent. CG-DCO-X maintains oversight of Department of Homeland Security strategic relationships and engagements, and coordinates with Coast Guard Deputy Commandant for Operations, Office of Counterterrorism and Defense Operations for review of proposals and drafts of joint and interagency doctrine.

3.2.10 School and Training Command Responsibilities

Many Navy schools, training groups, and similar commands have expertise in subjects addressed by the NWL, and some are PRAs for publications. Simulators and other training equipment operated by these commands may be used to evaluate techniques and procedures for tactical systems. These commands can provide valuable contributions to doctrinal publications and developmental products. When appropriate, PRAs and CRAs should consider soliciting the expertise of schools for inputs to publications as part of the development process. These inputs ensure that doctrinal publications are effective source documents for training.

3.2.11 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 detailed capabilities of many systems. They are used by PRAs and CRAs as sources and reviewers of technical information and procedures contained in doctrinal publications.

3.2.12 Air Land Sea Application Center

ALSA is chartered by a joint memorandum of agreement between the United States Army, Navy, Marine Corps, and Air Force doctrine centers as a developer of MTTPs. ALSA MTTPs facilitate joint information exchange and operational solutions across the entire military spectrum. ALSA projects are designed to fill interoperability voids between units, staffs, and the Services. The procedures used at ALSA for development of TTP are not specifically covered in NTRP 1-01 (they are covered in ALSA SOP 10-1.2, ALSA Multi-Service Tactics, Techniques and Procedures Publication Format, Template, and Style Guide). Publications of Navy interest are assigned a Navy-unique designation and included in the NWL along with other multi-Service publications. An example of this type of multi-Service publication is Multi-Service Tactics, Techniques, and Procedures for Military Diving Operations, which bears the designations Army Tactical Publication 3-34.84, Marine Corps Reference Publication 3-10.2, NTTP 3-07.7, Air Force Tactics, Techniques, and Procedures 3-2.75, and Coast Guard Tactics, Techniques, and Procedures 3-95.17. This publication is located in the Navy doctrine hierarchy with its Navy designation.

3.2.13 User Responsibilities

NWL publications require feedback and input from those who use them. Chapter 4 contains information on how to provide feedback on the publication. Recommendations and comments may also be submitted via the publication commenting features of the NWL Portal. NWDC and PRAs employ advanced methods and software (e.g., web-based collaboration, video teleconferences, portal websites) to lessen the burden of participating in reviews and development of publications.

The NWL was created and is maintained to serve the needs of its users. User involvement in the development and maintenance processes is crucial to ensuring that publications accurately reflect up-to-date guidance. Commands should prioritize the importance of an effective NWL when allocating personnel to participate in publication development, and do their parts to ensure quality publications are provided to the Navy.