

COMOMAGINST 1520.1F  
N01T  
12 Dec 02

COMOMAG INSTRUCTION 1520.1F

Subj: STAFF SEMINAR AND INDOCTRINATION BRIEF FOR PROSPECTIVE  
COMMANDING OFFICERS, PROSPECTIVE OFFICER-IN-CHARGE, AND  
PROSPECTIVE EXECUTIVE OFFICERS

Ref: (a) COMINEWARCOMINST 5450.2J

Encl: (1) Required Pipeline Courses  
(2) Agenda/Topic Outline

1. Purpose. To promulgate a training pipeline and staff Indoc-  
trination brief for prospective Commanding Officers, Officer-in-  
Charge, and Executive Officers within the Mobile Mine Assembly Group  
(MOMAG) community, and to fulfill the requirements of reference (a).

2. Cancellation. COMOMAGINST 1520.1E.

3. Discussion. The goal of the training pipeline and staff  
indoctrination brief is to ensure that prior to assuming the position  
of Commanding Officer (CO), Officer-in-Charge (OIC), or Executive  
officer (XO), prospective COs, OICs and XOs are afforded the tools to  
be successful. The staff indoctrination brief reemphasizes and  
reinforces mine warfare topics and introduces new material to the (P)  
CO/OIC/XO. The brief will ensure that the (P) CO/OIC/XO is cognizant  
of the latest information available.

4. Action. COMOMAG will schedule the training pipeline and brief for  
all prospective COs, OIC and XOs either enroute to their command or as  
soon as possible after their arrival at the new command. Enclosure  
(1) lists the recommended training pipeline courses each prospective  
CO, OIC and XO should attend en route to his/her new duty station.  
COMOMAG will continue to modify the training as criteria changes.  
Enclosure (2) will be used as a topic outline for each subject brief.  
The proposed schedule will be adjusted to the satisfaction of all  
commands involved, however, the brief content will be covered with as  
little modification as possible. The agenda/topics are not all  
inclusive and other appropriate topics may be added to enhance the  
effectiveness of the brief.

/ss  
T. W. AUBERRY

Distribution:  
COMOMAGINST 5216.1T  
List I  
List II, Case A

REQUIRED PIPELINE COURSES

Title	Course #	Required/Optional
Senior Officer Course In Military Justice	S-5F-0010	Required
Naval Security Manager	S-3C-0001	Required
Advanced Officer Leadership Training Senior Department Head	P-1B-0006	Required
Explosives Safety and Environmental Risk Management	AMMO-33	Required
Explosives Safety for Officers/ Managers/Supervisors	AMMO-49	Required
MIW Core	A-26-2758	Required
MCM Planning	A-26-2670	Required
Mishap Investigation (Ashore)	A-493-0078	Required
MIW Staff Officer	A-26-2765	Optional

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AGENDA/TOPIC OUTLINE

WEEK ONE

DAY ONE

0800-1100 In-Call - Commander (00) - 3 hours

Chain of Command  
ISIC Responsibility and Authority  
Reports And Reporting  
Who Tasks Me, In What Way Do I Get Tasked, and Why?  
OPCON/ADCON  
Task Force Designation and What It Means  
Responsibilities of Command  
Reporting Up and Down the Chain  
Judicial Concerns

1100-1300 Lunch

1300-1600 Chief Staff Officer (01) - 3 hours

Staff Functions and Responsibilities  
Admin  
Operations  
Supply, Logistics and Financial  
Plans and Requirements  
Information Technology: Communications and Computers  
Training and Reserve Affairs  
Special Codes and Assistants  
Special CNO Programs and their Management/Reporting

DAY TWO

0800-1100 Administration Department (N1) - 3 hours  
Administrative Officer/Administrative Assistant

Functions of Admin  
Correspondence and Mail Procedures  
Legal Matters/Appeal Procedures  
Personnel Assignments  
Leave/Emergency Leave Procedures  
Security Manager Issues  
Information/Personnel Security Program  
EDVR and Manpower Discussion:  
- Organization  
- Reporting Requirements  
- Responsibilities  
- Procedures  
ADMAT and Quality Review

Encl (2)

1100-1300 Lunch

1300-1600 Operations Department (N3) - 3 hours  
Operations Officer and Assistants

Mine Readiness Philosophy and Guidance  
Task Organization and Responsibilities  
OPORD 2000  
SORTS  
CAIMS and ROLMS  
Data Collection and Where It Goes and Why  
E&T Reporting  
Scheduling and Reporting Requirements:  
- E&T Fleet Support, Exercises and Training  
- MCM Training Targets Acquisition Schedule  
- Service Mine and E&T Maintenance  
- Employment of Command  
In-Service Review

DAY THREE

0800-1100 Operations Department (Cont.) - 3 hours

MRCI, ESI and other Inspections  
Mines:  
- Non-Nuclear Ordnance Requirements  
- In-Water Reliability Program  
- Mine Program Budget  
- Assembly Methods  
- Maintenance Procedures and Philosophy  
- Production Methods for Upgrading and Downgrading  
- Quarterly Upgrades: Why and How  
- Quality Control Requirements, Methods and Procedures  
- Special Projects/Items of Interest  
ROC and POE

1100-1300 Lunch

1300-1600 Supply, Financial and Logistics (N4) - 3 hours  
Supply Officer and Assistants

Introduction and Mission  
COMOMAGINST 4000.1P  
Budgeting and Funding Procedures:  
- The Process, Philosophy Guidance and Procedures  
- Where Does Money Come From  
- Host Command Responsibilities and ISSA  
- Projecting Budgets for TAD, Operations, Maintenance,  
Training, Supplies, IT, Phased Replacements, Major  
Equipment, Facilities and Surprises

DAY FOUR

0800-1100 Supply, Financial and Logistics (Cont.) - 3 hours

Funds Available - Review Current FY Submission:

- Type, Use and Allocation
- Open Purchase
- MOV

Services Provided by COMOMAG Supply:

- Review Of ISSA
- Inventory Methods and Controls
- 1/12th Inventory - Wall-to-Wall, etc.
- ADMAT and Quality Review

1100-1300 Lunch

1300-1600 Plans and Requirements Department (N5) - 3 hours  
Plans and Requirements Officer

Minefield Planning Methods and Minefield Planning Folders

Mine Delivery Methods and Procedures:

- USN/USAF
- Air/sub/surface

OPLANS/CONPLANS

Reach-Back

POM/PR Process

Requirements Input Methodology and Format

CNO/Fleet Commander/COMINEWARCOM Interface

Area Operational Overview/Intel Brief

New Mine Overview

DAY FIVE

0800-1000 AIS/Communications Department (N6) - 2 hours  
AIS/Communications Officer

NMCI/SIPRNET/NIPRNET

Defense Messaging System (DMS)

What We Pay For and Repair

ADP Security:

- Work Stations
- Software
- Hardware
- Maintenance

Classification:

- Work Stations
- Network
- Personnel Access

Training

Inventories

COMOMAGINST 5230.1C

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1000-1200 Command Master Chief (N01A) - 2 hours

Monthly MILPERS Reports  
Retention Reports  
Personnel Detailing Procedure  
Evaluations/Enlisted Fitness Report Guidance  
Awards Program

1100-1300 Lunch

1300-1600 Training and Reserve Affairs - 3 hours  
Training and Reserve Affairs Officer

Introduction and Naval Reserve MOMAU Mission  
Reserve Structure  
Total Authorized Billets  
Number of Reserve Billets  
Unit Allowances  
Explain Reserve Unit Assessment Document (RUAD)  
Substitution Criteria  
Reserve Unit Mobilization  
Reserve Unit ACDUTRA  
Reserve Unit Sorts Feeder Reports  
Reserve Training Sites  
Training Cycles  
Central Drill Site Concept  
Physical Security

WEEK TWO

DAYS 1-4

0800-1100 Computer-Based Training, AMMO 18

1100-1300 Lunch

1300-1600 Computer-Based Training, AMMO 49

DAY 5

0800-0930 Outbrief - Chief Staff Officer - 1 1/2 hour

Detailing and Assignment  
Officer Fitness Reports  
Attention to Details  
General Discussions  
Command Relationship  
CNO Special Interest Items

0930-1000 Commander Outbrief Interview

1000 Depart COMOMAG