

CNETINST 3920.1K
ETS23
14 Jul 1999

Subj: RESEARCH, DEVELOPMENT, TEST, EVALUATION, AND STUDIES AND
ANALYSIS PROGRAMS OF THE NAVAL EDUCATION AND TRAINING
COMMAND

Encl: (1) Problem Description and Needs Justification (PDNJ)
Development Guidance

1. Purpose. To publish policy, procedures, and responsibilities for administration and management of the Research, Development, Test, and Evaluation (RDT&E) program of the Naval Education and Training Command (NAVEDTRACOM). In addition, to publish policy, procedures, and responsibilities for authorization of studies and analyses using NAVEDTRACOM resources.

2. Cancellation. CNETINST 3920.1J

3. Revision. This is a major revision, and marginal notations have not been made. This instruction should be read in its entirety.

4. Policy

a. The Chief of Naval Education and Training (CNET) directs that education and training RDT&E requirements be identified and RDT&E resources be used for purposes of:

- (1) Increasing effectiveness of education and training without significant increases in costs,
- (2) Introducing improved methods for development of instructional programs and instructional delivery systems, and
- (3) Improving technology transfer of R&D products into the training environment.

b. CNET will review and approve all studies and analyses conducted within the NAVEDTRACOM that use substantial NAVEDTRACOM resources, have commandwide policy implications, or require services of external organizations.

5. Scope. This instruction applies to those RDT&E programs for Manpower, Personnel, and Training (MPT) under the sponsorship of the Deputy Chief of Naval Operations (DCNO) (N12R), Office of

CNETINST 3920.1K
14 Jul 1999

Naval Research (ONR) (342), Office of Training Technology (CNO (N75)), and CNET (ETS). It also applies to the diverse activities including RDT&E long-range planning, implementation of RDT&E products, and studies and analyses using NAVEDTRACOM resources.

6. Discussion

a. Although CNET does not receive RDT&E funds for research and development, the command does have requirements for conduct of specific research, development, and studies. CNET meets these research requirements by submitting Problem Description and Needs Justifications (PDNJs) to CNO (N75). Research needs are submitted within NAVEDTRACOM as PDNJs formatted as in enclosure (1). CNET reviews and prioritizes each need statement, commensurate with total needs of the command.

b. Naval Air Warfare Center Training Systems Division (NAVAIRWARCEN TRASYS DIV) has agreed to work jointly with CNET and CNO (N75) in the planning and conduct of a comprehensive RDT&E program to aid CNET in accomplishing this mission.

c. Weapon system programs and technologies pursued by Department of Defense and the various systems commands have potential influence upon NAVEDTRACOM education and training research requirements. Accordingly, CNET staff members participate in onsite reviews and other detailed reviews of weapon system programs and various weapon system sponsor meetings and advisory groups.

d. Studies and analyses conducted using CNET resources, whether or not requiring capabilities of external laboratories or other organizations, are subject to the procedures of this instruction when they use more than \$25,000 in NAVEDTRACOM resources, have NAVEDTRACOM-wide policy implications, or call upon the capabilities of external organizations. Studies or analyses that are part of normal internal reviews or command management procedures are not considered subject to this instruction.

e. Generation of RDT&E Needs and Requirements. Both annually and as the need arises, CNET, training activities, and detachments will identify new research requirements for inclusion in the MPT research and studies programs.

f. Use of Trainees and Facilities. The use of trainees as research subjects and use of facilities for the purpose of collecting data are appropriate as long as a research project is a valid part of a planned and approved research program. In all cases, the commanding officer of the host training activity must be provided with details concerning the research project.

(1) For studies in which all personnel, materials, and resources are administered by the commanding officer, information concerning the effort shall be forwarded to CNET (ETS).

(2) Use of trainees and facilities in all functional commands for research sponsored by an external laboratory or organization must be approved by CNET (ETS). Request should be forwarded to CNET (ETS) not less than 3 months prior to date subjects are required to participate in research.

g. Authorization of studies or analyses. Commanding officers may approve conduct of studies or analyses, costing less than \$25,000, in which all of the resources (personnel, money, and materials) are contained within their commands. Requests for studies or analyses using more than \$25,000 in NAVEDTRACOM resources, the services of an external organization, or having implications outside command responsibility must be submitted to CNET (ETS) for approval.

7. CNET shall:

a. Solicit and review identified Education and Training RDT&E needs through visits to NAVEDTRACOM activities, through conference with key NAVEDTRACOM personnel, and through review of PDNJs.

b. Make recommendations on priorities of RDT&E plans and programs as requested by CNO (N75).

c. Establish and chair an R&D council to review and prioritize submitted PDNJs.

d. Submit prioritized PDNJs to CNO (N75), copy to DCNO (N12R).

e. Assist with transition of research requirements to PDNJs appropriate for "proof of concept" R&D efforts.

f. Review and approve requests for NAVEDTRACOM research subjects.

g. Coordinate with NAVAIRWARCEN TRASYSDIV and other research labs to promote use of R&D.

h. Review all proposed studies and analyses within NAVEDTRA COM that are subject to this instruction. Authorize conduct of CNET-approved studies or analyses.

i. Provide oversight for development/implementation of RDT&E products within the training command.

14 Jul 1999

8. Commanding Officers shall:

- a. Endorse, as appropriate, and submit all RDT&E requests to CNET (ETS) in PDNJ format.
- b. Submit proposals for all studies and analyses that come under the purview of this instruction, as described in paragraph 6g, to CNET (ETS) for approval.

9. Naval Education and Training Professional Development and Technology Center (NETPDTC) shall:

- a. Monitor planned and ongoing training R&D to determine application to training activities. Recommend training test beds that will ensure maximum testing of the application of an R&D product to Navy training.
- b. Coordinate with CNET to identify NAVEDTRACOM problems for which R&D provides a potential solution.
- c. Perform Project Officer duties and other duties with training R&D organizations as requested by CNET.
- d. Prepare Evaluation and Implementation Plans for CNET-sponsored R&D projects as requested.
- e. Initiate studies and evaluations related to the training effectiveness or efficiency, cost benefit analysis, or life cycle costing of implementation of training R&D products as described in paragraph 6g.
- f. Assess R&D recommendations and products for application within the NAVEDTRACOM.
- g. Assist with transition of research requirements to PDNJs appropriate for "proof of concept" R&D efforts.

/s/D. L. Brewer, III
Vice CNET

Distribution (CNETINST 5218.2C):
Lists I through V

14 Jul 1999

Copy to (5 copies):

SNDL A2A (CNR)

A3 (CNO (N01, N12R, N75))

FKR6A (NAVAIRWARCEN TRASYS DIV) (49T))

FT108 (NAVHOSP Pensacola) (1)

FH5 (NAVAEROMEDRSCHLAB) (1)

23C3 (COMNAVRESFOR)

PROBLEM DESCRIPTION AND NEEDS JUSTIFICATION (PDNJ) DEVELOPMENT GUIDANCE
Manpower, Personnel and Training 6.3 R&D Requirements Document

The purpose of 6.3 R&D is to demonstrate advanced technology solutions to broad-based, high-priority operational problems, consistent with long-term organizational plans. R&D should be considered when analyses indicate that current systems either (a) work but could be significantly improved or (b) are inadequate and new solutions are needed. However, it is important to recognize that the primary function of 6.3 R&D is the demonstration (and integration) of new information, methods, and/or technologies necessary to achieve mission objectives. The level of risk should be moderate. When mission objectives can be fully realized using existing information, methods and/or technologies, the use of R&D funding is not appropriate.

Note: When submitting PDNJ, include an IBM compatible computer file on a floppy disk with your hardcopy.

1. Title: Brief Project Title

2. Originator: Name _____ Date: _____

Organization: Organization. Code _____

Phone: () - _____ DSN: _____

Fax: () - _____ DSN: _____

3. Deficiency: Describe the current operational deficiency. Describe the breadth (or specificity) of the deficiency (e.g., is the problem local or Navy-wide?). Discuss the significance of this deficiency; be specific and quantify. Where possible, state the costs of ignoring this deficiency in dollar terms. Costs to consider include:

- | | | |
|------------------------------|----------------------------|--------------------|
| - Funds | - Amount of Work Completed | - Material Waste |
| - Extra Personnel | - Time to Complete Work | - Safety/Accidents |
| - Accuracy of Work Completed | - System Performance | - Equipment Damage |

4. Cause: Describe the cause of the deficiency. Discuss why R&D is required. Discuss why operational capabilities needed cannot be achieved without R&D. Discuss why a new technology rather than a nonmaterial solution is required to solve the problem. Nonmaterial solutions include changes in doctrine, operational concepts, organization, and tactics.

5. Desired Outcome: Describe the desired outcome/s. Focus on *the change in operational capability needed, not on detailing how the R&D should be accomplished*. Be specific and quantify the improvements in current capability required. (Note that this section will provide an initial basis for developing the measures of effectiveness which an R&D solution must satisfy. Further, this section and the prior sections will provide a basis for an initial cost/benefit assessment and validation of the requirement. Hence, data-based, quantitative specificity is important.)

6. Customer: Identify the personnel/organizations directly impacted by this requirement.

7. Support: Provide the name, organization, code, and phone for organization/s who will fund the transition of successful R&D products.