

5 Tips

highlighting: FLTMPS

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Use these tips to obtain Fleet Training Management and Planning System (FLTMPS) reports.

1. Obtain FLTMPS user account.
 - Using CAC and CAC-enabled computer, go to <https://ntmpsweb.nwptf.nuwc.navy.mil/Fltmpls/>.
 - Click 'NTMPS Access Request Application'.
 - Read "DOD Notice and Consent Form" and click 'OK'.
 - Under "Select Application Form To Be Processed/Updated" find "FLTMPS".
 - Click 'SELECT' and complete "Application Request Form".

2. Conduct Individual Data search to verify most of the data contained in the individual's Electronic Training Jacket (ETJ).

- Click 'Personnel' tab.
- Click 'Indiv Data Search'.
- Enter either SSN, Name, or Activity.
 1. For SSN, enter SSN and click 'Run Report'.
 2. For Name, enter last name and click 'Filter'. Click through display to locate desired Sailor. Click name. Click 'Run Report'.
 3. For Activity, select 'Active Duty' or 'Reserve'. Enter UIC, beginning with N. Click 'Filter'. Select command and click 'Select Name'. Locate desired Sailor. Click name. Click 'Run Report'.

3. Obtain Training Record and/or Alpha Roster for Enlisted or Officer personnel. Alpha roster displays Name, Grade, up to 15 skills held, EAOS, PRD, and transfer data if the member is under orders FROM or TO your command.

- Click 'Personnel' tab.
- Click 'Training Officers'.
- Click 'Trng Comp & Alpha Roster'.
- Select either 'Active Duty' or 'Reserve'.
- Select either 'Officer' or 'Enlisted'.
- Select "Search Criteria".
- Enter UIC, beginning with N. Click 'Filter'.
- Select command and click 'Select Name'.
- Click desired UIC and either 'Trng Skills' or 'Alpha Roster'.

NOTE: Due to inherent differences in Active Duty and Reserve data received by NTMPS, reports differ.

4. Obtain Advancement Reports, usually within two weeks after results are released.

- Click 'Personnel' tab.
- Click 'Advancement'.
 1. Click 'Exam Summary' for Pass/Fail statistics.
 2. Click 'Exam Averages' to compare command scores against Navy average, by rate/rating.
 3. Click 'Exam Topic Comparison' to compare individual scores against Navy average, by exam topic.
 4. Click 'Additional Reports', then select 'FLTMPS EXAM PROFILE SHEET BY UIC/PG/NAME' to download and print Exam Profile sheets.

5. Obtain Projected Gains and Losses Reports for Active Duty Enlisted and Officer personnel.

- Click 'Personnel'.
- Click 'Manning and Personnel'.
- Click 'Proj Gain/Losses'.
- Select either 'Officer' or 'Enlisted'.
- Enter UIC, beginning with N. Click 'Filter'. Select command and click 'Select Name'.
- Click desired UIC and either 'Gains' or 'Losses'.
- View report.

NOTE: Click green MS Excel icon to download an Excel file of the report.

Bonus Tip. Configure User Profile to save time.

- In the top right, click 'User Profile'.
 1. Click 'User UIC's' to manage multiple UICs. Follow prompts to add UICs to your profile. Once established, when you select a report, FLTMPS will provide a drop-down menu for all UICs added.
 2. Click 'Favorite Reports' to manage your "My Favorites" options. Once established, you can quickly locate reports that are run repetitively.

IMPORTANT: You must exercise caution and care when accessing and displaying Sailors' Personally Identifiable Information (PII).