NAVAL SERVICE TRAINING COMMAND INSTRUCTION 3500.1

From:  Commander, Naval Service Training Command

Subj:  ESAILOR PROJECT EXECUTION

1. Purpose. To establish guidance for eSailor project execution and relationships between Naval Service Training Command (NSTC) and Recruit Training Command (RTC). The eSailor project mission is to train and manage Recruits with mobile tablet technology.

2. Discussion. eSailor stakeholders shall use this instruction as guidance for eSailor pilot execution. Stakeholders are those members of NSTC and RTC that have direct involvement with eSailor. Standard Operating Procedures (SOPs) that direct specific eSailor processes shall be promulgated by the eSailor Project Manager (PM) separately. These SOPs include, but are not limited to, procurement, tablet content development, tablet content management, and tablet usage by both instructors and Recruits during the training cycle.

4. Responsibilities.

   a. eSailor PM. The eSailor PM has overall responsibility for the eSailor pilot execution. The eSailor PM shall:

      (1) Be responsible to Commander, NSTC (CNSTC) for eSailor project execution to include project schedule, eSailor process SOP development, budget, manning, and administration;

      (2) Update CNSTC periodically on eSailor project status; and

      (3) Coordinate with external stakeholders, primarily, Naval Education and Training Command (NETC).

   b. Military Training Department (MTD) Director, RTC. The MTD Director shall be responsible for all MTD staff in support of eSailor to include Recruit Division Commanders (RDCs), RTC training staff, and RTC scheduling staff.

   c. eSailor Liaison. The eSailor Liaison shall:

      (1) Be responsible to the eSailor PM for coordination of scheduling eSailor events with RDCs, RTC training staff, and RTC scheduling staff;

      (2) Assist the eSailor PM in overall execution and coordination with RTC staff;
(3) Be filled by an RDC in a hold status, preferably with eSailor division training experience; and

(4) Be appointed by MTD Director and serve for approximately twelve (12) months.

d. **NSTC N4 Director.** The NSTC N4 Director shall aid the eSailor PM in planning acquisition strategy and executing acquisition actions.

e. **NSTC N5 Director.** The NSTC N5 Director shall:

   (1) Be responsible for oversight of tablet content development;

   (2) Coordinate all eSailor survey and data collection efforts to ensure eSailor objectives are aligned with NSTC strategic goals; and

   (3) Report results of eSailor survey and data collection efforts as delineated in eSailor SOPs.

f. **NSTC Command Information Officer (CIO).** The NSTC CIO shall:

   (1) Be responsible for all Information Technology (IT) support staff for eSailor to include the management of subject matter experts from general schedule (GS) employees, military members, and contractors,

   (2) Ensure adequate security protocols are in place for the eSailor network and IT equipment; and

g. **NSTC N7 Director.** The NSTC N7 Director shall:

   (1) Be responsible to CNSTC as the Curriculum Control Authority to ensure that all tablet content is aligned with RTC Basic Military Training core competencies; and

   (2) Ensure adequate review of newly developed tablet content.

h. **All stakeholders.** All stakeholders shall:

   (1) Adhere to this instruction and all established eSailor SOPs as directed by the eSailor PM; and

   (2) Notify the eSailor PM of any discrepancy between operations and established SOPs.

S. C. EVANS