

FLTMPS Access and Reporting Procedures

SAPR L/F Training completion should be recorded via the Fleet Training Management Planning System (FLTMPS).

FLTMPS Web Site can be accessed at <https://ntmpsweb.nwptf.nuwc.navy.mil/fltmpls/>

Users who do not have FLTMPS accounts will need to request a FLTMPS account and should select the [NTMPS Access Request Application](#) link and follow the directions for the FLTMPS/EPM COGNOS Online Application Request System. This is a CAC enabled system.



Life is worth living!
24/7
Prevent Suicide
Click here for your lifeline.
1-800-273-TALK
(8255 Option 1)

Welcome to the Fleet Training,
Management and Planning System

FLTMPS

Login with CAC Card

[NTMPS Access Request Application](#)

For assistance call the
NTMPS Support Office at
1-866-438-2898 (Toll Free)
or 850-452-1867 (Commercial)
or 459-1867 (DSN)
NTMPS.SUPPORT@NAVY.MIL

[Privacy Notice](#)

Downloading data from this site for the purpose of uploading into another application or database is NOT AUTHORIZED and is a violation of the Privacy Act of 1974. This unauthorized use will result in immediate termination of your account and is subject to appropriate disciplinary action.

This is a Department of Defense (DOD) interest computer system (ICS). All DOD ICS and related equipment are intended for official U.S. Govt. authorized use. Use of this or any DOD ICS constitutes a consent to monitoring to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DOD ICS should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy. If monitoring of this or any other DOD ICS system reveals possible evidence of violation of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DOD ICS reveals violations of security regulations or unauthorized use, employees are subject to appropriate disciplinary action.

Once a user has an approved FLTMPS account they will immediately be able to Login using their CAC. Upon login, users will see the Main Menu Selection Buttons across the top of the web page. Users should select “Lrng Event Completion Form” to record training completed.

My Favorite Reports

Home Admin **Lrng Event Compl Form** Courses Personnel Manpower Requirements Customer Feedback Print Search Exit

Welcome GS-13 STAHL MICHAEL J

My Reports

My Top 15 Reports

My Recent Reports

Top FLTMS Reports

Training Officers Reports

Personnel Reports

Manpower Reports

Courses Reports

FLTMS Tutorials

[FLTMS Tutorial](#)
[Learning Event Completion Tutorial](#)
[SAPR Tutorial](#)
[VBSS Module Guide](#)
[SRF-A Tutorial](#)
[ADHOC Selection Variables](#)

Manage My Account

[Email](#)
 Verify and/or update your email address.

[User UICs](#)
 Manage your list of UICs. The selected activities will be available on certain selection screens as a quick pick for reports.

[Favorite Reports](#)
 Manage your list of favorite reports available from the My Favorites option.

Users should then select “GMT and OTHER TRAINING” in the Report Group window.

COURSES

My Favorite Reports

Home Admin **Lrng Event Compl Form** Courses Personnel Manpower Requirements Customer Feedback Print Search Exit

Welcome GS-13 STAHL MICHAEL J

[COURSES](#) > [LEARNING EVENT COMPLETION FORM](#)

Select a Report Group

Filter

Report Group

GMT and OTHER TRAINING

Page 1 of 1

Course Details

Course CIN/CDP Search

Course CIN Text Search

Lrng Event Completion Form

Lrng Event Auth Users

Detailed Reports

Summary Reports

Additional Reports

This will result in a complete listing of GMT Topics. SAPR-F or SAPR-L courses are listed on Page 2, so users should select “2” or “Last.”

The screenshot shows the 'COURSES' section of a web application. On the left is a navigation menu with options like 'Course Details', 'Course CIN/CDP Search', 'Course CIN Text Search', 'Lrng Event Completion Form', 'Lrng Event Auth Users', 'Detailed Reports', 'Summary Reports', and 'Additional Reports'. The main content area has a breadcrumb trail 'COURSES > LEARNING EVENT COMPLETION FORM'. Below this are two filter sections: 'Select a Report Group' with 'GMT and OTHER TRAINING' selected, and 'Select a Course Category' with a list of categories including 'ALCOHOL AND DRUG ABUSE PREVENTION', 'APPRENTICE LEVEL TRAINING', 'BUREAU OF MEDICINE AND SURGERY', 'COMMANDER FIFTH FLEET', 'COMMANDER SIXTH FLEET', 'EXPLOSIVE ORDNANCE DISPOSAL', 'GENERAL MILITARY TRAINING', 'INDIVIDUAL AUGMENTEE TRAINING', 'INFORMATION DOMINANCE CORPS RESERVE TRNG', 'JOINT COURSES', 'LEADERSHIP TRAINING (MILITARY)', 'LITTORAL COMBAT SHIP TRAINING', 'MANDATORY TRAINING FOR DON', 'MARADMIN 597/11', and 'MISCELLANEOUS COURSES'. The 'MISCELLANEOUS COURSES' link is highlighted with a red box. Below the list is a pagination control showing '12' and '<< First Page 1 of 2 Last >>'.

Select “SAPR AWARENESS TRAINING.”

This screenshot is similar to the one above, showing the 'COURSES' section. The 'Select a Course Category' list is scrolled down to show 'SAPR AWARENESS TRAINING', which is highlighted with a red box. Other categories visible include 'NAVY MILITARY TRAINING (NMT)', 'NAVY OPERATIONAL STRESS CONTROL', 'NON-MAINTENANCE/SAFETY (NMS)', 'SELF-CONTAINED BREATHING APPARATUS', and 'SHIPBOARD TRAINING'. The pagination control at the bottom shows '1 2' and '<< First Page 2 of 2 Last >>'.

Select "SAPR-F/L TRAINING."

My Favorite Reports

Home Admin **Lrng Event Compl Form** Courses Personnel Manpower Requirements Customer Feedback Print Search Exit

Welcome GS-13 STAHL MICHAEL J

COURSES > LEARNING EVENT COMPLETION FORM

Select a Report Group	Select a Course Group
GMT and OTHER TRAINING Filter	
Report Group	Course Group
GMT and OTHER TRAINING	SAPR-F/L TRAINING
Page 1 of 1	Page 1 of 1

Select a Course Category
SAPR AWARENESS TRAINING Filter
Course Category
NAVY MILITARY TRAINING (NMT)
NAVY OPERATIONAL STRESS CONTROL
RISK MANAGEMENT/SAFETY (ORM)
SAPR AWARENESS TRAINING
SELF-CONTAINED BREATHING APPARATUS
SHIPBOARD TRAINING
1 2
<< First Page 2 of 2 Last >>

Select the appropriate SAPR Training to be recorded (SAPR-F for E-6 and below personnel/SAPR-L for E-7 and above personnel).

My Favorite Reports

Home Admin **Lrng Event Compl Form** Courses Personnel Manpower Requirements Customer Feedback Print Search Exit

Welcome GS-13 STAHL MICHAEL J

COURSES > LEARNING EVENT COMPLETION FORM

Select a Report Group	Select a Course Group
GMT and OTHER TRAINING Filter	SAPR-F/L TRAINING Filter
Report Group	Course Group
GMT and OTHER TRAINING	SAPR-F/L TRAINING
Page 1 of 1	Page 1 of 1

Select a Course Category	Select a Course
SAPR AWARENESS TRAINING Filter	
Course Category	Course
NAVY MILITARY TRAINING (NMT)	SAPR-F SAPR FLEET COMMAND DELIVERED TRAINING (E6/BELOW)
NAVY OPERATIONAL STRESS CONTROL	SAPR-L SAPR LEADERSHIP COMMAND DELIVERED TRAINING (E7/ABOVE)
RISK MANAGEMENT/SAFETY (ORM)	
SAPR AWARENESS TRAINING	
SELF-CONTAINED BREATHING APPARATUS	
SHIPBOARD TRAINING	
1 2	Page 1 of 1
<< First Page 2 of 2 Last >>	

Users can now view their assigned command personnel and begin recording course completion. The desired number of records to be displayed should be selected.

After users select the “OK” button in the pop up window, their command roster will be displayed. Check the box preceding the names of attendees and complete the “Date Completed” window to record successful completion of the training. Be sure to save your work periodically to avoid data loss due to connectivity disruptions.

Users who encounter difficulties in accessing FLT M P S or recording the training should contact the NT M P S Support Office at 1-866-438-2898 (Toll Free) or 850-452-1867 (Commercial) or 922-1867 (DSN). Email requests can be sent to NTMPS.SUPPORT@NAVY.MIL.

For questions and additional assistance with SAPR specific issues, users should email the SAPR Mailbox at SAPR_L_TaskForce@navy.mil.