NETC DIRECTIVES

1. NETC directives are maintained and available by using the HP TRIM Program on NMCI.

2. NETCINST 5210.1 provides NETC commands guidance on how to use TRIM.

3. Electronic training courses for using TRIM are available on Navy E-learning, which is available through Navy Knowledge Online (NKO). Name and course numbers are:

    a. TRIM Context via the NMCI (Entry) (DOR-TRIM-101)

    b. TRIM Context via the NMCI (Advanced) (DOR-TRIM-201)

TO OBTAIN NETC DIRECTIVES

1. Use the directions below for initial access to the NETC TRIM dataset. Then use the search feature to find instructions by searching for the instruction number. Or search for the word "electronic" which will return the NETC Electronic Library which has all the instructions and notices.

2. Members of NETC commands that do not have NMCI should contact their Echelon 3 command administrative officer for assistance in obtaining NETC directives.

3. If you cannot access the NETC TRIM Dataset, use the NETC directives email link on NETC Central and email the following information:

    a. Instructions needed (please include numbers if available)

    b. Your command name

    c. Your Admin Officer's name and email address (only if assigned to a NETC command)

OPENING NETC TRIM DATASET

HP TRIM is on all NMCI computers; however, each Echelon II controls their own data. Each person requiring access must be registered in the NETC HP TRIM Dataset prior to logging in. This permission is normally granted by the Administrative Office at each NETC Command

Steps required for the first time login follows.

1. From the Window Start button select "All Programs" scroll down and click on "HP TRIM" then select the red and blue X "HP TRIM". (see next page for screenshot)
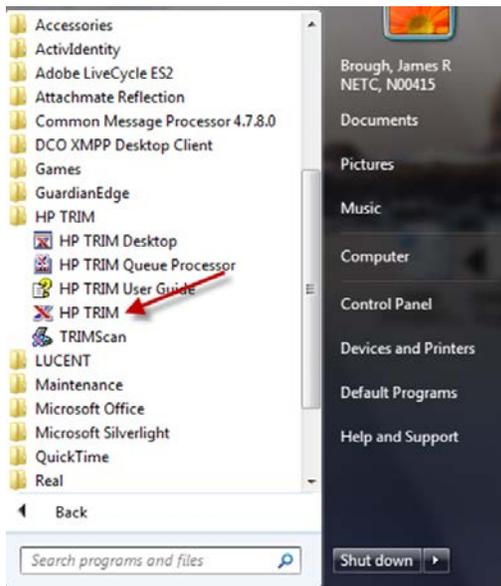

2. For initial login into TRIM, you will have to add the NETC TRIM DATASET. If Naval Education and Training Command is not listed under the AAA Navy Test Dataset or in this box, click on "ADD".
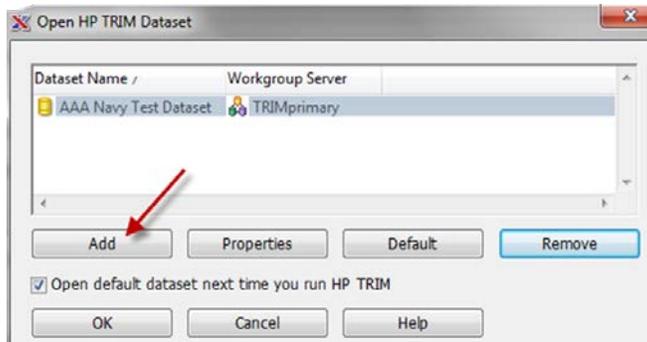
3. TRIM will find the server in closest proximity to your computer. If not already here, type in "TRIMprimary" wait for a few seconds for the type to turn bold. This indicates the server has been found. The PORT should read 1137, add if missing or different. Select "Next".
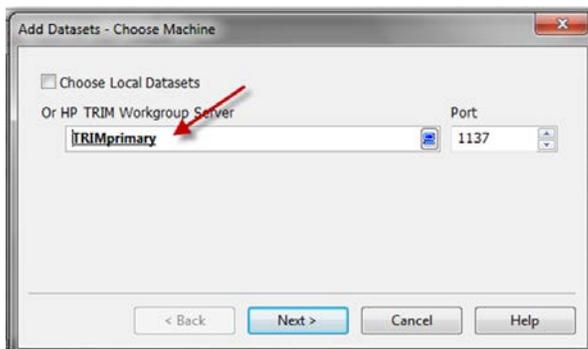
4. Scroll down the list and click on "Naval Education and Training Command".   Select "Finish".
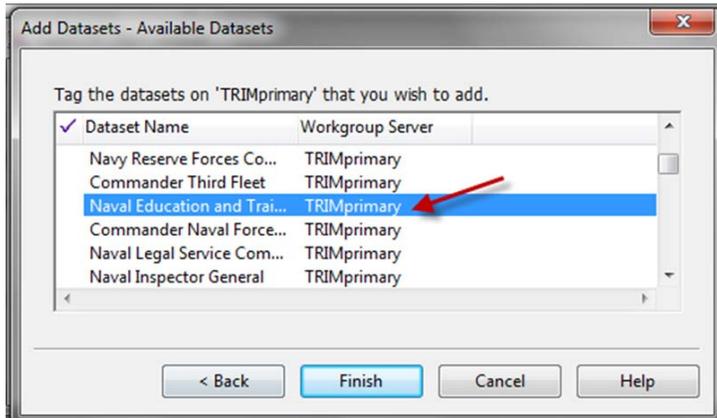
5. Search: "Title Word" is normally displayed in the first white box as indicated below. Use the second white box to enter the instruction number and click enter to search for the document.