



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 1500.12B  
N7  
14 Sep 2022

NETC INSTRUCTION 1500.12B

From: Commander, Naval Education and Training Command

Subj: TRAINING INSTALLATION AND TRANSFER AGREEMENTS

Ref: (a) OPNAVINST 1500.76D  
(b) United States Fleet Forces Command Ready Relevant Learning  
Process Manual of 20 August 2020

1. Purpose. To provide guidance and direction supporting Training Installation and Transfer Agreement (TITA) reviews at the Naval Education and Training Command (NETC) Learning Centers (LC). A properly developed TITA defines facility requirements, including military construction projects, identifies all associated logistical support elements, and transfers training ownership responsibility from the training support agency to the training agency.

2. Cancellation. NETCINST 1500.12A.

3. Background. Per references (a) and (b), TITAs are used to allocate financial resources and responsibilities for sustainment and to define the training requirement transition to the NETC domain. The TITA validates the execution status of manpower, personnel, and training products identified in the Navy Training System Plan and Training System Installation Plan in order to achieve a Ready for Train (RFT) date. Per reference (b), Ready Relevant Learning courses, modernized by the System Command and Training System Program Office, will have a TITA to transfer the training materials to the NETC domain for execution. An accurate, complete, and timely review of the TITA checklist with the program resource sponsor is essential to ensure that requirements support the efficient transfer to NETC.

4. Action

a. NETC Division Directors and Special Assistants along with NETC LC Commanding Officers (CO) shall verify the TITA is completed per references (a) and (b) to ensure that each area identified within the TITA properly delivers all acquisition and modernized training products prior to RFT.

b. NETC LC COs shall forward completed TITAs to NETC N7 for final staffing prior to NETC approval and authority to receive new training.

5. Point of contact. NETC Learning Standards Officer (N711), COM: (850) 452-9569 or DSN: 459-9569.

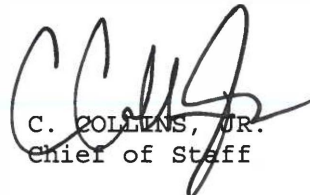
6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration,

Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/Allitems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). The instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



C. COLLINS, JR.  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site ([www.netc.navy.mil](http://www.netc.navy.mil)), via the NETC Reference Library in DON TRACKER, or by e-mail at [netc\\_directives@navy.mil](mailto:netc_directives@navy.mil).