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

NETCINST 1500.17C
N6
10 Feb 21

NETC INSTRUCTION 1500.17C

From: Commander, Naval Education and Training Command

Subj: TRAINING DELIVERY SERVICES

Ref: (a) NETC Training Delivery Services Guidance, 25 Feb 14
       (b) SECNAV M-5210.1, Department of the Navy Records
           Management Program
       (c) NETC Enterprise Help Desk Guidance, 31 Oct 14

1. Purpose. To establish Training Delivery Services policies
and procedures to support Enterprise Resource Management,
Requirements Management, Service Delivery Catalog capabilities,
Service Level Agreements, and operations oversight and
management of Naval Education and Training Command (NETC)
Training Delivery Services Assets. Use references (a) through
(c) as guidance.

2. Cancellation. NETCINST 1500.17B.

3. Policy. In support of NETC mission requirements and
business priorities, the NETC Command Information Officer (CIO)
serves as the principle advisor, manager, and authority for
applications, systems, network infrastructures, and electronic
data architectures supporting training delivery via Electronic
Classrooms (ECRs). To that end, the NETC CIO is responsible for
the planning, management, budgeting, and control of all
Information Technology (IT) assets to support training delivery
while ensuring compliance within the Department of Defense (DoD)
IT portfolio and Department of the Navy (DON) repository.

4. Responsibilities

    a. Plan Enterprise Resources

        (1) Perform and coordinate programming activities for
NETC Training Delivery Services investments.

(2) Track, report, and maintain the NETC Training Delivery Services budget to include developing annual spend plans and monitoring execution of funds.

(3) Ensure that NETC Training Delivery Services, for which funding is requested, are compliant with statutory, regulatory, and transformation requirements.

(4) Conduct reviews of NETC Training Delivery Services concurrent with Program Objective Memorandum and Program Review resource sponsor programming cycles.

b. Establish Enterprise Policy

(1) Provide a training network (TRANET) dedicated to training.

(2) Provide policy and oversight for the delivery of real-time training through an electronic medium; including but not limited to classrooms and workstations, computer-based simulations, technical publications, shipboard applications, and internet connectivity for the career development of Sailors and civilians that supports the Navy's future learning needs.

(3) Provide policy for NETC Training Delivery Services hardware and software standardization, asset management, configuration management, and maintenance.

(4) Establish overarching change control governance in support of refreshes and updates to ECRs and networks to include operating systems, training applications and executable content, and operational infrastructure (stand alone or connected).

(5) Ensure NETC Training Delivery Services policies and operations are compliant with DoD, DON, and NETC Cyber Security and privacy policies and standards.

c. Architect and engineer NETC Training Delivery Services Solutions and Standards

(1) Establish enterprise technical requirements for delivery of training, determine the solution framework, and create IT standards.

(2) Design and engineer IT solutions for NETC training delivery that includes TRANET and the ECR environment.

(3) Approve and validate IT solutions for use and incorporation into NETC Training Delivery Services.

d. Manage NETC Training Delivery Services

(1) Provide Enterprise Infrastructure Services per NETC Training Delivery Services Guidance, including but not limited to Network Services, Desktop Management, Enterprise Applications, Access Management, Distributive Learning, Training Application Management and Content Delivery, and Enterprise Service Desk (Help Desk).

(2) Provide Help Desk support and reporting per NETC Enterprise Help Desk guidance.

(3) Provide Computer Network Defense per DoD and DON policies.

(4) Establish a centralized structure for Configuration Management to account for all NETC Training Delivery Services supported assets.

(5) Provide technical support for life cycle management of NETC Training Delivery Services assets in designated training buildings.

(6) Ensure the proper system and asset information is completed and maintained in the DoD/NETC authoritative source(s). Appropriate procedures are to be adhered to for accurate accountability in the DoD/NETC authoritative IT databases. Physical inventories are conducted once every 3 years or when directed.

(7) Oversee Shore-based IT Field Services.

e. Develop/Evaluate Requirements and Manage Service Level Agreements

(1) Represent NETC Training Delivery Services in service level agreements and contract discussions.
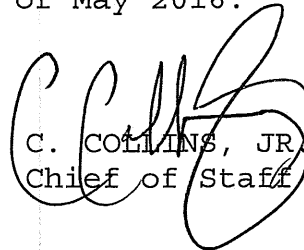
(2) Manage required asset audits and compliance to DoD, DON, and NETC policies.

5. <u>Records Management</u>

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 or the OPNAV Records Management Program (DNS-16).

6. <u>Review and Effective Date</u>. 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). This instruction will be in effect for 10 years, unless revised or cancelled 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 via the NETC public web site, https://www.netc.navy.mil, or via Content Manager.