



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FL 32508

NETCINST 1500.19
N74
20 Jun 16

NETC INSTRUCTION 1500.19

From: Commander, Naval Education and Training Command

Subj: TRAINING REQUIREMENT SUBMISSION, AND COURSE DEVELOPMENT,
DELIVERY, AND MAINTENANCE END TO END PROCESS

Ref: (a) NAVEDTRA 132
(b) NAVEDTRA 133A
(c) NAVEDTRA 134A
(d) NAVEDTRA 135C
(e) NAVEDTRA 136
(f) NAVEDTRA 137A
(g) NAVEDTRA 138
(h) NAVEDTRA 140A
(i) NETCINST 1510.3
(j) NETC Course Development, Delivery, and Maintenance
End-to-End (E2E) Process Standard Operating
Procedures (SOP)
(k) OPNAV Memo 7000 Ser N1/127189 of 15 Sep 08
(l) DoD MIL-PRF-29612
(m) OPNAVINST 1500.76C

Encl: (1) Training Requirement Submission, and Course
Development, Delivery, and Maintenance End-to-End
(E2E) Process
(2) Requirement Sponsor Requesting Analysis of Training
Requirement (Letter Template)
(3) Training Requirement Description
(4) Training Development Activity Providing Analysis of
Training Requirement to Requirement Sponsor (Letter
Template)
(5) Request Resource Sponsor Endorse Incorporating
Training Requirement into NETC Training (Letter
Template)
(6) Resource Sponsor Endorsement to Incorporating
Training Requirement into NETC Training (Letter
Template)
(7) Training Development Activity Waiver Request from
NETCINST 1500.19 Compliance (Letter Template)

1. Purpose. To establish policy and guidance for submitting, incorporating, and sustaining new training requirements into the Naval Education and Training Command (NETC).

2. Cancellation. NETCINST 1500.9.

3. Background. Formerly, the NETC training domain has accepted unfunded training requirements without resourced sponsorship for development and lifecycle support of training. Additionally, there have been repeated instances of funds being expended to build content, only to discover that similar content already existed within the domain. These inefficiencies prompted NETC to establish a standardized, repeatable, and defensible process to incorporate new training requirements into NETC and for developing, delivering, and maintaining a course. The process, illustrated in enclosure (1), is the Training Requirement Submission, and Course Development, Delivery, and Maintenance End-to-End (E2E) Process, and is herein referred to as the "E2E Process." The E2E Process instills proven project management and content development disciplines that ensure new training requirements are properly aligned to the development and maintenance of training for Acquisition and non-Acquisition Programs.

4. Scope. This instruction supplements references (a) through (j), and applies to the submission of new training requirements to the NETC training domain and all course development, delivery, and maintenance projects for which NETC is or will be the Training Agent, as defined in reference (d).

5. Discussion. The E2E Process consists of the steps a Requirement Sponsor (training requirement originator/champion) must take to submit a training requirement to NETC, and the steps that NETC performs to transform a training requirement into a course, deliver the course, maintain its currency, and when no longer required, cancel it when directed by the course's Requirement Sponsor.

a. The Instructional Systems Design model adopted by NETC for course development, revision, and maintenance is Plan, Analyze, Design, Develop, Implement, Evaluate, plus Maintenance, as outlined in reference (e). The E2E Process provides the framework for executing this model.

b. The time required from when a training requirement is identified by a Requirement Sponsor to the time training is implemented to satisfy the training requirement can vary greatly, given a number of factors (e.g., availability of funds to support course development or revision, scope of the project, complexity of the training, etc.). Typically, lack of funding for a training requirement is the key factor responsible for delays in processing it through the E2E Process. Thus, it is imperative that Requirement Sponsor(s) work closely with Resource Sponsor(s) to ensure funding is available, as required, for NETC to execute without delay.

c. The E2E Process can be expedited when the Requirement Sponsor collaborates upfront with NETC to define clear training requirements, and when the Resource Sponsor funds each step in time for NETC to execute without delay. The E2E Process can be further expedited if the training requirement is deemed a priority by the Requirement Sponsor; a training requirement identified as a priority will take precedence. Requirements involving safety issues will be expedited above all others.

d. References (a) through (m) are posted on NETC N74's Navy Knowledge Online Homepage, URL: <https://www.nko.navy.mil/group/netc-n7-branches/n74-learning-standards>.

6. Policy. All training requirements submitted to the NETC training domain will be compliant with this directive and follow the procedures outlined in references (a) through (m). The E2E Process, for ease of explanation and understanding, is divided into two parts: 1) the "Training Requirement Submission Steps"; and, 2) the "Course Development, Delivery, and Maintenance Steps." The illustration of the E2E Process also includes two sections titled "Training Requirement Sources" and "Examples of Training Requirements." These sections are only included to provide an understanding of potential sources of training requirements and to provide examples of training requirements to illustrate that not all steps of the "Course Development, Delivery, and Maintenance Steps" have to be performed for every requirement. Additionally, the illustration identifies the NETC policy and reference documents that support discrete steps of the process.

a. Training Requirement Submission Steps:

(1) Step 1: Requirement Sponsor initiates the E2E Process by submitting a "Request For Analysis (RFA) of a Training Requirement" letter with a completed "Training Requirement Description," as an enclosure to NETC N7. Templates are provided in enclosures (2) and (3), respectively. Requirement Sponsors should ensure that their operational chains of command are included in correspondence to NETC N7. NETC N7 will scope the training requirement and assign a project lead to address the requirement. The project lead will be referred to as the "Training Development Activity (TDA)." The TDA may be NETC N7 or a NETC Learning Center (LC). If the training requirement can be incorporated without additional resources, NETC N7 will direct incorporation of the requirement and notify the Requirement Sponsor.

(2) Step 2: Upon receipt of the RFA, the TDA will analyze the training requirement. In this step, an Integrated Master Plan (IMP), Integrated Master Schedule (IMS), and a Rough Order of Magnitude (ROM) will be developed, as applicable to the scope of the project. The TDA will provide these three documents to the Requirement Sponsor for concurrence, per reference (j). A letter template is provided in enclosure (4) for this correspondence.

(a) The IMP, IMS, and ROM will collectively identify the projected level of effort, identify needed resources, assign responsibilities, and provide a timeline for accomplishing each step of the project. The IMP and IMS will be maintained and updated, as required, for the duration of a project.

(b) As part of the project's initial analysis, the TDA will identify resources and/or funding required to perform a Job, Duty, Task, Analysis (JDTA), a Front End Analysis (FEA), and develop a Business Case Analysis (BCA), as required. In order for the project to move forward, as outlined in the IMP, these resources and/or funding must be provided.

(c) If the training requirement is for new course development or a change to an existing course, a JDTA will be completed to better understand the scope of the training requirement for the development of the ROM.

(d) The ROM will consist of the projected cost to develop, deliver, and sustain the training solution through the Future Years Defense Program (FYDP). Although the training solution is not determined until the BCA Step, when a more refined cost estimate is available, the ROM will be based upon available information at this step of the project to inform the Resource Sponsor.

(e) If the Requirement Sponsor and Resource Sponsor are the same entity, Step 3 can be omitted.

(3) Step 3: A Requirement Sponsor will submit a letter to the Resource Sponsor requesting an endorsement to incorporate the training requirement into NETC training, once the IMP, IMS, and ROM are received from the TDA. A letter template is provided in enclosure (5). The endorsement request, from the Requirement Sponsor, may include the following seven elements:

(a) A request to endorse incorporating the training requirement into NETC training with the understanding that a BCA with training solution alternatives will be provided prior to final resource determination.

(b) Description of the training requirement.

(c) Justification statement: Necessity for training.

(d) Impact statement: If training is not provided.

(e) ROM, consisting of the cost to develop, implement, and sustain the training solution through the FYDP.

(f) IMP.

(g) IMS.

(4) Step 4: In the final step, the Resource Sponsor, upon receipt of the endorsement request from the Requirement Sponsor, must decide whether or not to endorse the request based upon constraints. A Resource Sponsor's favorable endorsement means that a Resource Sponsor's intent is to fund development, implementation, and maintenance of the training requirement into

NETC training. Resource Sponsor's final funding determination occurs when the BCA step is complete.

(a) If the decision is to endorse incorporating the training requirement into NETC training, the Resource Sponsor shall provide NETC with a letter of endorsement indicating the Resource Sponsor's intention to fund development, implementation, and maintenance of the training requirement. A template for a letter of endorsement is provided in enclosure (6). The letter will request the TDA continue with the E2E Process to provide training solution alternatives with associated cost analysis at the output of the "Develop BCA" step of the E2E Process. It may be prudent at this time, if funding is not available, to identify an off-set or consider submitting a wedge in the Resource Sponsor's Program Proposal as part of the Navy's Program Objective Memorandum (POM) Process.

(b) If a Resource Sponsor is unable to endorse incorporating the training requirement into NETC training, they will provide notification via official correspondence to the Requirement Sponsor, NETC, and the TDA. Upon receipt of notification, the TDA will discontinue all work associated with the training requirement.

(c) Upon receipt of a letter of endorsement from a Resource Sponsor, the TDA will continue with the next step of the IMP.

b. Course Development, Delivery, and Maintenance Steps:

(1) The "Perform JDTA" step is governed by references (f), (j), (m), and is augmented by Data Item Descriptions (DIDs) from reference (l). A JDTA uses the Training Support Document and Instructional Performance Requirements Document DIDs to support the structuring and decomposition of work and to assign attributes at the task level. DIDs are tailored to meet specific requirements to support analysis.

(a) Prior to the JDTA, existing JDTA data will be explored in Authoring Instructional Material (AIM) Content Planning Module (CPM) for possible Reuse, Re-purpose or Reference (R3), so as not to duplicate content development efforts.

(b) Data generated during a JDTA will be captured in AIM CPM and used to build content Learning Object Module. Requirement Sponsor(s), stakeholders, and Subject Matter Experts (SMEs) provide the work data.

(c) During the JDTA, SMEs will recommend how training for each task will be delivered. Tasks can be formally trained (e.g., classroom training, lab, distributed learning), included in personnel qualification standards, nonresident training courses, on the job training, or a combination thereof.

(d) Once JDTA data has been captured, the TDA will coordinate a discussion with the Requirement Sponsor to review the JDTA data and receive their approval prior to beginning the next step of the E2E Process.

(2) The "Perform Front End Analysis (FEA)" step is governed by reference (g) and is augmented by DIDs from reference (1). The FEA compares "as-is" training to the "to-be" training state and identifies any gaps.

(a) During the FEA, the most effective and cost efficient training alternatives (e.g., instructor led, computer aided training, labs, or a blended solution, etc.) are explored to satisfy the training requirement.

(b) In addition, the FEA looks for ways to reduce content development costs by identifying existing content for R3. Effective analysis of training solution alternatives and use of R3, as well as identifying potential risks for each scenario, will assist in providing accurate cost estimates for the Business Case Analysis (BCA).

(c) An output of the FEA is a learning hierarchy and assessment strategy that is used in the development of the Training Course Control Document, Instructional Media Design Package, and Course Master Schedule.

(3) The "Develop BCA" step is governed by reference (i). The BCA provides the estimated cost to develop, deliver, and maintain each training solution alternative identified by the FEA. The BCA also identifies risks and benefits for each alternative. When the BCA has been developed, the TDA will coordinate a discussion with the Requirement and Resource

Sponsors, so they can select the best training solution alternative, based upon their constraints. It is at this time that final funding determination is made by the Resource Sponsor. This step is complete when the Requirement and Resource Sponsors collaboratively select a training solution alternative or a decision is made by the Resource Sponsor not to fund the training requirement.

(a) If the Resource Sponsor's decision is to fund the training requirement, then the TDA will proceed to the next step in the IMP to develop a Training Project Plan (TPP).

(b) If the Resource Sponsor's decision is not to fund the training requirement, the project is halted.

(4) The "Develop Training Project Plan (TPP)" step is governed by reference (e). The TDA will develop a TPP based upon the training solution alternative selected at the output of the Develop BCA step.

(a) A TPP provides a blueprint for the training solution alternative and serves as a transitional document for the design of the course. A TPP provides a description of the course, training location(s), planned student throughput, course justification, safety risks and hazardous materials (if applicable), a list of manpower and facility requirements, and items required to deliver the training through the FYDP.

(b) NETC and the Office of the Chief of Naval Operations (OPNAV) Resource Sponsors use the TPP to weigh and prioritize resource shortfalls associated with a training project, if they exist. If there are resource shortfalls identified at this point of the project, the Resource Sponsor must resolve them or the project is halted until resourced.

(5) The "Develop New Course, Revise or Modify Existing Course, and Pilot" step is governed by references (a) and (e), and is based upon approved design documents. This step includes developing curricula and establishing infrastructure (e.g., manning, Technical Training Equipment, facilities, etc.). This step is complete when a LC implements the new or revised course after a successful pilot. All issues identified during the pilot must be resolved prior to the course being implemented.

(6) The "Perform Course Maintenance" step is governed by references (a) through (e). In a continuous process to keep a course current, training managers (e.g., instructors, course supervisors, Course Curriculum Model Managers and Learning Standards Office personnel) ensure the course reflects the latest changes in directives, safety messages, bulletins, technical publications, and other governing documents.

(a) Additionally, a review and revalidation of each course that NETC is the Curriculum Control Authority (CCA) is performed, referred to as a Training Requirements Review (TRR). TRRs are attended by a course's Requirement Sponsors, Resource Sponsors, and stakeholders that include: Type Commanders, Community Managers, Technical Warrant Holders, and SMEs. The maximum periodicity between TRRs will not exceed 60 months, unless the Requirement Sponsor(s) directs a different review periodicity.

(b) TRR Action Chits record training gaps identified during a TRR. TRR Action Chits will be documented and tracked to resolution in SERENA, a software workflow and tracking tool used by the NETC training domain.

(7) The final step is "Course Cancellation." This step is governed reference (j). When a course's Requirement Sponsor(s) determines that a course is no longer required and directs cancellation.

(a) The CCA will coordinate with the training customers (e.g., Resource Sponsors, Bureau of Naval Personnel, etc.) to ensure an orderly shut-down. If the course is supported by a Navy Training Systems Plan, the appropriate Program Office and acquisition community will participate in the cancellation to decide disposition of Systems Command-owned training equipment.

(b) The CCA will submit a cancellation TPP to NETC for approval prior to cancelling the course.

c. Current and future course development, delivery, and maintenance projects require a waiver from NETC N7 to continue if not compliant with this instruction. A template for a waiver request letter is provided in enclosure (7).

7. Responsibilities

a. Requirement Sponsor

(1) Submit training requirements to NETC N7 for analysis per paragraph 6a(1) and to the Resource Sponsor for endorsement per paragraph 6a(3), if the Resource Sponsor is a separate entity.

(2) Engage with the training requirement's Resource Sponsor, if a separate entity, and NETC during each step of the E2E Process to help expedite the process and to ensure that the most cost efficient and effective training solution is derived to satisfy the training requirement.

b. Resource Sponsor

(1) Respond to training requirement endorsement request per paragraph 6a(4) and reference (k). Additionally, provide resources, as required, for TDA to perform JDTA and FEA, and develop BCA for a new training requirement.

(2) At the completion of the BCA; commit funds, an offset, or have a successful POM per paragraph 6b(3)(c) and reference (k) to fund the development, implementation, and maintenance of training.

c. NETC (N7)

(1) Provide training for Requirement Sponsors, Resource Sponsors, and the NETC training domain on the E2E Process, as required.

(2) Serve as the entry point for all training requirements submitted to the NETC training domain.

(3) Ensure all new training requirements submitted to NETC for new course development, or to revise or modify an existing course, comply with this instruction and references (a) through (m).

(4) Scope each RFA of a training requirement and assign a project lead/TDA.

(5) Monitor/track each RFA of a training requirement, submitted by a Requirement Sponsor, until it is resolved.

(6) Assist the TDA with the course development, delivery, and maintenance steps of the E2E Process, as required.

d. NETC LCs

(1) Comply with the policy and guidance stated in this instruction and references (a) through (m) for all course development, revision, or modification projects.

(2) Only accept training requirements routed through NETC N7 and include an enclosure (2) and (3) from a Requirement Sponsor.

(3) Refer to NETC (N7) any inquiries concerning the standup of a new course or the revision or modification of an existing course.

(4) If a JDTA is required to develop a ROM, do not continue with the "Perform Front End Analysis" step until the Resource Sponsor endorses incorporating the training requirement into NETC training, compliant with the steps discussed in paragraphs 6c through 6e.

(5) Upon completion of the "Develop Business Case Analysis" step, present training solutions alternatives and associated cost analysis to the Requirement Sponsor and Resource Sponsor for their selection.

(6) When a new course, revision, or modification TPP has resource shortfalls, coordinate adjudication of resource shortfalls, through NETC Headquarters, with the appropriate OPNAV Code(s): N1, N2/N6, N4, N95, N96, N97, and/or N98. If the new course, revision, or modification TPP affects resources of more than one OPNAV Code, include N9I.

(7) Commence "Develop New Course, or Revise or Modify Existing Course and Pilot" step of NETC's E2E Process only upon receipt of an "Approved for Implementation" TPP Staffing Receipt from NETC N7.

NETCINST 1500.19
20 JUN 2016

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. The instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date or an extension has been granted.

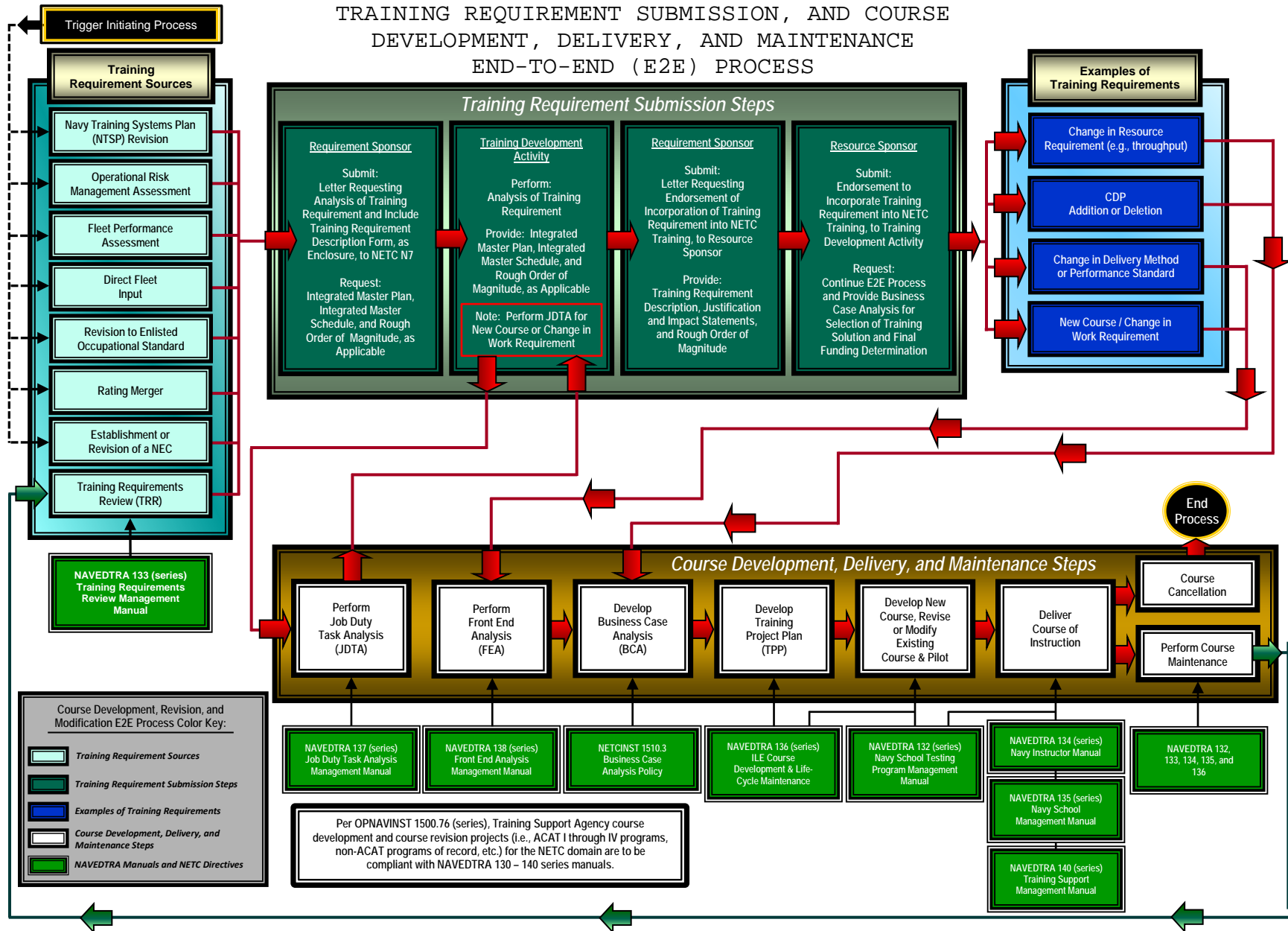


M. S. WHITE

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/directives.htm>, or via Total Records Information Management (TRIM).

TRAINING REQUIREMENT SUBMISSION, AND COURSE DEVELOPMENT, DELIVERY, AND MAINTENANCE END-TO-END (E2E) PROCESS



NETCINST 1500.19
20 Jun 16

REQUIREMENT SPONSOR REQUESTING
ANALYSIS OF A TRAINING REQUIREMENT (LETTER TEMPLATE)

(LETTERHEAD)

1500
Ser N7/XX
Date

From: **Requirement Sponsor**

To: Commander, Naval Education and Training Command (N7)

Subj: REQUEST FOR ANALYSIS OF TRAINING REQUIREMENT

Ref: (a) NETCINST 1500.19

Encl: (1) Training Requirement Description of (**Date**)

1. Per reference (a), the training requirement identified during (**Name of Event**) has been evaluated and it is our desire to have this new requirement incorporated into Naval Education and Training Command training.

2. Request perform analysis of the training requirement, identified in enclosure (1), and provide a project Integrated Master Plan, Integrated Master Schedule, and a Rough Order of Magnitude, per reference (a), cost to develop, incorporate, and sustain the training solution.

3. Request provide a list of any foreseen resource shortfalls that would need to be adjudicated before moving forward with this project.

4. If there are any questions or concerns regarding this matter, please contact (**name and phone number/e-mail address**).

SIGNED

Copy to:
Operational Chain of Command
Resource Sponsor

Enclosure (2)

TRAINING REQUIREMENT DESCRIPTION

1. Requirement Sponsor is (Code, Name, POC contact info):
2. Resource Sponsor is (Code, Name, POC contact info):
3. Is this requirement a change to an existing course to include one of the following: Throughput, training location, curriculum or content? If "Yes" complete paragraphs 3a through 3i below, skip paragraphs 4 and 5, and continue with paragraph 6. If "No", proceed to paragraph 4.
 - a. Describe why current training is insufficient to accomplish the mission (*e.g., skill level is not sufficient*):
 - b. List the Course Identification Number (CIN) and or Course Data Processing Codes associated with this issue:
 - c. List any associated Navy Enlisted Classification Codes (NECs) and or ratings:
 - d. List any associated Personnel Qualification Standards or other qualification programs:
 - e. List any associated Navy Training Systems Plan (NTSP):
 - f. List any associated systems:
 - g. Describe any overlap this training may have with unit or integrated training:
 - h. List the schoolhouse location(s) for this issue (*i.e., specific school or all locations*):
 - i. Provide analytical data/metrics to support the issue:

4. Paragraphs 4 and 5 pertain to a new work requirement that requires training. If the statements in paragraph 3 were completed, skip paragraphs 4 and 5.

a. Describe the new work requirement (*e.g., Sailor's need to be able to manage their personal finances*).

b. Describe the desired proficiency level for an individual in performing the work.

c. Identify technical documentation associated with this requirement (*e.g. PQS, technical manuals, Naval Warfare Publications*).

d. Identify the target audience for this training: (*is it rate specific training [rate wide and/or specific skill], Navy wide [military and/or civilian, and/or select contractor]*).

e. Provide a listing of similar or related training that exists in other enterprises.

f. Identify the performance requirement periodicity of the work (*e.g., daily, weekly, deployment, casualty*).

g. List any existing courses (CIN) related to this work.

h. List any related systems or NTSPs.

i. List other requirements/Resource Sponsors or other organizations that should be included in this work.

j. List any safety issues or concerns related to this training requirement.

5. Describe what is envisioned for a training solution, if known:

a. Estimate the projected annual throughput.

b. Identify desired training location(s).

c. Will this training award a NEC?

d. Describe your rationale for training type if there is a preference (*e.g., Instructor-Led Training, Web-Based, Blended Learning, Self-Paced*).

6. Provide any known constraints or amplifying data supporting this request.

7. Are resources currently in place to support the development, implementation, and maintenance of a training solution through the Future Years Defense Program? If yes, is a Rough Order of Magnitude still desired?

8. Identify targeted date for training implementation.

NETCINST 1500.19
20 Jun 16

TRAINING DEVELOPMENT ACTIVITY PROVIDING ANALYSIS OF TRAINING
REQUIREMENT TO REQUIREMENT SPONSOR (LETTER TEMPLATE)

(LETTERHEAD)

1500
Ser N7/XX
Date

From: **Training Development Activity**
To: **Requirement Sponsor**

Subj: ANALYSIS OF TRAINING REQUIREMENT

Ref: (a) **Requirement Sponsor**, Request for Analysis of Training
a Requirement, **ltr 1500 Ser N7/XX** of (**Date**)
(b) NETCINST 1500.19

Encl: (1) Rough Order of Magnitude of (**Date**)
(2) Integrated Master Plan
(3) Integrated Master Schedule

1. Analysis of the training requirement submitted via reference
(a) has been completed. Compliant with reference (b),
enclosures (1) through (3) are provided.

2. Per reference (b), a letter from the Resource Sponsor
endorsing incorporation of the training requirement into Naval
Education and Training Command training is required before the
Training Development Activity can commence the next step of the
Integrated Master Plan.

3. If there are any questions or concerns regarding this
matter, please contact (**name and phone number/e-mail address**).

SIGNED

Copy to:
NETC N7

Enclosure (4)

NETCINST 1500.19
20 Jun 16

REQUEST RESOURCE SPONSOR ENDORSE INCORPORATING
TRAINING REQUIREMENT INTO NETC TRAINING (LETTER TEMPLATE)

(LETTERHEAD)

1500
Ser N7/XX
Date

From: **Requirement Sponsor**
To: **Resource Sponsor**

Subj: REQUEST RESOURCE SPONSOR ENDORSE INCORPORATING
TRAINING REQUIREMENT INTO NAVAL EDUCATION AND TRAINING
COMMAND TRAINING

Ref: (a) OPNAV Memo N1/127189 of 15 Sep 08
(b) NETCINST 1500.19
(c) **Requirement Sponsor**, Request for Analysis of Training
Requirement, **ltr 1500 Ser N7/XX** of (**Date**)

Encl: (1) Rough Order of Magnitude of (**Date**)
(2) Integrated Master Plan
(3) Integrated Master Schedule

1. Per references (a) and (b), request endorse incorporating training requirement, identified in reference (c), into Naval Education and Training Command training. Enclosures (1) through (3), a justification statement, and an impact statement if training is not provided are provided to assist in determining endorsement of this project. Upon determination, request provide notification per reference (b).

2. Justification statement: (**necessity for training**)

3. Impact statement: (**if training is not provided**)

4. If there are any questions or concerns regarding this matter, please contact (**name and phone number/e-mail address**).

SIGNED

Copy to:
NETC N7
Training Development Activity

Enclosure (5)

NETCINST 1500.19
20 Jun 16

RESOURCE SPONSOR ENDORSEMENT TO INCORPORATING
TRAINING REQUIREMENT INTO NETC TRAINING (LETTER TEMPLATE)

(LETTERHEAD)

1500
Ser N7/XX
Date

From: **Resource Sponsor**
To: Commanding Officer, (**Training Development Activity**)
Subj: RESOURCE SPONSOR ENDORSEMENT OF INCORPORATING TRAINING
REQUIREMENT INTO NAVAL EDUCATION AND TRAINING TRAINING
Ref: (a) OPNAV Memo N1/127189 of 15 Sep 08
(b) NETCINST 1500.19
(c) **Requirement Sponsor**, Request Resource Sponsor Endorse
Incorporating Training Requirement into NETC Training,
ltr 1500 Ser N7/XX of (**Date**)
(d) **Requirement Sponsor**, Request for Analysis of Training
Requirement, **ltr 1500 Ser N7/XX** of (**Date**)

1. Per references (a) and (b), and in response to reference (c), (**Resource Sponsor**) endorses incorporating training requirement identified in reference (d) into Naval Education and Training Command training.

2. Request (**Training Development Activity**) continue with the appropriate step of the Integrated Master Plan (IMP), and provide training solution alternatives and associated cost analysis at the output of Develop Business Case Analysis (BCA) Step of the Training Requirement Submission, and Course Development, Delivery, and Maintenance End-to-End (E2E) Process for selection and Resource Sponsor funding determination.

3. If there are any questions or concerns regarding this matter, please contact (**name and phone number/e-mail address**).

SIGNED

Copy to:
Requirement Sponsor
NETC N7

Enclosure (6)

NETCINST 1500.19
20 Jun 16

TRAINING DEVELOPMENT ACTIVITY WAIVER REQUEST FROM
NETCINST 1500.19 COMPLIANCE (LETTER TEMPLATE)

(LETTERHEAD)

1500
Ser N7/XX
Date

From: Commanding Officer, (***Training Development Activity***)
To: Commander, Naval Education and Training Command (N7)
Subj: WAIVER REQUEST FROM NETCINST 1500.19 COMPLIANCE
Ref: (a) TELCON between ***Learning Center (POC)*** and NETC N74
(Branch Head Name) on ***Date***
(b) NETCINST 1500.19

1. As discussed during reference (a), request a waiver for the (***new course, or course revision, or course modification***) training project. ***Describe the deviations from reference (b) that are desired.***
2. ***Identify the reason and/or benefits of the waiver request being approved and the impact if the waiver request is disapproved.***
3. If there are any questions or concerns regarding this matter, please contact (***name and phone number/e-mail address***).

SIGNED

Enclosure (7)