



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

NETCINST 1500.20

N7

19 APR 2016

NETC INSTRUCTION 1500.20

From: Commander, Naval Education and Training Command

Subj: TRAINING REQUIREMENTS REVIEW

Ref: (a) OPNAV memo 7000 Ser N1/127189 of 15 Sep 08 (NOTAL)
(b) OPNAVINST 1500.74A
(c) OPNAVINST 1500.76C
(d) NETCINST 1500.9
(e) NETCINST 1510.1A
(f) NAVEDTRA 137A
(g) NAVEDTRA 133A

1. Purpose. To establish policy for the use of the Training Requirements Review (TRR) process per references (a) through (f). Naval Education and Training Command (NETC) domain training activities shall use reference (g) to complete the TRR process.

2. Cancellation. NETCINST 1500.8A.

3. Scope. NAVEDTRA 133A provides NETC Learning Centers (LCs) with policy and guidance in establishing, implementing, conducting, and managing the TRR program that can only be achieved by the direct involvement of all LCs and stakeholders.

a. Reference (g) prescribes uniform standards for the TRR process. A TRR is a review and revalidation of an existing course where the Curriculum Control Authority is a NETC LC.

b. The TRR process was established to provide a periodic and trigger driven review and revalidation of an existing course by its stakeholders, and is applicable to all NETC domain training activities.

4. Background. The NAVEDTRA 130 series of manuals provides fundamental guidance, within NETC, for the development of curricula, the delivery of instruction, the management and

evaluation of training programs, and the management of Navy Schools along with alignment to the additional guidelines set forth in references (a) through (f).

5. Policy

a. All NETC domain training activities shall use reference (g) to complete the TRR process.

b. All NETC domain training activities shall enter all TRR events and TRR action chits into Serena.

c. Category 3 TRR action chits shall be closed by the LC within Serena, no later than 90 days after the completed TRR.

d. Category 2 TRR action chits shall be closed by the LC within Serena, no later than six months after the completed TRR.

e. For all Category 1 TRR action chits, coordination is required between the LC and the identified Requirement/Resource Sponsor(s) to close the action chit at the earliest possible timeframe.

f. NETC LCs shall track and provide current status of efforts to close all TRR action chits to the appropriate NETC N74 Content Program Coordinator, on a quarterly basis.

6. 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.



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Distribution (NETCINST 5215.1D):
List II