



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

NETCINST 1500.21B
N5
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NETC INSTRUCTION 1500.21B

From: Commander, Naval Education and Training Command

Subj: LEARNING AND DEVELOPMENT ROADMAPS WITHIN THE NAVAL EDUCATION AND TRAINING COMMAND DOMAIN

Ref: (a) OPNAVINST 1500.77A
(b) LaDR Maintenance System Users Guide 2022

1. Purpose. To implement policies and assign responsibilities for the management and review of the Learning and Development Roadmaps (LaDR) within Naval Education and Training Command (NETC).

2. Cancellation. NETCINST 1500.21A.

3. Background. Navy Total Force (NTF) strategic vision addresses the need to anticipate Navy warfighting needs; identify associated personnel capabilities; and recruit, develop, manage, and deploy Sailors in an agile and cost-effective manner. The LaDRs support this vision and provide a tool Sailors can use as they seek to accomplish both professional and personal goals in their Navy careers. LaDRs are valuable tools for counseling and should be used by leaders for Sailor development. Reference (a) assigns NETC responsibility to act as the executive agent for the LaDR program and to ensure the management, development, implementation, and approval of all LaDRs is performed.

4. Scope. The LaDRs for enlisted Sailors support all enlisted Active and Reserve Component military members and are a valuable tool for recruiting, advancement, and retention. This instruction applies to all NETC domain personnel responsible for the management and review of LaDRs.

5. Responsibilities

a. NETC N5:

(1) Act as the executive agent and Program Manager (PM) for the LaDR program.

(2) Manage the development, approval, and implementation of all LaDRs.

(3) Coordinate with organizations, both within and external to NTF, in the integrated development of LaDRs.

(4) Ensure required and recommended skill training is identified for display within future Sailor competency models.

(5) Monitor metrics to assess program effectiveness and provide annual feedback to Director, Total Force Manpower, Training and Education Requirements Division (OPNAV N13).

(6) Ensure annual reviews, updates, and development of new rating LaDRs as required.

(7) Provide NETC Learning Center (LC) coordinators training and access to the LaDR updating tool.

(8) Liaise with Navy Subject Matter Experts (SME) on LaDR update requirements and implement all approved recommendations.

b. NETC Force Master Chief:

(1) Liaise with Master Chief Petty Officer of the Navy leadership mess to obtain LaDR guidance.

(2) Provide guidance on the annual update of the Senior Enlisted LaDR.

c. Commander, Navy Recruiting Command:

(1) Conduct annual review updates, as needed, and create new LaDRs as required.

(2) Designate a LaDR Coordinator and provide contact information to NETC N52 LaDR PM.

d. Naval Service Training Command shall ensure LaDRs are introduced to Sailors after classification at Recruit Training Command.

e. All LCs:

(1) Develop LaDRs for new ratings associated with the LC.

(2) Conduct, at a minimum, annual reviews and content updates of LaDRs to ensure content is current and accurate.

(3) Designate a LaDR Coordinator and provide contact information to NETC N52 LaDR PM.

f. LC Coordinators:

(1) Identify LC SMEs for the annual LaDR review or update, or development of new rating LaDRs.

(2) Provide training/workshop and local guidance to all LC SMEs.

(3) Be cognitive of new ratings that will require the creation of a new LaDR.

g. LC SMEs:

(1) Conduct, at a minimum, annual reviews and content updates of LaDRs to ensure content is current and accurate, including:

(a) Rating Career Path (Coordinated with Enlisted Community Manager)

- (b) Skills Training
- (c) Job Description
- (d) Recommended Billet Assignments
- (e) Qualifications
- (f) Certifications and United Services Military Apprenticeship Program (USMAP)
- (g) Professional Military Education (PME)
- (h) Professional Reading Program (PRP)
- (i) Voluntary Education (VOLED) degree recommendations

(2) Access WebCOOLbox to manage and update LaDRs. WebCOOLbox (<https://webcoolbox.com/>) is a web-enabled tool that allows users to make routine/ad-hoc updates to LaDR data. Updates to LaDRs are published the first week of each month.

h. U.S. Navy Credentials Program Office:

(1) Navy Credentialing Opportunities Online (COOL) website (<https://www.cool.osd.mil/usn/index.htm>) reflects LaDR paygrade icons for certifications associated with enlisted ratings.

(2) LC Coordinators and SMEs have access to the WebCOOLbox to manage and update LaDRs.

(3) NETC N52 LaDR PM has access to the WebCOOLbox to monitor updates and the performance of all Navy-related updates delineated in paragraph 6b(1) through 6b(12).

6. LaDR Sections. The LaDR is divided into sections by paygrade, E1 thru E9, with rating-specific nuances (i.e., Navy Counselor starts at E5). Each paygrade section is also a stand-alone document which contains similar headings and information. Each paygrade section has 23 headings maintained/developed with appropriate stakeholders guidance, 11 by LCs and 12 by the NETC LaDR PM.

a. LC headings:

(1) Required Skills Training (standard Naval training, "A" and "C" Schools, directed by higher written authority, required for a Sailor to perform their occupation).

(2) Recommended Skills Training (standard Naval training, "C" and "F" Schools, recommended for skill enhancement for a Sailor to perform their occupation).

(3) Navy Enlisted Classification (NEC) (rate specific NECs or critical NECs based on Community Manager's input).

(4) Job Description (detailed list of possible jobs [rating] or one generic description).

(5) Billet Assignment (assignment that has a proven benefit in the advancement of Sailors).

(6) Qualifications and Certifications (general Navy, rating specific qualifications, and warfare options).

(7) Navy COOL and USMAP credentials and apprenticeships (identify target paygrades for newly listed Navy COOL and USMAP options).

(8) Required Community PME (other training requirements that are occupation related and dictated by higher written authority for performance in their rating).

(9) Recommended Community PME (other training requirements that are occupation related but not required by higher authority but deemed supportive for advancement).

(10) Recommended Community Reading (rating training manuals and/or additional reading options for Sailors with a rating relevant theme).

(11) VOLED (identify rating relevant degrees and identify degree plans).

b. NETC N52 LaDR PM headings:

(1) Global narrative template pages.

(2) Occupational and Readiness Standards.

(3) Career Path developed by Bureau of Naval Personnel (BUPERS-326).

(4) Personal and Professional Development and Career Development Board (CDB) (minimum required items to be addressed at a Sailor's CDB).

(5) Stay Navy and Career Waypoints-reenlistment E3, E4, E5, and E6.

(6) Transfer/Separation/Physical Fitness (timeline of major items for Sailors to follow to make sure they are eligible to be retained or prepared to transition).

(7) PME (education opportunities).

(8) Required Navy PME (Navy awareness topics to include General Military Training (GMT) dictated by higher authority).

(9) Recommended Navy PME (highly recommended courses proven to be career enhancing and GMT topics available based on Commanding Officer's discretion).

(10) Navy Reserve Forces, Force Career Counselor, Reserve Courses.

(11) Navy PRP (recommended reading list at <https://www.navy.mil/CNO-Professional-Reading-Program/>)

(12) References (listing of most relevant references that will assist a Sailor in researching and planning for their personal and professional development).

7. LaDR Maintenance and Development. These processes will be accomplished through a coordinated effort by the LC Coordinator, NETC N52 LaDR PM, and Community Managers per reference (a).

a. Annual review of LaDRs

(1) NETC N52 LaDR PM shall:

(a) Notify all LCs of annual review dates via official notification.

(b) Validate all LC Coordinators.

(c) Review Navy specific headings (paragraphs 6b(1) through 6b(12)) and make updates as required by appropriate stakeholder guidance.

(2) LC Coordinator, SMEs, and appropriate stakeholders shall:

(a) Access the LaDR Maintenance System online to conduct required maintenance through WebCOOLBox (<https://webcoolbox.com/>) and reference (b). Reference (b) provides the LC Coordinators and designated SMEs a step-by-step guide to update their assigned LaDR headings.

(b) Review existing LaDRs to validate paragraphs 6a(1) through 6a(11) ensuring LaDRs are current or updated as appropriate.

(c) Verify that all of the links for each of the LC's LaDRs are active in My Navy Portal (MNP) (<https://www.mnp.navy.mil>). The LaDR landing page is located in the Professional Resources Tab or <https://www.mnp.navy.mil/group/career-planning/ladr>.

(d) Contact NETC N52 LaDR PM to verify completion of annual review.

(e) Notify NETC N52 LaDR PM if non-LC updates are required to paragraph 6b(1) through 6b(12).

b. Update of existing LaDRs

(1) NETC N52 LaDR PM will monitor Navy specific headings (paragraphs 6b(1) through 6b(12)) and make updates as required by appropriate stakeholder guidance.

(2) LC Coordinators, SMEs, and appropriate stakeholders shall:

(a) Access the LaDR Maintenance System online to conduct required maintenance through <https://webcoolbox.com> and reference (b).

(b) Update existing LaDRs in one or more of paragraphs 6a(1) through 6a(11).

(c) Verify all of the links for the updated LaDRs are active in MNP (<https://www.mnp.navy.mil>). The LaDR landing page is located in the Professional Resources Tab or <https://www.mnp.navy.mil/group/career-planning/ladr>.

(d) Contact NETC N52 LaDR PM to verify all changes have been accepted and notify NETC N52 if non-LC updates are required to paragraphs 6b(1) through 6b(12).

c. Develop new rating LaDR resources.

(1) NETC N52 LaDR PM shall:

(a) Create a new rating LaDR template containing paragraph 6b(1) through 6b(12).

(b) Publish template to the responsible LC's WebCOOLBox page.

(c) Create new MNP rating links located with the responsible LC page.

(d) Publish to MNP and verify all of the links for the LC new LaDR are working.

(2) Responsible LC Coordinators, SMEs, and appropriate stakeholders shall:

(a) Access the LaDR Maintenance System online (<https://webcoolbox.com>) and reference (b) to develop the new rate LaDR.

(b) Populate new rate LaDRs template with paragraphs 6a(1) through 6a(11).

(c) Notify NETC N52 upon completion of paragraphs 6a(1) through 6a(11).

(d) Notify NETC N52 if non-LC updates are required to paragraphs 6b(1) through 6b(12).

8. 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.

9. 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). 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.


K. BECK
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), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.