NETCINST 1500.7D
N3
8 Apr 21

NETC INSTRUCTION 1500.7D

From: Commander, Naval Education and Training Command

Subj: MISSED TRAINING OPPORTUNITY REPORTING POLICY AND
       PROCEDURES

Ref: (a) OPNAVINST 1510.10D
       (b) Catalog of Navy Training Courses (CANTRAC)
       (c) NAVEDTRA 140B

Encl: (1) Missed Training Opportunity Message Template

1. Purpose. To define what constitutes a Missed Training
Opportunity (MTO) and to promulgate Naval Education and Training
Command's (NETC's) policy for the reporting of MTOs.

2. Cancellation. NETCINST 1500.7C.

3. Scope. Reference (a) provides guidance to Training
Activities on inputs to the Corporate enterprise Training
Activity Resource System. This includes student reporting
within 3 working days. Reference (b) is the Catalog of Navy
Training Courses. Reference (c) is the Training Support Manual
that provides guidance for various areas related to student
support.

4. Background. Fleet Type Commanders (TYCOMs) have requested
MTO data be reported to them to assist NETC in maximizing
available instructor assets and other training resources. MTO
documentation and reporting are not intended to be punitive in
nature, but rather a means of informing command leadership of
lost training opportunities for which quotas were requested and
granted, but course credit could not be awarded due to non-
attendance or non-completion. Additionally, it is requested
that commands review and minimize missed training seats through
active communication with their Training Support Center (TSC),
Training Support Department (TSD), and schoolhouses. This
instruction defines what constitutes a MTO and promulgates
NETC's policy for MTO reporting.

5. Policy

    a. A MTO exists when one of the following occurs:

       (1) A command/activity has a quota for a student who does not report for a Course of Instruction (COI), and the command does not provide a replacement student at the initial class muster.

       (2) A command cancels a granted quota in 5 or fewer working days prior to a course convening without providing a replacement.

       (3) A student does not meet course prerequisites. Specifically, the student neither holds a previously obtained waiver for course prerequisites, nor is able to provide required documentation for prerequisites at course convening.

       (4) A student is absent from the COI to the extent that they cannot obtain credit for the course. This includes command recalls of students and student drops.

    b. Reporting. Monthly, TSCs/TSDs must submit a single naval message, in the format provided in enclosure (1), with each command/activity that created a MTO in the previous training month listed as an action addressee. Each command/activity Immediate Superior in Command (ISIC), TYCOM, Learning Center/Learning Site (LC/LS) conducting the training, Resource Sponsor funding the training, Navy Personnel Command, and NETC must be listed as information addressees on this message. Additional information may be included for clarification.

6. Action. NETC commands/activities must comply with the policy and guidelines in this instruction to ensure the standardization of MTO reporting.

    a. LCs/LSs must:

       (1) Ensure the timely submission of class rosters reflecting the initial course muster, changes in class student composition, and course graduation musters to their servicing TSC/TSD/Training Support Office (TSO)/Student Management Office (SMO).

(2) Ensure class rosters accurately report the command Unit Identification Code to which a student is assigned.

(3) Ensure the TSCs/TSDs/TSOs/SMOs are informed of student absences that will result in an MTO.

   b. TSCs/TSDs/TSOs/SMOs must:

(1) Compile MTO data as reported in class rosters.

(2) Compare class rosters with quota management records to verify an MTO exists and the requesting command is accurately recorded.

(3) Submit MTO Reports via a naval message. Reports will not include personally identifying information. Such information should already be known to the command that requested the quota. The servicing TSC/TSD/TSO/SMO may provide additional data, as personnel resources permit, if requested by local training customers.

   c. Command/ISIC linked to MTO. Request review circumstances for MTO and, where possible, take appropriate measures to avoid recurrence.
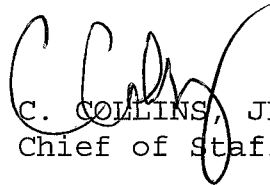
7. Records Management

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

8. 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.

C. COLLINS, JR.
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically via Content Manager or by email at netc_directives@navy.mil.

MISSED TRAINING OPPORTUNITY MESSAGE TEMPLATE

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******************** UNCLASSIFIED// ****************
FM TSC XX/TSD XX/TSO XX
TO
INFO NETC PENSACOLA FL
LEARNING CENTER(S) OWNING TRAINING
LEARNING SITE(S) DELIVERING TRAINING
TYCOM(S) OF MTO ISIC(S)
ISIC(S) OF MTO COMMAND(S)
RESOURCE SPONSOR SUPPORTING MTO
COMNAVPERSCOM MILLINGTON TN

UNCLAS //N01500//
MSGID/GENADMIN/ACTIVITY PLAD/SERIAL NUMBER/MONTH//
SUBJ/MISSED TRAINING OPPORTUNITY (MTO) REPORT FOR THE MONTH OF MM/YY//
PASS TO OFFICE CODES:
COMNAVPERSCOM MILLINGTON TN//PERS40//
NETC PENSACOLA FL//N3//
REF/A/DOC/NETCINST 1500.7D//
REF/B/DATABASE/CANTRAC//
REF/C/DOC/NAVEDTRA 140B
AMPN/REF A IS NETCINST 1500.7D, MISSED TRAINING OPPORTUNITY REPORTING POLICY
AND PROCEDURES.  REF B IS CATALOG OF NAVY TRAINING COURSES.  REF C IS
NAVEDTRA 140B, TRAINING SUPPORT MANUAL.//
POC/NAME/CIV/UNIT/LOCATION/TEL: (COMMERCIAL)/TEL: (DSN)/
EMAIL: //
RMKS/1.  In accordance with references A, B and C, the following MTO Report
is provided for the period DD/MM/YY through DD/MM/YY:
2. Format and example:
X. TYCOM/ISIC/Command
CIN/CSE Title/Course length/Number of students/Reason
A. CNSF/COMCARSTRKGRU X/USS UNDERWAY
A-123-4567/2 days/watertight door maint/2/CRC
3.  Abbreviation listing:
CNX - Cancellation received within 5 working days
CRC - Command recall of student/team precluding completion
INC - Student absent/dropped from course of instruction to the extent they
could not obtain credit for the course
NS – Student did not show for training
PREREQ - Did not meet CANTRAC prerequisites (to include medical screening,
domestic violence compliance, weapons qualifications, etc.)
TT - Team training where entire team lost training.//
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