



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

NETCINST 1500.7E
N3
25 Jul 2022

NETC INSTRUCTION 1500.7E

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
(c) NAVEDTRA 140B of January 2018

1. Purpose. To define what constitutes a Missed Training Opportunity (MTO) and to publish Naval Education and Training Command's (NETC) policy for the reporting of MTOs.
2. Cancellation. NETCINST 1500.7D.
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 Management Manual that provides guidance for various areas related to student support.
4. Background. Fleet Type Commanders (TYCOM) 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 TYCOMs and 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 NETC Site East or West N34 personnel, local Training Support Department (TSD), and schoolhouses. This instruction defines what constitutes an MTO and issues NETC's policy for MTO reporting.
5. Policy
 - a. An 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. Weekly, NETC Sites East and West TSDs will submit to Fleet TYCOMs, who have requested the data, an excel spreadsheet listing each command/activity that shows an MTO in the previous training week.

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

a. Learning Centers/Learning Sites 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 NETC Site East and West N34/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 TSDs/TSOs/SMOs are informed of student absences that will result in an MTO.

b. NETC Sites East and West N34 TSDs 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 email. Reports will not include personally identifying information. Such information should already be known to the command that requested the quota.

c. Command/Immediate Superior in Command 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.

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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.



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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.