



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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NETCINST 1500.7F
N3
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NETC INSTRUCTION 1500.7F

From: Commander, Naval Education and Training Command

Subj: FLEET MISSED TRAINING OPPORTUNITY REPORTING POLICY AND
PROCEDURES

Ref: (a) OPNAVINST 1510.10D
(b) Catalog of Navy Training Courses
(c) NAVEDTRA 140B of 10 August 2018

1. Purpose. To define what constitutes a missed training opportunity (MTO) and publish Naval Education and Training Command's (NETC) policy for reporting MTOs.
2. Cancellation. NETCINST 1500.7E.
3. Scope. Reference (a) provides guidance to training activities on inputs to the Corporate enterprise Training Activity Resource System (CeTARS). This includes student reporting within 3 working days. Reference (b) is the Catalog of Navy Training Courses listing all course prerequisites. Reference (c) is the Training Support Management Manual that provides guidance for various areas related to fleet quota management.
4. Background. Fleet type commanders (TYCOM) have requested MTO data be reported to them to assist NETC in maximizing training delivery and related 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. Additionally, it is requested that commands review training reservations and maximize student attendance through active communication with NETC Site East or West N34 offices, local training support departments (TSD), and schoolhouses. This instruction defines what constitutes an MTO and issues NETC's policy for MTO reporting.

5. Policy

a. An MTO is when an individual who has a confirmed seat in a scheduled class convening, is unable to enroll, and there is no substitute or stand-by provided by the same command (regardless of by name designation), or the command cancels the seat within 5 days of class convening.

Note 1: Substitute is someone that is replacing the original Sailor with a reservation in enterprise Navy Training Reservation System (eNTRS).

Note 2: Stand-by is someone sent to the schoolhouse who is waiting to get an open seat.

(1) Students may be substituted in eNTRS up to 1600 hours the day prior to convening for courses not requiring specific prerequisites.

(2) For courses requiring specific prerequisites, a substitution request is required to be submitted through eNTRS 2 working days prior to class convening in order for the quota management office to verify and document that the prerequisites are met by the substitute.

(3) For emergent substitutions, prior to class convening, please contact your servicing fleet quota management office. NETC Site East quota office may be reached at netceast.quotas@navy.mil or 757-444-7152. NETC Site West quota office may be reached at netcwest.quotas@navy.mil or 619-556-0594.

b. An MTO exists when one of the following occurs:

(1) A command or activity has a quota for a student who does not report for a course of instruction and the command does not provide a by-name substitution or stand-by at the initial class muster.

(2) A command or activity cancels a granted quota in 5 or fewer working days prior to a course convening without providing a substitute or stand-by.

(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.

c. Reporting. NETC Sites East and West N34 offices and TSDs will submit weekly to fleet TYCOMs, who have requested the data, via e-mail, an excel spreadsheet listing each command or activity that shows an MTO in the previous training week.

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

a. Learning centers and learning sites must:

(1) Ensure class rosters are pulled on the day of convening with timely submission reflecting the initial course muster.

(2) Submit enrollment rosters, changes in class student composition, and course graduation rosters to their servicing student management office (SMO) within CeTARS established timelines.

(3) Ensure class rosters accurately report the command unit identification code (UIC) to which a student is assigned.

(4) SMOs will ensure that entries are made in CeTARS within 3 days of class event. SMOs will only use the following "Person Event Codes" for fleet requested schools when students fail to enroll.

(a) Person Event Code 407 - No Show

(b) Person Event Code 953 - Canceled - Student does not meet prerequisites.

(5) Prioritize filling no-shows with stand-bys from the no-show command before utilizing stand-bys from other commands.

b. NETC Sites East and West N34 offices:

(1) Pull fail-to-enroll and late cancellation reports from CeTARS.

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

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

(4) Submit MTO report via e-mail to the command training representative, requesting review or rebuttal within 3 working days.

(5) If rebuttal is received, research and correct any administrative errors in coordination with the SMO and provide feedback to the command

(6) Submit MTO final reports via e-mail to the TYCOM. Reports will not include personally identifying information. Such information should already be known to the command that requested the quota.

c. Commands:

(1) Training officers need to update Sailor's UIC and paygrade in eNTRS under "Student's Command Data" then under "Student Menu (Update Student Data)" prior to requesting a quota. This will help with the validation of the MTO report.

(2) Review reservations in upcoming classes and, if required, substitute names in eNTRS.

(3) Provide a paper copy of the substitution to the new student and instruct them to take it with them to class, if substitutes in eNTRS happened after 1600.

(4) It is the command's responsibility to ensure that a Sailor reporting as a stand-by inform the schoolhouse upon reporting that they are stand-by for no-show from their command or filling an unused seat.

(5) 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.

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) or by e-mail at netc-directives@us.navy.mil.