



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

NETCINST 1510.2E
N3
2 Sep 2021

NETC INSTRUCTION 1510.2E

From: Commander, Naval Education and Training Command

Subj: STANDARD OPERATING PROCEDURES FOR PROCESSING UNUSED
UNITED STATES NAVY TRAINING QUOTA RESERVATIONS

Ref: (a) OPNAVINST 1500.47C
(b) NAVEDTRA 140B

1. Purpose. Per references (a) and (b), Naval Education and Training Command (NETC) domain local quota control offices will manage and control training reservations. These Standard Operating Procedures shall be used as a formal, consistent, and efficient method for processing unused Navy Enlisted Classification awarding courses (Type C1) training quotas via the enterprise Navy Training Reservation System (eNTRS).

2. Cancellation. NETCINST 1510.2D.

3. Procedures. Reservations shall be made using eNTRS.

a. Local quota control offices may approve reservations for unused Type C1 quotas/seats for students who meet course prerequisites using the below timeline.

(1) Ninety days prior to the class convening date, 50 percent of the unused USN Active Regular (USNARG) quotas are made available by eNTRS for local quota control office use.

(2) Sixty days prior to the class convening date, 50 percent of the remaining unused USNARG quotas are made available by eNTRS for local quota control office use.

(3) Thirty days prior to the class convening date, all of the unused quotas are made available by eNTRS for all service categories except Foreign National (FNATN) and U.S. Marine Corps (USMC) students. To request release of FNATN or USMC quotas, refer to the NETC N3 Supply Chain Operations Sharepoint page at <https://mpte.navy.deps.mil/sites/bupers/00C2/Operations/>

Pages/PLAs.aspx to contact the appropriate Production Line Analyst. They can also be reached at COM: (901) 874-4750 or DSN: 882-4750.

b. Unused quotas planned for a segment of a Type C1 pipeline may not be booked until the Pipeline Course Data Processing Code convenes.

4. 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.

5. 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

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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Website (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil.