



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

NETCINST 1510.2F
N3
13 Dec 2023

NETC INSTRUCTION 1510.2F

From: Commander, Naval Education and Training Command

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

Ref: (a) OPNAVINST 1500.47D
(b) NAVEDTRA 140B of 10 August 2018

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 1510.2E.

3. Procedures. Reservations shall be made using eNTRS.

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

(1) Ninety Day Rule. 90 days prior to the class convene date, eNTRS makes 50 percent of the unused United States Navy active duty, regular (USNARG) quotas available to the fleet and centralized quota control (CQC) offices. Up to 90 days prior to the class convene date, detailers have full control of C1 school quotas.

(2) Sixty Day Rule. 60 days prior to the class convene date, eNTRS makes 50 percent of the remaining unused USNARG quotas available to the fleet and CQC offices.

(3) Thirty Day Rule

(a) Thirty days prior to the class convene date, all unused USNARG quotas are available to the fleet and CQC. Other service category abbreviation type quotas may be available in a convening depending on the quota spread.

(b) To use foreign national (FNATN) quota within 30 days of class convene date (start date), e-mail the following to NETSAFA_QUOTA_MGR@navy.mil: course title, course data processing (CDP), and class date needed. If approved, the learning center will convert the FNATN quota to a USNARG quota.

(c) The use of U.S. Marine Corps (USMC) C1 quotas within 30 days of class convene date will be coordinated through the Training and Education Command. E-mail the following to TECOMTQMREQUEST@USMC.MIL: course title, CDP, and class date needed. If approved, the USMC production line analyst will convert the USMC quota to a USNARG quota.

b. Unused quotas planned for a segment of a type C1 pipeline may not be booked until the pipeline CDP code convenes.

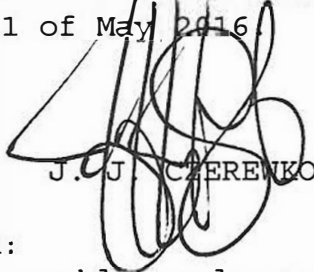
4. Records Management

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.



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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.