



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

NETCINST 1540.1H
N3
28 Jul 2021

NETC INSTRUCTION 1540.1H

From: Commander, Naval Education and Training Command

Subj: IMPAIRED TRAINING AND EDUCATION REPORT POLICY AND
REPORTING PROCEDURES

Ref: (a) NETCINST 3040.1
(b) SERENA User Guide
(c) Graphical View of Project: ITER Tracking in SERENA
(d) NETCINST 4950.2E

Encl: (1) Initial ITER Message Example
(2) ITER Response Message Example
(3) ITER Correction Message Example
(4) ITER Process Flow Chart

1. Purpose. To establish policy and procedures for reporting conditions that may reduce Naval Education and Training Command's (NETC) capacity to train personnel. The Impaired Training and Education Report (ITER) process is in addition to reports required by other processes, e.g., Casualty Reporting (CASREP). The ITER complements the information contained in those messages. Use references (a) through (d) as guidance.

2. Cancellation. NETCINST 1540.1G.

3. Background. The ability of our training commands to provide training and education as scheduled directly impacts fleet readiness. Timely notification of situations that impair, or could potentially impair, training and education is necessary in order to provide warning to the Chain of Command (COC), as well as process stakeholders, of adverse impacts to training production capacity, and actions required to correct the situation.

4. Definitions. The following terms will be used to define ITERs, and shall be used as guidelines to prepare ITER messages.

a. ITER Conditions. The condition reflects the severity of impairment and coded by a color. All ITERS (updates) will have a color code assigned. A change in severity requires an ITER update.

(1) Yellow: A situation that may result in delayed or canceled classes, failure to instruct critical learning objectives, degradations in training quality, inability to meet scheduled throughput, or quality of instruction, etc., if appropriate action is not taken.

(2) Red: A situation that will cancel or stop training entirely, or degrades Navy Enlisted Classification (NEC)-producing training to the point that the NEC cannot be awarded.

(3) Changing circumstances may support downgrade or upgrade of an ITER condition. When this occurs, the Learning Center (LC) may change the condition based on the criteria outlined above.

b. ITER Types. References the nature of the impairment.

(1) Personnel. A lack of qualified instructors that impairs, or potentially impairs, the ability to conduct classes. Gapped billets do not necessarily warrant an ITER if a work-around, such as cross-utilization of instructors, precludes the training or education impairment. If an LC does not anticipate timely corrections of a manning deficiency by routine communications with their Placement Coordinator (PERS-4013) or NETC N12, proceed with the ITER. Because military personnel issues frequently take time to resolve, prior notification and coordination should be completed as early as possible so the situation can be resolved prior to training/education being impacted. NETC N1 is a mandatory reviewer for military personnel ITERS, NETC N1CP is a mandatory reviewer for civilian personnel ITERS.

(2) Equipment. May include, but is not limited to, equipment damage, modifications, or installation delays that will negatively impact training. An equipment casualty to one of multiple duplicate devices, even if students must be doubled up on the remaining devices, does not necessarily warrant an ITER. A CASREP, per reference (a), shall precede all equipment ITERS.

(3) Facilities. Some examples include, but are not limited to, air conditioning, heating, electrical, or building defects that are the responsibility of the host activity. Also included would be student barracks renovations or other closures that will limit the number of students who can enroll in training courses, or trainer/equipment installation or modification issues that are Facilities-driven. Some Information Technology (IT) issues could also fall under Facilities, when the IT infrastructure is insufficient or suffers a casualty that affects training delivery. NETC N4 is a mandatory reviewer for Facilities ITERs, and NETC N6 is a mandatory reviewer if the ITER involves IT systems.

(4) Curricula. This type of ITER may include curricula incompatibility with Electronic Classrooms, incomplete or time-late delivery of contractor-developed curricula, or situations where the schoolhouse curricula or Technical Training Equipment do not match that found in the fleet. NETC N74 is the primary Point of Contact (POC) for Curricula ITERs and will interface with applicable Requirement Sponsors, Systems Commands, and/or Program Offices to determine resolution.

(5) Ammunition. This type of ITER will be utilized to report ammunition shortfalls. NETC N4 is the primary POC.

(6) IT. Situations where IT issues impact training delivery or instructor preparation shall be classified as IT ITERs. Examples include IT supportability issues, IT curricula incompatibility, lag time or speed issues, IT equipment and network failures, and the inability to access electronic content hosted by Enterprise Training Delivery Services. NETC N6 is a mandatory reviewer.

(7) Blanket. This type of ITER will only be used in the event of a natural disaster or in the event of extraordinary circumstances, such as a government shutdown. It does not include short-term cancellations for snow days. All Course Identification Numbers (CIN) affected will be listed within the ITER. Updates to the Blanket ITER will be submitted listing the CINs impacted and the primary associated adverse effect, i.e., personnel, facilities, or equipment.

c. ITER Categories. There are three categories of ITER:

(1) Initial. Submitted upon discovery of a situation where training is degraded, or will soon become degraded. The initial ITER notifies NETC of impacts or potential impacts to a Course Data Processing code/CIN. Initial ITERs will use a fiscal year - sequential numbering system (e.g., 20-001). To avoid repetitive numbered ITERs, LCs will assign sequential ITER tracking numbers.

(2) Update. The maximum time allowed between update reporting is 6 months or any time a condition changes, at the discretion of the Production Line Manager (PLM). Update intervals shall take into account the severity of the impairment and the estimated time to rectify the issue. Updates will maintain the Fiscal Year-sequential numbering system, but each consecutive update will include a letter modifier signifying the update (e.g., 20-001A). After a Z update, the next update will be AA, AB, etc. Updates shall include line item "K" as described in enclosure (1).

(3) Correction (COR). Used when a situation has been resolved. Final resolution of an ITER will be submitted as a COR.

5. Policy

a. Circumstances that impair or reduce training production which cannot be resolved at the LC level will be reported by the LC in an ITER message to NETC. ITER messages will follow the formats prescribed in enclosures (1) through (3). LCs will utilize the definitions in paragraph 4 to determine ITER type and category. The process flow is depicted in enclosure (4).

b. ITERs are reserved for communicating training production issues between LCs and NETC. Subordinate Learning Sites (LS) shall report issues to their parent LC utilizing whatever process/means that the LC directs. The LC will centrally track and respond to those issues, and will report to NETC via an ITER when they cannot mitigate the issue at the LC level.

c. Use of the ITER application in SERENA is required for each ITER and shall be closely monitored by the NETC PLM using the actions and guidelines in references (b) and (c). NETC

Division Directors/Special Assistants (DD/SAs) will designate ITER POCs and use the SERENA database as their primary means to review each ITER and provide any comments, recommendations, updates, or actions taken in response to the ITER.

d. NETC PLMs will draft a NETC response to ITERs, using the template provided in enclosure (2), and have that response ready for release within 5 working days of receipt of the LC's ITER message. Using the SERENA database, NETC PLMs will select the appropriate NETC DD/SAs for review utilizing Table 1 as a guide. DD/SA responses shall be provided via SERENA within 2 working days of notification of the ITER. Responses shall include any current efforts to resolve impairments, updated data, concurrence/acknowledgement of LC message submission information, and DD/SA message information reply back to the LC.

ITER Type/Situation	NETC DD/SA Reviewers
Personnel	N1, N3, N1CP (civilian instructors)
Equipment	N3, N5, N72, N74, N75
Facilities	N3, N4, N6 (IT-related), N75
Curricula	N3, N5, N72, N74, N75
Ammunition	N3, N4
IT	N3, N5, N6, N73
Blanket	N3, N73
*All High-Risk COI/Safety Issues	N00X
*Funding Requested from NETC	N8

Table 1: Selecting NETC DD/SA Reviewers

e. DD/SA comments and actions taken will be utilized to craft the NETC ITER response message, as applicable.

f. LCs will provide ITER Updates as directed, when ITER condition changes, and when additional NETC action or notification is required. The ITER Update shall be processed in the SERENA database by the applicable PLM per references (b) and (c).

g. When an ITER is corrected the LC will, within 5 days, report resolution via an ITER COR message using the template provided in enclosure (3). The ITER COR shall also be processed in the SERENA database by the applicable PLM per references (b) and (c).

h. This reporting process is not intended to replace other normal administrative vehicles (e.g., Equipment CASREP). Date Time Group of CASREPs will be included in the ITER as a reference and shall be documented in SERENA by the PLM.

6. Responsibility

a. Resolution of situations that impair the ability to train shall be handled at the lowest possible level. LCs shall mitigate training issues internally to the maximum extent possible prior to generating an ITER.

b. When training has degraded to the point that an NEC/Military Occupational Specialty (MOS), or other skill award cannot be granted, LCs and subordinate LSs will coordinate with their servicing organizations to ensure students are coded correctly in the Corporate enterprise Training Activity Resource System (CeTARS) (see paragraph 7).

c. Circumstances may arise where not all Learning Objectives can be attained. When the LC assessment determines that an NEC award recommendation is still valid, the LC shall work with NETC N74 to obtain Requirement Sponsor concurrence. That concurrence will be reflected in the text of the ITER message and include Page 13 entries as appropriate, how the LO will be trained (e.g., OJT, PQS, JQR).

d. Class convening cancellations due to an ITER should occur only after the LC has exhausted all avenues to resolve the issue. Timely notification of ITER-related class convening cancellation(s) shall be provided to NETC N3. To ensure accurate documentation of class convenings canceled due to an ITER, enter the applicable cancellation code in CeTARS and ensure the students are removed from the convening by the cognizant Detailer or LC.

e. The LC or LS shall notify their servicing organizations of canceled convenings. The Quota Control Authority will then notify individuals or commands holding reservations that a convening has been canceled. If possible, the LC or LS will provide the date for which training has been rescheduled.

f. ITERs shall indicate the number of international students holding quotas and if they will not be awarded a

graduation diploma. The remarks section of the student's completion report shall indicate the reason for not awarding a diploma.

g. ITERs shall indicate the number of non-Navy students, e.g., Interservice Training Review Organization or international students, holding quotas and any coordination with other services required.

h. LCs shall constantly track and report the status and resolution of all ITERs in partnership with NETC. They shall provide data when requested to identify trends, deficiencies, resolutions (including lessons learned), and recommendations for future efficiencies to NETC and higher authority when requested. ITER reporting shall be included in Commanding Officer updates, as well as other briefings related to LC readiness.

7. When Degraded Training Prevents Awarding of an NEC. If the LC determines training has been degraded to the point that granting a skill award (NEC/MOS) cannot be made, the following administrative actions shall be taken:

a. Ensure CeTARS is changed to indicate the NEC will not be recommended for students who received degraded training. This is accomplished through the CeTARS form (STM0620). On the tab, "NEC Recommended," the box for each student is automatically checked as a default. The box must be "unchecked" prior to graduating the class.

b. A NAVPERS 1070/13 entry shall be made in the student's service record annotating the reason the NEC code was not recommended.

8. International Students. LCs and LSs must remain aware of the impact of impaired training on international student travel plans and attendance. Security assistance/security cooperation procedures normally require that the country be notified 60 days in advance if previously confirmed training will not be available. If international student training is significantly affected by an ITER, reference (d) requires the POC from the International Training LC to inform Naval Education and Training Security Assistance Field Activity N3 via phone or email prior to canceling courses.

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9. Speedy Resolution. Any potential situation that may impact training/education should be identified at the earliest possible timeframe. If possible, all potential manning shortfalls that may prevent the delivery of instruction should be identified 9 months in advance. If mitigation takes longer than 2 weeks, the issue should be sent up the COC for resolution.

10. 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.

11. 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.

ITER MESSAGE EXAMPLE

Areas below that are **bolded** give an example of the ITER message format, the non-bolded areas are the instructions.

FM LEARNING CENTER
TO NETC PENSACOLA FL

All ITERs will be addressed to Naval Education and Training Command (NETC).

INFO COMNAVPERSCOM MILLINGTON TN (Note 1)
LEARNING CENTER (as applicable)
NETSAFA PENSACOLA FL (if international students impacted)
MARINE CORPS HEADQUARTERS (if USMC students impacted)
COAST GUARD HEADQUARTERS (if USCG is impacted)
ARMY HEADQUARTERS (if USA is impacted)
AIR FORCE HEADQUARTERS (if USAF is impacted)
RESERVE FORCES (if Reserves impacted)
TRASUPPCEN (as applicable)
SYSCOM (as applicable)
RESOURCE SPONSOR (as applicable)
COMUSFLTFORCOM NORFOLK VA (Note 1)
TYCOM(s) (include all TYCOMs as applicable to training issue)
CNIC/HOST BASE/REGIONAL COMMANDER (for support related issues)
PROGRAM OFFICE(S) (as applicable) (Note 2)
LEARNING SITES (as applicable)

List all applicable Info addressees. Naval Education and Training Security Assistance Field Activity (NETSAFA) will be included in all classes that impact international students. Do not use office codes or slashes on Info Addrees. List office codes under "Pass to Office Code" (Note 2).

BT
UNCLAS//N01540//
PASS TO OFFICE CODES (Note 3)
COMUSFLTFORCOM NORFOLK VA//N1T// (Note 3)
MSGID/GENADMIN/ACTIVITY SHORT TITLE/SERIAL #/MMM//

List the activity's Short Title example (CSCS Dahlgren) followed by the ITER serial number.

**SUBJ/IMPAIRED TRAINING AND EDUCATION REPORT (CATEGORY), (FY-
SEQUENTIAL NUMBER) (TYPE/CONDITION) //**

See Paragraph 6 of the basic instruction for definitions of type and category of ITER submissions.

REF/A/DOC/NETC/DATE //

Refers to the source reference document mandating an ITER report.

REF/B/CASREP/ACTIVITY SHORT TITLE/DTG/ADDRESSEE //

Used only if a CASREP has been issued in relation to this CIN/Course Data Processing (CDP) code. If the CASREP has been sent related to Equipment or Facilities, list the sending activity's short title, DTG of the sent message, and the Addressee. If the ITER is not related to Equipment or Facilities, place a dash in the Short Title, DTG, and Addressee Fields.

REF/C/PHONCON/POC/DATE // (as applicable)

To be used when phone or email contact was made by the Learning Center issuing an ITER (Detailer, PERS-4013, NETC, Program Offices, etc.) and information was discussed that would not be found in the CASREP. If not applicable, place a dash in the Phonecon, POC, and Date Fields.

REF/D/ (ENTER ADDITIONAL INFO, AS APPLICABLE) //

Used to inform the COC of any information not found in any other reporting vehicle previously used. If not applicable, place a dash in the Additional Info field. Use this field when the Condition of an existing ITER changes. Place UPGRADED or DOWNGRADED to notify the addressee of the change in priority of the message.

NARR/REF A IS NETCINST 1540.1H. REF B (ENTER REFERENCE INFO, AS APPLICABLE) . //

**POC/NAME/RANK/ACTIVITY/LOCATION/DSN: DSN NUMBER/COMM:
COMMERCIAL NUMBER/EMAIL: EMAIL ADDRESS //**

Enter the command point of contact (POC) who can be contacted for further information or clarification.

RMKS/1. Full reasons/circumstances associated with the impairment, include the following:

- A. Course title(s) (Note 2)
- B. Staff/Student Unit Identification Codes (UIC)
- C. CIN(s) (Note 2)
- D. CDP Codes (Note 2)
- E. NEC/MOS affected (Note 2)
- F. Initial Impact Date (Should reflect when impact began)
- G. Number of total convening(s) impacted (See following example, Status, Cancelled or Degraded). Do not include passed convene dates, documented previously.

(P)CIN	(P)CDP	Class #	Convene/Grad	Status
(1) C-602-3509	454H	2020-10	05MAR21/16MAR21	CNX
(2) C-602-3507	701B	2020-30	02APR21/08MAY21	DEG

- H. Total number of students affected:
 - (1) Scheduled, by FY (Include # data in below)
 - (a) Navy (including Reserves)
 - (b) Marines
 - (c) International StudentsAdd additional FYs if applicable
 - (2) Projected, by FY (Include # data in below)
 - (a) Navy (including Reserves)
 - (b) Marines
 - (c) International StudentsAdd additional FYs if applicable
 - I. Total number of international students affected, if any, and indicate if any international students will not be receiving their diploma/certificate due to the impairment.
 - J. Percent of planned Navy/other service throughput for current fiscal year affected. (Note 4)
 - K. Update summary. Highlight reason for update and summary of changes since original ITER or previous update. Applicable only to ITER updates. Not required for initial ITERs; message should reflect "N/A."
2. List alternatives considered (If none applicable, enter "N/A" in the message)
- A. Alternative 1 (short description)
 - (1) Availability
 - (2) Capacity

- (3) Feasibility
- (4) Cost
- (5) Justification for selecting alternative/reason alternative not selected
- B. Alternative 2 (short description)
 - (1) Availability
 - (2) Capacity
 - (3) Feasibility
 - (4) Cost
 - (5) Justification for selecting alternative/reason alternative not selected
- C. Other alternatives as necessary
- 3. Known impacts on Strike Groups or other Fleet workups or deployments.
- 4. Instructor manning issues (Personnel ITER). Include the following: (If instructor manning non-applicable, enter "N/A.")
 - A. Other activities support. (Describe fully why other activity personnel (internal or external) cannot be used to prevent the impairment.)
 - B. Rating/Rate(Enlisted)/Rank(s). (Include designator (Officer), Grade/Series (Civilian), and MOS (other service)).
 - C. Projected Billet Sequence Code(s) (BSC) Losses
 - D. Current BSC Gaps
 - E. Billet Title
 - F. NEC/MOS
 - G. Contractor issues (Include estimated cost)
 - H. Individual Augmentee (IA) assignments (Include if affecting manning, otherwise enter "N/A").
 - (1) BSC
 - (2) Expected Date of Departure
 - (3) Expected Date of Return
 - I. Manpower affected in six columns (BBD for the specific rate or NEC affected, current Billets Authorized (BA) P9 BA, Current on Board (COB), Projected on Board five months from now (POB5), and Projected on Board nine months from now (POB9) in the following example format):

(1)	(2)	(3)	(4)	(5)	(6)
RATE/NEC	CURBA	P9BA	COB	POB5	POB9
XXXC/XXX	01	01	01	01	01
XXX1/XXX	02	02	02	01	01
XXX2/XXX	09	09	09	07	03
TOTAL	12	12	12	09	05

Source: Billet Based Distribution
Date: 10 MAR 2021

Utilize above format for each of the following manning categories, as applicable: Other services Marine/Air Force/Army MOS (fair share numbers as applicable), civilian, contractor, reserves, and military officer that supports training.

J. Reserve/Contractor Instructor Support Analysis:

(1) Reserve Support Analysis (Statement concerning whether or not analysis has been completed, if/when reserve support will be requested)

(2) Contractor Support Analysis (Statement concerning whether or not analysis has been completed. Include, if/when contractor support/funding (NETC, LC, Program Office, POM etc.) will/has been requested concerning issue)

(3) Other Service Support Analysis (Statement concerning whether or not analysis has been completed, and if/when Other Service Support is requested, contact/status made to support Fair Share manning)

5. Mitigation(s) (State mitigations attempted, mitigations currently being used, and why ITER cannot be resolved).

6. Indicate action requested, NETC/external sources, etc.

7. Name (CO, XO)/Acknowledgement/Concurrence.//

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Note 1: COMUSFLTFORCOM NORFOLK VA and COMNAVPERSCOM MILLINGTON TN//PERS40/4013/4016// are info addressees for all ITERS. Include applicable PERS code for officer personnel ITERS.

Note 2: Include full course titles, CINs, and CDPs for all affected pipelines, segments, and/or single courses as applicable. Identify pipelines and segments where applicable. Ensure all affected NECs are listed.

Note 3: Include office codes as required. Do not list NETC office codes.

Note 4: When calculating percentage of throughput affected, the numerator will be: 1) course capacity for future convenes, or 2) number of students enrolled for convenes in progress. The denominator will be the plan for the affected FY.

ITER RESPONSE MESSAGE EXAMPLE

FM NETC PENSACOLA FL
TO SWOSCOLCOM NEWPORT RI (See Note 1)
INFO NSTC GREAT LAKES IL
COMNAVPERSCOM MILLINGTON TN
COMUSFLTFORCOM NORFOLK VA
TRASUPPCEN SAN DIEGO CA
NAVSEALOGCEN MECHANICSBURG PA
BT
UNCLAS //N01540//
PASS TO OFFICE CODES
COMUSFLTFORCOM NORFOLK VA//N1T//
COMNAVPERSCOM MILLINGTON TN//PERS40_/4013/4016//
MSGID/GENADMIN/NETC/MMM//
SUBJ/NETC RESPONSE TO SWOS IMPAIRED TRAINING AND EDUCATION
REPORT (ITER) 18-001 (EQUIPMENT/YELLOW)//
REF/A/GENADMIN/SWOSCOLCOM NEWPORT RI/ITER DTG//
REF/B/DOC/NETC/DDMMYYYY//
NARR/REF A IS SWOS ITER INITIAL 14-001 (EQUIPMENT/YELLOW). REF
B IS NETCINST 1540.1H (ITER POLICY AND REPORTING PROCEDURES).//
POC/DOE/CIV/NETC N3/MILLINGTON, TN/901-874-XXXX/
DOE.JOHN(AT)NAVY.MIL//
POC/NEWBIE/LT/NETC N3/MILLINGTON, TN/901-874-XXXX
X3086/NEWBIE.SWO(AT)NAVY.MIL//
RMKS/1. Acknowledge receipt of REF A.
2. See Note 2.
3. See Note 3.
4. See Note 4.
5. Send ITER UPDATE NLT DD MMM YYYY; earlier if conditions
warrant.//
BT

Note 1: Ensure all recipients of the LC's original ITER message are included in the NETC response message.

Note 2: Include a brief summary of the ITER (1-2 sentences). Include the main cause and impact of the ITER.

Example: Acknowledge total loss of training in GCCS 4.X COIs due to software incompatibility.

Note 3: Include NETC N-Code response if applicable (e.g., for personnel ITER, include NETC N1 response).

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Example: (Learning Site Name) Instructor Manning Status:
Currently BA5/COB3 with no prospective gains. Billets were
advertised in MNA but not filled due to lack of rollers.

Note 4: NETC recommendation.

Example: NETC concurs with LC mitigation/actions; NETC directs
downgrade from ITER Red to ITER Yellow, etc.

Enclosure (2)

ITER CORRECTION MESSAGE EXAMPLE

FM LEARNING CENTER
TO NETC PENSACOLA FL (Note 1)
INFO
COMNAVPERSCOM MILLINGTON TN (Note 2)
COMUSFLTFORCOM NORFOLK VA
TYCOM (as applicable)
LEARNING CENTER (as applicable)
NETSAFA PENSACOLA FL (as applicable)
TRASUPPCEN (as applicable)
SYSCOM (as applicable)
HOST BASE/REGIONAL COMMANDER (for support related issues)
BT
UNCLAS //N01540//
PASS TO OFFICE CODES
COMNAVPERSCOM MILLINGTON TN//PERS40X/4013/4016//
COMUSFLTFORCOM NORFOLK VA//N1T// (Note 3)
BUPERS MILLINGTON TN//40// (Note 1)
MSGID/GENADMIN/ACTIVITY SHORT TITLE/SERIAL #/MMM//
SUBJ/IMPAIRED TRAINING AND EDUCATION REPORT **(FY-SEQUENTIAL
NUMBER)** (TYPE/CONDITION) CORRECTION//
REF/A/DOC/NETC/DDMMYYYY//
REF/B/INITIAL ITER/FROM ACTIVITY SHORT TITLE/DTG//
REF/C/CASREP/FROM ACTIVITY SHORT TITLE/DTG// (if applicable)
REF/D/PHONCON/POC/DATE// (if applicable)
REF/E/ (additional info as applicable)//
NARR/REF A IS NETCINST 1540.1H. REF B/C/D/E (ENTER REFERENCE
INFO, AS APPLICABLE).//
POC/NAME/RANK/ACTIVITY/LOCATION/DSN: DSN NUMBER/COMM:
COMMERCIAL NUMBER/EMAIL: EMAIL ADDRESS//
RMKS/1. BRIEF STATEMENT ON ORIGINAL IMPAIRMENT.
2. ACTIONS TAKEN TO RESOLVE THE IMPAIRMENT.
3. NAME (CO, XO, ED)/ACKNOWLEDGEMENT/CONCURRENCE.//
BT

Note 1: Include CNO/BUPERS office codes as required. Do not list NETC office codes.

Note 2: COMNAVPERSCOM MILLINGTON TN//PERS40/4013/4016//are info addressees for all enlisted Personnel ITERs. Include applicable PERS code for officer Personnel ITERs.

Note 3: COMUSFLTFORCOM NORFOLK VA is an info addressee for all ITER messages. Additionally, pass to office code COMUSFLTFORCOM NORFOLK VA//N1T// should be included on all ITER messages.

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Ensure all recipients of the Learning Center's original ITER message are included on the ITER Correction so that they are aware of the correction.

ITER PROCESS FLOW CHART

