



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

NETCINST 1540.1K  
N3  
17 Jun 2024

NETC INSTRUCTION 1540.1K

From: Commander, Naval Education and Training Command

Subj: IMPAIRED TRAINING AND EDUCATION REPORT POLICY AND  
REPORTING PROCEDURES

Ref: (a) NAVEDTRA 135D of 10 August 2018  
(b) NETCINST 3040.1A  
(c) SERENA User Guide  
(d) Graphical View of Project: Impaired Training and  
Education Report Tracking in SERENA  
(e) OPNAVINST 1510.10E  
(f) NETCINST 4950.2G

Encl: (1) Initial Impaired Training and Education Report  
Message Example  
(2) Initial Impaired Training and Education Report  
Response Message Example  
(3) Initial Impaired Training and Education Report  
Correction Message Example  
(4) Initial Impaired Training and Education Report  
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 (e) as guidance.

2. Cancellation. NETCINST 1540.1J.

3. Background. The ability of NETC training commands to provide training and education as scheduled directly impacts fleet readiness. The ITER message notifies the NETC chain of command (CoC) and relevant stakeholders of situations that currently or may soon impair timely execution of NETC's training and education missions.

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

a. ITER Conditions. An ITER's "condition" reflects the severity of the training impairment and is coded by a color (see below). All ITER submissions and updates require assignment of a color code. A change in severity of an ITER often requires a corresponding update to the ITER's color code. The two color codes are:

(1) Yellow: Denoting a future, anticipated situation that may result in delayed or canceled classes, failure to instruct critical learning objectives, degradations in training quality or delivery, or inability to meet scheduled throughput if appropriate action is not taken.

(2) Red: A current situation that has or will very shortly cancel or stop any formal training entirely, or that degrades Navy enlisted classification (NEC) producing training to the point that the NEC cannot be awarded.

b. ITER Types. Provides notice of the specific impairment to training.

(1) Personnel. A lack of qualified instructors that impairs, or potentially impairs, the ability to conduct training. Gapped billets do not necessarily warrant an ITER if a work-around, such as cross-management of instructors, mitigates the training or education impairment. If a learning center (LC) does not anticipate timely corrections of an identified manning deficiency after communicating with their placement coordinator (PERS-4013), NETC Manpower and Manning, or the NETC Human Resource Office (N1CP), an ITER should be initiated. When a LC has a new manning deficiency for the same rating or NEC across different learning sites (LS), LCs will update the original ITER to show all vacancies and courses affected. LCs will use paragraph 6 of enclosure (1) to prioritize identified vacancy against all vacancies for the same rating or NEC within their LSs. LCs with existing ITERs open for the same rating or NEC will have existing ITERs combined and LCs will be required to prioritize fills.

NOTE: Personnel issues frequently take time to resolve. Commands should take proactive steps to identify

manning shortfalls that may prevent the delivery of training at least 9 months in advance. LCs and LSs should make every effort to coordinate with NETC Total Force Manpower (N1) and N1CP prior to ITER submission. Notification and coordination should be completed as early as possible so the situation can be resolved before impacting training or education. Per reference (a), LCs should work closely with the LSs to mitigate personnel shortages prior to submitting an ITER. Examples of mitigations include, but are not limited to, adjusting class size, waivers for instructor or student ratios, and using instructors from other commands within the same domain. In the event an ITER is submitted, NETC N1 is a mandatory reviewer for military personnel ITERs and 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 affect 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 (b), will precede all equipment ITERs, if required. NETC N4 and N44 are mandatory reviewers of 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. Additionally, student barracks renovations, other closures that will limit the number of students who can enroll in training courses, or trainer or equipment installation or modification issues that are facilities-driven are also included. Some information technology (IT) issues could potentially fall under the facilities category when the IT infrastructure is insufficient or suffers a casualty that affects training delivery. All facility ITERs should include the facility number, room number if available, as well as the Naval Facilities Engineering Systems Command work order number or a status of host agent coordination in lieu of work order information when unavailable. NETC N4 and N43 are mandatory

reviewers for facilities ITERs. NETC IT Program Manager (N6) is a mandatory reviewer if the ITER involves IT systems (see paragraph 4b(6) regarding IT issues).

(4) Curricula. This type of ITER may include curricula incompatibility with electronic classrooms (ECR), incomplete or late delivery of contractor-developed curricula, or situations where the schoolhouse curricula or technical training equipment (TTE) do not match that found in the fleet. NETC Training and Development Division (N7) is the primary point of contact (POC) for curricula ITERs and will interface with applicable requirement sponsors, systems commands, and program offices to determine resolution. NETC N7 is a mandatory reviewer of curricula ITERs.

(5) Ammunition. Utilize this type of ITER to report arms, ammunition, and explosives shortfalls. NETC N4 and N414 are the primary POCs.

(6) IT. Situations where IT issues impact training delivery or instructor preparation will be classified as IT ITERs. Examples include IT supportability issues, ECR support, lag time or speed issues, IT equipment and network failures, the inability to access electronic content hosted by enterprise training delivery services, and when the IT infrastructure is insufficient or suffers a casualty that affects training delivery. NETC N6 is a mandatory reviewer.

(7) Blanket. Use this type of ITER 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 affected and the primary associated adverse effect (e.g., 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 (CDP) or CIN. Initial ITERs will use a

fiscal year (FY) 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 any time a condition changes, at the discretion of the production line manager (PLM) based on reported conditions or expected repair date, or no greater than 6 months. Update intervals shall take into account the severity of the impairment and the estimated time to rectify the issue. Updates will maintain the FY 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 must 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. LCs will report final resolution of an ITER by submitting a COR to NETC for final adjudication by NETC Supply Chain Operations (N3).

## 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. All ITER messages will follow the formats prescribed in enclosures (1) through (3). Enclosure (1) is an Initial ITER Message Example, enclosure (2) is an ITER Response Message Example, and enclosure (3) is an ITER Correction Message Example. To determine ITER type and category, LC will utilize the definition in paragraph 4. The process flow is depicted in enclosure (4).

b. ITERs are reserved for communicating training production issues between a LC and NETC. Subordinate LSs shall report issues to their parent LC utilizing whatever process or 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 must be closely monitored by the NETC PLM using the actions and guidelines in references (c) and (d). NETC

division directors (DD) and special assistants (SA) will designate ITER POCs and use the SERENA tracking and reporting tool 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 ITER submissions, using the template provided in enclosure (2), and have that response ready for release within 5 working days of receipt of the ITER message. Using the SERENA tracking and reporting tool, NETC PLMs will select the appropriate NETC DDs and SAs for review utilizing Table 1 as a guide. DD and SA responses must be provided via SERENA within 2 working days of notification of the ITER. Responses must include any current efforts to resolve impairments, updated data, concurrence and acknowledgement of LC message submission information, and DD and SA message information reply back to the LC. ITERs not corrected in a timely fashion will be monitored closely by the appropriate NETC DD or SA with status updates to NETC leadership as directed in paragraph 9 of this instruction.

<b>ITER Type or Situation</b>	<b>NETC DD and SA Reviewers</b>
*Personnel	N1, N3, N1CP (civilian instructors)
*Equipment	N3, N44, N9
*Facilities	N3, N4, N43, N6 (IT-related), N9
*Curricula	N3, N44 (TTE or other equipment related), N7
*Ammunition	N3, N413
IT	N3, N6, N9
Blanket	N3
*All high-risk course of instruction (COI) and safety issues	N00X
*Funding requested from NETC	N8
Any required resourcing program objective memorandum issue	N9

Table 1: Selecting NETC DD and SA Reviewers

e. DD and 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 must be processed in the SERENA tracking and reporting tool by the applicable PLM per references (c) and (d).

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

h. This reporting process is not intended to replace other normal administrative vehicles (e.g., equipment CASREP). Date time group (DTG) of CASREPs will be included in the ITER as a reference and will 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 will mitigate training issues internally to the maximum extent possible prior to generating an ITER.

b. When training has degraded to the point that a NEC or military occupational specialty (MOS), or other skill award cannot be granted, LCs and subordinate LS 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 (LO) can be attained. When the LC assessment determines that an NEC award recommendation is still valid, the LC must work with NETC N7 to obtain requirement sponsor concurrence. That concurrence will be reflected in the text of the ITER message and include page 13 entries as appropriate, regarding how the LO will be trained (e.g., on the job training, personnel qualification standards, joint qualification requirements).

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

cancellations must be provided to NETC N3. To ensure accurate documentation of class cancellations due to an ITER, enter the applicable cancellation code in CeTARS per reference (e), and ensure the students are removed from the convene by the cognizant detailer or LC.

e. The LC or LS will notify their servicing organizations of cancelled convenes. The quota management authority will then notify individuals or commands holding reservations that a convening has been cancelled. If possible, the LC or LS will provide the date for which training has been rescheduled.

f. ITER messages will 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 must indicate the reason for not awarding a diploma.

g. ITER messages must 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 will constantly track and report the status and resolution of all ITERs in partnership with NETC. They will 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 will 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 recommending a skill award (NEC or MOS) cannot be made, the following administrative actions will be taken:

a. Ensure CeTARS is changed to indicate the NEC will not be recommended for students who received degraded training, per reference (e). This is accomplished through the student management icon CeTARS main menu page > student management > grad button. The box for each student is automatically checked as a default in the recommend for skill or rate column. The boxes must be "unchecked" prior to graduating the class so the NEC will not be awarded.



b. A NAVPERS 1070/13 entry must 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 and 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 (f) requires the POC from the international training LC to inform Naval Education and Training Security Assistance Field Activity (NETSAFA) N3 via phone or e-mail prior to canceling courses.

9. Speedy Resolution. Any potential situation that may impact training and education should be identified at the earliest possible timeframe. All open ITERs will be reviewed by the respective N-code at least annually to ensure they remain valid and require NETC Headquarters assistance. ITERs should be coordinated with the CoC for resolution per guidance below:

a. Yellow ITERs. Will be maintained at DD and SA level unless plan in place to resolve is modified so that ITER would be at risk of being upgraded to Red.

b. Red ITERs. Must be briefed to chief of staff, executive director, and deputy for training operations (DTO) when O-6 or general schedule - 15 coordination is unable to resolve with a request for flag engagement.

10. ITER Reviews. As a way to ensure ITERs are reevaluated on a regular basis, open ITERs will be brought before an ITER review working group. This working group will meet on a regular basis (at least quarterly) to discuss ITERs. ITERs will be chosen for this review based on their type and condition. The working group will be chaired by the DTO with NETC N-code involvement and affected LCs representation.

#### 11. 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.

12. 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.

13. Forms. The following form is available for download from the myNavy HR web site (<https://www.mynavyhr.navy.mil/references/forms/NAVPERS/>): NAVPERS 1070/613 (Administrative Remarks)



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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](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

INITIAL IMPAIRED TRAINING AND EDUCATION REPORT 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 ITER messages will be addressed to NETC.

**INFO COMNAVPERSCOM MILLINGTON TN** (note 1)  
**LEARNING CENTER** (as applicable)  
**NETSAFA PENSACOLA FL** (if international students impacted)  
**MARINE CORPS HEADQUARTERS** (if United States Marine Corps students impacted)  
**COAST GUARD HEADQUARTERS** (if United States Coast Guard is impacted)  
**ARMY HEADQUARTERS** (if United States Army is impacted)  
**AIR FORCE HEADQUARTERS** (if United States Air Force is impacted)  
**RESERVE FORCES** (if Reserves impacted)  
**SYSCOM** (as applicable)  
**RESOURCE SPONSOR** (as applicable)  
**COMUSFLTFORCOM NORFOLK VA** (note 1)  
**TYCOM(s)** (include all type commanders 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. NETSAFA will be included in all ITERs 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 (SCSTC 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 or CDP. 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 e-mail contact was made by the LC issuing an ITER (detailer, PERS-4013, NETC, program offices) 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 1540.1K. REF B (ENTER REFERENCE INFO, AS APPLICABLE).//**

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

Enter the command POC who can be contacted for further information or clarification.

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

- A. Course title(s) (note 2)
- B. Staff or student unit identification codes
- C. CIN(s) (note 2)
- D. CDP codes (note 2)
- E. NEC or MOS affected (note 2)
- F. Initial impact date (should reflect when impact began)
- G. Number of total convenings impacted (see following example, status, cancelled or degraded). Do not include past 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 or certificate due to the impairment.
  - J. Percent of planned Navy or other service throughput for current FY 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 or reason alternative not selected.
  - B. Alternative 2 (short description)
    - (1) Availability

- (2) Capacity
- (3) Feasibility
- (4) Cost
- (5) Justification for selecting alternative or 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 is 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 or Rate(Enlisted) and Rank(s). (Include designator (officer), grade or series (civilian), and MOS (other service)).

C. Projected Billet Sequence Code(s) (BSC) Losses

D. Current BSC Gaps

E. Billet Title

F. NEC or MOS

G. Contractor issues (include estimated cost)

H. Individual Augmentee assignments (include if affecting manning, otherwise enter "N/A").

(1) BSC

(2) Expected Date of Departure

(3) Expected Date of Return

I. Manning affected in six columns (specific rate and NEC or grade or series affected, current billets authorized (CURBA) P9 BA, current on board (COB), projected on board 5 months from now (POB5), and projected on board 9 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: Identify data source, as applicable

Date: 10 MAR 2022

Utilize above format for each of the following manning categories, as applicable: Other services Marine Corps, Air

Force, Army MOS (fair share numbers as applicable), civilian, contractor, reserves, and military officer that supports training.

J. Reserve and Contractor Instructor Support Analysis:

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

(2) Contractor Support Analysis (statement concerning whether or not analysis has been completed. Include, if or when contractor support or funding (NETC, LC, program office, program objective memorandum, etc.) will or has been requested concerning issue).

(3) Other Service Support Analysis (statement concerning whether or not analysis has been completed, and if or when other service support is requested, contact or status made to support fair share manning).

5. Mitigation(s): State all mitigations attempted or mitigations currently being used that are allowed per reference (f), and why ITER cannot be resolved. Examples of mitigations include, but are not limited to, adjusting class size, waivers for instructor and student ratios, using instructors from other commands within the same domain.

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

7. Name (CO, executive officer), acknowledgement, and concurrence.//

BT

**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 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.

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INITIAL IMPAIRED TRAINING AND EDUCATION REPORT  
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  
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 22-001 (EQUIPMENT/YELLOW). REF  
B IS NETCINST 1540.1K (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).

Enclosure (2)



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Example: (LS Name) Instructor Manning Status:  
Currently BA5 and COB3 with no prospective gains. Billets were advertised in MyNavy Assignments but not filled due to lack of rollers.

**Note 4:** NETC recommendation.

Example: NETC concurs with LC mitigation and actions; NETC directs downgrade from ITER red to ITER yellow, etc.

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INITIAL IMPAIRED TRAINING AND EDUCATION REPORT  
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)  
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 1540.1K. 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 Chief of Naval Operations and Bureau of Naval Personnel 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 ITER. Include applicable PERS code for officer personnel ITER.

Enclosure (3)

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**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. Ensure all recipients of the LC original ITER message are included on the ITER COR so they are aware of the correction.

INITIAL IMPAIRED TRAINING AND EDUCATION REPORT PROCESS FLOW CHART

