



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

NETCINST 1540.2B

N5

5 May 2021

NETC INSTRUCTION 1540.2B

From: Commander, Naval Education and Training Command

Subj: NETC TRAINING EFFECTIVENESS PROGRAM

Ref: (a) NAVEDTRA 135D

Encl: (1) Sample Level 1 Feedback Survey
(2) Learning Assessment System (LAS) User Account
Registration Process
(3) Sample Level 3 Graduate Feedback Survey
(4) Sample Level 3 Supervisor Feedback Survey

1. Purpose. Provide governance for implementing a standard Training Effectiveness Assessment Program for all Learning Centers (LCs), Training Activities, and Learning Sites (LSs) within the Naval Education and Training Command (NETC) domain per reference (a).

2. Cancellation. NETCINST 1540.2A.

3. Background

a. The quality of the student environment, instructional delivery, assessment strategy, and continued training reinforcement all contribute to a student's ability to learn and retain skills and knowledge essential to professional performance. Formal training activities, by themselves, do not guarantee transfer of knowledge and skills.

b. Reinforcement of learning after initial training is critical to ensure decay of the learning is minimized. Learning is perishable and reinforcement of that learning must be considered and integrated into continuum of learning and supported by the delivery system.

c. A robust evaluation system at each stage, integrated with feedback mechanisms in a quality assurance and configuration management framework, ensures consistency,

currency, efficiency, and effectiveness across the training enterprise.

d. The Navy is currently in a transformative phase, transitioning from the traditional blended learning approach of classroom lecture and practice in a lab environment to a Modernized Delivery method combining the optimum of classroom/lab, and on-line modes appropriate to the subject and the learner. Consequently, the ability to quickly and accurately assess the effectiveness of different approaches and modalities of training has never been more important than it is today.

e. The Navy's approach to training evaluation is founded on the "4 level" model created by Dr. Donald Kirkpatrick. Within this evaluation model, a robust training system includes the ability to assess effectiveness at four levels:

Level 1, Reaction: Measures students' initial reaction of the training to gain an understanding and valuable insight into the material quality, instructor, and more. Specifically, how the students felt about the training. Capture of this data is generally via an end-of-module or end-of-course survey.

Level 2, Learning: Measure how much knowledge and skills were effectively absorbed during the training and map it to the learning objectives. Final examinations, lab practice and capstone events are examples of measurement at this level.

Level 3, Behavior: Measure the transfer of acquired knowledge and skills to on-the-job performance. At this level, the degree to which training has influenced the behavior of the student, and how they are applying their new knowledge and skills to their job is measured. To date, the typical method to assess behavior is via voluntary surveys of students and their supervisors 6-12 months after graduation. Data capture of actual performance on the job is the preferred method. For accession Sailors, the timeframe for the assessment will be adjusted to 12 months after reporting to first duty station or from the completion of the full accession training path.

Level 4, Results: Measure and analyze the impact training has had on improvements in operational capabilities, readiness, and mission performance. Methods of accessing this

data includes direct surveys, targeted exercises, and analysis of operational readiness and logistics data using a variety of data science techniques.

f. A comprehensive system incorporating accurate measurement based on the Kirkpatrick four-levels of evaluation allows the Navy to ensure training meets the fleet's professional knowledge, skills, and ability needs responsively and at minimum cost.

4. Applicability. This instruction is applicable to all NETC training activities.

5. Discussion

a. Learning Assessment System (LAS). The NETC designated LAS serves as an enterprise solution for learning assessment design and delivery. All NETC training activities shall use the NETC designated LAS. Learning assessments are essential tools for all education and training systems. They can generate high-quality data on learning and achievement used to monitor equitable training outcomes, inform evidence-based policy making reforms, and improve training and learning practices. The LAS can consist of a variety of tools and systems to capture and analyze the effectiveness to the training being delivered including a Learning Management System (LMS).

b. Student Reaction Survey. The standard Kirkpatrick Level 1 survey questions are available in the "Student Reaction Survey" topic in the shared repository located in the LAS and in enclosure (1) of this instruction. Contact the help desk (DC2HSSupport.fct@navy.mil) to request access to the topic folder for use in a Level 1 assessment. For data integrity and analysis purposes, users must not modify, delete, or relocate survey questions within the 17-question set. If commands determine the need for additional questions, they may add them to the end of the standard survey following the guidance provided in paragraph 6e(2). LCs/LSs responsible for Interservice Training Review Organization courses should coordinate with the host service to conduct Level 1 and 2 assessments and may be required to conduct using different tools and formats.

NOTE: Evaluating participants' reactions may not determine the effectiveness of training, however, capturing participants' viewpoints on the training may identify gaps in learning needs, highlight a training's strengths and weaknesses, and determine barriers to learning.

6. Policy

a. All students in A1, A2, A3, AP (excluding AP courses that are 5 instructional days or less), C1, C2, G1, and G2 type courses must have a final score assigned reflecting their performance against the learning objectives of the course of instruction. Other courses of instruction are encouraged, but not required, to assign a final score. This score must be a numeric (decimal permitted) value between "0" and "100" (inclusive), with "0" representing a failure to complete any graduation requirements and "100" reflecting the best performance possible against all course learning objectives. The methodology for the calculation of a final score between the two extremes is left to the discretion of the LC/LS. However, the objective assessment of performance is highly encouraged, as excessive inflation or deflation of scores could confound quality assessments and impede course maintenance/upgrade efforts.

b. The student's final score must be entered into the Corporate enterprise Training Activity Resource Systems (CeTARS) within 3 days of course graduation in the "Grade" field of the Student Training Management sub-system Graduation Form.

c. Waivers

(1) LC Commanding Officers (COs) may request a waiver for courses deemed unsuitable for an individual final numeric score. However, the assessment of performance is encouraged to assist in course maintenance/upgrade efforts.

(2) Waiver requests must be submitted to NETC N5 in standard Naval memorandum per SECNAV M-5216.5, providing justification for the waiver request.

d. All new development of student testing will be conducted in the LMS using established standards included in "SCORM

Package Import Guide for LAS to LMS Developers" guideline. This guide is located within LMS.

(1) NETC component commands will not accept any testing in CeTARS without permission from NETC N7 Division Director.

(2) NETC component commands will follow the NETC N7 "Publishing a SCORM package for the Learning Management System" guideline.

e. Survey Development and Training Assessment. All training activities with Training Network classroom configurations, conducting training assessments and/or surveys must use LAS to develop and administer the NETC standardized student feedback Kirkpatrick Level 1 (Reaction), Level 2 (Learning), and Level 3 (Behavior) assessment. For assessment authoring and administration within the LAS, a user must request an account as outlined in the approval process in enclosure (2). The Student Level 1 (Reaction) Survey, enclosure (1), has been developed and is available within the LAS. Any deviation from the LAS for surveys and assessments requires a waiver from NETC N5. Samples of Level 3 assessments are included as enclosures (3) and (4), but they require modification because unlike Level 1 assessments, which are generalized, they must reflect the specific skills or tasks being assessed.

(1) The standardized survey, provided within this instruction, must not be modified. However, training activities and sites that report to Naval Service Training Command and conduct initial accession training (e.g., Recruit Training Command, Officer Training Command, etc.) may do so when questions are not appropriate for the methods used in accession training. LCs or LSs may submit recommendations for changes to NETC N5 for review.

(2) Users may add questions to the end of the standardized survey to address LC/LS specific needs. Additional questions must be forwarded to the Learning Assessment Program Manager (NETC N511) for Personally Identifiable Information (PII) review and final hosting on the central server.

(3) Survey Administration

(a) Level 1 surveys must be explained to students

during course indoctrination and again prior to starting the survey. The Student Feedback Program is confidential, and all comments are optional. Students should be encouraged to complete the survey with constructive feedback. Students are encouraged, but not required, to place their name on completed surveys to facilitate follow-on inquiries supporting LC/LS quality management activities.

(b) All students dropped from training are given the opportunity to complete a student survey.

f. Training Quality Assessment. Formal Course Reviews (FCRs) provide a sound process for assessing and ensuring effectiveness of a particular course. An FCR is a systematic process designed to measure the effectiveness of the command's training program. Reference (a) provides policy and detail regarding FCRs and requires all courses of instruction undergo an FCR at least once every 3 years.

(1) LCs must implement mandatory periodic FCRs per the following schedule:

(a) All courses: within 12 months of initial launch or a major revision to the course curriculum.

(b) All courses of type A1, A2, A3, AP (excludes AP courses that are 5 instructional days or less in length), C1, C2, G1 and G2: within 36 months of the previous FCR.

(2) LCs must assess an FCR Training Quality Indicator (TQI) as described in reference (a) and report it to NETC N51 on an annual basis no later than 30 June each year.

7. Action and Responsibilities

a. NETC N5

(1) Establish policy to execute the Navy's Training Effectiveness Program.

(2) Serve as student NETC Training Effectiveness Program policy waiver authority.

(3) Collect, collate, and report LC FCR TQIs to Commander, NETC.

(4) Review LC requests for additional questions addressing LC/LS specific needs for PII. Approve requests which do not conflict with Department of the Navy Chief Information Officer guidance for information systems. Provide disapproval response to LC/LS with justification.

b. NETC N7. Promulgate additional Kirkpatrick Level 1 and Level 2 Survey and Assessment guidance, as necessary.

c. NETC N6. Deploy, maintain, upgrade, and provide application support and training for the NETC enterprise instance of the LAS.

d. LCs

(1) Monitor courses for survey triggers, including initiation of a new course, revision of an existing course, Safety Performance Assessment, Training Requirements Review, or as identified during an FCR.

(2) Establish a standard methodology for calculating the final score for LSs with all students in type courses A1, A2, A3, AP (excluding AP courses that are 5 instructional days or less in length), C1, C2, G1, and G2 reflecting their performance against the learning objectives of the course of instruction. This score must be an integer value between "0" and "100" (inclusive), with "0" representing a failure to complete the minimum graduation requirements and "100" reflecting the best performance possible against all course-learning objectives. (See paragraph 3e above.)

(3) Once a survey/assessment is completed by Graduate/Supervisor, compile and analyze the data, and create analysis report survey/assessments for review.

NOTE: OPNAV N1 may also initiate "triggers" due to Rating Mergers, establishment of or revision to a Navy Enlisted Classification, or revision to an Enlisted Occupational Standard. Once an assessment is triggered, the LC will identify the course and develop assessment questions.

(4) Monitor trends on final course grades to determine if changes to training content or method are needed.

e. COs and Officers in Charge (OICs)

(1) Must ensure constant monitoring of this training effectiveness initiative using the standardized survey questions provided in enclosure (1).

(2) Ensure student feedback is reviewed to identify and resolve problems of an immediate nature, per reference (a).

(3) Ensure recommended changes to the standard 17-question set are forwarded to NETC N5 for review.

(4) Ensure student reaction surveys are completed at the end of the course if it is 1 week (5 working days) or longer in duration. At the CO's/OIC's discretion, courses less than 1 week in duration may be surveyed. (See paragraph 3e above.)

(5) Ensure LCs/Direct Reports and LS staff are properly trained in the operation and use of surveys.

(6) Commands will include NETC Training Effectiveness Program into the Managers' Internal Control Program (MICP), to be inspected as part of the MICP.

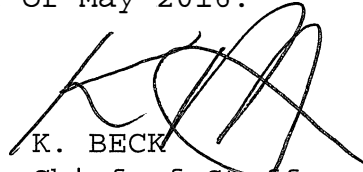
(7) Ensure student grades are recorded as directed in paragraph 6b for graduates of course types listed in paragraph 6a. At the CO's/OIC's discretion, graduates from other type courses may be assigned final grades.

8. 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.

9. 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

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC Reference Library in DON Tracker or by email at netc_directives@navy.mil.

SAMPLE LEVEL 1 FEEDBACK SURVEY

Privacy Act Statement

Authority to request this information is granted under 5 U.S.C. §301 and Department of the Navy (DON) Regulations.

Purpose: The purpose of this questionnaire is to measure your reaction to the training.

Routine Uses: The information collected will be used by the (insert center name here) to evaluate training and make improvements.

Disclosure: The information you provide WILL NOT become part of your permanent record and WILL NOT be used to make decisions about you or affect your career in any way.

The survey takes approximately 10-15 minutes to complete. When finished, please do not strike any key after selecting "Submit Survey" until you receive a message confirming the survey was submitted.

Course of Instruction

Please identify your course of instruction. The following **Bold** text will not appear on the survey. It is for explanation only. (**This is a dropdown box. Students will select the course title, Course Information Number, and Course Data Processing Code, with instructor guidance, from a list). Possible examples include:**

Please select your course: **(Centers will populate, and an example is provided below.)**

Shipboard Gauge Calibration Training A-652-0240 (090G)

Quality of Content

1. This training met my needs.
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree

2. Course content enabled me to meet the training objectives.
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree

3. The physical training environment (classroom, labs, etc.) enabled me to meet the training objectives.
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree

4. The sequence of the lesson topics helped me meet the training objectives.
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree

5. Course and support materials helped me meet the training objectives (e.g., trainee guides/handbooks).
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree

6. Training aids were used effectively to help me meet the training objectives (e.g., videos, mock-ups, etc.)

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

7. Please use the space below to comment on the quality of the course content.

Quality of the Instructor(s)

8. Who was your primary instructor?

Name: _____

9. Please rate the effectiveness of your primary instructor.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
The instructor was professional at all times.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor kept the learning interesting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor taught at a level I could understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor clearly explained the training objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor encouraged me to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The instructor answered my questions adequately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was available to provide additional assistance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Would you like to rate the effectiveness of an additional instructor?

- Yes (Go to question 11)
- No (Go to question 13)

11. Who was your secondary instructor?

Name: _____

12. Please rate the effectiveness of your secondary instructor.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
The instructor was professional at all times.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor kept the learning interesting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor taught at a level I could understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor clearly explained the training objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor encouraged me to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor answered my questions adequately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The instructor was available to provide additional assistance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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13. Please use the space below to provide any specific comments you may have about the quality of your instructor(s).

Quality of Life

14. The following Quality of Life services provided at this command/base met my needs.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
MWR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Messing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Berthing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Please use the space below to provide any specific comments you may have regarding quality of life issues while attending the training.

Safety

16. Safety and Operational Risk Management (ORM) concerns were appropriately addressed in this training event.

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

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17. Please use the space below to address any safety and ORM concerns you may have encountered while attending this training.

Enclosure (1)

LEARNING ASSESSMENT SYSTEM (LAS)
USER ACCOUNT REGISTRATION PROCESS

To access the Browser-Based Authoring application (i.e., Enterprise Manager), you must request an account by completing the LAS User Account Request form. The form can be accessed and processed as follows:

1. LAS Access. To request a LAS User Account, access the request form at <https://las.ncdc.navy.mil>.

NOTE: Level 1 Training is required to receive a LAS account. Training consists of a webinar given via Defense Connect Online and lasts approximately 1 hour - depending on questions asked.

- a. Select "OK" when prompted for your certificate.

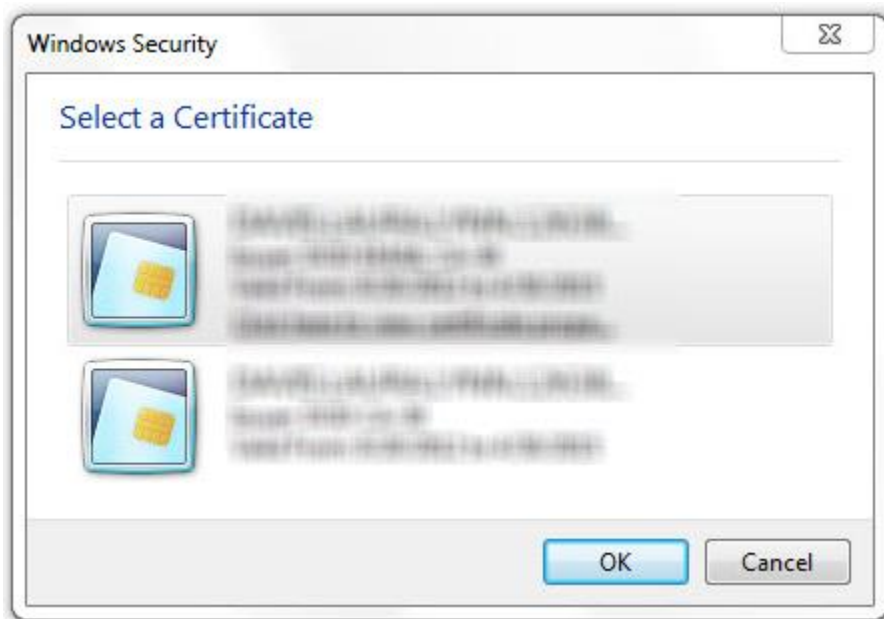


Figure 1. Select a Certificate

b. The "DoD Notice and Consent Banner" will display. Select the "Request Additional Accesses" button.

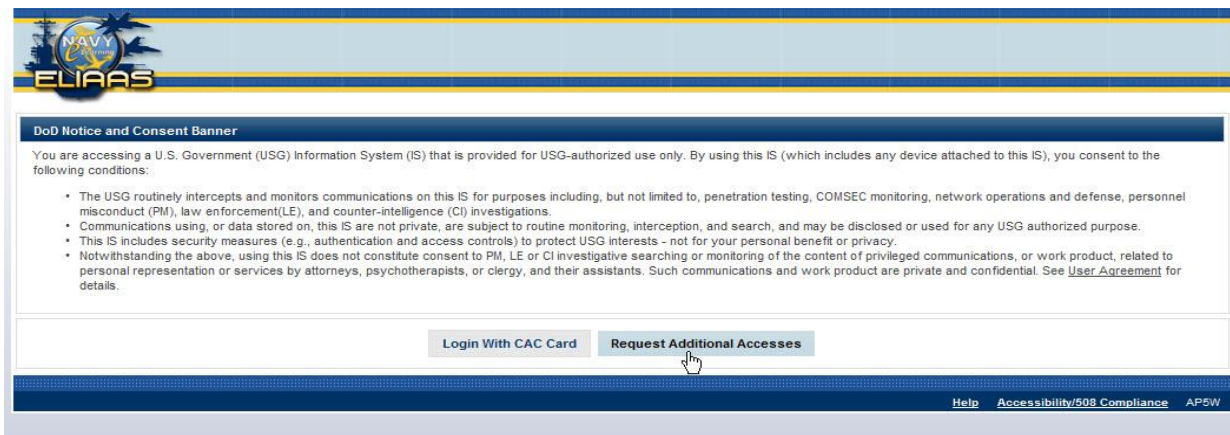


Figure 2. DoD Notice and Consent Banner

c. The "Account Requests" page will display. Select the "LAS Administrative Account Request" link.

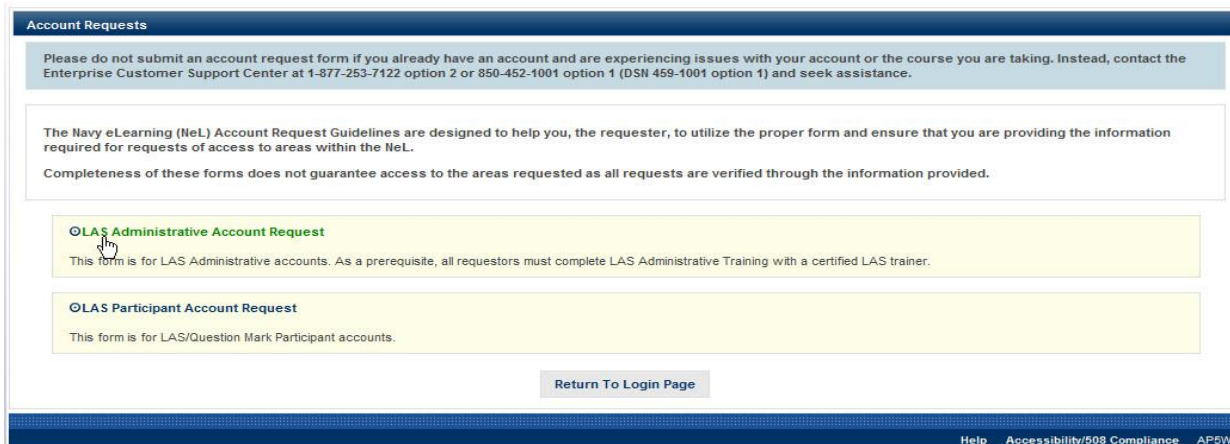


Figure 3. Account Requests

d. The "Privacy and Security Policies" page will display. Read, and if you agree, select the "I agree" button to continue the process.

Privacy and Security Policies

DoD Notice and Consent Banner

You are accessing a U.S. Government (USG) information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

Monitoring

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.


Privacy Act Statement
Authority: 10 U.S.C. Section 5013, Secretary of the Navy; 10 U.S.C. 5041 Headquarters Marine Corps; 5 U.S.C. 301, Departmental Regulations; 14 U.S.C. 93, Commandant, U.S. Coast Guard General Powers; 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. Section 3013, Secretary of The Army; E.O. 9397 (SSN).
Principal Purpose: This information will be used to verify the identity of eligible users of the Navy ELearning (NEL) system.
Routine Uses: Verify/validate eligibility within the Defense Eligibility Enrollment Reporting System (DEERS).
Disclosure: Voluntary. However, failure to provide the requested information may result in the inability to verify eligibility with DEERS to use the NEL system.

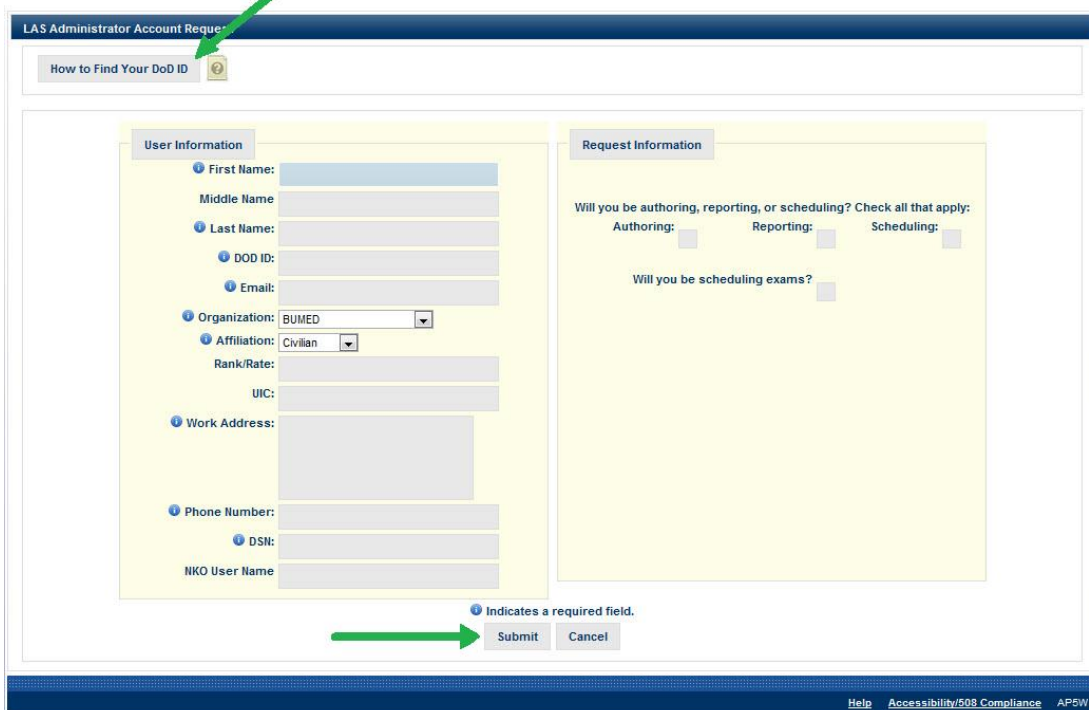
Registration Information
We request DOD ID number, date of birth (DOB), and full name during the registration process only to authenticate your identity. Information submitted is compared with your information in the DEERS Database. The information is used solely to verify that you are authorized to have access to Navy eLearning. This data is already in the DEERS database and the Secretary of the Navy is authorized to use the data for verification purposes. Your DOD ID will be stored with your account when it is created, but it is not shared with any other agency or organization, it is not part of your user name, and it is used only as a discriminator during multiple identity instances.

Is It Safe?
Security during registration is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and NEL. We use the same technology other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure you have established a secure connection.

Help Accessibility/508 Compliance AP5W

Figure 4. Privacy and Security Policies

e. Complete the "LAS Administrator Account Request" page. The fields with a  next to the text are required fields. To find your DoD ID click the "How to Find Your DoD ID" button.



The screenshot shows the "LAS Administrator Account Request" form. At the top left, there is a button labeled "How to Find Your DoD ID" with an information icon. The form is divided into two main sections: "User Information" and "Request Information".

User Information:

- First Name: (required)
- Middle Name:
- Last Name: (required)
- DOD ID: (required)
- Email: (required)
- Organization: (dropdown)
- Affiliation: (dropdown)
- Rank/Rate:
- UIC:
- Work Address:
- Phone Number: (required)
- DSN: (required)
- NKO User Name:

Request Information:

Will you be authoring, reporting, or scheduling? Check all that apply:

Authoring: Reporting: Scheduling:

Will you be scheduling exams?


At the bottom of the form, there is a legend:  Indicates a required field. Below the legend are "Submit" and "Cancel" buttons. A green arrow points to the "Submit" button.

Figure 5. LAS Administrator Account Request

f. Select the "Submit" button when complete.

g. You will receive a notice your account request has been submitted. The LAS team will review your request, and you will be notified when your account has been activated. If your request is denied, you will be contacted with pertinent information.

SAMPLE LEVEL 3 GRADUATE FEEDBACK SURVEY

Graduate - (CIN Goes in Header)

INFORMATION: NETC Questionnaire on Training

PURPOSE:

Your answers to this questionnaire will assist the Naval Education and Training Command (NETC) and **XXXX Learning Center** to evaluate and improve courses by better matching training to the Navy's mission. Your voluntary participation about your experiences as a graduate of a NETC Course of Instruction will show us areas where we do well and those where we need to improve. We need your honest opinions. Thank you for taking the time to complete this questionnaire carefully.

On each screen, please click on the "Submit" button on the lower right to move forward to the next screen in the questionnaire.

PRIVACY ACT STATEMENT:

Authority to request this information is granted under 5 U.S.C. 301 and the Department of the Navy (DON) Regulations.

ROUTINE USES:

These questionnaires will be analyzed by NETC which will share summary results with the **XXXX Learning Center**.

CONFIDENTIALITY:

Your responses are strictly confidential and will be statistically combined with the responses of others into a summary report.

PARTICIPATION:

Completion of this questionnaire is voluntary; however, your answers are very important to the Fleet feedback process.

QUESTIONS:

For questions concerning questionnaire execution, contact NETPDC QMP at sandy.phillips.ctr@navy.mil.

For questions concerning questionnaire content, contact **Joe Chief (Email Address, Phone Number)**.

For questions concerning the training assessment program, contact NETC N511 at (LAS PM email address here.)

Graduate - (CIN Goes in Header)

INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE

Thank you for your participation.

You will be asked questions about the various tasks you perform as part of the rating and general questions about your being a **(Position the Student will be assigned)**. Then you will be asked for general feedback on this questionnaire. Finally, you will be asked a few background questions.

You will answer general questions about this being a **(Position the Student will be assigned)**, feedback questions on this questionnaire, and background questions about you.

- Read each question carefully and select the response best reflecting your knowledge or opinion.
- Click the "Submit" button to go forward to the next screen.
- The questionnaire takes about 30 minutes to complete.
- This questionnaire is unclassified. All answers provided should be at the unclassified level.

CRITICAL DUTIES/TASKS

The following questions focus on **(Number of tasks from ELO list for the module/course) critical (Position the Student will be assigned) tasks** you should be able to perform following formal training. Each task statement consists of three sub-areas **(frequency, proficiency, and adequacy and quality)**. You will have the opportunity to provide any additional comments once you have completed the questions for all of the task statements.

Task 1: (Place the first task from the ELOs here)

How **frequently** do you perform this task?

- Never
- Annually
- Semi-annually
- Quarterly
- Monthly
- Weekly
- Daily

Graduate - (CIN Goes in Header)

Rate your **proficiency** in performing this task

- Very limited (Can do no part of the task). Need to be trained to do the task.
- Limited (Can do some or simple parts of the task). Needs further training and close supervision when doing the task.
- Somewhat proficient (Needs help on the hardest parts of the task). Needs general supervision.
- Competent (Can do the complete task but some parts are difficult). Needs only a spot check on completed work.
- Highly competent (Can do the complete task quickly and accurately). Can teach others to do the task.

Rate the **adequacy and quality** of the training you received for this task at **(Course/Module Name)**

- Inadequate (Training did not teach me to perform any parts of the task).
- Partially adequate (Training taught me to perform some but not all parts of the task).
- Adequate (Training was good enough for me to perform all parts of the task).
- Good (Training was understandable and prepared me to perform all parts of the task).
- Excellent (Training was greatly more than needed to perform the task).

Task 2: (Place the second task from the ELOs here)

How **frequently** do you perform this task?

- Never
- Annually
- Semi-annually
- Quarterly
- Monthly
- Weekly
- Daily

Rate your **proficiency** in performing this task

- Very limited (Can do no part of the task). Need to be trained to do the task.

Enclosure (3)

Graduate - (CIN Goes in Header)

- Limited (Can do some or simple parts of the task). Needs further training and close supervision when doing the task.
- Somewhat proficient (Needs help on the hardest parts of the task). Needs general supervision.
- Competent (Can do the complete task but some parts are difficult). Needs only a spot check on completed work.
- Highly competent (Can do the complete task quickly and accurately). Can teach others to do the task.

Rate the **adequacy and quality** of the training you received for this task at **(Course/Module Name)**

- Inadequate (Training did not teach me to perform any parts of the task).
- Partially adequate (Training taught me to perform some but not all parts of the task).
- Adequate (Training was good enough for me to perform all parts of the task).
- Good (Training was understandable and prepared me to perform all parts of the task).
- Excellent (Training was greatly more than needed to perform the task).

Task 3: (continue as above for all the tasks listed in the ELOs for the module/course)

Please provide any additional comments about your responses to the "critical duties/tasks" questions. Please do not write your name in your comments.

Note: DO NOT include any classified information in your response below.

GENERAL QUESTIONS ABOUT YOUR PERFORMANCE

How interested are you as a **(Position the Student will be assigned)?**

- Not interested
- Neutral
- Interested
- Very Interested

Enclosure (3)

Graduate - (CIN Goes in Header)

In general, regarding the **(Position the Student will be assigned)** tasks you perform:

- Could not do them
- Would struggle to do them on their own
- Could do them with a bit of effort
- Could do them easily

In general, I am disappointed with my performance on **(Position the Student will be assigned)** tasks:

- Almost never
- Sometimes
- Often
- Almost always

YOUR FEEDBACK ABOUT THIS QUESTIONNAIRE

The number of questions was:

- Not enough
- About right
- Too many

The time it took to complete the questionnaire was:

- Too short
- About right
- Too long

BACKGROUND QUESTIONS ABOUT YOU

Please select your current work status as a **(Position the Student will be assigned)** at your command. (Select all that apply.)

- I am currently working as a (Position the Student will be assigned) at my command.
- I have not been assigned to this work center.
- I have been assigned to my work center, but am currently performing tasks in other areas (Training PO, Supply PO, etc.).
- I am currently TAD to another work center (e.g., mess cooking, line shack, ship control party, compartment cleaning, corrosion control, etc.).
- I am currently on medical/legal hold pending resolution.
- I have been discharged from the service or am awaiting discharge.

Enclosure (3)

Graduate - (CIN Goes in Header)

- I have not had the opportunity to perform the job.
- I lack the necessary knowledge, tasks, and skills to perform the job.
- I have been assigned to this work center, but am currently attending additional formal training.
- Other

If you answered that you have not been assigned to your work center in the prior question, please leave Question 3 Blank.

When did you report to your command?

- | | | | | | |
|-------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Month | <input type="checkbox"/> Jan | <input type="checkbox"/> Feb | <input type="checkbox"/> Mar | <input type="checkbox"/> Apr | <input type="checkbox"/> May |
| | <input type="checkbox"/> Jun | <input type="checkbox"/> Jul | <input type="checkbox"/> Aug | <input type="checkbox"/> Sep | <input type="checkbox"/> Oct |
| | <input type="checkbox"/> Nov | <input type="checkbox"/> Dec | | | |
| Year | <input type="checkbox"/> 2020 | <input type="checkbox"/> 2021 | <input type="checkbox"/> 2022 | <input type="checkbox"/> 2023 | <input type="checkbox"/> 2024 |

When did you report to your work center?

- | | | | | | |
|-------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Month | <input type="checkbox"/> Jan | <input type="checkbox"/> Feb | <input type="checkbox"/> Mar | <input type="checkbox"/> Apr | <input type="checkbox"/> May |
| | <input type="checkbox"/> Jun | <input type="checkbox"/> Jul | <input type="checkbox"/> Aug | <input type="checkbox"/> Sep | <input type="checkbox"/> Oct |
| | <input type="checkbox"/> Nov | <input type="checkbox"/> Dec | | | |
| Year | <input type="checkbox"/> 2020 | <input type="checkbox"/> 2021 | <input type="checkbox"/> 2022 | <input type="checkbox"/> 2023 | <input type="checkbox"/> 2024 |

Where do you currently perform your duties?

- In a shore duty billet with no expectation for deployment
- Stateside at a base, post, or command
- Overseas assignment
- In a forward deployed unit or group
- None of the above
- If none of the above, specify below

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Graduate - (CIN Goes in Header)

BACKGROUND QUESTIONS ABOUT YOU

About you: What is your current paygrade?

- E-2
- E-3
- E-4
- E-5
- E-6
- E-7
- E-8

Assessment Feedback

QUESTIONNAIRE COMPLETE. Thank you.

Enclosure (3)

SAMPLE LEVEL 3 SUPERVISOR FEEDBACK SURVEY

Supervisor-(CIN Goes in Header)

INFORMATION: NETC Questionnaire on Training

PURPOSE:

Your answers to this questionnaire will assist the Naval Education and Training Command (NETC) and **XXXX Learning Center** to evaluate and improve courses by better matching training to the Navy's mission. Your voluntary participation about your experiences as a graduate of a NETC Course of Instruction will show us areas where we do well and those where we need to improve. We need your honest opinions. Thank you for taking the time to complete this questionnaire carefully.

On each screen, please click on the "Submit" button on the lower right to move forward to the next screen in the questionnaire.

PRIVACY ACT STATEMENT:

Authority to request this information is granted under 5 U.S.C. 301 and the Department of the Navy Regulations.

ROUTINE USES:

These questionnaires will be analyzed by NETC which will share summary results with the **XXXX Learning Center**.

CONFIDENTIALITY:

Your responses are strictly confidential and will be statistically combined with the responses of others into a summary report.

PARTICIPATION:

Completion of this questionnaire is voluntary; however, your answers are very important to the Fleet feedback process.

QUESTIONS:

For questions concerning questionnaire execution, contact NETPDC QMP at sandy.phillips.ctr@navy.mil.

For questions concerning questionnaire content, contact **Joe Chief (Email Address, Phone Number)**.

For questions concerning the training assessment program, contact NETC N511 at (LAS PM email address here.)

Supervisor - (CIN Goes in Header)

INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE

Thank you for your participation.

As a first-level supervisor, you will be asked questions about the various tasks your subordinate performs as part of the rating and general questions about your subordinate being a **(Position the Student will be assigned)**. Then you will be asked for general feedback on this questionnaire. Finally, you will be asked a few background questions about you and your subordinate. If you supervise more than one Sailor participating in this study, please complete a different assessment for each Sailor you supervise. Combined responses for multiple participants provides no value.

- You are answering this questionnaire because you are a first-level supervisor.
- Think of only **one** subordinate for each questionnaire.
- You will answer general questions about this subordinate being a **(Position the Student will be assigned)**, feedback questions on this questionnaire, and background questions about you and this subordinate.
- You will enter this subordinate's name on the next screen.
- Read each question carefully and select the response which best reflects your knowledge or opinion.
- Click the "Submit" button to go forward to the next screen.
- Do not close your browser until you receive the "Questionnaire Complete" message.
- The questionnaire takes about 30 minutes to complete.
- This questionnaire is unclassified. All answers provided should be at the unclassified level.
- Please complete a new questionnaire for **each** subordinate you are evaluating. After completing the questionnaire for one subordinate, go back to your email, click on the questionnaire link again to start a new questionnaire for each additional subordinate. Think of only **one** subordinate for **each** questionnaire.

Enclosure (4)

Supervisor - (CIN Goes in Header)

Please list one subordinate's name per questionnaire.

Subordinate's Last Name: (one subordinate only)

Subordinate's First Name: (one subordinate only)

Subordinate's Rate: (one subordinate only)

Supervisor - (CIN Goes in Header)

CRITICAL DUTIES/TASKS

The following questions focus on **(Number of tasks from ELO list for the module/course) critical (Position the Student will be assigned) tasks** your subordinate should be able to perform following formal training. Each task statement consists of three sub-areas **(frequency, proficiency, and adequacy and quality)**. You will have the opportunity to provide any additional comments once you have completed the questions for all of the task statements.

Task 1: (Place the first task from the ELOs here)

How **frequently** does your subordinate perform this task?

- Never
- Annually
- Semi-annually
- Quarterly
- Monthly
- Weekly
- Daily

Rate your subordinate's **proficiency** in performing this task

- Very limited (Can do no part of the task). Needs to be trained to do the task.
- Limited (Can do some or simple parts of the task). Needs further training and close supervision when doing the task.
- Somewhat proficient (Needs help on the hardest parts of the task). Needs general supervision.
- Competent (Can do the complete task but some parts are difficult). Needs only a spot check on completed work.
- Highly competent (Can do the complete task quickly and accurately). Can teach others to do the task.

Rate the **adequacy and quality** of the training your subordinate received for this task at **(Course/Module Name)**

- Inadequate (Training did not teach my subordinate to perform any parts of the task).
- Partially adequate (Training taught my subordinate to perform some but not all parts of the task).
- Adequate (Training was good enough for my subordinate to perform all parts of the task).

Enclosure (4)

Supervisor - (CIN Goes in Header)

- Good (Training was understandable and prepared my subordinate to perform all parts of the task).
- Excellent (Training was greatly more than needed to perform the task).

Task 2: (Place the second task from the ELOs here)

How **frequently** does your subordinate perform this task?

- Never
- Annually
- Semi-annually
- Quarterly
- Monthly
- Weekly
- Daily

Rate your subordinate's proficiency in performing this task

- Very limited (Can do no part of the task). Needs to be trained to do the task.
- Limited (Can do some or simple parts of the task). Needs further training and close supervision when doing the task.
- Somewhat proficient (Needs help on the hardest parts of the task). Needs general supervision.
- Competent (Can do the complete task but some parts are difficult). Needs only a spot check on completed work.
- Highly competent (Can do the complete task quickly and accurately). Can teach others to do the task.

Rate the **adequacy and quality** of the training your subordinate received for this task at (course name) (e.g., Mk 48 Heavy Weight Torpedo Technician Course)

- Inadequate (Training did not teach my subordinate to perform any parts of the task).
- Partially adequate (Training taught my subordinate to perform some but not all parts of the task).
- Adequate (Training was good enough for my subordinate to perform all parts of the task).
- Good (Training was understandable and prepared my subordinate to perform all parts of the task).
- Excellent (Training was greatly more than needed to perform the task).

Enclosure (4)

Supervisor - (CIN Goes in Header

Task 3: (continue as above for all the tasks listed in the ELOs for the module/course)

Please provide any additional comments about your responses to the "critical duties/tasks" questions. Please do not write your subordinate's name in your comments.

Note: DO NOT include any classified information in your response below.

GENERAL QUESTIONS ABOUT YOUR SUBORDINATE'S PERFORMANCE

How interested is your subordinate in being a **(Position the Student will be assigned)**?

- Not interested
- Neutral
- Interested
- Very Interested

In general, regarding the tasks your subordinate performs, your subordinate:

- Could not do them
- Would struggle to do them on their own
- Could do them with a bit of effort
- Could do them easily

In general, my subordinate is disappointed with their performance on tasks

- Almost never
- Sometimes
- Often
- Almost always

Enclosure (4)

Supervisor - (CIN Goes in Header

YOUR FEEDBACK ABOUT THIS QUESTIONNAIRE

The number of questions was:

- Not enough
- About right
- Too many

The time it took to complete the questionnaire was:

- Too short
- About right
- Too long

BACKGROUND QUESTIONS ABOUT YOUR SUBORDINATE

About your subordinate: Please select your subordinate's current work status as a **(Position the Student will be assigned)** at your command. (Select all that apply). My subordinate:

- Is currently working as a (Position the Student will be assigned) at my command
- Has not been assigned to this work center
- Has been assigned to this work center, but is currently performing tasks in other areas (Training PO, Supply PO, etc.)
- Is currently TAD to another work center (e.g., mess cooking, line shack, ship control party, compartment cleaning, corrosion control, etc.)
- Is currently on medical/legal hold pending resolution
- Has been discharged from the service or is awaiting discharge
- Has not had the opportunity to perform the job
- Lacks the necessary knowledge, tasks, and skills to perform the job
- Has been assigned to this work center, but is currently attending additional formal training
- Has not yet been cleared to enter the work center
- Other

BACKGROUND QUESTIONS ABOUT YOUR SUBORDINATE

- If you answered your subordinate has not been assigned to this work center in the prior question, please select "Submit."
- About your subordinate: When did your subordinate report to your command?

Enclosure (4)

Supervisor - (CIN Goes in Header)

Month Jan Feb Mar Apr May
 Jun Jul Aug Sep Oct
 Nov Dec
Year 2020 2021 2022 2023 2024

About your subordinate: When did your subordinate report to your work center?

Month Jan Feb Mar Apr May
 Jun Jul Aug Sep Oct
 Nov Dec
Year 2020 2021 2022 2023 2024

About your subordinate: Where does your subordinate currently perform their duties?

- In a shore duty billet with no expectation for deployment
- Stateside at a base, post, or command
- Overseas assignment
- In a forward deployed unit or group
- None of the above
- If none of the above, specify below

BACKGROUND QUESTIONS ABOUT YOU

Leadership: Please select your leadership position

- Work Center Supervisor of a recent graduate
- Leading Petty Officer (LPO) of a recent graduate
- Leading Chief Petty Officer (LCPO) of a recent graduate
- Division Officer (DIVO)
- Officer in Charge (OIC)
- Other

About you: What is your current paygrade?

- E-5
- E-6
- E-7
- E-8

Supervisor - (CIN Goes in Header)

Enclosure (4)

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- E-9
- W-2
- W-3
- W-4
- W-5
- O-1
- O-2
- O-3
- O-4
- O-5
- O-6

Assessment Feedback

QUESTIONNAIRE COMPLETE. Thank you. If you have additional subordinate(s) to evaluate, go back to your email and click on the questionnaire link again.