



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

NETCINST 3502.1
N7
17 Mar 21

NETC INSTRUCTION 3502.1

From: Commander, Naval Education and Training Command

Subj: MICRO-TRAINING VIDEO PRODUCTION MANAGEMENT

Ref: (a) OPNAVINST 3104.1A
(b) NETC Micro-Training Video Production Standard
Operating Procedures (SOP)
(c) NETCINST 1550.1

1. Purpose. To provide Naval Education and Training Command (NETC) policy and guidance for production, distribution, and management of micro-training videos.
2. Background. Micro-training videos are short 3 to 5 minute videos designed to enhance formal training and focus on a specific learning objective to address key concepts, improve performance, or enhance knowledge and skill development.
3. Discussion. Micro-training works in conjunction with other training methods to improve job performance and promote technical development. Often appropriate when the learner needs refresher training in a specific task, micro-training focuses on a specific learning objective that is aligned to a key concept and action the learner must perform. Micro-training is a tool that delivers training to the student at the point of need.
4. Scope and Applicability. This instruction applies to all NETC activities producing micro-training videos. Reference (a) provides guidance for complying with the Navy's visual information program.
5. Policy. All NETC-created micro-training videos are to follow the specific guidelines provided in reference (b). Additionally, all videos must adhere to the security impact level (IL) categorizations IL2/IL4 policy per reference (c). All videos will be thoroughly reviewed per this guidance prior to being featured on the Learning Center's (LC) YouTube sub-channel.

6. Roles and Responsibilities. To maintain the quality and integrity of the training product prior to public release, all micro-training videos must go through the proper evaluation and review process using the NETC N7 Micro-Training Video Acceptance Review Checklist posted on the iNAVY NETC N7 SharePoint site at the following link: <https://mpte.navy.deps.mil/sites/lcr/N7/NETCStandards/Forms/Grouped.aspx>

a. NETC activities producing micro-training videos will:

(1) Appoint two Sub-Channel Managers who are responsible for posting micro-training videos to their assigned YouTube sub-channels, per reference (b), posted on the iNAVY NETC N7 SharePoint site at the link in paragraph 6.

(2) Sub-Channel Managers will not post training videos to the public without following the review process. Failure to do so may result in the revocation of channel privileges.

b. NETC Public Affairs Officer (PAO) or Authorized Command PAO will review video and permission documentation per reference (b) for public release and privacy issues.

c. NETC Office of General Counsel (OGC) will review video for legal issues, including copyright issues.

d. NETC N7 will:

(1) Develop and maintain this instruction and reference (b).

(2) Require the routing of checklist and supporting documentation, including copies of copyright permissions, signed release forms, etc., to OGC by the Sub-Channel Managers.

(3) Manage and maintain all non-Controlled Unclassified Information training videos and sub-channels in the NETC Training Videos channel.

(4) Notify Sub-Channel Managers when their micro-training video is approved and access to the video is changed from "Private" to "Public" for live viewing on the YouTube NETC Training Videos channel.

(5) Notify Sub-channel Managers of any discrepancies found in the review process.

(6) Remove and archive videos no longer needed when advised by the responsible LC.

e. LC will:

(1) Designate two Sub-Channel Managers responsible for ensuring the review is completed, and posting the micro-training video to Learning Channel.

(2) Ensure Sub-Channel Managers route checklist and supporting documentation, including copies of copyright permissions, signed release forms, etc., to the OGC.

(3) Ensure all approved micro-training videos are reviewed annually for accuracy and statistical information.

f. LC Sub-Channel Managers will:

(1) Manage LC micro-training videos per reference (b). Failure to do so may result in the revocation of channel privileges.

(2) Post micro-training videos to sub-channel as "Private" and inform NETC N7 Instructional Media it is available for the review process. Videos will remain "Private" during the review process and while discrepancies are corrected.

(3) Route checklist and supporting documentation, including copies of copyright permissions, signed release forms, etc., to the OGC.

(4) Maintain video audit trail documentation, including story boards, scripts, PAO and OGC reviews, copyright permissions, and DD Form 2830 (General Talent Releases).

(5) Coordinate removal of obsolete videos from the sub-channel with NETC N7 Instructional Media Section.

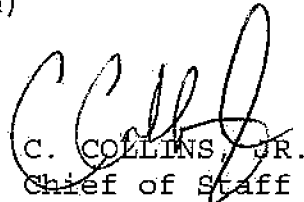
7. Records Management

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 or the OPNAV Records Management Program (DNS-16).

8. 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.

9. Forms. The following form is available for download on the Defense Imagery Management Operations Center Website (<https://www.dimoc.mil/References/DoD-VI-References/DoD-Forms/>): DD 2830 (General Talent Release)


C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via Content Manager or by email at netc_directives@navy.mil.