



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

NETCINST 8011.1F
N4
20 Aug 2021

NETC INSTRUCTION 8011.1F

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND CONVENTIONAL
ORDNANCE PROGRAM

Ref: (a) NETCINST 8370.1E
(b) NAVSUP P-724
(c) NETCINST 4614.1C
(d) NAVSUP Publication 485

Encl: (1) Non-Combat Expenditure Allocation Mid-year Review
Format
(2) Requesting Non-Combat Expenditure Allocation Changes
Format

1. Purpose. To provide policy and guidance on the Naval Education and Training Command (NETC) Conventional Ordnance Program (COP) for all NETC activities that use ordnance (live and inert) to support formal training.
2. Cancellation. NETCINST 8011.1E.
3. Discussion. References (a) through (d) provide the regulations and procedures for all NETC activities that have a Training and Testing Requirement (TTR) for expendable and non-expendable ordnance. Specific guidance and policy for the management of small-arms and weapons can be found in reference (a).
4. Scope. This instruction applies to all NETC personnel (military and civilian) whose duties include evolutions or tasks involving ordnance. The general term "ordnance" includes small arms ammunition, explosives, pyrotechnics, incendiary devices, and any item with a Navy Ammunition Logistics Code (NALC), whether "live" or "inert."

5. Action

a. NETC N4

(1) Provide amplifying policy and guidance for the COP throughout the NETC domain and other supported activities.

(2) Coordinate the stratification of Non-Combat Expenditure Allocation (NCEA) to subordinate and other supported activities with validated requirements in support of training and qualifications.

(3) Review, evaluate, and monitor the COP.

(4) Monitor Inventory Accountability Programs within subordinate commands and issue amplifying guidance, as required, to ensure compliance with key inventory accountability events and performance standards.

(5) Sub-allocate the current Fiscal Year (FY) NCEA to activities based on the NCEA received from the Chief of Naval Operations (CNO).

(6) Keep the chain of command advised of any issues that may impact delivery of training.

b. Supported Activities

(1) Designate a program manager for conventional ordnance and submit name, code, mailing address, telephone, and email address to NETC N414 by 30 July of the current FY, or whenever changes occur.

(2) Activities involved in segregation, movement, receipt, issue, and storage of Ordnance are responsible for the timely and accurate reporting of transactions affecting the status of assets. Specific reporting criteria and guidance concerning Ammunition Transaction Reports can be found in reference (b).

(3) Activities having assets assigned a NALC with a Material Control Code of "K" must submit a monthly report per reference (b). The process of providing Periodic Lot Reporting (PLR) is simplified by the Ordnance Information System-Retail

since the program generates the PLR automatically. If the user's activity does not have transactions to report in the first few days of the month, the user must "generate reporting transaction" process just for the PLR. All activities should run this process the first working day of every month.

(4) Correspondence involving ordnance related information must include a point of contact, code, phone number, and email address. Email is the preferred means of corresponding.

(5) Appoint an Inventory Accuracy Officer who will manage the activity inventory accuracy program.

(a) All activities that procure, manage, store, or utilize Navy-owned conventional ammunition shall conduct the appropriate inventories as identified by reference (b).

(b) A checklist has been developed to assist in conducting inventory management self-assessments, and is available as an attachment to reference (b).

(6) All activities that have an NCEA allowance will submit a mid-year review reflecting expenditures versus allocations to NETC N414 by 15 March. Enclosure (1) is provided as format guidance. The mid-year review will identify NALC quantities not expended due to lost opportunities, range availability, weather conditions, student load decreases, etc. Identifying these quantities may be reason to adjust your allocations for the remaining FY only, not out-years. This unused allocation can be reallocated elsewhere within NETC or identified to the office of the CNO to fill Navy shortfalls. This information also contributes to more accurate forecasting of production quantities.

(7) NCEA is based on projected demand and stratified according to fair share of actual allowance received by NETC. If an item is allocated at a shortage of demand, allocation will be affected equally across the board and distributed with a percentage reflective of the shortage percentage.

(a) Do not expend more NCEA than your FY allocation provides. Having ammunition in inventory does not mean it can be expended without the appropriate allocation/approval.

(b) Do not use any ammunition unless it is part of the annual NCEA and is on the approved service allowance.

(c) Maximize use of the oldest manufactured and/or obsolete substitute items so that the older inventory may be purged and newer items procured per CNO's First In, First Out policy.

(d) Do not carry over previous FY unexpended allocations into the current FY.

(e) Submit requests for NCEA changes using the format provided in enclosure (2).

(8) Forward any requests you receive for ordnance (including inert) from external activity to NETC N414 for review and approval.

(9) Submit all requisitions per guidance contained in reference (b).

(a) Military Standard Requisitioning and Issue Procedures (MILSTRIP) Priority

1. All requisitions must contain a MILSTRIP priority and a Required Delivery Date (RDD). The RDD must be appropriate for the priority designation to ensure adequate lead-time for processing and delivery.

2. Determine the appropriate priority designator by combining the assigned Force Activity Designator and the corresponding Urgency of Need Designator, as found in references (c) and (d).

3. With proper planning, priority 15 should be the highest priority needed to ensure assets are received in time. Priority 3 or higher urgency requisitions must have approval from NETC N414.

(b) Project Codes. There are two main project codes for NETC activities to use when requisitioning NCEA items: 824 and 876.

1. Project code 824 was approved for NETC technical training courses that produce a Navy Officer Billet Code and/or a Navy Enlisted Classification. Guidance is contained in Appendix 6 to reference (d). This code receives a higher priority than project code 876 and should be used for ordering ammunition for curricula support.

2. Project code 876 is used for routine ammunition requirements based on the activity's NCEA.

(c) Follow-up. Activities submitting ammunition requisitions are to conduct a follow-up 10 days after initial submission of the requisition. This action should prevent the need for last-minute requests to increase the priority due to non-receipt of assets.

(d) Next FY Preparation. Submit a requisition during the current FY in sufficient time to receive the necessary ammunition to meet the first scheduled training requirement after 1 October of the next FY.

(10) NAVSEA 30,000 Series Allowance. Follow procedures in chapter 5 of reference (b).

(a) Conduct an annual validation of allowance.

(b) Request changes to the ammunition service allowance as they occur.

(c) Submit to NETC N414 via Secret Internet Protocol Router email and your appropriate chain of command. **CAUTION:** This allowance is **CONFIDENTIAL**, and all correspondence must be stamped and handled as such.

(11) TTR forecast must be submitted when requested by NETC, usually no later than 15 May of the current FY, using the format provided in the request. The TTR must be supported by criteria requirements such as average student loads, number of classes per year, etc. Only submit justification and quantities for items that need to be increased or decreased in relation to your current TTR. The remaining items will be assumed to be valid requirements for the out-years.

20 Aug 2021

6. Safety and Security. Important adjuncts to ordnance allocation and expenditure are safety and security. All procedures and rules for the safe and secure use, storage, and protection of ordnance must be strictly followed.

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.

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.



K. BECK
Chief of Staff

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.

NON-COMBAT EXPENDITURE ALLOCATION
MID-YEAR REVIEW FORMAT

8011

From: Commander/Commanding Officer (Command Name)
To: Commander, Naval Education and Training Command (N414)
Subj: FISCAL YEAR XXXX NON-COMBAT EXPENDITURE ALLOCATION
MID-YEAR REVIEW
Ref: (a) NETCINST 8011.1F

1. The following is submitted per reference (a):

| <u>NALC</u> | <u>NOMENCLATURE</u> | <u>CURRENT</u> <u>NCEA</u> | <u>INCREASE (+)</u> <u>OR</u> <u>DECREASE (-)</u> | <u>REVISED</u> <u>NCEA</u> | <u>REASON</u> <u>CODE</u> |
|---|---------------------|-------------------------------|---|-------------------------------|------------------------------|
| <i>(ONE LINE PER NALC, USE AS MANY LINES AS NEEDED)</i> | | | | | |
| _____ | _____ | _____ | _____ | _____ | _____* |
| _____ | _____ | _____ | _____ | _____ | _____* |
| _____ | _____ | _____ | _____ | _____ | _____* |

2. Point of contact is _____, (Rank/Rate) _____,
(Code) _____, (DSN): _____, (email): _____.

* REASON CODES: (Must provide in-depth justification for any increase)

- A - Lost opportunity
- B - Range non-availability
- C - Weather conditions
- D - Schedule/training plan change
- E - Insufficient allocation
- F - NALC item not required
- G - Other reason (describe)

SIGNATURE BLOCK

Enclosure (1)

REQUESTING NON-COMBAT EXPENDITURE ALLOCATION
CHANGES FORMAT

8011

From: Commander/Commanding Officer (Command Name)
To: Commander, Naval Education and Training Command (N414)
Subj: FISCAL YEAR XXXX NON-COMBAT EXPENDITURE ALLOCATION CHANGE
REQUEST
Ref: (a) NETC PENSACOLA FL XXXXXXXZ XXX XX (*NCEA Email of
Current FY or latest NCEA change message*)

1. Request reference (a) be modified as follows:

| <u>NALC</u> | <u>DESCRIPTION</u> | <u>ALLOCATION</u> | |
|-------------|--------------------|-------------------|----------------|
| | | <u>CURRENT</u> | <u>REVISED</u> |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

2. Justification: (*Must be strong and supportable*)

Examples:

- a. CIN XXX XXX class load increase to _____.
 - b. Increase in Auxiliary Security Force from 100 to 120 personnel because of adding one new post for base defense.
3. Estimated time approval required: _____ quarter of FY ____.
4. Activity point of contact is _____, (Code) _____,
(DSN): _____, (email): _____.

SIGNATURE BLOCK