



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

Canc frp: May 2025

NETCNOTE 1500  
N9  
16 May 2024

NETC NOTICE 1500

From: Commander, Naval Education and Training Command

Subj: FISCAL YEAR 2028 NAVAL EDUCATION AND TRAINING COMMAND  
STUDENT INPUT PLAN RESOURCE PLANNING

Ref: (a) OPNAVINST 1500.47D  
(b) OPNAVINST 1510.10D

Encl: (1) Fiscal Year 2028 Learning Center Milestones

1. Purpose. To outline roles and responsibilities of the Naval Education and Training Command (NETC) domain student input plan (SIP) process in support of references (a) and (b).

2. Background. The SIP development process is divided into the following phases: training requirements determination, feasibility study (FS), and final SIP development.

3. Action

a. NETC N00R will:

(1) Identify all approved and planned ready relevant learning (RRL) rating fielding requirements that impact resourcing decisions for personnel, equipment, and facilities across fiscal year (FY) 2028 (FY28) future years defense plan.

(2) Prior to the start of training requirements manager (TRM) provide NETC N9 an RRL schedule and a list of approved and planned RRL rating fielding requirements in FY28 and out.

b. NETC N1 will:

(1) Review and adjudicate all manpower updates as required.

(2) When requested, provide training to the NETC domain on the SIP manpower related deliverables.

(3) When directed, provide a FY28 Total Force Manpower Baseline (TFMB) workbook to each learning center (LC). The file will contain FY28 funded billets, positions, and contract labor data identified during the manpower update data call.

(4) Ensure that all validated manpower changes are fully mapped to complete work plans in Navy Manpower, Programming, and Budget System (NMPBS) via Intelligent Workbook (IW) or appropriate manpower systems as required.

(5) Review all personnel constraints identified in the LC completed FS workbooks and provide comments or concurrence to NETC N9 when directed.

(6) Review all LC proposed mitigation strategies for personnel constraints and provide comments to NETC N9.

(7) Provide billet level detail (BLD) template files to the LC. If requested, forward completed BLD files to NETC N9. Coordinate with NETC N8 to review appropriate funding data elements, as required.

(8) Enter all labor and non-labor IW issues and upload BLD via NMPBS IW production to provide resource sponsor (RS) visibility on proposed programmatic changes.

c. NETC N3 will:

(1) Coordinate and execute Office of the Chief of Naval Operations (OPNAV) guidance and direction for management of the SIP development process per reference (a).

(2) Produce TRM production alignment conference (PAC) guidance documents and schedules, train stakeholders on TRM process and tools, and update TRM data.

(3) Coordinate the update of FY28 training requirements from planners through separate demand signal planning meeting processes including:

(a) Coordinate and conduct TRM PAC for all training requirements related to the enlisted accession process.

(b) Stakeholder meetings facilitated via RS for all training requirements not affected by the enlisted accession process.

(4) Coordinate data transfer and quality assurance (QA) checks with NETC N6.

(5) Update TRM with RS approved graduate, requirements, and planned (G/R/P) adjustments.

d. NETC N4 will:

(1) Maintain service requirements review board data (budget year and budget year plus one contract execution data).

(2) Provide NETC N9 with the annual contract data capture spreadsheet.

(3) Maintain NETC equipment program baseline data.

(4) Review all LC facilities and equipment constraints identified in the completed FS workbooks and compare the results with MyNavy HR Global Shore Infrastructure Plan, NETC dormitory student base loading projections, and electronic classroom (ECR) facility requirements and utilization. Provide results of the analysis and comments or concurrence to NETC N9 when directed.

(5) Review all LC proposed mitigation strategies for equipment constraints and provide comments or concurrence to NETC N9 when directed.

e. NETC N6 will:

(1) Generate and maintain the NETC information technology (IT) ECR database.

(2) Review all LC IT support and ECR constraints identified in the completed FS workbooks and provide comments or concurrence to NETC N9 when directed.

(3) Review all LC proposed mitigation strategies for IT support and ECR constraints and provide comments or concurrence to NETC N9 when directed.

f. NETC N7 will:

(1) Prior to TRM, conduct a review to verify that course data processing (CDP) data has been updated in Corporate enterprise Training Activity Resource System (CeTARS) for all approved and pending training project plans (TPP) that will affect FY28 FS. Provide NETC N9 with a complete list when directed.

(2) Identify planned active CDP data in CeTARS that does not have an approved TPP. Provide NETC N9 with a complete list when directed.

(3) Ensure LC verify and update their approved course master schedule (CMS) data located in CeTARS data repository prior to the start of the FS.

g. NETC N9 will:

(1) Act as the NETC primary point of contact (POC) for the NETC FS process and programming-related issues.

(2) Provide the guidance, direction, execution, and monitoring of the NETC FS process and final SIP submission.

(3) Collaborate with RS, type commanders, planners, NETC staff, and LC in the SIP development process.

(4) Prior to TRM, review all naval training system plans (NTSP) with a ready for training (RFT) date effective prior to FY28.

(5) Prior to TRM, ensure all active and pending service agreements are properly represented in CeTARS and are coded with the correct interservice training type code and lead or host service.

(6) Assist RS and NETC N3 in verifying that TRM requirement data has been entered prior to the close of TRM.

(7) Provide each LC with a populated FS workbook to conduct the FY28 FS.

(8) Provide a list of LC identified constraints and proposed mitigation strategies to NETC N1, N4, N6, and N00R for analysis.

(9) Provide each LC feedback on all proposed mitigation strategies.

(10) Develop the NETC FY28 RS FS summary reports and forward to respective RS for approval.

(11) Forward the NETC FY28 RS FS approval, and the FS summary letter to the LC for reference.

(12) Forward the LC FS workbook to the LC for entry into CeTARS.

(13) Coordinate with RS to approve G/R/P adjustments. Update CeTARS data and coordinate with NETC N3 regarding TRM.

(14) Upon receipt of the FY28 Final SIP letter from the LC, complete the SIP QA review.

(15) Provide notification to respective OPNAV RS that all approved CeTARS SIP data has been updated.

h. LC will:

(1) Provide NETC N9 with all deliverables to include responses to requests for information, status updates, issues, concerns, and lessons learned request as directed.

(2) Collaborate with NETC N7 to update CeTARS course identification number (CIN) and CDP data for all CDP with an approved TPP and an effective date prior to or during FY28. Provide a list to NETC N9.

(3) Identify CeTARS CIN and CDP data for all CDP with a pending TPP and an effective date prior to or during FY28. Provide a list to NETC N9.

(4) Ensure the CDP status and deactivation date is correct for all CDP scheduled for deactivation prior to or during FY28.

(5) Participate in appropriate RS stakeholder meetings.

(6) Participate in the TRM PAC meetings hosted by NETC N3 for their respective ratings.

(7) Upon receipt of the FY28 TFMB workbook, conduct a manpower and CDP data review and update. Review current military manpower, civilian, other services, contractor billets and positions, and populate CDP crosswalk data. Verify and update all fields as required.

(8) Submit the updated FY28 TFMB workbook to NETC N1. Ensure the file addresses any exceptions and recommended changes with justification identified.

(9) Ensure CeTARS corporate data accurately reflects the approved CMS data prior to the start of FS.

(10) Prior to the start of TRM, update CeTARS to reflect all applicable NTSP with an RFT date prior to FY28.

(11) Prior to the start of TRM, verify CeTARS has been updated to reflect all applicable approved TPP with an RFT date prior to FY28.

(12) Upon receipt of the FY28 FS workbook from NETC N9, conduct the NETC FS to assist in assessing LC capability to meet the approved OPNAV training requirement.

(13) Submit the completed FS workbook to NETC N9 and provide proposed mitigation strategies for all "constrained" CDP. Identify resource constraints for personnel, equipment, space, IT, and ECR. If a CDP is reliant on overseas contingency operations funding to meet the OPNAV training requirement, identify the amount of funding required.

(14) Provide any additional manpower updates via a manpower change request (MCR) to NETC N1 as required utilizing the FY28 workbook deliverables completed during the FS and manpower review.

(15) Provide NETC N1 with completed BLD files.

(16) Provide NETC N9 with issue papers and dualies for FY28 program objective memorandum (POM).

(17) Provide Commander, NETC executive program requirement review brief to NETC N9.

(18) Upon receipt of the FY28 FS RS post FS approval from NETC N9, update CeTARS to reflect the approved changes. All CeTARS updates shall be complete prior to the NETC N9 CeTARS and final SIP input review on 06 June 2025.

(19) Submit rebalancing MCR to NETC N1 within 30 days of sending the FY28 final SIP letter of completion.

(20) Provide NETC N9 the FY28 final SIP letter of completion indicating that CeTARS has been updated to reflect the final approved SIP no later than 06 June 2025.

4. Alignment. LC TFMB review, FS results, and final SIP letter submissions are documents used to identify NETC manpower requirements, resource constraints, and training capabilities. These results will be used in the development of the appropriate POM submission to NETC and RS final SIP input submissions.

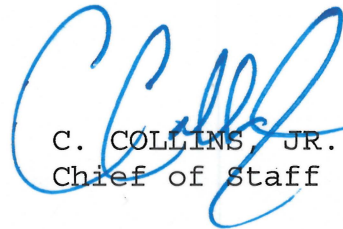
#### 5. Records Management

a. Records created as a result of this notice, 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 notice or the records disposition schedules, please contact the local records manager.

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6. Cancellation Contingency. This notice is canceled upon issuance of the next notice with the same subject and for record purposes on 31 May 2025.



C. COLLINS JR.  
Chief of Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically via the NETC public web site or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).



FISCAL YEAR 2028 LEARNING CENTER MILESTONES

These milestones are intended to provide an overview of major LC events and deliverables. Periodic updates will be provided throughout the 2024 calendar year.

June 2024

- 10 - 21 JUN: Stakeholder POC and action officer (AO) update completed by NETC N3 and NETC N9.
- 24 JUN: Distribute plan of action and milestones to all stakeholders. Completed by NETC N3.

July 2024

- 15 JUL: Pre-planning conference notification and invite to all stakeholders completed by NETC N3.

August 2024

- 22 AUG: FY28 SIP Pre-Planning Conference hosted by NETC N3.

September 2024

- 09 - 16 SEP: LC validate non-grad and setback rates for A-Schools.

October 2024

- 01 - 18 OCT NETC N9 assesses master planner report and adjudicates Delta report findings.
- 01 - 18 OCT Support stakeholder meeting Phase 1 hosted by RS.
- 01 OCT - 10 FEB: LC commence CMS review and update.
- 28 OCT - 15 NOV: LC commence TRM PAC Phase 2 review hosted by NETC N3.
- 28 OCT - 20 DEC: Continue to conduct Delta report analysis. Completed by NETC N9.
- 28 OCT - 19 DEC: Support stakeholder meeting Phase 2 hosted by RS.

November 2024

- 18 NOV - 06 DEC TRM PAC product development completed by NETC N3.

December 2024

- 02 - 20 DEC: Support TRM PAC Phase 3 meetings hosted by NETC N3.

January 2025

- 15 - 31 JAN: Total Force Manpower Management System (TFMMS) data extract for TFMB workbook development completed by NETC N1.

February 2025

- 01 FEB - 30 MAR: LC conduct TFMB update.
- 07 FEB RS validation completed.
- 10 FEB: LC validate approved CMS data completion due to NETC N7.
- 12 FEB: NETC LC FY28 Kickoff Conference hosted by NETC N9.
- 19 FEB: FS Training Conference for LC AO conducted by NETC N1 and NETC N9.
- 19 FEB Navy Training Quota Management System (NTQMS) to CeTARS data migration and QA.
- 19 FEB NETC N9 conduct post NTQMS data review.
- 03 FEB - 07 MAR: RS adjudicate post TRM G/R/P recommendations.
- 24-28FEB: RS authorize FS.

March 2025

- 03 MAR-11 APR: LC conduct FS.
- 31 MAR LC submit TRMB file to NETC N1.

April 2025

- 11 APR: LC submit FS files to N9.
- 14 APR - 09 MAY: FS review conducted by NETC N9.

May 2025

- 09 MAY: NETC N9 submit RS FS summary letters.
- 12-23MAY: RS review FS results and provides approval.
- 27 MAY: N9 distribute RS decision to LC.
- 27 MAY - 06 JUN LC completes all CeTARS updates based on RS approved post FS SIP review and provides NETC N9 letters of completion.

June 2025

- 09 - 20 JUN: LC FY28 SIP development lessons learned due to NETC N9.
- 09 - 20 JUN: NETC N9 submits final FY28 SIP baseline letters to RS.
- 27 JUN - 03 JUL: RS final SIP baseline approval.