



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

Canc frp: Sep 2024

NETCNOTE 1500
N9
10 Oct 2023

NETC NOTICE 1500

From: Commander, Naval Education and Training Command

Subj: FISCAL YEAR 2027 NAVAL EDUCATION AND TRAINING COMMAND
STUDENT INPUT PLAN FEASIBILITY STUDY AND RESOURCE
PLANNING

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

Encl: (1) Fiscal Year 2027 Student Input Planning Calendar
(2) Fiscal Year 2027 Learning Center Milestones

1. Purpose. To provide policy and guidance, outline the processes and business rules, and assign the roles and responsibilities to the Naval Education and Training Command (NETC) domain for the student input plan (SIP) feasibility study (FS) and resource planning in support of references (a) and (b).

2. Objective. To determine NETC learning center (LC) training capability, identify resource constraints, instructor utilization, and assist in the development of the fiscal year (FY) SIP.

3. Discussion. The SIP development process is a capability assessment (CA) and is divided into the following phases: initial planning, training requirements determination, CA and FS, interim SIP input, and final SIP approval. Initial planning and training requirements determination are coordinated by NETC N3. CA and FS, interim SIP input, and final SIP approval are coordinated by NETC N9.

4. Action

a. NETC N9 will:

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

(2) Provide the guidance, direction, execution, and monitoring of the NETC CA and FS process, the integration of NETC total force manpower changes, and the final SIP submission.

(3) Collaborate with NETC N3, Navy requirement officers, resource sponsors (RS), type commanders, planners, NETC staff, and LCs in the NETC SIP development process, training requirements stakeholder meetings, production alignment conferences (PAC), assessment of training capability, identification of missing resource requirements data, mitigation strategies and tactics, and the determination of resource constraints and capability.

(4) Prior to training requirements manager (TRM) season, review all Naval Training System Plans (NTSP) with a ready for training (RFT) date effective prior to FY28.

(5) Identify all training without an approved support agreement or resource requirement analysis using the support agreements provided by NETC N04.

(6) Prior to TRM, ensure all active and pending service agreements are properly represented in Corporate enterprise Training Activity Resources System (CeTARS) and are coded with the correct interservice training type code and lead or host service.

(7) Coordinate with NETC N3 and N7 to conduct a review of all deliverables in preparation for TRM season.

(8) Coordinate NETC domain participation and support during the TRM process and Office of the Chief of Naval Operations ((OPNAV) N1, N2, N6, N45, N9) training requirements stakeholder meetings.

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

(10) Provide each LC with a total force manpower baseline (TFMB) FY27 workbook, which will include a course data processing (CDP) crosswalk data set, to conduct the FY27 manpower baseline review.

(11) Provide each LC with a populated CA and FS workbook to conduct the FY27 CA and FS. The file will be titled "(RS Code LC Name) FY27 CA FS Workbook" (e.g., RS98 CNATT FY27 CA FS Workbook).

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

(13) Coordinate the NETC division directors (DD) and special assistants (SA) review conferences.

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

(15) Develop the NETC FY27 RS CA and FS summary reports and forward to respective RS for approval and to NETC N1 for information and N3 for further distribution to planners.

(16) Forward the NETC FY27 RS CA and FS approval, and the CA and FS summary letter to the LC for reference.

(17) Forward the interim SIP workbook to the LC for entry into CeTARS. The file will be titled "(RS Code LC Name) FY27 Post CA FS Interim SIP" (e.g., RS97 SLC FY27 Post CA FS Interim SIP). Support the LC in reviewing and updating CeTARS with all approved interim SIP changes.

(18) Identify all manpower baseline updates provided by the LC as a part of the manpower review. Ensure all changes are forwarded to NETC N1 for tracking of recommended manpower change request (MCR) submissions.

(19) Coordinate the development and submission of the Commander, NETC (CNETC) executive program requirement review (PRR) briefs.

(20) Coordinate the scheduling of the NETC LC executive PRR briefs.

(21) Provide preliminary LC PRR deliverables to NETC DDs, SAs, and staff as appropriate for review and comment.

(22) Upon receipt of the FY27 Final SIP letter from the LC, complete the SIP quality assurance review. Verify CeTARS reflects the approved FY27 Interim SIP data that will be adopted as the "Final SIP" baseline.

(23) Provide notification to respective OPNAV RS that all approved CeTARS SIP data has been updated. This notification will be the final approved FY27 SIP baseline and will be submitted no later than 14 June 2024.

b. NETC N04 will provide executive agent and support agreement data to NETC N9, as required.

c. NETC N1 will:

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

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

(3) When directed, provide an FY27 TFMB workbook for each LC to NETC N9. The file will contain FY27 funded billets, positions, and contract labor and non-labor data identified during the manpower update data call. The file will be titled "(RS Code LC Name) FY27 TFMB Workbook" (e.g., RS 95 CEODD FY27 TFMB Workbook).

(4) Ensure that all validated 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 CA and 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) Upon receipt from NETC N9, review and verify LC submitted manpower baseline changes. Provide comment or concurrence to NETC N9 prior to PRR submission, as required.

(8) When notified by NETC N9, provide billet level detail (BLD) template files to the LC. If requested, forward completed BLD files from each LC to NETC N9. Coordinate with NETC N8 to review appropriate funding data elements, as required.

(9) When notified by NETC N9, review all applicable LC PRR deliverables and provide comments or concurrence to NETC N9 when directed.

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

d. NETC N3 will:

(1) Act as the single Navy training quota management process owner.

(2) Coordinate and execute OPNAV guidance and direction for management of the SIP development process per reference (a).

(3) Produce TRM PAC guidance documents and schedules, train stakeholders on TRM process and tools, and update TRM data.

(4) Coordinate the update of FY27 training requirements from planners through separate demand signal planning meeting processes including:

(a) PAC for all training requirements related to the enlisted accession process.

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

(5) Coordinate and verify with NETC N9 that RS approved graduate, requirements, planned (G/R/P) adjustments have been correctly entered into CeTARS and TRM.

e. 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 CA and 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.

(6) Review all LC PRR submissions with identified equipment or training component constraints and provide comments or concurrence to NETC N9 when directed.

f. 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 CA and 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.

(4) Review all LC PRR submissions with identified IT or ECR components and provide comments or concurrence to NETC N9 when directed.

g. NETC N7 will:

(1) Prior to TRM, conduct a review to verify that CDP data has been updated in CeTARS for all approved and pending training project plans (TPP) that will affect FY27 CA and 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 LCs verify and update their approved course master schedule (CMS) data located in CeTARS data repository prior to the start of the CA and FS.

h. NETC N00R will:

(1) Identify all approved and planned ready relevant learning (RRL) rating training deliverables that impact resourcing decisions for personnel, equipment, and facilities across FY27 future years defense plan.

(2) Prior to the start of TRM provide NETC N9 a RRL schedule and a list of approved and planned RRL rating training deliverables in FY27 and out.

i. NETC N8 will:

(1) Review and verify the NETC domain LC PRR operations and maintenance, Navy controls.

(2) Validate forecasted labor as part of the budget process.

(3) When directed, support NETC N9 and N1 with funding development and data verification of issue papers, BLD files, and dualies.

j. 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. Work with NETC N9 action officer (AO) and use the SIP FS and resource planning desk guide to assist in completing all required phases of the NETC CA and FS process.

(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 FY27.
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 FY27.
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 FY27.

(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 FY27 TFMB workbook from NETC N9, conduct a manpower and CDP data review and update. The file will be titled "(RS Code LC Name) FY27 TFMB Workbook" (e.g., RS95 CSF FY27 TFMB Workbook). Review current military personnel, reserve personnel, civilian, other services, labor and non-labor contractor billets and positions, and CDP crosswalk data. Verify and update all fields as required.

(8) Submit the updated FY27 TFMB workbook to NETC N9. 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 CA and 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 FY27 CA and FS workbook from NETC N9, conduct the NETC CA and FS to assist in assessing the center's capability to meet the approved OPNAV training requirement. The file will be titled "(RS Code LC Name) FY27 CA and FS Workbook" (e.g., RS96 SWSC FY27 CA FS Workbook).

(13) Submit the completed CA and FS workbook to NETC N9 and provide training capability 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) Utilizing the initial TFMB FY27 workbook and data submitted to NETC N9 during the CA and FS and manpower review, provide any additional manpower updates to NETC N9 as required. If there are any manpower, billet, or contractor updates identified during PRR development, prepare and submit any MCR to NETC N1 as required.

(15) Provide NETC N1 with completed BLD files.

(16) Provide NETC N9 with issue papers and dualies for all identified constrained requirements.

(17) Provide CNETC executive PRR brief to NETC N9.

(18) Upon receipt of the FY27 CA and FS RS approval and the interim SIP workbook from NETC N9, update CeTARS to reflect the approved changes. The file will be titled "(RS Code LC Name) FY27 Post CA FS Interim SIP" (e.g., RS97 SLC FY27 Post CA FS Interim SIP). All CeTARS updates shall be complete prior to the NETC N9 CeTARS and final SIP input review on 7 June 2024.

(19) Submit rebalancing manpower change requests to NETC N1 within 30 days of sending the FY27 final SIP letter of completion.

(20) Provide NETC N9 the FY27 final SIP letter of completion indicating that CeTARS has been updated to reflect the final approved SIP no later than 7 June 2024.


5. Alignment. LC TFMB review, CA and 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 program objective memorandum submission to NETC and RS final SIP input submissions.

6. 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.

7. Cancellation Contingency. This notice is canceled upon issuance of the next notice with the same subject and for record purposes on 30 September 2024.



C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

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

FISCAL YEAR 2027 STUDENT INPUT PLANNING CALENDAR

This calendar is intended to provide a general overview of major events and deliverables. Detailed guidance will be provided throughout the 2024 calendar year.

August 2023

- FY27 SIP pre-planning conference hosted by NETC N3.

September 2023

- FY27 TRM stakeholder workshops hosted by NETC N3.

October 2023

- NETC N9 assesses master planner report and adjudicates Delta report findings.
- Conduct initial CMS analysis NETC N9.
- TRMPAC phase 1 hosted by NETC N3.
- TRMPAC phase 2 hosted by NETC N3.
- Stakeholder meeting phase 1 hosted by RS.
- Stakeholder meeting phase 2 hosted by RS.

November 2023

- Continue TRMPAC phase 2 hosted by NETC N3.
- Continue stakeholder meeting phase 2 hosted by RS.

December 2023

- TRMPAC phase 3 hosted by NETC N3.
- Continue stakeholder meeting phase 2 hosted by RS.

January 2024

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

February 2023

- LC validate CMS data.
- RS validate TRM data and Delta report.
- NETC LC FY27 kickoff conference.
- NETC LC CA and FS and TFMB FY27 training conference.
- RS complete TRM data validation.

March 2024

- RS authorize FS.
- LC conduct FS.
- LC conduct TFMB update.
- NETC Headquarters (HQ) Staff FY27 kickoff conference.

April 2024

- FS review and TFMB analysis conducted by NETC N9.

May 2024

- NETC N9 submits RS feasibility summary.
- RS adjudicate final G/R/P recommendations.
- NETC N9 prepares final FY27 SIP assessment.

June 2024

- LC develop FY27 issue papers and BLD files.
- NETC N9 submits final FY27 SIP baseline letters to RS.
- RS, LC, and NETC N9 complete final FY27 SIP assessment.
- LC FY27 SIP development lessons learned due to NETC N9.
- NETC N3, N9, and U.S. Fleet Forces Command Fleet Training Management and Planning System POC preparation discussion for FY28.

July 2024

- SIP executive lessons learned conference.

August 2024

- LC prepare initial FY27 RS PRR briefs.
- LC continue development of FY27 issue papers and BLD files.
- Submit required FY27 RS PRR briefs or enterprise inputs.

September 2024

- Provide issue papers to NETC N9 and BLD files to NETC N1.

October 2024

- LC CNETC executive PRR brief due to NETC N9.

FISCAL YEAR 2027 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 2023

- 12 - 23 JUN: Stakeholder's POC and AO update completed by NETC N3 and NETC N9.
- 26 JUN: Distribute plan of action and milestones to all stakeholders completed by NETC N3.

July 2023

- 17 JUL: Pre-planning conference notification and to all Stakeholders completed by NETC N3.

August 2023

- 17 AUG: FY27 SIP pre-planning conference hosted by NETC N3.

September 2023

- 11 - 21 SEP: LC validate non-grad and setback rates for A-schools.

October 2023

- 2 - 20 OCT NETC N9 assesses master planner report and adjudicates Delta report findings.
- 2 - 20 OCT Support stakeholder meeting phase 1 hosted by RS.
- 2 OCT - 12 FEB: LCs commence CMS review and update.
- 30 OCT - 17 NOV: LCs commence TRMPAC phase 2 review hosted by NETC N3.
- 30 OCT - 21 DEC: Continue to conduct Delta report analysis completed by N9.
- 30 OCT - 21 DEC: Support stakeholder meeting phase 2 hosted by RS.

November 2023

- 20 NOV - 1 DEC: TRMPAC product development completed by NETC N3.

December 2023

- 4 - 21 DEC: Support TRMPAC phase 3 meetings hosted by NETC N3.

January 2024

- 31 JAN - 7 FEB: TFMS data extract and initial TFMB workbook development completed by NETC N1.

February 2024

- 12 FEB: LCs validate approved CMS data completion due to NETC N7.
- 21 FEB: NETC LC FY27 kickoff conference hosted by NETC N9.
- 28 FEB: CA and FS and TFMB training conference for LC AO conducted by NETC N1 and NETC N9.

March 2024

- 1 - 8 MAR: RS adjudicate post TRM G/R/P recommendations.
- 11 - 15 MAR: RS authorize FS.
- 18 MAR - 19 APR: LC conduct FS.
- 18 MAR - 19 APR: LC conduct TFMB update.
- 20 MAR: NETC HQ staff FY27 kickoff conference.

April 2024

- 19 APR: LC submit CA and FS and TFMB files to N9.
- 19 APR - 3 May: FS review and TFMB analysis conducted by NETC N9.
- 19 APR - 3 May: RS adjudicate post FS G/R/P recommendations.

May 2024

- 3 MAY: NETC N9 submit RS FS summary letters.
- 3 - 17 MAY: RS review FS results and provides approval.
- 17 MAY - 7 Jun: LC final FY27 SIP assessment.

- 17 MAY - 7 Jun: RS adjudicate interim SIP G/R/P recommendations.
- 17 MAY - 7 Jun: LC complete all CeTARS updates based on interim SIP workbook prior to NETC N9 final SIP review.

June 2024

- 1 JUN - 2 SEP: LC develop FY27 issue papers and BLD files.
- 7 JUN: LC provide NETC N9 the FY27 final SIP letter of completion.
- 10 - 21 JUN: LC FY27 SIP development lessons learned due to NETC N9.
- 14 JUN: NETC N9 submits final FY27 SIP baseline letters to RS.
- 28 JUN: RS final SIP baseline approval.

July 2024

- 10 JUL: Executive lessons learned conference.

August 2024

- 14 AUG - 22 SEP: LC prepare initial FY27 PRR briefs.
- As directed: Submit required FY27 RS PRR briefs or enterprise inputs.

September 2024

- 2 SEP: LC provide issue papers to NETC N9 and BLD files to NETC N1 respectively.

October 2024

- 1 - 31 OCT: LC present executive PRR briefs to CNETC with schedule coordinated by NETC N9.