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

Canc frp: Feb 2025

NETCNOTE 1550
N7
27 Feb 2024

NETC NOTICE 1550

From: Commander, Naval Education and Training Command

Subj: TRAINING PROJECT PLANS SUBMISSION IN SERENA

Ref: (a) NAVEDTRA 135D of August 2018
       (b) NAVEDTRA 136 of 10 December 2010

Encl: (1) NETC SERENA Training Project Plan Workflow

1. <u>Purpose</u>. This Naval Education and Training Command (NETC) notice provides clarifying guidance for routing training project plans (TPP) in SERENA through NETC Headquarters per references (a) and (b) and enclosure (1).

2. <u>Background</u>. The TPP is the overarching course management document that identifies all training requirements including instructor resources, classrooms, and training devices. It is the base planning document for the course development effort. The TPP provides the blueprint and justification for the revision of an existing course, development of a new course, or course deactivations. When approved, the TPP becomes the authorization to undertake a course transfer, cancellation, revision, modification, or new development effort and initiate resource requisitions or reallocations.

3. <u>Policy</u>

    a. All TPPs must be submitted to NETC in SERENA.

    b. If the TPP meets one or more of the seven triggers in paragraph 3d, the TPP submission must include requirement sponsor concurrence with the justification in section C, and documentation of resource sponsor acknowledgement of and concurrence with unfunded resources needed to implement the training (for example, an Office of the Chief of Naval Operations (OPNAV) N97 e-mail to Submarine Learning Center N9 of 25 Apr 23, resource authorization).

c. When the project requires additional funding or adjustments, the curriculum control authority (CCA) must ensure that one of the four reasons provided in SERENA under "Is OPNAV Review Required" is marked as "YES."

d. The seven triggers are:

(1) Addition of a new training course.

(2) Revision to a training course that changes the instructional strategy or delivery method.

(3) Revision to a training course that changes the course length as measured in whole days.

(4) Revision to a training course which increases or decreases resource requirements.

(5) Cancellation of a training course.

(6) Transfer of a training course between CCAs.

(7) Addition or deletion of a training course at a specific learning site (course data processing (CDP) code).

e. CCA is authorized to approve a TPP after NETC concurrence is received in SERENA.

4. <u>Action</u>

a. <u>CCA</u>. The minimum attachments required in SERENA when submitting a TPP for initial review to NETC are:

(1) Draft TPP.

(2) Draft course master schedule (if applicable).

(3) NETC instructor computation.

b. <u>NETC Deputy Director (DD) or Special Assistant (SA) SERENA point of contact (POC)</u>. Review TPP to ensure all resourcing shortfalls have been clearly identified, documented, and coordinated with the applicable OPNAV N-Code per paragraph 3.

c. NETC N72 Enterprise Leads (EL) and Instructional Coordinators (IC). The respective N72 branch IC shall coordinate the review and concur or non-concur process in SERENA using reference (b) and enclosure (1). The final authority to concur or non-concur shall lie with the EL.

d. CCA documentation of NETC TPP concur or non-concur. Upon EL submission of NETC concur or non-concur, SERENA will generate a notification informing the CCA. This notification will serve as official documentation for the course audit trail.

e. NETC N73. Validate Corporate enterprise Training Activity Resource Systems data entered by CCA matches TPP. Once complete, forward TPP staffing completion in SERENA to CCA.
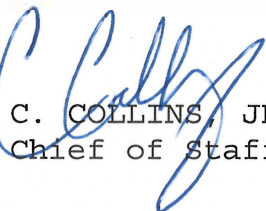
5. POC. Mr. Eddy Mejias, lead IC (N71E), at (850) 452-2343 (DSN: 459-2343), e-mail: eduardo.j.mejias.civ@us.navy.mil.

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 instruction 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 28 February 2025.
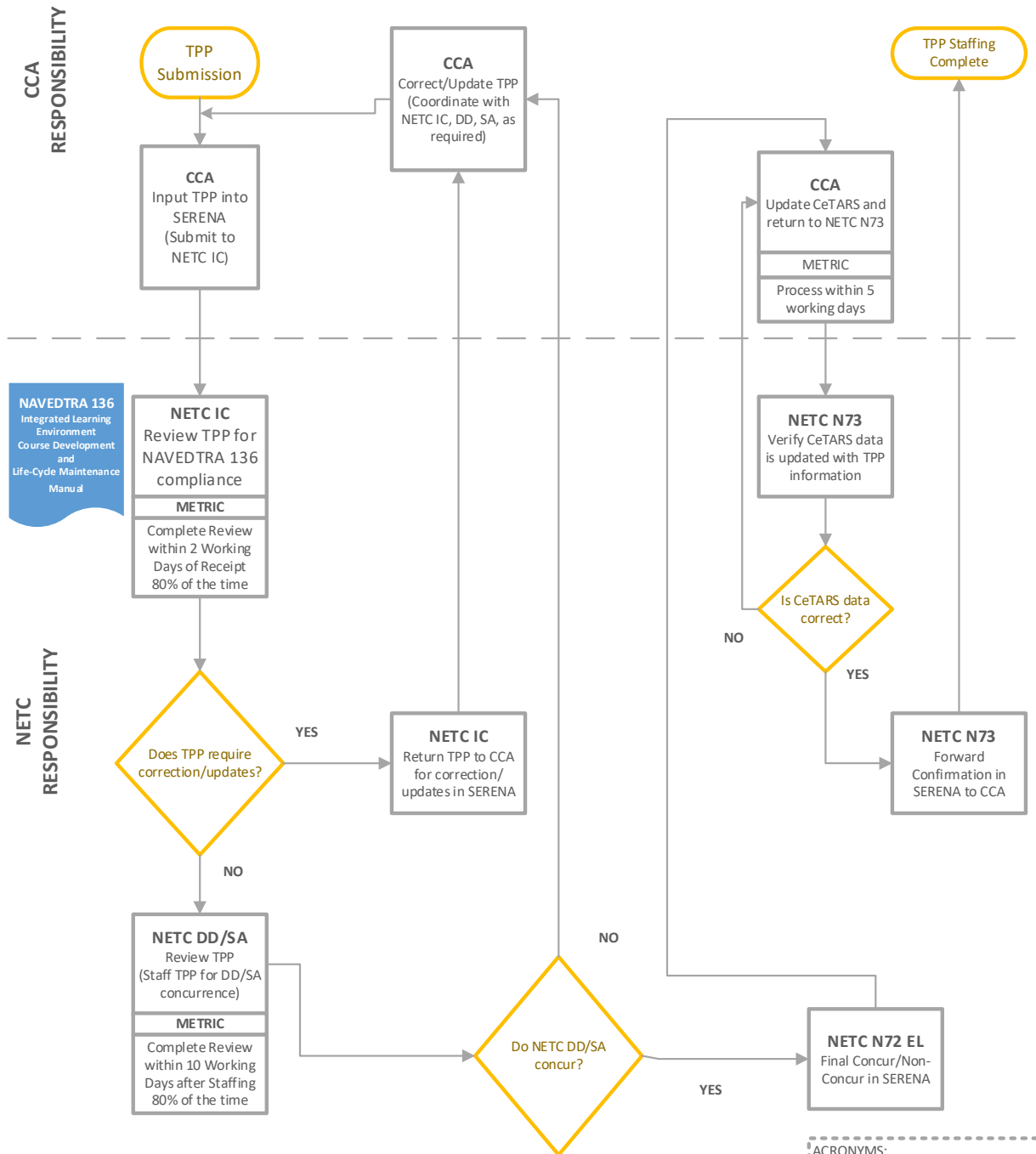

C. COLLINS, JR
Chief of Staff

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.

NETC SERENA TRAINING PROJECT PLAN WORKFLOW

CCA RESPONSIBILITY

NETC RESPONSIBILITY

TPP Submission

CCA
Input TPP into SERENA
(Submit to NETC IC)

CCA
Correct/Update TPP
(Coordinate with NETC IC, DD, SA, as required)

TPP Staffing Complete

CCA
Update CeTARS and return to NETC N73

METRIC

Process within 5 working days

NAVEDTRA 136
Integrated Learning Environment Course Development and Life-Cycle Maintenance Manual

NETC IC
Review TPP for NAVEDTRA 136 compliance

METRIC

Complete Review within 2 Working Days of Receipt 80% of the time

NETC N73
Verify CeTARS data is updated with TPP information

Is CeTARS data correct?

Does TPP require correction/updates?

YES

NETC IC
Return TPP to CCA for correction/ updates in SERENA

NO

YES

NETC N73
Forward Confirmation in SERENA to CCA

NO

NETC DD/SA
Review TPP
(Staff TPP for DD/SA concurrence)

METRIC

Complete Review within 10 Working Days after Staffing 80% of the time

NO

Do NETC DD/SA concur?

YES

NETC N72 EL
Final Concur/Non-Concur in SERENA

MANAGE TRAINING PROJECT PLAN STAFFING PROCESS
Purpose: To ensure proper and timely reviews of TPPs from submission to verification of CeTARS data
Reference: NAVEDTRA 136; SERENA Work Center User's Guide
Process Owner: Mr. Eddy Mejias, NETC N71E, (850) 452-2343
Email: eduardo.j.mejias.civ@us.navy.mil
Reviewed: 31 JAN 2023

ACRONYMS:
CCA – Curriculum Control Authority
EL – Enterprise Lead
IC- Instructional Coordinator
DD – Department Director
SA – Special Assistant