



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

Canc frp: Jun 2024

NETCNOTE 5040
N00G
01 Jun 2023

NETC NOTICE 5040

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND INSPECTION AND
TRAINING SCHEDULE

Ref: (a) SECNAVINST 5040.3B
(b) NETCINST 5040.1C
(c) NETCINST 5200.1A

Encl: (1) Naval Education and Training Command Inspection and
Training Schedule

1. Purpose. To publish a revised Naval Education and Training Command (NETC) command inspection (CI) and training schedule through fiscal year (FY) 2026.

2. Background

a. Reference (a) provides inspection policy and guidance for the Department of the Navy (DON). Reference (b) outlines the NETC CI program. Reference (c) provides NETC Managers' Internal Control Program (MICP) policy and guidance.

b. The DON inspection program requires periodic evaluation of subordinate commands and activities in the performance of assigned mission, functions, and tasks per reference (a). The NETC Inspector General (IG) will conduct CIs of subordinate commands and activities per references (a) and (b).

c. Commands should have flowcharts available for mission critical and associated support processes. These flowcharts should be developed to meet the requirements of the MICP per reference (c).

d. CI and Training Schedule

(1) A revised FY 2024-2026 NETC CI and training schedule is provided in enclosure (1). Dates are tentative and provided for planning purposes only. Specific dates will be coordinated

with the commands and activities to be inspected at least 120 days in advance. Requests for changes to the schedule should be submitted to NETC IG as far in advance of the scheduled inspection dates as possible.

(2) The NETC IG will coordinate the NETC CI and training schedule with the Naval IG inspection schedule to de-conflict, if required.

(3) NETC IG has scheduled the next training symposium in March 2025, for NETC echelon 3 command representatives to review the CI, MICP and integrated risk management, command evaluation, and hotline complaint programs. Future training symposiums will be scheduled triennially. NETC echelon 3 command representative attendance is highly encouraged.

(4) NETC IG has scheduled a NETC Headquarters (HQ) command self-assessment, 15 September - 14 November 2025, to review all NETC HQ division director and special assistant programs and processes listed in the MICP process inventory for compliance, effectiveness, and risk.

3. Action. Commands will prepare for CIs per references (a) through (c).

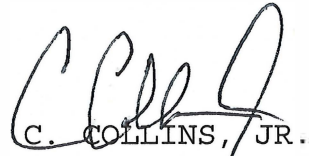
4. Records Management

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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5. Cancellation Contingency. This notice is cancelled upon receipt of the next notice on the same subject and for record purposes on 30 June 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.

NAVAL EDUCATION AND TRAINING COMMAND INSPECTION AND TRAINING
SCHEDULE

ACTIVITY

CI DATE

FY 2024

Pensacola, Florida (Naval Education and Training Professional Development Center, Naval Aviation Schools Command)	30 Oct-3 Nov 23
Pensacola, Florida (Center for Naval Aviation Technical Training)	5-9 Feb 24
Millington, Tennessee (Navy Recruiting Command)	6-10 May 24
Newport, Rhode Island (Center for Service Support, Naval Leadership and Ethics Center)	5-9 Aug 24

FY 2025

Pensacola, Florida (Naval Education and Training Security Assistance Field Activity, NETC Human Resources Office)	4-8 Nov 24
Pensacola, Florida (NETC CE and IG Training Symposium)	3-7 Mar 25
Groton, Connecticut (Submarine Learning Center)	5-9 May 25
Newport, Rhode Island (Surface Warfare Schools Command)	4-8 Aug 25

FY 2026

Pensacola, Florida (NETC HQ Command Self-Assessment)	15 Sep-14 Nov 25
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Panama City, Florida (Center for Explosive Ordnance Disposal and Diving)	2-6 Feb 26
Coronado, California (Naval Special Warfare Leadership Education and Development Command)	4-8 May 26
Great Lakes, Illinois (Naval Service Training Command)	3-7 Aug 26