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.
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.

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

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>CI DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY 2024</strong></td>
<td></td>
</tr>
<tr>
<td>Pensacola, Florida</td>
<td>30 Oct-3 Nov 23</td>
</tr>
<tr>
<td>(Naval Education and Training Professional Development Center, Naval Aviation Schools Command)</td>
<td></td>
</tr>
<tr>
<td>Pensacola, Florida</td>
<td>5-9 Feb 24</td>
</tr>
<tr>
<td>(Center for Naval Aviation Technical Training)</td>
<td></td>
</tr>
<tr>
<td>Millington, Tennessee</td>
<td>6-10 May 24</td>
</tr>
<tr>
<td>(Navy Recruiting Command)</td>
<td></td>
</tr>
<tr>
<td>Newport, Rhode Island</td>
<td>5-9 Aug 24</td>
</tr>
<tr>
<td>(Center for Service Support, Naval Leadership and Ethics Center)</td>
<td></td>
</tr>
<tr>
<td><strong>FY 2025</strong></td>
<td></td>
</tr>
<tr>
<td>Pensacola, Florida</td>
<td>4-8 Nov 24</td>
</tr>
<tr>
<td>(Naval Education and Training Security Assistance Field Activity, NETC Human Resources Office)</td>
<td></td>
</tr>
<tr>
<td>Pensacola, Florida</td>
<td>3-7 Mar 25</td>
</tr>
<tr>
<td>(NETC CE and IG Training Symposium)</td>
<td></td>
</tr>
<tr>
<td>Groton, Connecticut</td>
<td>5-9 May 25</td>
</tr>
<tr>
<td>(Submarine Learning Center)</td>
<td></td>
</tr>
<tr>
<td>Newport, Rhode Island</td>
<td>4-8 Aug 25</td>
</tr>
<tr>
<td>(Surface Warfare Schools Command)</td>
<td></td>
</tr>
<tr>
<td><strong>FY 2026</strong></td>
<td></td>
</tr>
<tr>
<td>Pensacola, Florida</td>
<td>15 Sep-14 Nov 25</td>
</tr>
<tr>
<td>(NETC HQ Command Self-Assessment)</td>
<td></td>
</tr>
</tbody>
</table>

Enclosure (1)
Panama City, Florida  2-6 Feb 26  
(Center for Explosive Ordnance Disposal and Diving)

Coronado, California  4-8 May 26  
(Naval Special Warfare Leadership Education and Development Command)

Great Lakes, Illinois  3-7 Aug 26  
(Naval Service Training Command)