



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

NETCINST 1540.1
N5

16 MAY 2003

NETC INSTRUCTION 1540.1

Subj: IMPAIRED TRAINING AND EDUCATION REPORT (ITER) POLICY AND REPORTING PROCEDURES

Ref: (a) Enlisted Transfer Manual (NAVPERS 15909G), Chapter 23
(b) CNETINST 3040.1A

Encl: (1) ITER Format

1. Purpose. To establish policy and procedures for component commands to identify conditions that reduce the ability to train and/or educate and to seek assistance from Naval Education and Training Command (NAVEDTRACOM) as required. For purposes of this instruction, component commands are considered to be the Naval War College, Naval Postgraduate School, Naval Personnel Development Command, Naval Service Training Command, Human Performance Center, and Chief of Naval Air Training.

2. Cancellation. CNETINST 1540.19A, CNET Report 1540-18

3. Background. The ability of NAVEDTRACOM to provide training and education as scheduled directly impacts fleet readiness. Timely notification of situations that impact or could potentially impact training/education is necessary in order to correct the situation as soon as possible.

4. Definition of an ITER. The ITER is the means by which NAVEDTRACOM and other cognizant activities are apprised of situations or potential situations whereby the activity's ability to conduct training and/or education is or will be degraded.

5. ITER Reporting. All NAVEDTRACOM component commands shall establish and implement ITER reporting and tracking procedures for use by their subordinate commands. Use of innovative tracking and reporting systems linked to information media such as Navy Knowledge Online (NKO) is highly encouraged. Component commands shall report, via naval message, situations that impair training/education and require specific action by Commander, Naval Education and Training Command (NETC) or another echelon 2

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command. Routine interaction does not necessitate a formal message where informal means will suffice. This reporting procedure is in addition to and is not designed to replace other normal administrative vehicles (for example, Enlisted Manning Inquiry Report (EMIR) required by reference (a) and equipment casualties reported under reference (b)).

6. Responsibility

a. Resolution of situations that impair an activity's ability to train and/or educate shall be handled at the lowest possible level. Component commands will forward cross claimancy impaired issues, and issues that go beyond their capabilities to resolve, to NETC for resolution. Enclosure (1) applies.

b. Use procedures in paragraph 8 when a commanding officer or officer in charge determines training has degraded to the point that an NEC cannot be awarded. The Training Indicator Code (TIC) in the Corporate Enterprise and Training Activity Resource System (CETARS) shall be changed for all affected students to indicate the NEC should not be awarded.

c. Class convenings affected by an impaired situation should only be canceled when all avenues to resolve the issues have been exhausted. To ensure accurate documentation and reduce the need for unnecessary reports, class convenings that are canceled due to an ITER shall be documented in CETARS using the applicable cancellation code.

d. Component commands shall track the status and resolution of all ITERs within their domain by fiscal year (FY) and provide a summary to NETC (N5) no later than 1 November. Annual summaries are intended to provide commands the opportunity to report trends, deficiencies, resolutions (including lessons learned), and recommendations for future efficiencies to NETC and higher authority. Summaries should address big-ticket items that cross the claimancy, cross services, have major ramifications if not resolved, or show potential for future efficiencies, savings, etc. An example of a big-ticket ITER may be inoperable training devices that, if replaced by simulation, could provide a significant return on investment to the Navy. The summaries are not intended to duplicate data that can be gathered by other means such as CETARS, Navy Training Management and Planning System (NTMPS), etc.

e. ITER annual summaries are not designed to replace data calls for program review or program objective memorandum, but should be used as sources of information and justification for improving training and education. ITER summaries will be included as a key metric for NETC.

7. ITER Guidelines. The following guidelines will be used by component commands to prepare ITER messages to NETC. ITERs forwarded to NETC shall follow the format of enclosure (1). Examples provided are not intended to imply that notification or resolution by higher authority is required. Every effort shall be made to resolve ITERs within the respective domain prior to forwarding to NETC for resolution.

a. Type of ITER. Type refers to the nature of the impaired situation. Common types include, but are not limited to:

(1) Personnel. Lack of qualified instructors/professors impacts or could potentially impact the ability to conduct classes. Gapped billets in and of themselves do not warrant an ITER if work-arounds such as cross-utilizing instructors/professors preclude the training/education impairment. Because personnel issues frequently take time to resolve, the earlier the notification the better the odds are the situation can be resolved prior to impacting training/education. Enlisted personnel issues forwarded to NETC should be preceded by an EMIR per reference (a).

(2) Equipment. Equipment casualties, installation delays, etc., that preclude training/education. An equipment ITER should only be submitted if a casualty report submitted per reference (b) can't resolve the impairment prior to affecting training and/or education. An equipment casualty to one of multiple devices, even if students must be doubled up on the remaining devices, does not generally warrant an ITER. In this situation, training may be inconvenient, but it is not precluded.

(3) Facilities. This type of ITER includes natural disasters that render training facilities unusable, air conditioning, electrical or building defects that are the responsibility of the host activity, student barracks renovations or other closures that will limit student numbers. Short-term training suspensions such as "snow days" would not warrant an ITER.

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(4) Curricula. This ITER type may include curricula incompatibility with automated electronic classrooms, incomplete or time-late delivery of contractor developed curricula, or outdated curricula that cannot be corrected locally.

b. Condition. Condition reflects severity of the impairment and will be reflected as color codes yellow or red. As the situation changes, the appropriate color code will be assigned to subsequent ITER updates.

(1) Yellow: A situation that may result in delayed or canceled class convenes, failure to instruct critical learning objectives, degradation in the ability to meet scheduled class size, etc., if appropriate action is not taken. Yellow ITERs are not normally forwarded to NETC; however, depending on the severity of the situation, NETC may be an INFO addee on the message.

(2) Red: A situation exists that precludes training/education entirely or degrades NEC-producing training to the point that the NEC cannot be awarded.

8. When a Degraded Training Situation Prevents Awarding of an NEC. If the commanding officer or officer in charge determines training has been degraded to the point that an NEC cannot be awarded, the following administrative actions shall be taken:

a. Ensure the TIC in CETARS is changed to "N" for all affected students. The TIC indicates whether or not the NEC should be awarded to the student.

b. Enter "PG 13" in the "EARNED NEC" block when completing the appropriate service record page 4 entry indicating course graduation.

c. Place the following service record page 13 in each individual's service record:

"(Individual's rate/name) successfully completed course of instruction (course number and title) this date. NEC has not been awarded because: (enter reason). (Individual's rate/name) may be recommended for NEC upon completion of on-the-job training (OJT), and when deemed proficient by the command to which assigned."

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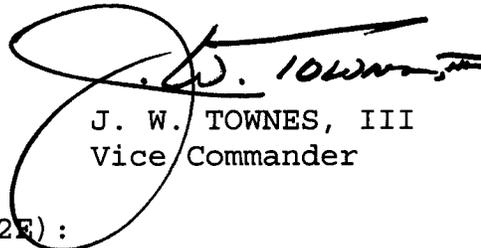
d. Forward a letter to the individual's ultimate command upon graduation, and indicate the type and amount of recommended OJT.

9. Applicability. This instruction applies to all NETC activities that conduct Navy training/education (less Naval Reserve Officers Training Corps Units).

10. Reports. The following report control symbols are assigned and are approved for 3 years from the date of this instruction.

a. Impaired Training and Education Report - NETC 1540-1

b. Impaired Training and Education Report Annual Summary - NETC 1540-2



J. W. TOWNES, III
Vice Commander

Distribution (CNETINST 5218.2E):

Lists I (1, 2, 6-14, 16-27, 28-49, 51, 52, 55), II (5, 7-27), V (1-20, 31, 32)

SNDL FF42 (NAVPGSCOL)
FF44 (NAVWARCOL)
FT3 (NAVPERSDEVCOM)
FT7 (CENNAVLEADERSHIP)
FT8 (CENNAVENGINEERING)
FT11 (CENSERVSUPP)
FT17 (CENNAVAVNTECHTRA)
FT19 (CENNAVINTEL)
FT21 (CENINFOTECH)
FT23 (CENSEABEESFACENG)
FT25 (CENEODDIVE)
FT26 (CENSURFOPS)
FT32 (CENSUBLEARNING)
FT39 (CENCRYPTOLOGY)

Copy to:

SNDL FA8 (FTSCLANT (MGTT))
FA31 (EWTGLANT)
FB32 (EWTGPAC)
26J2 (AFLOATRAGRU MIDPAC, WESTPAC)

IMPAIRED TRAINING AND EDUCATION REPORT FORMAT

FM (NETC COMPONENT COMMAND)
TO NETC PENSACOLA FL//N5/(Note 1)//
INFO CENTER FOR (as applicable)//N7//
BUPERS MILLINGTON TN//40/(Note 2)//
CNO WASHINGTON DC//N132E//(Note 2)//
EPMAC NEW ORLEANS LA//142/(Note 2)//
HPC NORFOLK VA/N3/(Note 2)//
NAVPERSDEVCOM NORFOLK VA//N7/(Note 3)//
TSC (as applicable)//
SYSCOM (as applicable)//
(Host Base for support related issues)
BT
UNCLAS //N01080//
MSGID/GENADMIN/(ACTIVITY SHORT TITLE)/-(MONTH)//
SUBJ/IMPAIRED TRAINING AND EDUCATION REPORT (ITER) [TYPE] [CONDITION]
REF/A/DOC/NETC/(DATE)//
REF/B/(AS APPROPRIATE EMIR/PHONCON/CASREP)//
NARR/REF A IS NETCINST 1540.1. REF B IS (ENTER REFERENCE INFO IF
APPLICABLE).//
POC/NAME/RANK/ACTIVITY/LOCATION/DSN NUMBER/COMMERCIAL NUMBER/EMAIL ADDRESS//
RMKS/1. FULL REASONS/CIRCUMSTANCES ASSOCIATED WITH THE IMPAIRMENT.
2. COURSE TITLE(S), CIN(S), CDP(S), # STUDENTS AFFECTED, % OF PLANNED NAVY
THROUGHPUT FOR CURRENT FISCAL YEAR AFFECTED. IF COURSE AWARDS AN NEC, LIST
THE NEC.
3. ALTERNATIVES CONSIDERED INCLUDING AVAILABILITY, FEASIBILITY, AND COSTS
ASSOCIATED WITH EACH ALTERNATIVE.
4. KNOWN IMPACTS ON BATTLE GROUPS OR OTHER FLEET WORKUPS OR DEPLOYMENTS.
5. IF THE ITER CONCERNS INSTRUCTOR MANNING ISSUES, DESCRIBE FULLY WHY OTHER
ACTIVITY PERSONNEL CANNOT BE USED TO PREVENT THE IMPAIRMENT.
6. ACTION REQUESTED FROM NETC. IF ITER WAS SUBMITTED FOR "INFORMATION ONLY"
STATE SO IN THE NARRATIVE.
BT

Note 1: Additional NETC distribution:

N01HR - Total Force Manpower
N4 - Facilities and Logistics
N5 - Strategic Plans and Policy
N6 - Command Information Officer
N8 - Resources, Requirements and Assessment
N9 - Learning Strategies

Note 2: Ensure CNO WASHINGTON DC//N132E// and HPC//N3 are info addrees on all
ITERS. Include other CNO/BUPERS/EPMAC codes as necessary.

Note 3: Include other NAVEDTRACOM Component Commands in distribution:

NAVAL PERSONNEL DEVELOPMENT COMMAND
NAVAL WAR COLLEGE
NAVAL POSTGRADUATE SCHOOL
CHIEF OF NAVAL AIR TRAINING
NAVAL SERVICE TRAINING COMMAND
HUMAN PERFORMANCE CENTER