



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508-8100

CNETINST 1552.3C
N-631
JUL 03 1990)

CNET INSTRUCTION 1552.3C

Subj : DEVELOPMENT, REVISION, AND ADMINISTRATION OF NONRESIDENT TRAINING

Ref: (a) OPNAVINST 5450.194B
(b) NAVPERS 18068 (Section, I)
(c) NTP S-40-8603A
(d) NAVEDTRA 10061
(e) BUPERSINST 1430.16C
(f) CNETINST 1500.19
(g) NAVEDTRA 10052-AL
(h) NAVEDTRA 71000

1. Purpose. To promulgate procedures and responsibilities for the development, revision, and administration of nonresident training for advancement and professional development. This instruction has been revised extensively and should be read in its entirety.

2. Cancellation. CNETINST 1552.3B

3. Background

a. Nonresident training provides:

(1) Enlisted personnel with an excellent study plan to prepare for advancement.

(2) Warrant officer/limited duty officer candidates an opportunity to broaden their knowledge in preparation for selection into these communities.

(3) Officer personnel with specific knowledge that prepares them to assume duties such as Postal Officer, Educational Services Officer, and Security Officer.

(4) U.S. Naval Reservists with an opportunity to stay informed of technological developments and to earn points credited for retirement.

b. The completion of nonresident training gives commanding officers a means to monitor qualifications for advancement of enlisted personnel. Successful completion of specified nonresident training is a prerequisite for participation in a Navy-wide advancement examination.

c. The Chief of Naval Education and Training (CNET) has the responsibility for providing nonresident training in support of the Occupational Standards (OCCSTD), Naval Standards (NAYSTD), Personnel Qualification Standards (PQS), Officer Billet Codes (OBC), and other job or billet requirements as directed by reference (a).

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4. Definitions

a. Nonresident Training: A self-study package designed to help a student acquire specific knowledge. For purposes of this instruction, a nonresident training package is made up of a Nonresident Training Course (NRTC) and a text.

b. NRTC: Assigned exercises, lessons, or examinations designed to assist the student in acquiring the knowledge contained in the associated text. An NRTC is usually in the form of multiple choice or true-false questions contained in a separate booklet, but it may be embedded within the text or designed as an end of course test.

c. Texts (associated with NRTCs):

(1) Training Manuals (TRAMAN) written specifically to be used as the text of an NRTC. There are two types of TRAMAN:

(a) A TRAMAN based on OCCSTDs or NAVSTDs. This type of TRAMAN covers knowledges associated with OCCSTD or NAVSTD skills in broad brush strokes and, as such, may refer the student to specific source documents for more in-depth information. This type TRAMAN is designed for advancement study only; however, information contained in the TRAMAN may be used in formal training programs if found appropriate.

(b) A TRAMAN designed for professional development in a specific subject area. This type of TRAMAN is based on a stated requirement of a sponsor (usually an OPNAV code or a second echelon command) and is reviewed/approved by the sponsor to ensure that objectives are met.

(2) Existing Navy manuals, directives, or instructions.

(3) Commercial textbooks.

d. Special Purpose (SP) Publications: Manuals or catalogs which provide information of general benefit to performance and career development of Navy personnel.

5. Establishment of Nonresident Training

a. Establishment of a nonresident training package may be proposed by any command that identifies a need for advancement training or professional development.

b. Sponsors will be identified for each nonresident training package prior to starting the development of a course. Sponsors for nonresident training based on OCCSTDs or NAVSTDs are the enlisted rating primary and technical advisors listed in Appendix C to reference (b). A record of sponsors for nonresident training for professional development will be maintained by the Naval Education and Training Program Management Support Activity (NETPMSA).

c. Proposals for establishment of a new nonresident training package shall be forwarded to CNET (N-631) via the originator's chain of command and the proposed sponsor. The proposal shall list the objective(s) of the course and identify the text to be used. For courses based on commercial texts, initial procurement costs may have to be borne by the sponsor. If a new TRAMAN must be developed, the sponsor, NETPMSA, and CNET (N-631) shall jointly determine authorship and initial funding obligations.

6. Procedures for Review of a TRAMAN/NRTC

a. TRAMANS based on OCCSTDs/NAVSTDs: For new development or a major revision to this type TRAMAN, the course learning objectives and course outline will be forwarded to the primary advisor for review and approval. Review of additional materials will be provided as requested.

b. TRAMANS designed for professional development: For new development or a major revision to this type TRAMAN, the sponsor shall be provided with the TRAMAN outline (based on the sponsor's stated objectives) and shall be afforded the opportunity to review chapter by chapter progress. The entire nonresident training package must be approved by the sponsor prior to publication.

c. NRTCs based on other type texts will be approved by the sponsor prior to publication.

d. If during the development process it is believed that paraphrasing, restating, or summarizing classified information in classified course materials has changed the level of classification, a classification review will be requested. Classification reviews should be conducted by an authority with broad technical expertise in the subject matter, such as the rating sponsor, primary advisor, technical advisor, or other appropriate reviewer.

e. NAVEDTRA manuals which contain Navy Occupational Safety and Health material or information will be reviewed as specified in reference (c).

7. Administration of Nonresident Training. NRTCs will be administered through either the local administration method or the central administration method. In each case course administration information is contained in reference (d).

a. Local Administration Method. This method consists of enrollment through the command Education Services Officer who acquires course materials from the Navy Publications and Forms Center. Course completion will be recorded as directed by reference (e) per MILPERSMAN 5030280.

b. Central Administration Method. This method consists of enrollment through a central office with the student corresponding with a correspondence course center (usually NETPMSA (Code 074)) concerning training course progress and completion. Course completion will be reported in accordance with reference (f).

8. Determining Mandatory TRAMAN Advancement Requirements

a. TRAMANS based upon OCCSTDs/NAVSTDs: This type of TRAMAN is a mandatory advancement requirement for the rate/rating supported (e.g., BM3 & 2, Military Requirements P03 & 2) and is noted by an asterisk in references (g) and/or (h).

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Successful completion of the TRAMAN requirement may be accomplished by completion of the associated NRTC or by passing a locally prepared examination based on the TRAMAN.

b. TRAMANS/NRTCs designed for Professional Development: This type of TRAMAN/NRTC may be mandatory if approved by the primary rating advisor. Recommendations that a professional development type of TRAMAN/NRTC be added to the mandatory requirements list shall be forwarded to the appropriate advisor, listed in reference (b), via CNET (N-631).

9. Responsibilities

a. CNET. Provide guidance and establish priorities relative to the establishment and development of nonresident training packages.

b. Chief of Naval Technical Training. Provide technical review and comment on nonresident training packages as requested.

c. Course Sponsors. Course sponsors will:

(1) Verify the need for the nonresident training package.

(2) Ensure technical assistance is provided for initial development, revision, and periodic reviews.

d. CO, NETPMSA

(1) Maintain a list of all approved nonresident training materials with assigned NAVEDTRA numbers.

(2) Confer with warfare and resource sponsors and enlisted rating primary advisors in order to determine needs for nonresident training which meet officer billet and enlisted rating structure requirements.

(3) Coordinate with Navy Occupational Development and Analysis Center to obtain current OCCSTD and NAVSTD data.

(4) Prepare a 5-year plan for development and revision of nonresident training materials.

(5) Develop nonresident training materials.

(6) Print nonresident training materials and monitor stock levels.

(7) Determine mandatory courses based upon OCCSTDs/NAVSTDs that must be completed by each rate/rating and identify such courses in references (g) and (h) with asterisks.

(8) Nominate appropriate professional development courses to the primary rating advisor for approval as mandatory courses.

(9) Maintain liaison with the primary rating advisors and Naval Military Personnel Command to ensure manning documents are current.

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(10) Administer the Navy's Nonresident Training System.



E. D. CONNER
Vice CNET

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