



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CNETINST 3540.1A  
ETE3

(R)

14 MAY 1998

CNET INSTRUCTION 3540.1A

Subj: ADMINISTRATION OF NUCLEAR EXAMINING BOARD EVALUATIONS OF  
TRAINING PROVIDED TO NUCLEAR PROPULSION PLANT OPERATORS

Ref: (a) Executive Order 12344 of 1 Feb 82  
(b) OPNAVINST 3540.3D  
(c) CINCLANTFLTINST 3540.1E  
(d) CINCPACFLTINST 3540.1F

Encl: (1) Requirements for Reports of Corrective Action

1. Purpose. To promulgate procedures and responsibilities for the administration of Nuclear Propulsion Examining Board (NPEB) evaluations of training provided to Nuclear Propulsion Plant Operators at Naval Education and Training Command (NAVEDTRACOM) activities.

2. Cancellation. CNETINST 3540.1

3. Background. Due to the increased amount of nuclear training provided by NAVEDTRACOM activities, the Director, Navy Nuclear Propulsion Directorate, Commander, Naval Sea Systems Command (COMNAVSEASYSKOM) (Code 08), under the authority of reference (a), requested that the Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) and Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) NPEBs established by references (b) through (d) conduct evaluations of training provided to Naval Nuclear Propulsion Plant Operators at shore activities. This instruction outlines requirements concerning conduct and follow-up action associated with examinations conducted by the NPEBs and provides detailed requirements for reports of corrective action associated with these examinations. Detailed instructions concerning the administrative preparation and conduct of the examination are provided by the Senior Member of the NPEB.

4. Conduct of the Examination

a. NAVEDTRACOM activities being examined should comply with the instruction provided in advance by the Senior Member, NPEB. In this regard, the following aspects of conduct of the examination are emphasized:

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(1) Prior to the conduct of the examination, the commanding officer (CO) should apprise the senior member of the NPEB of any equipment deficiencies which may affect the conduct of the examination.

(2) At the post examination critique, the CO should assure that any misunderstandings which have occurred between the training activity and the NPEB are brought to light and discussed, and that the training activity has a rough record of findings by the board which can be used to initiate appropriate follow-up action in the material, administrative, and training areas.

#### 5. Post Examination Follow-up

a. Following completion of an examination, the NPEB prepares an official report for the Fleet Commanders in Chief (FLTCINC). A copy of this report with FLTCINC endorsement is forwarded to the applicable activity, Type Commander (TYCOM), and Chief of R) Naval Education and Training (CNET) (ETE3). When received, CNET will distribute copies of the report to other applicable activities for information as necessary.

b. Prior to receipt of the official report, the CO of the inspected activity should analyze the rough findings as determined at the post examination critique and develop and prosecute appropriate corrective action. Such action should include not only the correction of specific deficiencies noted by NPEB, but also action to correct the fundamental underlying causes of such deficiencies.

c. The report of corrective action required subsequent to an examination will be submitted in accordance with enclosure (1) of this directive.

#### 6. Responsibilities

##### a. COs of Activities Being Examined

(1) Maintain readiness for examination by prosecuting a training program tailored to meet the needs of their command.

(2) Direct the training activity's performance in the examination in accordance with the provisions of paragraph 4 of this directive.

(3) Implement appropriate corrective action in accordance with the provisions of paragraph 5 of this directive.

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(4) Submit a report of corrective action as required by enclosure (1) of this directive.

(5) Advise CNET by message when readiness for a scheduled examination cannot be assured, discussing circumstances and action taken or recommended.

(6) Notify CNET by message and info the applicable TYCOM of the results of completed examinations.

b. CNET

(1) Evaluate reports of examination and associated reports of corrective action.

(2) Issue such directives or guidance as appropriate for command-wide promulgation to enhance the nuclear training posture within the NAVEDTRACOM.

(3) Review and approve corrective action and training plans submitted by the training command.

(4) Take such action as is required to correct material deficiencies requiring outside activity support.

(5) If deemed necessary by CNET, conduct in concert with the applicable TYCOM representative, a preliminary re-examination of the training facility, and based on the results of the examination, direct corrective action.

7. Reports. Report control symbol OPNAV 3540-4 has been assigned to the Report of Corrective Action noted in enclosure (1) of this directive.



**R. M. SCOTT**  
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250 DALLAS ST

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REQUIREMENTS FOR REPORTS OF CORRECTIVE ACTION

1. Report of Corrective Action

a. Within 3 months of the date of the examination, activities shall submit a report of corrective action to CNET.

b. This report shall include:

(1) A discussion of the fundamental causes for any major deficiencies pointed out by the NPEB examination report.

(2) A discussion of the action taken to correct the causes and an evaluation of the effectiveness of this action.

(3) A statement that specific material and administrative deficiencies noted by the NPEB have been corrected or resolved. If all action within the capacity of the activity has not been completed, the status of corrective action and estimated time of completion should be discussed.

(4) Identification of specific material or administrative deficiencies for which final correction or resolution is beyond the capacity of the activity. Action taken to initiate correction or resolution should be discussed.

2. Distribution of Reports

a. All reports of corrective action should be addressed to CNET (ETE3).

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b. Copies of all reports and endorsements shall also be forwarded to Chief of Naval Operations (N879); the applicable FLTCINC NPEB; the applicable TYCOM; and Director, Naval Nuclear Propulsion Directorate (COMNAVSEASYS COM (Code 08)).

