



DEPARTMENT OF THE NAVY

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

CNETINST 1500.24B  
Code 00X  
19 JAN 2000

CNET INSTRUCTION 1500.24B

Subj: TRAINING PERFORMANCE EVALUATION BOARD (TPEB)

Ref: (a) CNETINST 1500.20D  
(b) OPNAVINST 1500.75  
(c) OPNAVINST 5100.23E

Encl: (1) Training Performance Evaluation Board Charter

1. Purpose. To establish the Chief of Naval Education and Training (CNET), Training Performance Evaluation Board (TPEB) to assist CNET with assessments and evaluations of high- and moderate-risk training, and safety and occupational health programs.

2. Cancellation. CNETINST 1500.24A

3. Applicability. This instruction is applicable to:

a. Training activities within the Naval Education and Training Command (NAVEDTRACOM) that conduct formal high- and moderate-risk courses of instruction as provided in reference (a).

b. Fleet activities conducting formal high- and moderate-risk courses of instruction using CNET-approved curricula.

c. Fleet Commanders and Commander, Naval Reserve Force may invite TPEB to conduct evaluations of their high- and moderate-risk training.

d. This instruction is subject to the restrictions imposed by agreements between the Department of the Navy and the Department of Energy that affect overall training programs for personnel associated with operation and maintenance of nuclear propulsion plants.

4. Definitions

a. Safety training - Safety topics incorporated in courses of instruction that introduce and discuss safety hazards inherent in the student's rate or occupation.

b. Training safety - Specific actions and policies designed to safeguard students and instructors while in a training environment. Training safety must balance student/instructor safety with the realism of training provided. References (a) and (b) provide training safety policies for courses of instruction (COI) designated as high or moderate risk.

c. High-risk training - Training in which a lack of stringent controls is likely to expose students, instructors, or bystanders to life threatening injury. A failure in equipment, procedures, environmental conditions, or human factors may result in a class A or B mishap.

d. Moderate-risk training - Training in which a lack of stringent controls could expose students and/or instructors to injury. A failure in equipment, procedures, environmental conditions, or human factors might result in a class A or B mishap, but are more likely to result in a class C or D mishap.

e. Operational Risk Management (ORM) - The ORM process is a decision making tool used by people at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission.

5. Background. Reference (b) directs CNET to ensure subordinate training activities are conducting training following approved curricula. Reference (c) requires headquarters commands to conduct evaluations of Navy Occupational Safety and Health Program effectiveness at subordinate commands.

6. Action

a. The TPEB shall perform all functions specified in enclosure (1).

b. Naval Education and Training Professional Development and Technology Center (NETPDTC) shall carry out the responsibilities described in enclosure (1).

c. NAVEDTRACOM subordinate activities shall assist and support the TPEB in preparing for and conducting evaluations and assessments of training and/or safety programs, as required.

/S/D. L. BREWER, III  
Vice CNET

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**TRAINING PERFORMANCE EVALUATION BOARD CHARTER**

1. Purpose. To establish the Chief of Naval Education and Training (CNET) Training Performance Evaluation Board (TPEB).

2. Establishment and Membership

a. The TPEB is permanently established within the CNET headquarters, and will respond directly to CNET for overall direction of tasking and policy matters. TPEB is organizationally assigned to Naval Education and Training Professional Development and Technology Center (NETPDTC) who shall provide funding, administrative, and logistics support to TPEB.

b. The composition of TPEB is a mix of naval officers and DOD civilians (GS-0018). Within the TPEB, there will be individuals with safety and occupational health, warfare specialty, and firefighting experience. Upon assignment to the TPEB, all members will receive formal safety and occupational health training. At a minimum, the training will include the following:

(1) Introduction to NAVOSH (Ashore), CIN: A-493-0050

(2) Mishap Investigation and Prevention (Ashore), CIN: A-493-0078.

(3) Job Qualification Requirements provided in Attachment A to this enclosure.

3. Responsibilities. The TPEB will have the following responsibilities:

a. Conduct Training Safety Reviews of high- and moderate-risk courses. The following guidelines will be followed:

(1) Observe and evaluate high- and moderate-risk training. Evaluate training during the established schedule of classes to minimize disruption. Interview students during non-instructional periods if practical.

(2) Evaluate safety in the training environment in relation to Chief of Naval Operations and CNET safety policies.

(3) Determine application of training safety and safety training through general observations and reviews of curricula,

administration, training evaluation, equipment, and instructor certification.

(4) Observe operation of training devices and equipment in normal and backup or emergency configuration.

(5) Examine internal evaluation systems and procedures to ensure the correctness and timeliness of the applied curriculum.

(6) Conduct a detailed out-briefing and discussion with the activity's commanding officer and provide him/her with a copy of the findings upon completion of the review.

(7) Promulgate a periodic lessons learned message and/or newsletter.

b. Conduct Firefighter Trainer Certification Surveys at all training activities that conduct live firefighting training using CNET-approved curriculum.

(1) Certification surveys will be conducted when new trainers are brought into service and at a minimum of every 3 years thereafter.

(2) The certification process will include assessment of fuels, water supply, ventilation, emergency equipment, structural surveys, communications, self contained breathing apparatus, propane sensors, gage calibration, operating procedures, firefighting equipment and tactics, and administrative programs.

c. Conduct Occupational Safety and Health Management Evaluations of all NAVEDTRACOM activities every 3 years. Follow the below guidelines:

(1) Evaluate the results of mishap prevention efforts.

(2) Review the activity self-evaluation and the quality, effectiveness, and implementation of the activity self-assessment improvement plan.

(3) Review compliance with NAVOSH program requirements.

(4) Evaluate the results of Federal Employees' Compensation Act (FECA) cost reduction efforts.

d. Observe and evaluate applications of Operational Risk Management (ORM) in the day-to-day operations of NAVEDTRACOM activities.

e. Provide additional assessments within the NAVEDTRACOM as directed by CNET.

4. Evaluation/Assessment Consolidation

a. The TPEB will make every effort to schedule Occupational Safety and Health Management Evaluations, Training Safety Surveys, and Firefighter Trainer Certification Surveys concurrently every 3 years.

b. The inspection team will identify deficiencies that need correcting, deficiencies for consideration and analysis by higher authority, and an assessment of conditions found. These findings will be compiled in a detailed official report and forwarded from CNET to the activity within 30 days of the assessment.





a. Demonstrated familiarity with Training Safety checklist and all governing instructions

Supervisor Signature	Date

b. Demonstrated familiarity with Firefighting Certification checklist and all governing instructions

Supervisor Signature	Date

c. Observed and assisted with two full Training Safety Surveys

Supervisor Signature	Date
Supervisor Signature	Date

d. Observed and assisted with two full Firefighting Certification Surveys

Supervisor Signature	Date
Supervisor Signature	Date

6. *TPEB team members are often on the road, and there is an added dimension of challenge to routine office administrative procedures since every member can be tasked to do every job, depending on who is in town. Basic familiarity with the following procedures is necessary for the smooth flow and storage of information throughout the division:*

a. Filing system

Supervisor Signature	Date

b. Access database

Supervisor Signature	Date

c. Standard required correspondence

Supervisor Signature	Date

d. Evaluation scheduling process

Supervisor Signature	Date