



DEPARTMENT OF THE NAVY

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

CNETINST 1650.9B
SHOP

09 NOV 2001

CNET INSTRUCTION 1650.9B

Subj: CHIEF OF NAVAL EDUCATION AND TRAINING EXCELLENCE AWARD

Encl: (1) Sample Nomination Package

1. Purpose. To establish criteria and furnish self-nomination information pertaining to the subject award. This instruction has been extensively revised and should be read in its entirety.

2. Cancellation. CNETINST 1650.9A

3. Background. The Chief of Naval Education and Training (CNET) Training Excellence Award provides a means of recognizing training activities that demonstrate superior accomplishments in meeting CNET's mission of providing **"More Knowledge to More Sailors, Faster and at Less Cost"**.

4. Eligibility. This program is voluntary and is open to all CNET training activities and activities that conduct CNET training courses. Competition shall be within the classifications/categories identified below. Classifications are based upon total enlisted and officer average on board (AOB) of the training activity and the type of training provided.

a. Group A - Large activities. Those training activities having an AOB greater than 1,000.

b. Group B - Medium activities. Those training activities having an AOB 300 - 999.

c. Group C - Small activities. Those training activities having an AOB 299 or less.

d. Group D - Echelon 4 activities, detachments and non-CNET training activities that deliver CNET training courses.

e. Group E - Training Wings.

5. Action. Activities desiring consideration for this award shall submit nominations not later than 1 April to CNET (SHOP). A sample nomination package is included as enclosure (1).

a. Echelon 4 activities shall submit their nomination via their immediate superior in command (ISIC) for endorsement. The ISIC shall endorse and forward all deserving nominations to CNET (SHOP).

b. Direct reporting activities shall submit their nominations to CNET (SHOP).

6. Award Criteria. Awards will be based on the activity's achievements in the following areas:

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a. **More Knowledge** - Increase the student's ability to meet Fleet skills in leadership, technical skills, and Sailorization. Improve knowledge/skill retention and proficiency levels of the staff and students and increase participation in voluntary training and education programs. Meet the personal and professional training goals of the students and the staff.

b. **More Sailors** - Maximize the number of qualified Sailors who successfully complete training. Monitor academic and non-academic non-graduation rates and develop strategies to reduce those rates.

c. **Faster** - Deliver training in an efficient manner by ensuring current, accurate, and relevant course content, apply training technologies to reengineer training, and match learning strategies to learning capabilities. Minimize not under instruction (NUI) time (awaiting instruction, awaiting transfer, and interruption of instruction), decrease time required to process students, and analyze causes for high NUI.

d. **Less Cost** - Reduce training costs without compromising training quality. Investigate alternative methods of delivering training such as non-traditional training, sharing resources between activities, infusing technology, and contracting innovations and efficiencies.

7. Criteria used to evaluate the nominations are provided below.

EVALUATION CRITERIA FOR CNET EXCELLENCE AWARD			
More Knowledge	More Sailors	Faster	Less Cost
Feedback and Fleet Partnership programs	Innovative remediation programs and successes associated with the remediation programs	Course length reduced by eliminating redundant and non-relevant course content	Savings associated with innovative techniques for contract management
Curricula revisions based on Fleet requirements	Reduction in non-graduation rates	Innovative methods to manage students during the surge period and the success experienced	Alternative, less expensive means of delivering training
Navy Military Training/ General Military Training executed	Increased throughput without increasing resources	Methods used to reduce not under instruction time and the success of the methods	Energy conservation
Execution of Leadership training	Techniques to reduce non-academic drop rates	Streamlining internal processes to reduce student-processing time	Self-help programs
Opportunities for staff and students to meet personal/professional training goals	Techniques to improve student success in training		Streamlining internal processes that increase efficiencies in school-house management and delivery of training
Effective application of technology and its success in providing more knowledge			
Participation of staff and students in education opportunities			

8. Award. Activities awarded the CNET Training Excellence Award will receive a plaque (for permanent retention) and a burgee to be displayed for 1 year after receipt of the award.

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9. Reports. CNET Training Excellence Award nominations are exempt from reports control by SECNAVINST 5214.2B.


D. W. NELMS
Acting

Distribution (CNETINST 5218.2E):

Lists I (1, 6-14, 16-27, 29-49, 51, 52, 55), II (5, 7-27), V (1-20, 31, 32)
SNDL FA31 (EWTGLANT)
FB32 (EWTGPAC)

Stocked:

Available on CNET web site (www.cnet.navy.mil)

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SAMPLE NOMINATION PACKAGE

CHIEF OF NAVAL EDUCATION AND TRAINING EXCELLENCE AWARD
ACTIVITY NOMINATION SUMMARY SHEET

(Use 12-point font with 1" margins and submit to CNET via your ISIC (if appropriate) prior to the established submission deadline.

GENERAL INFORMATION

NAME OF ACTIVITY _____

COMMANDING OFFICER _____

EXECUTIVE OFFICER _____

AWARD COORDINATOR _____
(NAME/TITLE/CODE/PHONE/FAX/E-MAIL)

AWARD PERIOD (CY) _____

ISIC _____

ISIC MAILING ADDRESS _____

ISIC POINT OF CONTACT _____
(NAME/TITLE/CODE/PHONE/FAX/E-MAIL)

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SAMPLE NOMINATION NARRATIVE

More Knowledge

- Installed equipment and piloted courses to provide the fleet with operators trained on the latest equipment (*name the equipment*).
- Officer and enlisted training pipelines were thoroughly reviewed and updated to address current tactics and fleet requirements (*name pipelines that were reviewed, review methods used and effects*).
- Installed equipment and implemented a training program for Atlantic Fleet Sailors (*tell how - give details/effects*).
- Computer-Based Operational Trainer (CBOT) became primary platform for officer and enlisted technician training for XYZ system operations training.
- Initiated a partnership with State County Technical College that will allow pipeline graduates to receive significant college credits for their course of instruction towards an Associates of Technology degree.
- Designated 55 instructors as Master Training Specialists, an increase of 35% from the 41 designated in 20XX. Developed a Master Staff Specialist designation to promote professionalism among support personnel (*explain and expand on this information*).

More Sailors

- Personal Excellence Program includes volunteers in all aspects of community service. Staff dedicated hundreds of off-duty hours to support tutoring at local middle school. Numerous staff members involved in Boy Scout program. Two weeks during the summer, 22 Sea Scouts were trained on facilities by staff. Provided significant positive contact between Sailors and the community producing a powerful recruiting tool.
- Increased the graduation rate for enlisted training by 2% and officer training by 1%.
- Implemented a mentoring program designed to reduce non-academic drop rates. Across all schools, non-academic drop rates declined by 2%.
- Implemented the PREVENT program and reduced incidents of alcohol related drops by 1%.

Faster

- Ensured the quality of instruction and currency of course material by completing 25 total course revisions, 10 pilots and 500 course changes in the 300 courses for which ABCSCOL is the CCMM. Provided timely and effective training that was responsive to the shipboard requirements (*explain how*).
- Implemented improvements to the Programmed Analysis of Curriculum and Evaluation Report (PACER), which allowed all managers to view the status of their course and check on stage development, revision, and change.
- Standardized office software within the command, leading to greatly enhanced ease of use and faster document processing.
- Implemented the following training strategies (*explain*) in order to reduce not under instruction time. NUI time decreased by 3% while increasing throughput by 5%.
- Reduced time to process student orders by 2% (*explain how*).

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- Removed the bottlenecks of legacy equipment training and increased individual student training time on these systems.

Less Cost

- Converted outdated trainers and labs to useful space using command welders and staff in self-help renovations. This approach saved the Navy approximately \$200,000. These efforts included *(explain how)*.
- Developed and implemented a program to eliminate the bottleneck in the XYZ pipeline, which will save \$1,000,000 annually in individual account funds and allow for significantly greater pipeline throughput.
- Saved thousands of dollars in travel expenses by exporting XYZ Advanced course (A-xxx-xxxx) to San Diego *(explain what and how accomplished)*.
- Saved the Navy over \$350,000 by assisting Fleet Technical Support Center *(explain how)*.