DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12410.8H
N13
28 August 2001

COMSC INSTRUCTION 12410.8H

Subj: NAVY NONRESIDENT TRAINING COURSES

Ref: (a) NAVEDTRA 12061 (Catalog of Nonresident Training Courses) of January 2001
     (b) SECNAVINST 12410.22A
     (c) CNETINST 1552.3C

Encl: (1) CNET letter of 10 Jan 01
      (2) NETPDTC Course Application (NETPDTC 1500/29 (Rev. 10/00))

1. <u>Purpose</u>. To state Commander, Military Sealift Command (COMSC) policy and procedures for the enrollment of MSC personnel (afloat and shoreside) in Navy Nonresident Training Courses (NRTCs) and to provide guidance regarding the restructuring of the Navy's Nonresident Training Process. This is a complete revision and should be read in its entirety.

2. <u>Cancellation</u>. COMSCINST 12410.8G.

3. <u>Definitions</u>. As stated in reference (a), the following definitions apply:

   a. <u>Nonresident Training</u> - Training that takes place outside the institutional (resident) training location.

   b. <u>NRTC </u>- A self-study package designed to help a student acquire Navy professional or military knowledge. The package normally consists of a course text and a set of course assignments, and may be delivered in hard (paper) copy, electronically or both. In some cases, the text for a NRTC may be an existing manual, instruction or off-the-shelf commercial textbook. An end of course (EOC) test may be included for some courses.

c. <u>EOC Test</u> - EOC tests are usually formatted as multiple choice of true-false questions designed to measure learner achievement of the learning objectives of a NRTC. A test proctor will normally administer an EOC test.

4. <u>Background</u>

a. Reference (b) provides authority for government agencies to utilize NRTCs for training of personnel. Information regarding NRTC enrollment and course descriptions is provided in reference (a) and is available on the Chief of Naval Education and Training (CNET), Naval Education and Training Professional Development and Technology Center (NETPDTC) web site at http://www.advancement.cnet.navy.mil. Reference (c) provides further information regarding the development of NRTCs.

b. To improve the administration of NRTCs, and to optimize service to its customers, CNET has restructured the Navy's Nonresident Training Process. Enclosure (1) announces guidelines for the restructuring process that include shifting course administration from local commands to the NETPDTC in Pensacola, FL, focusing courses toward professional development rather than advancement qualification and how credit is earned for successful course completion.

5. <u>Eligibility</u>. MSC personnel (afloat and shoreside) eligible for enrollment in NRTCs include Active Duty, Reserve and Retired Members of the U.S. Navy, U.S. Marines Corps and U.S. Coast Guard, Navy Junior Reserve Officer Training Corps Cadets and Naval Sea Cadets.

6. <u>NRTC Procedures</u>. Due to the restructuring of the Navy's Nonresident Training Process, new procedures for administering NRTCs include:

a. <u>Enrollment Procedures</u> - The enrollment form used is NETPDTC 1500/29 (Rev. 10/00) and can be found in enclosure (2). Minimum information required for enrollment includes naval education training course number, first and last name of student, social security number, rank/rate, branch of service, status, mailing address, Command Unit Identification Code (UIC) and phone number or email address. Individuals may enroll in no more than four courses at one time. Enrollment procedures for NRTCs include:

(1) <u>Unclassified Courses</u> - Individuals may enroll at NETPDTC via:

(a) Internet - http://courses.cnet.navy.mil (preferred method)

(b) E-mail - fleetservices@cnet.navy.mil

(c) Fax (enrollment form) - Commercial (850) 452-1370, DSN: 922

(d) Telephone - Toll Free (877) 264-8583, Commercial (850) 452-1181/1511/ 1859, DSN: 922

(e) Mail (enrollment form) - Commanding Officer, NETPDTC N331, 6490 Saufley Field Road, Pensacola, FL 32559-5000

(2) Classified Courses - Commands may enroll individuals via:

(a) Internet - http://courses.cnet.navy.mil (preferred method)

(b) Naval message to NETPDTC (N331)

b. Ordering Procedures - Commands may continue to order courses available from onboard stock or in the supply system. As NRTCs are depleted from the supply system, courses will be shifted to NETPDTC. Once courses are shifted to NETPDTC, commands will no longer be required to order and administer courses to command personnel. Commands that desire to obtain courses for purposes other than individual enrollments (i.e., curriculum references, libraries, etc.) may download courses in portable document files (PDF) format from NETPDTC's web site at http://www.advancement.cnet.navy.mil or purchase hard (paper) copies through the Document Automation Production Service (DAPS) in Pensacola, FL.

c. Course Materials - For individuals enrolled at NETPDTC, NETPDTC will forward unclassified course materials to the individual's command or home address and classified course materials to the individual's command. Individuals not enrolled at NETPDTC may download courses in PDF format from NETPDTC's web site at http://www.advancement.cnet.navy.mil.

d. Completion Procedures - NRTCs must be completed within 12 months from the date of enrollment. The 12-month period includes the time required to resubmit and grade any failed assignments. Information regarding completing assignment answer sheets, grading course assignments, failed assignments, resubmitting failed assignments and retirement points (Naval Reserve personnel) is provided in enclosure (1). An overall grade of at least 3.2 is required for successful completion of a NRTC. Overall grades are calculated by averaging the individual's assignment grades. Upon successful completion of a NRTC, NETPTDC will forward a course completion confirmation to the individual.

e. Disenrollment/Reenrollment Procedures - Individuals may be disenrolled from a NRTC for failure to submit all course assignments within 12 months of enrollment date (includes resubmission of failed assignments), not receiving an overall grade of at least 3.2 or higher after all failed assignments have been submitted to NETPDTC or at the

request of the individual and/or command. Once an individual is disenrolled, the individual may not enroll in that course for a period of 6 months following the date of his/her disenrollment. To reenroll in a NRTC, the individual and/or command must contact NETPDTC for eligibility requirements.

    f. <u>Replacing Lost Courses</u> - Lost courses may be replaced by one of the following methods:

        (1) Download courses in PDF format from NETPDTC web site at http://www.advancement.cnet.navy.mil.

        (2) Submit a written request from his/her command to NETPDTC for replacement of lost course materials.

7. <u>Action</u>

    a. <u>Wage, Manning and Training Division (N13)</u> shall:

        (1) Distribute information regarding NRTCs to MSC personnel and Afloat Personnel Management Center (APMC).

        (2) Maintain information regarding NRTCs and provide assistance to MSC personnel and APMC.

    b. <u>MSC and APMC Training Personnel</u> shall:

        (1) Maintain information regarding NRTCs and provide assistance to personnel (i.e., civilian personnel and Civilian Mariners (CIVMARs)).

        (2) Ensure individual course completions are forwarded to Human Resources Service Center - Code 30 Training Department (for civilian personnel) or APMC Training Division (for CIVMARs) for upload into the individual's official training record via the Modern Defense Civilian Personnel Data System.

    c. <u>MSC and APMC Personnel</u> shall:

        (1) Receive prior approval from immediate supervisor before enrolling in NRTCs.

        (2) Enroll in unclassified NRTCs at NETPDTC via described means outlined in this instruction.

        (3) Contact MSC (for civilian personnel) or APMC (for CIVMARs) Training Division/Personnel for enrollment in classified NRTCs at NETPDTC.

(4) Complete NRTCs in a timely manner.

(5) Process (via Internet - preferred method) or forward (via mail) assignment answer sheets to NETPDTC for course grading procedures.

(6) Discuss any problems and/or concerns regarding course completions with immediate supervisor and NETPDTC for appropriate action.

(7) Provide MSC (for civilian personnel) or APMC (for CIVMARs) Training Division/Personnel with copy of course completion.

8. Forms. Electronic copies of enclosure (2) are available on the MSC Intranet. Addressees that do not have access to the MSC Intranet may send a request to cheryl.miller@msc.navy.mil. Students may also go to the Internet Enrollment Center at (http://courses.cnet.navy.mil).

//S//
G. S. HOLDER

Distribution:
COMSCINST 5215.5
List I (Case A, B and C)
SNDL   41B   (MSC Area Commanders)
          41C   (NFAF East/West)
          41D   (MSC Offices)
          41E   (APMC)
          41J   (OICMILDEPTs)
          T-100 (Masters, MSC civil service manned ships)
          T-107 (Masters, civil service manned Fast Combat Support Ships)

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

1500
Ser 004/004
10 Jan 2001

From: Chief of Naval Education and Training

Subj: RESTRUCTURING THE NAVY'S NONRESIDENT TRAINING PROCESS

Ref: (a) NAVADMIN 0333/00 (222029Z DEC 00)

Encl: (1) Information About the Restructuring Process
       (2) Information About Enrolling in Courses at NETPDTC

1. In accordance with reference (a), a major change in the Navy's nonresident training process will begin in January 2001. The Navy's Nonresident Training Course administration will shift from local commands to the Naval Education and Training Professional Development and Technology Center (NETPDTC).

2. To optimize service to our Sailors and improve the quality and responsiveness of the nonresident training process, we are changing: (1) The manner in which courses are obtained and administered; (2) The focus of the courses toward professional development rather than advancement qualification; and, (3) How credit is earned for successful course completion. These changes will help maintain a high-quality enlisted advancement system and ensure these courses are readily available to all hands. Enclosures (1) and (2) provide amplifying information about the change. Please ensure this information is passed to Command Master Chiefs, Educational Services Officers, Training Officers, and Career Counselors at your command.

3. As with any major change to a process that has been in place for many years, there may be some period of adjustment as we bring the new process on line. We ask that you be patient and work with us to help make this necessary change occur with the least amount of impact on our Sailors. NETPDTC will actively work with you to ensure a smooth transition to an improved process which will ultimately serve our Sailors better.

4. My point of contact in this matter is Mr. Don Ward. Mr. Ward may be reached at (850)452-1685, DSN 922-1685, or via e-mail at don.ward@cnet.navy.mil. Please do not hesitate to call him if you have any questions, problems, or additional ideas to improve the system.

D. L. BREWER, III
Vice Chief of Naval Education
    and Training

Distribution:
Commanding Officers
Officers in Charge

Information About the Restructuring Process

When the Restructuring Process Began	• The restructuring process began with the promulgation of the January 2001 issue of the Catalog of Nonresident Training Courses (NAVEDTRA 12061). Paper copies of the catalog were mailed to the same commands receiving this letter. • The catalog is also available in electronic format at: http://www.advancement.cnet.navy.mil **NOTE: It is VITAL that commands maintain a current copy of the Catalog of Nonresident Training Courses (NAVEDTRA 12061)**
How the Process Will Be Gradually Restructured	As courses run out of stock, they will be removed from the supply system and shifted to NETPDTC. At that time, NETPDTC will become the ONLY source for these courses. • Unclassified Courses. **Students** will enroll themselves by name and SSN at NETPDTC. Enrollments may be via the Internet, e-mail, regular mail, telephone, or FAX. NETPDTC will register student, ship courses, grade assignments, and report scores. • Classified Courses. **Commands** will enroll students by name and SSN via naval message or Internet. NETPDTC will register student, ship courses, grade assignments, and report scores. **See the Catalog of Nonresident Training Courses to determine Central Enrollment availability dates.**
What Commands Should Do During The Restructure Phase-In Period	• Continue to administer courses that are available from onboard stock or are still available in the supply system. • Continue to order courses that are available in the supply system. • Ensure your ESOs and Training Officers are involved in this new process. • Assist your personnel in enrolling in courses that are available only at NETPDTC. • Counsel your personnel about how the restructuring process will change the manner in which they obtain courses. • Be alert for notices and updates posted by NETPDTC about the new process.
When The Restructure Will Be Completed	When all courses have been removed from the supply system and are available for enrollment here at NETPDTC. It is anticipated that this should occur in early CY2002.

How The Restructure Will Affect The Procurement of Courses for Purposes Other Than Individual Enrollment	• Once courses are removed from the supply system, commands will no longer be required to order and administer courses to command personnel. • Commands who desire to obtain courses for purposes other than individual enrollments, such as libraries, curriculum references, etc., may download courses from the below Internet site. Paper copies of courses for purposes other than individual enrollment may be purchased through the Document Automation Production Service (DAPS) in Pensacola, FL. • Questions about procuring courses for purposes other than individual enrollment should be directed to Mr. Don Ward. Mr. Ward may be reached at (850) 452-1685, (DSN 922-1685), or e-mail: don.ward@cnet.navy.mil
How Specific Details About Registration, Enrollment, and Grading Procedures will be Disseminated	• Web site: http://www.advancement.cnet.navy.mil • The Catalog of Nonresident Training Courses (NAVEDTRA 12061) • Message • Mail • SALTS

General Information About Enrollment at NETPDTC

Who May Enroll	- Active duty, reserve, and retired members of the U.S. Navy, U.S Marine Corps and U.S. Coast Guard - Navy Junior Reserve Officer Training Corps (NJROTC) Cadets - Naval Sea Cadets
Minimum Information Required for Enrollment	- Course NAVEDTRA No. - First and Last Name - Social Security Number - Rank/Rate · Branch of Service · Status (Active/Inactive/IRR/Ret.) · Mailing Address · Command Unit Identification Code (UIC) · Phone No. or E-mail Address

How to Enroll	UNCLASSIFIED COURSES (Enrollment by Individual Students)	
See the Catalog of Nonresident Training Courses (NAVEDTRA 12061) for course procurement information. **Course enrollment forms are available from NETPDTC.**	· Internet:	http://courses.cnet.navy.mil **(preferred method)**
	· E-mail:	fleetservices@cnet.navy.mil
	· FAX (enrollment form)	Commercial: (850) 452-1370 DSN: 922-1370
	· Telephone:	Toll Free: (877) 264-8583 Commercial: (850) 452-1181, 1511, or 1859 DSN: 922-1181,1511, or 1859
	· Mail (enrollment form)	Send enrollment form NETPDTC 1500/29 (Rev. 07/00) to: COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000
	CLASSIFIED COURSES (Command enroll Individual Students)	
	Naval message to NETPDTC (N331), or Internet.	

Course Materials	- You will receive printed copies of NETPDTC courses **only** if you enroll in courses at NETPDTC. If you want a printed copy of a course but do not want to enroll, you may download courses in portable document file (PDF) format from: http://www.advancement.cnet.navy.mil - If you already have copies of a course and only want your course assignments graded for credit, you must still enroll in that course with NETPDTC. In this case, when enrolling, select the "Enroll Only" option.
Number of Courses	You may enroll in no more than four courses at one time.
Course Completion Time Limits	**All courses must be completed within 12 months from the date of enrollment.** The 12-month period includes the time required to resubmit and grade any failed assignments.
Assignment Answer Sheets	If you are unable to get on the Internet to grade your assignments, you may use the "scannable" answer sheets (NAVEDTRA 1510/4 (03-94) included in your enrollment package. This is the **only** answer sheet that is accepted by NETPDTC. - All courses include **one** answer sheet (NAVEDTRA 1510/4 (03-94) for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet. - Use only scannable answer sheets provided—reproductions will not work with NETPDTC scanning equipment and cannot be processed. If we receive incorrect answer sheets, they will be returned to you together with the correct scannable answer sheets. Contact NETPDTC for additional answer sheets. - Follow the instructions for marking answers on the answer sheet. Be sure you fill in blocks 1, 2, and 3 correctly. This information is necessary for the course to be properly processed and for you to receive credit for completing the course.

Grading Course Assignments	To have a course graded, you **must** be enrolled (in the course to be graded) with NETPDTC. Following enrollment, there are two ways of having your assignment answer sheets graded:
	1. **Via the Internet** (preferred method). Advantages to Internet grading are:
	• Answers may be submitted as soon as an assignment is completed.
	• Results are usually received by the next working day.
	• In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed **all the assignments**. To submit assignment answers via the Internet, go to: **http://courses.cnet.navy.mil**, log in, then select "Answer Sheet" from the "Student Services" menu.
	2. **Via U.S. Mail.**
	• Send **ALL** your answer sheets for assignments in at one time. Do NOT submit individual answer sheets for grading. Mail all your answer sheets in one envelope to:
	COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000
	• **Answer sheets are not returned to the student.**
	• **(Naval Reserve Students Only)** In conjunction with earning retirement point completion, Naval Reserve students may submit answer sheets grouped by **unit** or by **course.**
Credit for Course Completion	• To satisfactorily complete a course, you must achieve an overall course grade of at least 3.2. Overall course grades are calculated by averaging your individual assignment grades.
	• You will receive a completion confirmation from NETPDTC for achieving a passing grade.
Naval Reserve Students Only. Retirement Points and Anniversary Dates	• Naval Reserve students may earn retirement points for successful course completion if authorized under current directives governing retirement of Naval Reserve personnel. The Catalog of Nonresident Training Courses (NAVEDTRA 12061) lists retirement points earned for each course.
	• NETPDTC reports retirement points earned by Reserve students to the Naval Reserve Personnel Center (NRPC) on a monthly basis.
	• Reserve students should be aware of their Reserve Anniversary Date. For information about anniversary dates, contact NRPC at: (800) 535-2699.
Failed Assignments	• If your overall course score is 3.2 or higher, you will pass the course and will not be required to rework failed assignments. Once all your assignments have been graded, you will receive course completion confirmation.
	• If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. However, if you receive less that a 3.2 on any assignment and your overall courses grade is 3.2 or greater, you will not have to resubmit any assignment. **Wait until you complete the course or unit before you resubmit an assignment because you may resubmit failed assignments only once.**
	NOTE: Remember failed assignments will not be returned to you under any circumstances.
Resubmitting Failed Assignments	• The maximum score for resubmitted (failed) assignments is 3.2.
	• You are limited to **only one** resubmission for each failed assignment. If your resubmission does not result in an overall course grade of 3.2 or higher, you will be disenrolled from the course due to course failure.
	• Do not resubmit failed assignments if your overall course grade is at least 3.2.
	• Remember, you must complete a course in 12 months, including the time required to resubmit failed assignments.

Disenrollment	You will be disenrolled from a course for the following reasons: • Failure to submit all course assignments within 12 months of the date of enrollment (including resubmission of failed assignments). • Not receiving an overall grade of 3.2 or higher after all failed assignments have been submitted. • At your request. **Once you are disenrolled, you may not reenroll in that course for a period of 6 months following the date of your disenrollment.**
Reenrollment	If you are eligible to enroll in a course for the second time, you must contact us prior to reenrollment. (See "Contact Us" on the main menu)
Replacing Lost Courses	You may replace lost courses by one of the following methods: • Download and print course materials from the Navy Advancement Center web site: http://www.advancement.cnet.navy.mil • A letter from your command requesting that NETPDTC replace the lost course materials. **Note 1:** Do not submit reproduced copies of assignment answer sheets; they won't work in our scanner. Contact NETPDTC for additional answer sheets. **Note 2:** Remember that you cannot have your course assignments graded by NETPDTC unless you are enrolled in that course at NETPDTC.

NETPDTC COURSE APPLICATION

STUDENTS – Use our Internet Enrollment Center (http://courses.cnet.navy.mil). It's *FAST and EASY*.
Refer to the Catalog of Nonresident Training Courses, NAVEDTRA 12061, for ordering procedures and for a listing of available courses at:
http://www.advancement.cnet.navy.mil

Privacy Act Statement

1. AUTHORITY: 5 USC 301, SECNAVINST 5211 Series. **2. PRINCIPLE PURPOSE:** Used for individuals to provide information to NETPDTC for enrollment in a correspondence study course. **3. ROUTINE USE:** To provide NETPDTC course enrollment information. **4. DISCLOSURE:** Voluntary, however, failure to provide the necessary information may keep NETPDTC from processing this request and may prevent you from enrolling.

Social Security Number ___ - ___ - ___   **Last Name** _____   **First** _____   **MI** ___

SHIP COURSES TO:

Address _____   **City** _____   **State** ___   **Zip** _____ - ___   **Phone: (** ___ **)** ___ - ___

E-mail Address: _____   **Branch of Service:** ☐ USN ☐ USMC ☐ USCG   **Status:** ☐ Active ☐ Retired ☐ Other

Unit Identification Code (UIC): _____   **Rate/Rank** _____   **Pay Grade** _____   **Reserves Only:** ☐ Inactive (drilling) ☐ IRR/Anniversary Date: _____

NOTE: Some of the course numbers are separated by hyphens, please include them when writing below. Enroll/Ship means (I need course materials): Enroll Only means (I already have course materials). Please enroll me in the following courses:

1. **Course Number:** _____   ☐ Enroll/ship ☐ Enroll only   3. **Course Number:** _____   ☐ Enroll/ship ☐ Enroll only
2. **Course Number:** _____   ☐ Enroll/ship ☐ Enroll only   4. **Course Number:** _____   ☐ Enroll/ship ☐ Enroll only

OTHER MEANS OF ENROLLMENT: Internet: http://courses.cnet.navy.mil   E-mail: fleetservices@cnet.navy.mil

Phone: Toll Free: 877-264-8583   Commercial: (850) 452-1511/DSN 922-1511   FAX: Commercial: (850) 452-1370/DSN 922-1370

MAIL TO: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000