

Fleet Reports Tab How-to's

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What is fleet feedback and why is it important?

The fleet may report outstanding training achievements, training deficiencies, and training concerns. Feedback from the fleet helps to assess and validate training. Fleet feedback ensures that training in the schools is relevant to the actual needs of the fleet.

How do I obtain and analyze fleet feedback?

Follow these steps to obtain and analyze fleet feedback:

1. Obtain feedback.
 2. Classify feedback by course.
 3. Classify strengths.
 4. Classify opportunities.
 5. Enter recommendations and plans for revision.
1. **Obtain feedback.**

Procedures for establishing and administering feedback are outlined in CNET INSTRUCTION 1500.30. Follow the steps specified in this document to obtain feedback from the fleet. For reference purposes, also cite the source (name/code, command or activity, e-mail, phone number, and the Unit Identification Code) of the feedback and the date that it was provided (CNET Training Feedback Form). This will allow your schoolhouse to collect follow-up information from the individual if necessary.
 2. **Classify feedback by course.**

Linking feedback to a course is necessary so that the appropriate course can be evaluated and revised. To determine the course to which a comment belongs, look at course titles and corresponding mission statements. When you have narrowed your search, refer to the Curriculum Outline of Instruction of that course to confirm that the comment is properly classified.
 3. **Classify strengths.**

Once you receive feedback, determine which comments from the fleet should be classified as the strengths of training. Strengths are features of training that worked well. Outstanding training achievements and reports of highly qualified graduates are examples of comments that should also be classified as strengths. Once you have determined strengths, enter them into the text box labeled "Strengths".
 4. **Classify opportunities.**

Determine which comments from the fleet can be classified as opportunities. Opportunities are features of training that did not work as well as expected or ideas for how to improve something that already worked well. Training deficiencies and training concerns are examples of comments that should be classified as opportunities. Recommendations from the fleet would also indicate an opportunity. Once you have determined the opportunities for a course, enter them into the text box labeled "Opportunities".

5. Enter recommendations and plans for revision.

After examining feedback from the fleet, you should be able to make recommendations and provide plans for revision. Look for frequent positive comments about the training as areas that worked well and should be repeated. Specify plans for revision in areas where negative comments were made.