



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 5340.2E  
N04  
18 Jan 2024

NETC INSTRUCTION 5340.2E

From: Commander, Naval Education and Training Command

Subj: PENSACOLA AREA ANNUAL COLLATERAL DUTIES

Ref: (a) DoDM 5500.07-R, Joint Ethics Regulation (JER) of  
30 August 1993

Encl: (1) Chairmanship for Calendar Years 2024-2028

1. Purpose. To assign chairmanship of annual Navy birthday commemoration ceremonies, Navy and Marine Corps Relief Society (NMCRS) active duty fund drives, Combined Federal Campaign (CFC) fund drives, Battle of Midway observances, Memorial Day observances, 9/11 observances, National Vietnam War Veterans Day Commemoration, and recurring monthly official observances for 2024 through 2028.

2. Cancellation. NETCINST 5340.2D.

3. Background. On a recurring, annual basis, many Pensacola area commands are involved with a variety of official collateral duties and responsibilities that positively impact the military and the local community. In order to ensure a fair and equitable distribution of responsibilities, chairmanship of events will be assigned to area commands on a rotational basis.

4. Responsibility

a. Per reference (a), commands assigned to the Pensacola naval complex will plan, execute, and participate in the official events and drives listed above. Commander, Naval Education and Training Command (NETC) will be responsible to establish the rotation of the chairmanship of these events as outlined in enclosure (1).

b. The chairman of each event will establish an executive committee to include an area coordinator, treasurer, public affairs office representative, staff judge advocate, and representatives from tenant commands as required. The chairman

will also complete a 5050 notice prior to each event and ensure it is disseminated to all area commands to ensure maximum participation.

c. The following commands shall participate in the chairmanship rotation and shall appoint one or more representatives (depending on size of activity) to serve on the various committees. If the assigned commander feels they are unable to comply with the assigned rotation or responsibilities, they shall consult with the NETC Chief of Staff.

- (1) NETC
- (2) Naval Air Station Pensacola (NASP)
- (3) Center for Naval Aviation Technical Training (CNATT)
- (4) Naval Air Technical Training (NATTC)
- (5) Naval Aviation Schools Command (NASC)
- (6) Center for Information Warfare Training (CIWT)
- (7) Training Air Wing 6 (TW-6)
- (8) Marine Aviation Training Support Group 21 (MATSG 21)
- (9) Marine Aviation Training Support Group 23 (MATSG 23)
- (10) Naval Hospital Pensacola (NAVHOSP)
- (11) Navy Medicine Operational Training Center (NMOTC)
- (12) 479th Flying Training Group (479th FTG) (only CFC)
- (13) Naval Education and Training Security Assistance  
Field Activity
- (14) Naval Education and Training Professional  
Development Center (NETPDC)

5. Action

a. Upon completion of the final report for the drive or event, the current chairman shall coordinate with the incoming chairman and arrange a turnover briefing.

b. As appropriate, the current chairman will recognize the work of the executive committee. Commanders and commanding officers will do the same for their command representative.

c. The incoming chairman will call a meeting of the executive committee to establish guidance pertaining to the organization and administration of their event.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as

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soon as the need for cancellation is known following the  
guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

CHAIRMANSHIP FOR CALENDAR YEARS 2024-2028

2024

Navy Birthday Commemoration:	TW-6
NMCRS:	MATSG-21
CFC:	NASC
Memorial Day:	NASP
Battle of Midway:	NMOTC
National Vietnam War Veterans Day Commemoration:	NASP
9/11 Observance:	NASP

2025

Navy Birthday Commemoration:	NAVHOSP
NMCRS:	CIWT
CFC:	NMOTC
Memorial Day:	NASP
Battle of Midway:	TW-6
National Vietnam War Veterans Day Commemoration:	NASP
9/11 Observance:	NASP

2026

Navy Birthday Commemoration:	NASC
NMCRS:	NETC
CFC:	NATTC
Memorial Day:	NASP
Battle of Midway:	NASP
National Vietnam War Veterans Day Commemoration:	NASP
9/11 Observance:	NASP

2027

Navy Birthday Commemoration:	NMOTC
NMCRS:	NAVHOSP
CFC:	NETPDC
Memorial Day:	NASP
Battle of Midway:	CNATT
National Vietnam War Veterans Day Commemoration:	NASP
9/11 Observance:	NASP

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2028

Navy Birthday Commemoration:	NATTC
NMCRS:	CIWT
CFC:	479 <sup>TH</sup> FTG
Memorial Day:	NASP
Battle of Midway:	NASC
National Vietnam War Veterans Day Commemoration:	NASP
9/11 Observance:	NASP