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

NETCINST 5450.11D
N1
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NETC INSTRUCTION 5450.11D

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF CENTER FOR INFORMATION WARFARE
       TRAINING

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/16U102241 of 6 Jul 16
       (b) NETCINST 5450.3B
       (c) OPNAVINST 1500.76D
       (d) NETCINST 5100.1B
       (e) NAVEDTRA 140B of 10 August 2010
       (f) NETCINST 1500.11A
       (g) NSA/CSS Policy 4-25, Cryptologic training standards

Encl: (1) Functions and Tasks of CENINFOWARTRA

1. Purpose. To publish the functions and tasks of Center for Information
Warfare Training (CENINFOWARTRA) under the mission established by reference
(a).

2. Cancellation. NETCINST 5450.11C.

3. Mission. To deliver trained information warfare professionals to the
Navy and joint services, enabling optimal performance of information warfare
across the full spectrum of military operations.

4. Background. Reference (a) establishes the mission of CENINFOWARTRA.
Reference (b) assigns responsibility for issuing and maintaining directives
on mission, functions and tasks for their subordinate activities. Reference
(c) establishes policy for planning, determining and documenting Manpower,
Personnel and Training (MPT) requirements and development for Navy and Navy
and Marine Corps integrated weapons and warfare systems across the entire
continuum of Naval training. Reference (d) establishes amplifying policy and
procedures for the Safety and Occupational Health Program. Reference (e)
provides procedures and standards for carrying out training support.
Reference (f) provides direction and guidance for managing the Navy Military
Training program. Reference (g) establishes policy for procedures and
responsibilities with regard to cryptologic training.

5. Status and Command relationships. CENINFOWARTRA is a shore activity in
an active, fully operational, status under a Commanding Officer (CO) and
operates per references (b) and (c).

    a. Echelon   Chain of Command

        1   Chief of Naval Operations
        2   Commander, Naval Education and Training
                  Command (NETC)
        3   CO, CENINFOWARTRA
    b. Area Coordination

b. Area Coordination

(1) Area Coordinator – Commander, U.S. Fleet Forces Command

(2) Regional Area Coordinator – Commander, Navy Region Southeast

6. Overseas Diplomacy. CENINFOWARTRA serves as an effective instrument of U.S. Foreign Policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals and which assist individual Naval personnel and their families to work effectively, live with dignity, and satisfaction and function as positive representatives of the Navy and the United States while overseas.

7. Action. In accomplishing the assigned mission, the CO, CENINFOWARTRA will ensure performance of the functions and tasks in enclosure (1) and advise NETC of any recommended modifications to the assigned mission or functions. CO, CENINFOWARTRA will issue mission, functions, and tasks for subordinate activities and provide copies per reference (b).

8. 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.

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

P. A. GARVIN

Releasability and distribution:
This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.

FUNCTIONS AND TASKS OF CENINFOWARTRA

1. Inter/Intra Command Support

     a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of CENINFOWARTRA activities and issue such internal instructions, regulations, orders, and notices as are required for the efficient organization and administration of the command in support of the mission assigned.

     b. Exercise command over assigned activities. Conduct periodic inspections to ensure compliance with applicable instructions with a reporting of discrepancies to NETC.

     c. Develop, maintain, and exercise comprehensive plans for antiterrorism, force protection, facility physical security, emergency management, and continuity of operations. Maintain close liaison with NETC Leadership, as applicable, as well as with other commanders as may be designated for other such emergent matters.

     d. Coordinate with other organizations as appropriate to prioritize and execute the mission. Document support agreements in local instructions and Memoranda of Agreement/Memoranda of Understanding.

     e. Exercise management control and oversight for management support programs and functional areas inherent to a Naval shore activity. This task includes, but is not limited to, retention, Safety and Occupational Health (SOH), traffic and recreational safety, internal review, Navy Alcohol and Drug Abuse Prevention, family advocacy, Sexual Assault Prevention and Response, Victim Witness Assistance Program, Military Equal Opportunity (MEO) Program, Equal Employment Opportunity (EEO) Program, Voting Assistance Program, and other similar management programs.

     f. Provide area SOH/high risk training safety personnel as necessary to ensure fulfillment of assigned safety duties. Investigate safety mishaps and conduct or appoint, as directed by NETC, area mishap investigation teams for Class A/B private motor vehicle mishap investigations. Manage SOH programs which encompasses prevention and control of mishaps, ergonomics, hazardous materials, and promotion of safety education. Comply with reference (d) as it relates to all safety programs to include all safety databases and systems.

     g. Support NETC communications as outlined in reference (e), directing an energetic public affairs program designed to bring out greater appreciation and understanding of training's role in developing and sustaining fleet readiness.

     h. Execute military justice, administrative separations, Manual of the Judge Advocate General investigations, and all other legal functions and requirements per higher directives for assigned staff and students.

     i. Investigate all violations of the Uniform Code of Military Justice committed by assigned staff and students. Provide law enforcement duties

(e.g., inspections, search and seizure, restriction, bailiff, duty Master at Arms) and maintain good order and discipline.

j. Per the guidelines of reference (e), provide support to the NETC Inspector General (IG), as directed, including the Command Inspection (CI) and Hotline Programs and locally perform Command Evaluation (CE) Program functions, including the Managers' Internal Control Program, CE Program Reviews, Audit Liaison, and Follow-up Coordination. Ensure CENINFOWARTRA activities compliance with the aforementioned CE Program functions and responsibilities.

k. Perform building monitor responsibilities for assigned facilities and report maintenance and repair issues to the installation Public Works Department (PWD) as appropriate.

2. <u>Training</u>

a. Ensure CENINFOWARTRA activities provide technical and professional development training, as assigned by NETC, to meet the training requirements of the U.S. Navy and other agencies and services. This training includes delivery to international students under the Military Assistance Program and Foreign Military Sales and selected civilian personnel of the Department of Defense (DoD) and non-DoD activities under Executive Agency agreements.

b. Ensure successful and uniform accomplishment of training per prescribed course material on a standardized basis, with appropriate rigor and ensure high standards of individual instructor and student performance. In furtherance of these objectives, carry out on a continuing basis an evaluation of instruction and the complete science of learning process; ensure that applicable portions of Personnel Qualification Standards (PQS) are accomplished in the course of instruction.

c. Provide technical advice and recommendations to National Security Agency/Central Security Service (NSA/CSS) National Cryptologic School/ Cryptologic Training System (NCS/CTS) in matters under CENINFOWARTRA cognizance and effect liaison in direct support of specific projects directed by NSA/CSS. CENINFOWARTRA is a member of the Cryptologic Training Advisory Group supporting the NCS/CTS per reference (g). Provide technical advice and recommendations to the Intelligence Training and Education Board in training matters under authority of U.S. Intelligence Agencies.

d. Ensure CENINFOWARTRA activities execute Navy Military Training responsibilities for students, as applicable per Reference (f), to include coordinating shared watch responsibilities.

e. Conduct Production Data Analysis. Keep NETC advised regarding the general progress and results of training conducted.

f. Perform training requirements reviews.

g. Provide command representation to support the Manpower and Training Requirements Planning process and Navy Training System Plan documentation requirements per reference (c) in support of new acquisition and or modernization programs.

h. Ensure the training of all personnel enrolled in courses established by NETC at CENINFOWARTRA activities are in consonance with the Instructional Systems Development model as explained in publications from higher authority.

i. Perform job duty task analyses.

j. Perform curriculum development and curriculum management, to include creating, modifying, updating and improving curriculum, Training Objectives or Learning Objectives, and all other related functions. Manage the End-to-End process per NAVEDTRA Manuals 130B through 138. Manage incorporation of evolving technologies and instructional strategy in all curriculum processes.

k. Develop and maintain PQS manuals and Rate Training Manuals.

3. Training Support

a. Ensure CENINFOWARTRA activities accurately maintain all course data and student data integrity in Corporate enterprise Training Activity Resource System (CeTARS).

b. Ensure CENINFOWARTRA activities manage inventory and configuration control, as well as operate, maintain, and repair schoolhouse simulators, Maintenance Trainers (MT), Electronic Classrooms (ECR), Technical Training Equipment (TTE), standard and special tools, test equipment, support equipment, and other training materials as may be required to accomplish effective lab, practical application, and demonstrative training.

c. Coordinate with CENINFOWARTRA activities and other organizations as applicable for trainer acquisition, integration management, inventory, and configuration control for schoolhouse simulators, MT, ECRs, TTE, standard and special tools, test equipment, support equipment, and other training materials as may be required.

d. Ensure CENINFOWARTRA activities maintain a technical library to include, but not limited to, those publications, technical manuals, and Tactics/Techniques and procedures documented in applicable course of instruction Resource Requirement Lists.

e. Maintain optimum utilization of all assigned facilities. Identify training space, barracks, galley, and base operation support requirements/ shortfalls/excesses/deficiencies to the responsible PWD and NETC N4 as appropriate.

f. Provide technical oversight of facility expansions, reductions, and upgrades to seamlessly integrate these functional areas into CENINFOWARTRA activities' courses of instruction. Coordinate development of facility requirements and projects for new platforms with associated Systems Command.

g. Support responsible installation PWD, as required, in the development of facility projects to address facility shortfalls and deficiencies.

h. Manage quota allocations to meet evolving fleet training requirements. Assist commands in obtaining course information, training schedules and course location information. Validate missed training

opportunities. Act as central point of contact for current year adjustments to the Student Input Plan in coordination with supported activities and assess feasibility of meeting current year adjustments.

    i. Conduct requirements and resource data analysis to determine current and future resource requirements. Complete feasibility study analysis and develop Program Objective Memorandum (POM) documents and exhibits.

    j. Coordinate and liaise with NETC N5 to support the American Council on Education reviews of Navy Courses and Occupations.

    k. Coordinate and liaise with NETC N5 to support the Institutional Accreditation Program in coordination with the Council on Occupational Education.

    l. Coordinate and liaise with NETC N5 to support the maintenance of the Learning and Development Roadmaps.

    m. Coordinate and liaise with NETC N5 to support the Credentialing Opportunities On-Line, United Services Military Apprenticeship Program, and MilGears programs.

4. <u>Student Support</u>

    a. Ensure CENINFOWARTRA activities provide student support, as assigned by NETC, to meet the training requirements of the Navy and other services, international students under the Military Assistance Program and Foreign Military Sales, and selected civilian personnel of the DoD and non-DoD activities.

    b. Ensure CENINFOWARTRA activities provide student management as outlined in reference (e), to include the control, administration, and supervision of students.

    c. Ensure CENINFOWARTRA activities accurately maintain all required student data in CeTARS.

5. <u>Manpower, Personnel, and Administration</u>

    a. Perform functions related to managing military, civilian, and contractor staff billets/positions.

    b. Perform functions related to the human resources management programs, including adhering to the MEO Program and the EEO program requirements.

    c. Provide Command Pay and Personnel Administration support for staff and assigned students.

6. <u>Special Security Officer (SSO)/Command Security Management</u>

    a. Manage personnel security programs. Coordinate with the NSA and Defense Intelligence Agency (DIA) on personnel security program responsibilities and inspections. Oversee the Intelligence Oversight and

Operations Security programs. Oversee CENINFOWARTRA activities and applicable regional personnel security requirements.

     b. Conduct oversight of the physical security for all CENINFOWARTRA Sensitive Compartmented Information Facilities (SCIF). Maintain SCIF accreditation. Manage safe inventory and control. Coordinate with NSA and DIA on physical security program responsibilities and inspections. Oversee CENINFOWARTRA and applicable regional physical security requirements.

     c. Provide SSO support to NETC Headquarters, organizations within the NETC training domain, and commands that provide support to the NETC training domain which have Sensitive Compartmented Information related requirements but are not serviced by an SSO.

7. Information Technology (IT)/Information Management (IM)

     a. Coordinate with NETC N6 and Learning Sites, as required, to organize and validate cyclic tech refresh of assigned ECR assets that are centrally purchased and distributed by NETC.

     b. Coordinate the delivery/installation/upgrade of ECRs with NETC and install NETC-approved courseware and training applications.

     c. Coordinate access management, DoD Cyber awareness, system access authorization requests, privileged access agreements; Cyber Security (CS) Workforce qualification compliance and reporting for all personnel within CENINFOWARTRA activities.

     d. Coordinate inputs to prepare and validate non-NMCI accreditation packages for IT assets (standalone, networked) within CENINFOWARTRA activities, managing/tracking/reporting open findings via enterprise Mission Assurance Support Service and to NETC CS.

     e. Coordinate activities and responses necessary to execute Navy computer tasking orders, network telecommunications directives, and other mandatory CS compliance directives (e.g., Information Assurance Vulnerability Management, Security Technical Implementation Guidance).

     f. Coordinate support for Command Cyber Readiness Inspection, CS Inspection Command Program, Naval Audit Service and NETC IG CI activities and submit required responses during preparation, inspection and post-inspection event actions and milestone resolution for IT/IM/CS efforts within CENINFOWARTRA activities.

     g. Manage an effective knowledge management and information management program to include policy and procedures dissemination and administration, management and administration of Navy portals, public websites, and distribution groups for CENINFOWARTRA activities.

8. Resource Management

     a. Exercise effective control over financial operations within CENINFOWARTRA activities through sound accounting principles and progressive modernization of programming, budgeting, accounting and statistical reporting

and auditing practices under the Resources Management System of the Department of the Navy.

b. Assist requirement owners/program managers with the planning/ execution of contract requirements for mission execution. Liaison with the applicable servicing contract activity and provide technical assistance, as requested, by the Procuring Contracting Officer. Provide effective contract administration and technical oversight to ensure the government receives quality products and services at competitive prices. Collect and maintain contract data for effective management oversight, reporting, and analysis. Serve as the coordinator and central point of contact for Service Requirement Review Boards.

c. Manage a supply support operation ensuring mission essential material requirements are fulfilled in an accountable, efficient, and effective manner. Manage an effective property accountability program.

d. Manage an effective Government Commercial Purchase Card Program. Perform functions of Activity Program Coordinator, Approving Official, and Card Holder.

e. Manage an effective Government travel program to include travel policy dissemination and administration and management and administration of the Defense Travel System and Government Travel Charge Card Program.

9. Center for Language, Regional Expertise, and Culture

a. Manage execution of the Language, Regional Expertise, and Culture Program to provide education, training and testing in foreign languages, cultures, and regional affairs in support of Navy Foreign Area Officers, Navy General Purpose Forces, and Navy personnel assigned to special programs.

b. Administer Navy Foreign Language Testing execution for NETC within the continental United States to include all costs of personnel (pay and benefits, support and travel); costs associated with the procurement, upkeep, and maintenance of equipment; and compliance with CS and information assurance requirements.

c. Cultivate collaborative relationships with other service counterpart organizations and other government agencies, academe, and industry.

Enclosure (1)