



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

NETCINST 5450.12B
N1

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NETC INSTRUCTION 5450.12B

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF CENTER FOR NAVAL
AVIATION TECHNICAL TRAINING

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/12U102068 of 20 Apr 12
(b) OPNAVINST 1540.2F
(c) COMNAVAIRFORINST 4790.2A

Encl: (1) Functions and Tasks of Center for Naval Aviation
Technical Training (CENNAVAVNTECHTRA)

1. Purpose. To publish the functions and tasks of
CENNAVAVNTECHTRA under the mission established by reference (a).

2. Cancellation. NETCINST 5450.12A.

3. Mission. To develop and deliver aviation technical training
to achieve Naval aviation warfighting superiority.

4. Status and Command Relationships. CENNAVAVNTECHTRA 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, CENNAVAVNTECHTRA |

b. Area Coordination

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

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

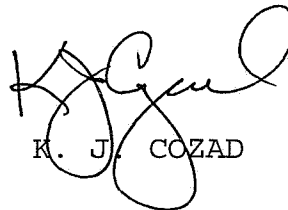
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5. Overseas Diplomacy. CENNAVAVNTECHTRA serves as an effective instrument of U.S. Foreign Policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval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

6. Action. In accomplishing the assigned mission, the CO, CENNAVAVNTECHTRA will ensure performance of the functions and tasks in enclosure (1), and advise NETC of any recommended modifications to the assigned mission or functions.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. The instruction may be subject to cancellation unless reissued or canceled prior to the 5-year anniversary date.



K. J. COZAD

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil/directives.htm>, or via Total Records Information Management (TRIM).

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FUNCTIONS AND TASKS OF CENTER FOR NAVAL AVIATION
TECHNICAL TRAINING (CENNAVAVNTECHTRA)1. Inter/Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of CENNAVAVNTECHTRA 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 and assessments to ensure compliance with applicable instructions with reporting of discrepancies to Naval Education and Training Command (NETC). Issue mission and functions directives for subordinate commands, detachments, and learning sites (LSS).

c. Develop, maintain, and exercise comprehensive plans for antiterrorism, force protection, facility physical security, emergency management, and continuity of operations. Maintain close liaison with the Training Support Organization (TSO) leadership, as well as other commanders as may be designated for emergent matters.

d. Coordinate with Training Support Centers/Training Support Detachments to prioritize and execute training support functions. Document support agreements in local instructions and/or 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 should include but not be limited to retention, Safety and Occupational Health (SOH), traffic and recreational safety, internal reviews, drug and alcohol program, family advocacy, Sexual Assault Prevention and Response, Victim Witness Assistance Program, Equal Employment Opportunity (EEO), Voting Assistance Program, Command Managed Equal Opportunity, Physical Readiness Program, and other similar management programs.

f. Provide Area SOH/High Risk Training Safety personnel as necessary to ensure fulfillment of assigned training safety

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duties. Investigate training mishaps and conduct and/or appoint, as directed by NETC, area mishap investigation teams for Class A/B private motor vehicle mishap investigations. Manage SOH programs which encompass prevention and control of mishaps, ergonomics, hazardous materials, and promotion of safety education. Manage the Enterprise Safety Application Management System program.

g. Support NETC communications as outlined in NAVEDTRA 140 (series), 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. Provide support to the NETC Inspector General (IG) as directed and perform locally the Command Evaluation (CE) functions associated with the Managers' Internal Control Program, CE Program Reviews, Audit Liaison and Follow-up Coordination, Risk and Opportunity Assessment Coordination, and when required render assistance to the NETC IG's Area Visit and Hotline Programs. Ensure activities compliance with the aforementioned CE functions.

k. Perform Building Monitor responsibilities for assigned facilities and report maintenance and repair issues to installation Public Works Office and NETC N4 as appropriate.

2. Training

a. Provide technical and professional development training for aviation ratings, aviation officers, and functional warfare areas, as assigned by NETC, to meet the aviation training requirements of the Navy and joint services, international students under the Military Assistance Program and Foreign

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Military Sales, and selected civilian personnel of the Department of Defense (DoD) and non-DoD activities.

b. Function as a Training Agent, providing technical expertise and assistance to the Naval Aviation Enterprise in matters related to Navy Mission Essential Task List, aviation maintenance and operator specific training continuum, maintenance training concepts, trainers, maintaining training hardware or software, factory training courses, management and distribution of Fleet In-Service Training materials, and inspections and acceptance of contractor-manufactured trainers and contractor developed courseware.

c. Provide guidance and assistance to Systems Commands (SYSCOM), via Aircraft Platform Integrated Product Teams, in the development and fielding of training system solutions for new acquisition programs and equipment driven changes to existing training systems.

d. Establish guidelines and develop procedures for systemic involvement with the SYSCOMs in the areas of system acquisition and life cycle support of aviation training systems. Establish the framework, guidelines, and standard operating procedures for the training system logistics support within the training element structure.

e. Provide feedback to the SYSCOM to ensure alignment between requirements and contract Statements of Work for all elements of the Training System to include curriculum, trainers, training equipment, and delivery systems to ensure the acceptability and suitability of the contract to support aviation maintenance and operator training requirements.

f. Ensure successful and uniform accomplishment of training per prescribed course material on a standardized basis, 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.

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g. Execute Navy Military Training responsibilities for students per NETCINST 1500.11 (series), to include coordinating shared watch responsibilities.

h. Conduct Production Data Analysis. Keep NETC advised regarding the general progress and results of training being conducted in the command.

i. Participate in Training Wholeness reviews.

j. Ensure the training of all personnel enrolled in CENNAVAVNTECHTRA activities schools and courses are in consonance with the Instructional Systems Development model as explained in publications from higher authority.

k. Perform Job Duty Task Analysis.

l. 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 (E2E) process per NAVEDTRA 130-140 (series), NETCINST 1500.19 (series), and posted NETC E2E standard operating procedure guidance. Manage incorporation of Evolving Technologies and Instructional Strategy in all curriculum processes.

m. Conduct Content Maintenance, Development, and Revision.

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

o. Ensure all required course of instruction data is accurately recorded in Corporate enterprise Training Activity Resource System.

p. Perform Trainer Acquisition and Integration Management. Manage inventory and configuration control for training equipment. Perform trainer maintenance and overhaul program management, maintain and repair schoolhouse simulators and Technical Training Equipment training aides, devices, etc.

q. Perform Support Equipment Controlling Authority (SECA) responsibilities per reference (c). As SECA, exercise overall

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planning, direction, and control functions for executing the Aircraft Maintenance Material Readiness List Program for activities under CENNAVAVNTECHTRA cognizance.

r. Maintain optimum utilization of all assigned facilities. Identify training space, barracks, galley, and base operation support requirements/shortfalls/excesses/deficiencies to responsible TSO and NETC N4.

s. Coordinate development of facility requirements and projects for new platforms with associated SYSCOM.

t. 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 and the U.S. Marine Corps Training Input Plan in coordination with supported activities and assess feasibility of meeting current year adjustments.

u. For training sites not within a TSO, manage quota allocations to meet evolving fleet training requirements and document missed training opportunities.

v. Conduct short and long range planning to facilitate the delivery of required training demand signal. Conduct requirements and resource data analysis to determine current and future resource requirements. Complete Feasibility Study analysis and develop Program Objective Memorandum documents and exhibits.

w. Perform functions required to execute the Military Training/Experience Evaluation Program for Academic Credits in coordination with the American Council on Education.

x. Perform functions required to execute the Institutional Accreditation Program in coordination with the Council on Occupational Education.

y. Coordinate and liaise with Naval Education and Training Professional Development Center to support the United Services Military Apprenticeship Programs.

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z. Coordinate and liaise with Center for Information Warfare Training to support the Credentialing Opportunities On-Line Program.

3. Manpower, Personnel, and Administration

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

b. Conduct the human resource management program, including adhering to the EEO program.

c. Manage personnel security programs.

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

a. Execute oversight and support of IT programs and functional areas of supported LSs. These include, but are not limited to, IT and IM governance adherence; Information Assurance/Cyber Security (CS) reporting and compliance; Electronic Classroom (ECR) requirements and accountability; Cyber Security Workforce (CSWF) compliance and reporting; Training Delivery Services compliance and local resource management; and, local LS/TSO assigned Navy Marine Corps Intranet (NMCI) support/resource management.

b. Coordinate with LS/TSO as required and/or conduct cyclic tech refresh of assigned ECR assets that are centrally purchased and distributed by NETC.

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

d. Coordinate access management, DoD Cyber awareness, system access authorization requests, privileged access agreements, and CSWF qualification compliance and reporting for personnel within CENNAVAVNTECHTRA activities.

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

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f. 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).

g. Coordinate support for Command Cyber Readiness Inspection, CS Inspection Command Program, Naval Audit Service, Naval Sea Systems Command (NAVSEA08) audits (applicable to Learning Centers/LSS and TSOs Naval Nuclear Propulsion Information data), and NETC IG area visit activities and submit required responses during preparation, inspection, and post-inspection event actions and milestone resolution for IT/IM/CS efforts within CENNAVAVNTECHTRA activities.

5. Resource Management

a. Exercise effective control over financial operations within CENNAVAVNTECHTRA 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. Identify contract requirements. Monitor, analyze, review, and initiate acquisition actions required to execute mission functions within required timeframes, budget, and regulatory constraints. Coordinate with applicable financial, resource, program, and contract functional leads to identify contract requirements early in the acquisition planning stage in order to align acquisition planning with command strategic planning/programming and training standardization initiatives. Provide effective contract administration and technical oversight to ensure the government receives quality products and services at a competitive price.

c. Establish and manage a supply support operation ensuring mission essential material requirements are fulfilled in an accountable, efficient, and effective manner. Establish and manage an effective Defense Property Accountability System Inventory Requirements System.

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

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