



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

NETCINST 5450.14B  
N1

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NETC INSTRUCTION 5450.14B

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF CENTER FOR SEABEES AND FACILITIES ENGINEERING

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/12U102068 of 20 Apr 12  
(b) NETCINST 5450.3B

Encl: (1) Functions and Tasks of Center for Seabees and Facilities Engineering (CENSEABEESFACENG)

1. Purpose. To modify the functions and tasks of Center for Seabees and Facilities Engineering (CENSEABEESFACENG) under the mission established by reference (a).

2. Cancellation. NETCINST 5450.14A

3. Mission. To develop and deliver combat skills, construction and facilities engineering training to meet shore based installation requirements and achieve expeditionary warfare superiority.

4. Status and Command Relationships. CENSEABEESFACENG is a shore activity in an active fully operational status under a Commanding Officer (CO).

a. Echelon            Chain of Command

- |   |  |
|---|--|
| 1 | Chief of Naval Operations                              |
| 2 | Commander, Naval Education and Training Command (NETC) |
| 3 | CO, CENSEABEESFACENG                                   |

b. Area Coordination

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

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

5. Overseas Diplomacy. CENSEABEESFACENG 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, CENSEABEESFACENG 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, CENSEABEESFACENG will issue, mission, functions, and tasks for subordinate activities and provide copies per reference (b).

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. 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

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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.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.public.navy.mil/netc/directives.aspx>, or via HP Records Manager (HPRM).

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FUNCTIONS AND TASKS OF CENTER FOR SEABEES AND  
FACILITIES ENGINEERING (CENSEABEESFACENG)1. Inter/Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of CENSEABEESFACENG 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 Naval Education and Training Command (NETC).

c. Develop, maintain, and exercise comprehensive plans for antiterrorism, special security operations, 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 other such emergent matters.

d. Coordinate with TSOs 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 review, drug and alcohol counseling, family advocacy, Sexual Assault Prevention and Response, Victim Witness Assistance Program, Equal Employment Opportunity (EEO), Voting Assistance Program, Command Managed Equal Opportunity, and other similar management programs.

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

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Manage SOH programs which encompass prevention and control of mishaps, ergonomics, hazardous materials, and promotion of safety education. Comply with NETCINST 5100.1 (series) as it relates to all safety programs to include the Enterprise Safety and Management System.

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. Per the guidelines of NAVEDTRA 140 (series), Training Support Management Manual, provide support to the NETC Inspector General (IG), as directed, including the Area Visit 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, Risk and Opportunity Assessment Coordination, and Hotline Program. Ensure CENSEABEESFACENG 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 local TSO (N4) or the installation Public Works Department as appropriate.

## 2. Training

a. Provide technical and professional development training for core ratings and functional warfare areas, 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

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personnel of the Department of Defense (DoD) and non-DoD activities.

b. 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.

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

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

e. Participate in Training Wholeness reviews.

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

g. Perform Job Duty Task Analysis.

h. 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.

i. Develop and maintain PQS manuals and rate training manuals.

j. Ensure required course data is accurately recorded in Corporate enterprise Training Activity Resource System.

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k. Maintain and repair schoolhouse simulators and Technical Training Equipment. Manage inventory and configuration control for training equipment. Perform trainer maintenance and overhaul program management. Maintain training aides/equipment/devices. Perform trainer acquisition and integration management.

l. 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).

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

n. 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.

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

p. 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.

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

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

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s. Coordinate and liaise with NETC (N5) to support the Military Training and Evaluation Program reviews of Navy Courses and Occupations in coordination with the American Council on Education.

t. Coordinate and liaise with NETC (N5) to support Institutional Accreditation in coordination with the Council on Occupational Education.

### 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 requirements.

c. Manage personnel security programs.

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

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

a. Serve as technical point of contact for the NETC (N6) contract. Coordinate, validate, and report to NETC (N6) work performed in support of IT programs and functional areas of supported Learning Sites (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 NETC and/or LS/TSO as required to organize and validate 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.



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

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

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, Cyber Security Inspection Command Program, Naval Audit Service, 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 CENSEABEESFACENG activities.

h. 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 CENSEABEESFACENG activities.

## 5. Resource Management

a. Exercise effective control over financial operations within CENSEABEESFACENG 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. Liaise 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

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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. 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.

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.