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NETC INSTRUCTION 5450.18B

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF ENGINEERING DUTY OFFICER
       SCHOOL

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/12U102068 of 20 Apr 12
       (b) NAVSEAINST 5400.56E

Encl: (1) Functions and Tasks of Engineering Duty Officer
           School (EDOSCOL)

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

2. Cancellation. NETCINST 5450.18A.

3. Mission. To develop and deliver Naval ships and ship
systems life cycle engineering and acquisition training to
achieve platform wholeness.

4. Status and Command Relationships. EDOSCOL is a shore
activity in an active (fully operational) status under a
Commanding Officer (CO) and operates per reference (b).

    a. Echelon   Chain of Command

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

    b. Technical Direction. Commander, Naval Sea Systems
Command

    c. Area Coordination

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

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

5. <u>Action</u>. In accomplishing the assigned mission, the CO, EDOSCOL will ensure performance of the functions and tasks in enclosure (1), and advise NETC of any recommended modifications to the assigned mission or functions.

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

7. <u>Review and Effective Date</u>. 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.

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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.netc.navy.mil/directives.htm, or via Total Records Information Management (TRIM).

FUNCTIONS AND TASKS OF ENGINEERING DUTY OFFICER SCHOOL (EDOSCOL)

1. <u>Inter/Intra Command Support</u>

    a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of EDOSCOL 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. 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.

    c. Coordinate with Training Support Centers (TSCs)/Training Support Detachments to prioritize and execute training support functions. Document support agreements in local instructions and/or Memoranda of Agreement/Memoranda of Understanding.

    d. 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, occupational safety and health, 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, and other similar management programs.

    e. Provide Area Safety and Occupational Health (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 Naval Education and Training Command (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. Provide direct Enterprise Safety Application Management System support to the staff and indirect to region.

f.   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.

g.   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.

h.   Investigate all violations of the Uniform Code of Military Justice committed by assigned staff and students. Provide law enforcement duties as required (e.g., inspections, search and seizure, restriction, bailiff, duty Master at Arms) and maintain good order and discipline.

i.   Provide support to the NETC Inspector General (IG) as directed and locally perform 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.

j.   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, as assigned by NETC, for Navy Engineering Duty Officers to meet the training requirements of the Navy and, to the degree necessary, the U.S. Marine Corps.

b.   Administer the Engineering Duty Qualification Program for, and provide direct support to, the Engineering Duty community sponsor, Naval Sea Systems Command (NAVSEA).

c.   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

Enclosure (1)

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.

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

    e.   Participate in Training Wholeness reviews as required and all training or planning reviews directed by the Engineer Duty Qualification Board.

    f.   Ensure the training of all personnel enrolled in EDOSCOL schools and courses are in consonance with the Instructional Systems Development model.

    g.   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) and annual guidance from the Engineer Duty Qualification Board, NETCINST 1500.19, and posted NETC E2E standard operating procedure guidance. Manage incorporation of Evolving Technologies and Instructional Strategy in all curriculum processes.

    h.   Conduct Content Maintenance, Development, and Revision.

    i.   Develop and maintain PQS manuals.

    j.   Ensure Corporate enterprise Training Activity Resource Systems course data and student data integrity.

    k.   Manage inventory and configuration control for training equipment. Perform Trainer Maintenance and Overhaul Program Management. Maintain and repair 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 TSC and NETC N4.

m.   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.

n.   For training sites not within a TSC area of responsibility, manage quota allocations to meet evolving fleet training requirements and document missed training opportunities.

o.   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.

p.   Coordinate development of facility requirements and projects for new platforms with associated Systems Command.

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

3. Manpower, Personnel, and Administration

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

b.   Conduct human resources management program, including 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 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/TSC assigned Navy Marine Corps Intranet (NMCI) support/resource management.

b. Coordinate with LS/TSC 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, Department of Defense Cyber awareness, system access authorization requests, privileged access agreements, and CSWF qualification compliance and reporting for personnel within EDOSCOL activities.

e. Coordinate inputs to prepare, validate non-NMCI accreditation packages for IT assets (standalone, networked) within EDOSCOL activities, and manage/track/report 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, Naval Sea Systems Command (NAVSEA08) audits (applicable to Learning Centers/LSs and TSCs 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 EDOSCOL activities.

5. Resource Management

a. Exercise effective control over financial operations within EDOSCOL 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.

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.