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

NETCINST 5450.18C
N1
27 Apr 2023

NETC INSTRUCTION 5450.18C

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 5400.56F
       (c) NETCINST 5450.3B
       (d) NETCINST 5100.1B
       (e) NAVEDTRA 140B of 10 August 2018
       (f) OPNAVINST 6110.1K
       (g) OPNAVINST 5350.4E
       (h) NAVSEAINST 5400.55L
       (i) OPNAVINST 1500.76D
       (j) NETCINST 1700.2
       (k) OPNAVINST 1510.10D
       (l) OPNAVINST 1220.2B
       (m) NETC N3 SCGM Supplemental Navy Post-Accession Entry
           Level Reclassification Guidance of 5 Nov 20
       (n) NETCINST 5200.1A

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

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

2.  Cancellation.  NETCINST 5450.18B.

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

4.  Background.  Reference (a) establishes the mission of
EDOSCOL.  Reference (b) describes the procedures for the
assignment of students and instructors to classes at EDOSCOL and
the definition of subject material taught at EDOSCOL.  Reference
(c) assigns responsibility for issuing and maintaining

directives on mission, functions and tasks for their subordinate activities.  Reference (d) establishes amplifying policy and procedures for the Safety and Occupational Health (SOH) program. Reference (e) provides procedures and standards for carrying out training support.  Reference (f) issues policy and requirements for the Navy's Physical Readiness program (PRP).  Reference (g) issues policy and procedures for the prevention and control of alcohol and drug misuse within the Navy.  Reference (h) describes the training program for Engineering Duty Officers (ED) and the Engineering Duty Officers Qualification Program (EDQP).  Reference (i) issues policy for planning, determining and documenting manpower, personnel and training requirements and development for Navy and Marine Corps integrated weapons and warfare systems across the entire continuum of naval training. Reference (j) provides guidance and procedures for the implementation of warrior toughness (WT) within the Naval Education and Training Command (NETC) domain, as a supporting element to the Navy's culture of excellence approach.  Reference (k) issues policy and requirements for maintaining training data in Corporate enterprise Training Activity Resource System (CeTARS).  Reference (l) provides administrative policy and guidance to support and refine Navy reclassification strategies. Reference (m) provides additional guidance for reclassification procedures.  Reference (n) provides policy and guidance, and assigns responsibilities for the Managers' Internal Control program.

5.  <u>Status and Command Relationships</u>.  EDOSCOL is a shore activity in an active (fully operational) status under a commanding officer (CO) and operates per references (b) through (m).

    a.  <u>Echelon</u>     <u>Chain of Command</u>

| Echelon | Chain of Command |
|---------|------------------|
| 1 | Chief of Naval Operations (CNO) |
| 2 | Commander, NETC (CNETC) |
| 3 | CO, EDOSCOL |

    b.  <u>Technical Direction</u>.  Commander, Naval Sea Systems Command (NAVSEA) per reference (b).

    c.  <u>Area Coordination</u>

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

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

6.  <u>Action</u>.  In accomplishing the assigned mission the CO, EDOSCOL will ensure performance of the functions and tasks in enclosure (1) and advise CNETC of any recommended modifications to the assigned mission or functions.  CO, EDOSCOL will issue mission, functions, and tasks for subordinate activities and provide copies per reference (c).

7.  <u>Records Management</u>

    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 (DON) 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.

8.  <u>Review and Effective Date</u>.  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 (DoD), 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)
or by email at netc-directives@us.navy.mil.

FUNCTIONS AND TASKS OF ENGINEERING DUTY OFFICER SCHOOL

1. <u>Inter and 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. Conduct periodic inspections to ensure compliance with applicable instructions with a reporting of discrepancies to NETC.

    c. Develop, maintain and exercise comprehensive plans for anti-terrorism, 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 memorandums of agreement and memorandums of understanding.

    e. Exercise management control and oversight for management support programs and functional areas inherent to a naval shore activity. This function includes, but is not limited to, retention, SOH, traffic and recreational safety, internal review, family advocacy, sexual assault prevention and response, Victim and Witness Assistance program, Voting Assistance program, Suicide Prevention, and other similar management programs.

    f. Provide area SOH and 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 and B private motor vehicle mishap investigations. Manage SOH programs which encompass 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.  Provide support to the NETC Inspector General (IG), as directed, including the Command Inspection and Hotline programs and locally perform Command Evaluation (CE) program functions, including the Integrated Risk Management program, CE program reviews, audit liaison, and follow-up coordination per reference (e).  Ensure EDOSCOL compliance with the aforementioned CE program functions and responsibilities.

k.  Comply with and execute all requirements of the Navy PRP per reference (f).

l.  Provide a unified and consistent coordination of alcohol and drug misuse prevention program policy per reference (g).

m.  Perform building monitor responsibilities for assigned facilities and report maintenance and repair issues to the local N4 or installation public works department (PWD) as appropriate.

n.  Perform those strategic planning activities necessary to identify an organizational vision, the impediments (gaps) to achieving the vision, and those goals and objectives required to mitigate the gaps and attain the envisioned end state. Communicate the goals and objectives throughout the organization, and measure and report progress internally on a

regular cadence.  Maintain a flowchart of the strategic planning
process per reference (n).

2.  <u>Training</u>

     a.  Provide technical and professional development training,
as assigned by NAVSEA and NETC, for Navy ED to meet the training
requirements of the Navy and, to the degree necessary, the U.S.
Marine Corps.

     b.  Administer the EDQP for, and provide direct support to,
the ED community sponsor, NAVSEA per reference (h).

     c.  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.

     d.  Provide basic character development, Sailorization
training, and mentorship to all students to ensure they become a
valuable Sailor and team member within the organization.

     e.  Conduct production data analysis.  Keep NETC and NAVSEA
advised regarding the general progress and results of training
conducted.

     f.  Participate in training requirements reviews as required
and all training or planning reviews directed by the engineer
duty qualification board per references (b) and (h).

     g.  Provide command representation to support the manpower
and training requirements planning process and Navy training
system plan documentation requirements, per reference (i), in
support of new acquisition or modernization programs.

     h.  Ensure the training of all personnel enrolled in courses
established by NETC at EDOSCOL is in consonance with the
instructional systems development model as explained in
publications from higher authority.

     i.  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 130-138 (series) and annual guidance from the engineer duty qualification board.  Manage incorporation of evolving technologies and instructional strategy in all curriculum processes.

j.  Develop and maintain personnel qualification standards manuals and rate training manuals.

k.  Comply with and execute all requirements of the WT program per reference (j).

3.  <u>Training Support</u>

a.  Maintain all required course data in CeTARS per reference (k).

b.  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.  Coordinate and liaise with NETC N4 as necessary for maintenance and equipment issues and concerns.

c.  Coordinate with other organizations as applicable for trainer acquisition, integration management, inventory and configuration control, and life-cycle maintenance for schoolhouse simulators, MT, ECRs, TTE, standard and special tools, test equipment, support equipment, and other training materials as may be required.  Coordinate and liaise with NETC N4 for acquisition, life-cycle maintenance, and equipment issues and concerns as necessary.  In addition, perform inventories as required of all accountable property, and ensure appropriate input of assets into the Defense Property and Accountability System.

d.  Maintain a technical library to include, but not be limited to, those publications, technical manuals and tactics and 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, and deficiencies and
notify the responsible PWD and NETC N4 as appropriate.

    f.  Provide technical oversight of facilities expansions,
reductions and upgrades to seamlessly integrate these functional
areas into EDOSCOL 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.  Provide mission criteria and
project justification to support special project and military
construction submissions in coordination with NETC N4 staff.

    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
(POC) 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 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.

Enclosure (1)

4. Student Support

    a.  Provide student support, as assigned by NETC, for Navy ED to meet the training requirements of the Navy and, to the degree necessary, the U.S. Marine Corps.

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

    c.  Maintain all required student data in CeTARS per reference (k).

    d.  Coordinate with NETC N3 as required and ensure eligible Sailors dropped from their intended program are expeditiously reclassified per references (l) and (m).

5. Manpower, Personnel and Administration

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

    b.  Perform functions related to the human resources management programs, including adhering to program requirements for the following programs:  Navy Harassment Prevention; Military Equal Opportunity; and Equal Employment Opportunity.

    c.  Manage personnel security programs.

    d.  Provide command pay and personnel administration support for staff and assigned students.

6. Information Technology (IT) and Information Management (IM)

    a.  EDOSCOL Navy and Marine Corps Intranet (NMCI) POC should coordinate, validate, and report requirements, updates, and change requests to the NETC Headquarters regional district customer technical representative.  The EDOSCOL lead is responsible for EDOSCOL roles and responsibilities to include IT and IM governance adherence; information assurance (IA) and cybersecurity (CS) reporting and compliance; ECR requirements and accountability; CS workforce (CSWF) compliance and reporting; training delivery services compliance and local

resource management; IT purchase requests; and local assigned NMCI support and resource management.

b.  Coordinate with NETC N6, 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, and 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, CSWF qualification compliance and reporting for all personnel within EDOSCOL.

e.  Coordinate inputs to prepare and validate non-NMCI accreditation packages for IT assets (standalone, networked) within EDOSCOL, managing, tracking, and 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., IA vulnerability management, security technical implementation guidance).

g.  Coordinate support for command cyber readiness inspection, CS Inspection Command program, Naval Audit Service, and NETC IG command inspection activities and submit required responses during preparation, inspection, and post-inspection event actions and milestone resolution for IT, IM, and CS efforts within EDOSCOL.

h.  Manage an effective knowledge management and IM program to include policy and procedures dissemination and administration, management and administration of Navy portals, public web sites, and distribution groups for EDOSCOL.

7.  <u>Resource Management</u>

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

and statistical reporting and auditing practices under the resources management system of the DON.

b.  Assist requirement owners and program managers with the planning and 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 POC 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, administration, and management of the Defense Travel System and Government Travel Charge Card program.