



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

NETCINST 5450.20C
N1
14 Dec 20

NETC INSTRUCTION 5450.20C

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF SUBMARINE LEARNING
CENTER

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/12U102068 of 20 Apr 12
(b) OPNAVINST 1500.57C
(c) NETCINST 5450.3B

Encl: (1) Functions and Tasks of Submarine Learning Center
(SUBLEARNCEN)

1. Purpose. To modify the functions and tasks of Submarine Learning Center (SUBLEARNCEN) under the mission established by reference (a).

2. Cancellation. NETCINST 5450.20B.

3. Mission. To develop and deliver submarine individual and team training to achieve undersea warfare superiority.

4. Status and Command Relationships. SUBLEARNCEN 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, SUBLEARNCEN

b. Area Coordination

(1) Area Coordinator - Commander, Navy Installations Command

(2) Regional Area Coordinator - Commander, Navy Region Mid-Atlantic

5. Overseas Diplomacy. SUBLEARNCEN 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, SUBLEARNCEN 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, SUBLEARNCEN will issue mission, functions, and tasks for subordinate activities and provide copies in accordance with reference (c).

7. 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 or the OPNAV Records Management Program (DNS-16).

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 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

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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.netc.navy.mil>, or via Content Manager.

FUNCTIONS AND TASKS OF SUBMARINE LEARNING CENTER
(SUBLEARNCEN)

1. Inter/Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of Submarine Learning Center (SUBLEARNCEN) 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, force protection, facility physical security, emergency management, and continuity of operations. Maintain close liaison with NETC, 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 includes, but is not 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.

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 Enterprise Safety Application Management System (ESAMS).

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 Command Inspection 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 SUBLEARNCEN 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 installation Public Works Department (PWD) as appropriate.

2. Training

a. Provide technical and professional development training, as assigned by NETC, to meet the training requirements of the U.S. Navy and other 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. Coordinate development and delivery of submarine modernization training with associated Systems Command (SYSCOM) and Type Commanders, ensuring this content is integrated into pipeline training.

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; ensure that applicable portions of Personnel Qualification Standards (PQS) are accomplished in the course of instruction.

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

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

f. Participate in Training Wholeness reviews.

g. Provide command representation to the Training Planning Process Methodology boards for both ship modernization programs and Navy Training Systems Plan programs.

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

i. Perform Job Duty Task Analysis.

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 130 (series). Manage incorporation of

Evolving Technologies and Instructional Strategy in all curriculum processes.

- k. Conduct Content Maintenance, Development, and Revision.
- l. Develop and maintain PQS manuals and Rate Training Manuals.
- m. Ensure Corporate enterprise Training Activity Resource Systems course data and student data integrity.
- n. Maintain and repair schoolhouse simulators and Technical Training Equipment. Manage inventory and configuration control for training equipment. Perform trainer maintenance and overhaul program management, training aides/equipment/devices. Perform trainer acquisition and integration management.
- o. 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.
- p. Provide technical oversight of facilities expansions, reductions, and upgrades to seamlessly integrate these functional areas into SUBLEARNCEN courses of instruction. Coordinate development of facility requirements and projects for new platforms with associated SYSCOM.
- q. Support responsible TSO and installation PWD in the development of facility projects to address facility shortfalls and deficiencies.
- r. 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.
- s. For training sites not within a TSO, manage quota allocations to meet evolving fleet training requirements and document missed training opportunities.

t. 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.

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

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

w. Coordinate and liaise with NETC N5 to support the United Services Military Apprenticeship Programs.

x. Coordinate and liaise with NETC N5 to support the Credentialing Opportunities On-Line (COOL) Program.

3. Manpower, Personnel, and Administration

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

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

c. Manage personnel security programs.

d. Provide Command Pay and Personnel Administration (CPPA) 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; IT Purchase Requests; and local LS/TSO assigned Navy Marine Corps Intranet (NMCI) support/resource management.

b. Coordinate with NETC and/or LS/TSOs 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.

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

e. Coordinate inputs to prepare and validate non-NMCI accreditation packages for IT assets (standalone, networked) within SUBLEARNCEN activities, 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 SUBLEARNCEN 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 SUBLEARNCEN activities.

5. Resource Management

a. Exercise effective control over financial operations within SUBLEARNCEN activities.

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 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 Defense 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.