



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

NETCINST 5450.24B
N1

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NETC INSTRUCTION 5450.24B

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL EDUCATION AND TRAINING COMMAND HUMAN RESOURCES OFFICE

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/13U102202 of 10 Jan 13

Encl: (1) Functions and Tasks of Naval Education and Training Command Human Resources Office

1. Purpose. To update the functions and tasks of Naval Education and Training Command (NETC) Human Resources Office (HRO) under the mission established by reference (a).

2. Cancellation. NETCINST 5450.24A.

3. Mission. To execute the full spectrum of human resources programs and systems to sustain the civilian personnel workforce that educates and trains the men and women of the United States Navy.

4. Status and Command Relationships. NETC HRO is a shore activity in an active (fully operational) status under a Director.

a. Echelon Chain of Command

1 Chief of Naval Operations

2 Commander, NETC

3 Director, NETC HRO

b. Area Coordination

(1) Area Coordinator - Commander, Navy Installations Command

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(2) Regional Coordinator - Commander, Navy Region Southeast

5. Command, Supported, and Supporting Activities. Provide the delivery of HR services, program management, and assistance to NETC.

a. Support the following commands and their subordinate activities:

- (1) NETC Headquarters;
- (2) Naval Service Training Command;
- (3) Naval Education and Training Professional Development Center;
- (4) Naval Education and Training Security Assistance Field Activity;
- (5) Submarine Learning Center;
- (6) Center for Surface Combat Systems;
- (7) Center for Security Forces;
- (8) Center for Information Warfare Training;
- (9) Center for Service Support;
- (10) Center for Naval Aviation Technical Training;
- (11) Training Support Center Great Lakes;
- (12) Naval Chaplaincy School and Center;
- (13) Center for Explosive Ordnance Disposal and Diving;
- (14) Surface Warfare Schools Command;
- (15) Center for Seabees and Facilities Engineering;
- (16) Center for Sea, Air, and Land/Special Warfare Combatant Crewman;

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- (17) Training Support Center Hampton Roads;
- (18) Training Support Center San Diego;
- (19) Engineering Duty Officer School;
- (20) Naval Acquisition Career Center - Interns;
- (21) Naval Financial Management Career Program - Interns;
- (22) Naval Leadership and Ethics Center;
- (23) Navy Recruiting Command

b. All legal, inspector general, public affairs, information technology, supply/logistics, contract support, business processes, financial, and budgetary matters will be provided through NETC Headquarters.

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

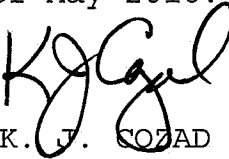
7. Records Management

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.

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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 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.



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.public.navy.mil/netc/directives.aspx>, or via HP Records Manager (HPRM).

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FUNCTIONS AND TASKS OF NAVAL EDUCATION AND TRAINING
COMMAND HUMAN RESOURCES OFFICE

1. Ensure compliance with and execution of Office of Personnel Management, Department of Defense, Department of the Navy (DON) regulations, instructions, and directives pertaining to the policies of civilian Human Resources (HR) supporting the DON civilian workforce.
2. Advise Commanders, Commanding Officers, Managers, and Supervisors within the Naval Education and Training Command (NETC) claimancy in the execution of civilian HR programs and policies, civilian workforce planning, and strategic plans at the activity level to meet workforce goals.
3. Provide advice, assistance, program management, and recommendations to responsible officials exercising appointing authority on planning and managing civilian workforce at command and activity levels.
4. Deliver civilian HR programs and services, strategic human capital planning, strategic workforce planning, and develop and issue civilian workforce HR programs, processes, plans, reorganizations, and mission changes.
5. Ensure the civilian workforce meets current and future mission by leveraging HR and Strategic Human Capital Planning programs.
6. Provide support and assistance to NETC activities in developing and executing civilian personnel recruitment, training, workforce shaping, and other program plans to address competency requirements and gaps and maintain the civilian workforce as capable and prepared for mission execution.
7. Conduct periodic inspections and assessments of activities within NETC claimancy to ensure compliance with applicable HR programs.
8. Coordinate civilian personnel training to ensure compliance per prescribed regulations.