



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

NETCINST 5450.24C
N1
02 Oct 2023

NETC INSTRUCTION 5450.24C

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
(b) NETCINST 5100.1B
(c) NETCINST 5200.1A

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

1. Purpose. To publish 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 5450.24B.

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

4. Background. Reference (a) establishes the mission of NETC HRO. Reference (b) establishes amplifying policy and procedures for the Safety and Occupational Health Program. Reference (c) provides policy and guidance, and assigns responsibilities for the Managers' Internal Control Program.

5. 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 (CNETC) |
| 3 | Director, NETC HRO |

b. Area Coordination

(1) Area Coordinator - Commander, Navy Installations
Command

(2) Regional Coordinator - Commander, Navy Region
Southeast

6. 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 (HQ)

(2) Naval Service Training Command

(3) Navy Recruiting Command

(4) Naval Education and Training Professional
Development Center

(5) Naval Education and Training Security Assistance
Field Activity

(6) Submarine Learning Center

(7) Surface Combat Systems Training Command

(8) Center for Security Forces

(9) Center for Information Warfare Training

(10) Center for Service Support

(11) Center for Naval Aviation Technical Training

(12) Naval Aviation Schools Command

(13) Center for Explosive Ordnance Disposal and Diving

(14) Surface Warfare Schools Command

(15) Center for Seabees and Facilities Engineering

(16) Naval Special Warfare Leadership Education and Development Command

(17) Engineering Duty Officer School

(18) Naval Acquisition Career Center - Interns

(19) Naval Acquisition Workforce Development - Intern

(20) Naval Financial Management Career Program - Interns

(21) Naval Leadership and Ethics Center

b. All legal, inspector general, public affairs, information technology, supply, logistics, contract support, management support program, business process, financial, and budgetary matters will be provided through NETC HQ.

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

8. 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 (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.

9. 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 (DoD), Secretary

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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.



J. J. CZEREWKO

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 e-mail at netc-directives@us.navy.mil.

FUNCTIONS AND TASKS OF NAVAL EDUCATION AND TRAINING
COMMAND HUMAN RESOURCES OFFICE (NETC HRO)

1. Inter and Intra Command Support

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

c. Coordinate with other organizations, as appropriate, to prioritize and execute the mission.

d. 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.

e. 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 (c).

f. Ensure compliance with and execution of Office of Personnel Management, DoD, and DON regulations, instructions, and directives pertaining to the policies of civilian HR supporting the DON civilian workforce.

g. Advise commanders, commanding officers, managers, and supervisors within the 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.

h. Provide advice, assistance, program management, and recommendations to responsible officials exercising appointing authority on planning and managing civilian workforce at command and activity levels.

i. 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.

j. Ensure the civilian workforce meets current and future mission by leveraging HR and strategic human capital planning programs.

k. 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.

l. Conduct periodic inspections and assessments of activities within NETC claimancy to ensure compliance with applicable HR programs.

m. Coordinate civilian personnel training to ensure compliance per prescribed regulations.

2. Manpower, Personnel, and Administration

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

b. Perform functions related to the HR management programs, including adhering to the Navy Harassment Prevention and Military Equal Opportunity Program and the Equal Employment Opportunity program requirements.

c. Manage personnel security programs.