



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

NETCINST 5450.24D
N1
04 Feb 2025

NETC INSTRUCTION 5450.24D

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 define the mission, functions, and tasks (MFT) of Naval Education and Training Command (NETC) Human Resources Office (HRO) as prescribed by mission defined in reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NETCINST 5450.24C.

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. Command Hierarchy. NETC HRO is a shore activity in an active (fully operational) status under a director.

a. Command. NETC HRO; Unit Identification Code (UIC) 45599; Echelon 3:

(1) Echelon 1: Chief of Naval Operations (CNO)

(2) Echelon 2: Commander, NETC

(3) Echelon 3: Director, NETC HRO

b. Immediate Superior in Command (ISIC). No subordinate activities.

c. 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.

d. Office of the CNO Resource Sponsors (RS). Primary RS: Deputy CNO (Personnel, Manpower, and Training) (RS1)

5. Supporting Relationships. NETC HRO provides HR support directly to the following commands and their subordinate activities:

- a. NETC; UIC 00076
- b. Naval Service Training Command; Great Lakes, Illinois; UIC 00210
- c. Navy Recruiting Command; Millington, Tennessee; UIC 66715
- d. Naval Education and Training Professional Development Center; Pensacola, Florida; UIC 68322
- e. Naval Education and Training Security Assistance Field Activity; Pensacola, Florida; UIC 68870
- f. Submarine Learning Center; Groton, Connecticut; UIC 3597A
- g. Surface Combat Systems Training Command; Dahlgren, Virginia; UIC 3596A
- h. Center for Security Forces; Norfolk, Virginia; UIC 3761A
- i. Center for Information Warfare Training; Corry Station, Pensacola, Florida; UIC 63082
- j. Center for Service Support; Newport, Rhode Island; UIC 3476B
- k. Center for Naval Aviation Technical Training; Pensacola, Florida; UIC 3477B

l. Naval Aviation Schools Command; Pensacola, Florida; UIC 62229

m. Center for Explosive Ordnance Disposal and Diving; Panama City, Florida; UIC 3595A

n. Surface Warfare Schools Command; Newport, Rhode Island; UIC 63190

o. Center for Seabees and Facilities Engineering; Port Hueneme, California; UIC 3594A

p. Naval Special Warfare Leadership Education and Development Command; San Diego, California; UIC 3593A

q. Engineering Duty Officer School; Port Hueneme, California; UIC 41603

r. Naval Acquisition Career Center; Mechanicsburg, Pennsylvania; UIC 39721

s. Naval Acquisition Workforce Development; Mechanicsburg, Pennsylvania; UIC 48926

t. Naval Leadership and Ethics Center; Newport, Rhode Island; UIC 31697

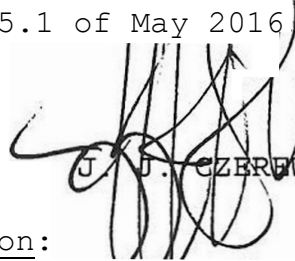
6. Action. NETC HRO will execute the assigned MFTs and will advise NETC N1 regarding changes to this directive every 10 years or sooner as needed.

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 (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. 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 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

1. Provide Domain HR Operations Support

a. 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.

b. 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.

c. Deliver civilian HR programs and services, strategic human capital planning and strategic workforce planning support, and develop and issue civilian workforce HR programs, processes, plans, reorganizations, and mission changes.

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

2. Provide Recruitment and Placement Services to Supported Commands

a. Provide advice, assistance, program management, and recommendations to responsible officials exercising appointing authority on planning and managing civilian workforce at command, recruitment, staffing, and succession planning.

b. Maintain and apply knowledge in HR staffing and recruitment principles, concepts, laws, regulations, techniques and guidelines.

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

d. Manage personnel security programs.

3. Conduct Labor and Employee Relations Services

- a. Prepare labor agreements on labor-management proposals.
- b. Review unit and employee representation, unfair labor practices, arbitration, negotiability, impasses, and other related issues.
- c. Advise managers and employees on issues or problems such as leave or attendance questions or disputes. Conduct research and fact finding as needed to gather clear-cut information or evidence specific to the cases.

4. Manage Training and Employee Development Programs

- a. Coordinate civilian personnel training to maintain compliance with prescribed regulations.
- b. Identify management barriers or problems that adversely affect employee career growth opportunities and advise management on the implementation of standardized practices and principles for incorporating career development strategies into the workplace to remedy such obstacles.

5. Provide Classification Services

- a. Determine the occupational series, title, grade, and pay system for positions performing work in the NETC domain.
- b. Provide management advisory services for matters relating to position classification.