



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

NETCINST 5450.25B  
N1  
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NETC INSTRUCTION 5450.25B

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL SPECIAL WARFARE  
LEADERSHIP EDUCATION AND DEVELOPMENT COMMAND

Ref: (a) OPNAVNOTE 5400 Ser DNS-12/23U102004 of 11 Jan 23  
(b) NETCINST 5450.3B  
(c) NAVEDTRA 140B of January 2018  
(d) OPNAV M-5100.23 of September 2022  
(e) NETCINST 5100.1B  
(f) OPNAVINST 6110.1K  
(g) OPNAVINST 5350.4E  
(h) NETCINST 1700.2  
(i) OPNAVINST 1510.10D

Encl: (1) Functions and Tasks of Naval Special Warfare  
Leadership Education and Development Command

1. Purpose. To publish the functions and tasks of Naval Special Warfare Leadership Education and Development Command (NLEAD) under the mission established by reference (a).
2. Cancellation. NETCINST 5450.25A.
3. Mission. Lead and enable the professional and personal development of the Naval Special Warfare Community by delivering and leveraging a continuum of Professional Military Education; facilitating attainment of certificate, bachelors and advanced degrees through Education Programs; and advising and shaping the career path, advancement and selection of Sea, Air and Land (SEAL) and Special Warfare Combatant-Craft Crewmen (SWCC) officer and enlisted personnel through Career Management.
4. Background. Reference (a) establishes the mission of NLEAD. Reference (b) assigns responsibility for issuing and maintaining directives on mission, functions, and tasks for their subordinate activities. Reference (c) provides procedures and standards for carrying out training support. Reference (d) establishes the Navy's policy and guidance for safety and

occupational health (SOH) readiness. Reference (e) establishes amplifying policy and procedures for the Naval Education and Training Command (NETC) SOH program. 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) provides guidance, content, and procedures for the implementation of warrior toughness (WT) as a supporting element to the Navy's culture of excellence approach. Reference (i) issues policy and requirements for maintaining training data in Corporate enterprise Training Activity Resource System (CeTARS).

5. Status and Command Relationships. NLEAD is a shore activity in an active (fully operational) status under a commanding officer (CO) and operates per references (b) through (i).

a. Echelon Chain of Command

- 1 Chief of Naval Operations
- 2 Commander, NETC (CNETC)
- 3 CO, NLEAD

b. Area Coordination

- (1) Area Coordinator - Commander, U.S. Pacific Fleet
- (2) Regional Area Coordinator - Commander, Navy Region Southwest, San Diego, CA

c. Command, Supported and Supporting Activities and Detachments. NLEAD is an echelon 3 command under the command and administrative control of NETC, with a mission to lead and enable the professional and personal development of the NSW community. In execution of this mission, NLEAD is assigned as a direct supporting command to NSW Command (NSWC), as the type commander for NSW, and as the supported command for the NLEAD mission.

6. Action. In accomplishing the assigned mission, the CO, NLEAD will ensure performance of the functions and tasks in enclosure (1), and advise CNETC of any recommended modifications to the assigned mission or functions.

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 2015.

  
J. J. SZEREWKO

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

FUNCTIONS AND TASKS OF NAVAL SPECIAL WARFARE LEADERSHIP  
EDUCATION AND DEVELOPMENT COMMAND

1. Inter and Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NLEAD 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. Maintain and exercise comprehensive plans for anti-terrorism, force protection, facility physical security, emergency management, and continuity of operations. Maintain close liaison with NETC and NSWC leadership, as applicable, as well as other commanders as may be designated for other such emergent matters.

c. 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.

d. 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, SOH, traffic and recreational safety, internal review, family advocacy, sexual assault prevention and response, Victim Witness Assistance program, Voting Assistance program, Suicide Prevention, and other similar management programs.

e. Provide 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 references (d) and (e) as they relate to all safety programs, to include all safety databases and systems.

f. Support NETC communications as outlined in reference (c), directing an energetic public affairs program designed to

bring out greater appreciation and understanding of training's role in developing and sustaining fleet readiness.

g. 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.

h. Investigate all violations of the Uniform Code of Military Justice (UCMJ) committed by assigned staff and maintain good order and discipline. Report student UCMJ violations to assigned command and assist with investigations as required.

i. 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 (c). Ensure compliance with the aforementioned CE program functions and responsibilities.

j. Ensure NLEAD complies with and executes all requirements of the Navy PRP per reference (f).

k. Ensure NLEAD provides a unified and consistent coordination of Alcohol and Drug Misuse Prevention program policy per reference (g).

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

m. Provide career management, leader development, and professional military and civilian education programs for the NSW force.

n. Provide information and tools to support the structured planning and active management of the SEAL and SWCC professional career. Develop career paths, career guidance, and career tools to support career decision-making by the member, the command, and the community. Using requirements, metrics, and other career information, conduct SEAL and SWCC career analysis to

develop career management solutions for human capital optimization.

o. Align training, professional military and civilian education, and experience with the SEAL and SWCC career paths. Provide information and resources to support continuous professional development of SEAL and SWCC personnel. Identify and develop informal and formal learning to increase professional knowledge needed to execute the current and future special operations forces mission. Conduct analysis to design, develop, and evaluate professional development programs, and selection and assessment criteria and methods.

## 2. Training

a. Provide NSW professional development training for core ratings and functional warfare areas, as assigned by NSWC.

b. 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.

c. Collaborate and liaise with various U.S. Navy, Special Operations Forces, and NSW organizations for issues related to SEAL and SWCC career management and professional education and development.

d. Perform Training Requirements Reviews.

e. Courses conducted by NLEAD use the Navy training process and require after-action reports (AAR) after each convening of courses to address any issues with curriculum, instruction, or facilities. AARs are integral to ensure all NLEAD courses remain current and pertinent to the needs of NSWC.

f. Perform curriculum development and curriculum management, to include creating, modifying, updating, and improving curriculum, training objectives, or learning objectives, and all other related functions ensuring incorporation of all requirements. Manage the end-to-end process per NAVEDTRA 130-138 (series). Manage incorporation of

evolving technologies and instructional strategy in all curriculum processes.

g. Ensure NLEAD compliance with and execution of all requirements of the WT program per reference (h). Perform course management and coordination for WT.

### 3. Training Support

a. Ensure NLEAD accurately maintains all required course data in CeTARS per reference (i).

b. Manage inventory and configuration control, as well as operate, maintain and repair electronic classrooms (ECR), support equipment, and other training materials as may be required to accomplish effective lab, practical application, and demonstrative training. Coordinate and liaise with NSWC N4 or N6, as appropriate, for maintenance and equipment issues and concerns.

c. Maintain optimum utilization of all assigned facilities. Identify training space, barracks, galley, and base operation support requirements, shortfalls, excesses, and deficiencies to the responsible PWD, NSWC N4, or NETC N4 as appropriate.

d. Provide technical oversight of facilities expansions, reductions, and upgrades to seamlessly integrate these functional areas into NLEAD's courses of instruction. Coordinate development of facility requirements and projects for new platforms with associated materiel agencies.

e. Support responsible installation PWD and NSWC N4, as required in the development of facility projects, to address facility shortfalls and deficiencies affecting NLEAD occupied and assigned spaces.

f. Manage quota allocations to meet evolving NSW education and training requirements. Assist commands in obtaining course information, training schedules, and course location information. Validate missed training opportunities.

g. 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.

h. Coordinate and liaise with NETC N5 to support the maintenance of the Learning and Development Roadmaps.

i. Coordinate and liaise with NETC N5 to support the Credentialing Opportunities On-Line and MilGears programs.

j. Coordinate and liaise with NETC N5 to support development of the force development strategic plan and ensure NLEAD strategic imperatives are accurately represented.

k. Oversee the alternative final multiple score for the NSW community. Conduct analysis and initiate improvements in the information management process within the NSW community, including the special warfare operator and special warfare boat operator ratings.

#### 4. Student Support

a. Provide student support to meet the training requirements of the Navy and other services.

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

c. Accurately maintain all required student data in CeTARS per reference (i).

#### 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 the Navy Harassment Prevention and Military Equal Opportunity program and the Equal Employment Opportunity program requirements.

c. Manage personnel security programs.



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

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

a. Coordinate with NSWC and validate and report local work performed in support of IT programs and functional areas. These include, but are not limited to, IT and IM governance adherence; information assurance and cyber security (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 NSWC network support and resource management.

b. Coordinate with NSWC as required to organize and validate cyclic tech refresh of assigned ECR assets that are centrally purchased and distributed by NSWC.

c. Coordinate the delivery, installation, and upgrade of ECRs with NSWC and install NSWC 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 NLEAD.

e. 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 and security technical implementation guidance).

f. Coordinate support for command cyber readiness inspection and 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 NLEAD.

g. Manage internal e-mail distribution groups for NLEAD.

h. Oversee knowledge management (KM) efforts with respect to content integration processes on the non-classified internet protocol router network and secret internet protocol router

network portals, analyze processes to meet the business requirements of NLEAD, assist NSWC with disseminating KM processes throughout the NSW community, and build and encourage KM alliances with other organizations.

7. Resource Management

a. Exercise effective control over financial operations within NLEAD 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 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. Comply with inventories as directed by property accountable authorities.

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.