



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

NETCINST 5450.26
N1
12 Aug 2020

NETC INSTRUCTION 5450.26

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL LEADERSHIP AND ETHICS CENTER

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/14U102240 of 22 Apr 2014
(b) OPNAVNOTE 5400 Ser DNS-33/19U102248 of 25 Oct 2019
(c) NETCINST 5450.3B

Encl: (1) Functions and Tasks of Naval Leadership and Ethics Center (NAVLEAETHCTR)

1. Purpose. To publish the functions and tasks of Naval Leadership and Ethics Center (NAVLEAETHCTR) under the mission established per reference (a), and the realignment of NAVLEAETHCTR to Naval Education and Training Command (NETC) per reference (b).

2. Mission. To inculcate the fundamental tenets of ethical leadership throughout the naval profession, from seaman recruit to captain, and to guide the development of leaders with a strong, abiding sense of their responsibility, authority, and accountability, and who are committed to Navy core values and the Navy ethos.

3. Status and Command Relationships. NAVLEAETHCTR is a shore activity in an active (fully operational) status under a Commanding Officer (CO).

a. <u>Echelon</u>	<u>Chain of Command</u>
1	Chief of Naval Operations
2	Commander, NETC
3	CO, NAVLEAETHCTR

b. Area Coordination

(1) Area Coordinator - Commander, Navy Installations Command

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

4. Other Relationships. In order to effectively and efficiently execute its mission, NAVLEADETHCTR may directly liaison with the following commands and staff elements for the purposes identified below. NAVLEADETHCTR is authorized to pursue memoranda of agreement with the below listed commands and staff elements, where necessary, in order to specify supported and supporting duties and responsibilities.

a. Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (DCNO (N1)) will liaise with four-star staffs to schedule Navy leadership engagements with students at NAVLEADETHCTR. DCNO (N1) is the primary resource sponsor for NAVLEADETHCTR, via Commander, NETC, manpower and budget levels will be "fenced" by N12 and N10, with any changes requiring DCNO (N1) approval.

b. NAVLEADETHCTR may coordinate with Superintendent, United States Naval Academy Stockdale Center for Ethical Leadership on accessions-related training and curricula for officers.

c. NAVLEADETHCTR may coordinate with President, Naval War College (NWC) for coordination on curricula for flag-level officers. Also, coordinate with NWC on research and assessment of leader development efforts.

d. Commander, Navy Personnel Command (PERS-4) will coordinate with all community managers for selection and management of NAVLEADETHCTR course quotas, and serve as NAVLEADETHCTR's single point of contact for quota management. PERS-4 will propose "due course" officers and senior enlisted Sailors to Commander, NETC for duty with the NAVLEADETHCTR staff. CO, NAVLEADETHCTR and NAVLEADETHCTR facilitators are nominative billets selected per MILPERSMAN 1301-202.

5. Overseas Diplomacy. NAVLEADETHCTR 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, NAVLEADETHCTR 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, NAVLEADETHCTR will issue mission, functions, and tasks for subordinate activities and provide copies per reference (c).

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.

8. Review and Effective Date. Per OPNAVINST 5400.44A, NETC will review this instruction on the third anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. 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

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soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



P. A. GARVIN

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).

FUNCTIONS AND TASKS OF NAVAL LEADERSHIP AND ETHICS CENTER
(NAVLEAETHCTR)

1. Inter/Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NAVLEAETHCTR 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 and assessments 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 the Training Support Organization (TSO) leadership, as well as other commanders as may be designated for 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 should include but not be limited to retention, Safety and Occupational Health (SOH), traffic and recreational safety, internal reviews, 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.

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), provide support to the NETC Inspector General (IG) as directed, including Area Visit and Hotline Programs, and locally perform Command Evaluation (CE) Program functions including Managers' Internal Control Program, CE Program Reviews, Audit Liaison and Follow-up Coordination, Risk and Opportunity Assessment Coordination, and Hotline Programs. Ensure activities comply 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 the installation Public Works Department as appropriate.

2. Training

a. Provide professional development training as assigned by NETC to meet the training requirements of the Navy and other services, 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.

b. Ensure successful and uniform accomplishment of training per prescribed course material on a standardized basis, 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 are accomplished in the course of instruction.

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

d. Participate in Training Wholeness reviews.

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

f. Perform Job Duty Task Analysis.

g. 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 (E2E) process per NAVEDTRA 130-140 (series), NETCINST 1500.19 (series), and posted NETC E2E standard operating procedure guidance. Manage incorporation of Evolving Technologies and Instructional Strategy in all curriculum processes.

h. Conduct content maintenance, development, and revision.

i. Ensure required course data is accurately recorded in Corporate enterprise Training Activity Resource System.

j. 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).

k. Provide technical oversight of facilities expansions, reductions, and upgrades to seamlessly integrate these functional areas into NAVLEADETHCTR courses of instruction. Coordinate development of facility requirements and projects for new platforms with associated Systems Command.

l. 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.

m. For training sites not within a TSO, manage quota allocations to meet evolving fleet training requirements and document missed training opportunities.

n. 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.

o. Coordinate and liaise with NETC (N5) to support the Military Training and Evaluation Program reviews of Navy Courses and Occupations in coordination with the American Council on Education.

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

q. Coordinate and liaise with NETC (N5) to support the United Services Military Apprenticeship Programs.

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

3. Manpower, Personnel, and Administration

a. Perform functions related to managing military/civilian/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 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/TSO 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.
- e. Coordinate inputs to prepare and validate non-NMCI accreditation packages for IT assets (standalone, networked), 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.

5. Resource Management

a. Develop and execute a spend plan within NAVLEADETHCTR activities and ensure budget performance is within the Operational Target (OPTAR) account in accordance with financial management regulations.

b. Identify contract requirements. Monitor, analyze, review, and initiate acquisition actions required to execute mission functions within required timeframes, budget, and regulatory constraints. Coordinate with applicable financial, resource, program, and contract functional leads to identify contract requirements early in the acquisition planning stage in order to align acquisition planning with command strategic planning/programming and training standardization initiatives. Provide effective contract administration and technical oversight to ensure the government receives quality products and services at a competitive price.

c. Establish and manage a supply support operation ensuring mission essential material requirements are fulfilled in an accountable, efficient and effective manner. Establish and manage an effective Property Accountability Program.

d. Establish and manage an effective Government Commercial Purchase Card Program. Perform functions of Activity Program Coordinator, Approving Official, and Card Holder.

e. Establish and manage an effective government travel program to include travel policy dissemination and administration, management, and administration of the Defense Travel System, Government Travel Charge Card Program, and Centrally billed Account.