



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

NETCINST 5450.28
N1
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NETC INSTRUCTION 5450.28

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL AVIATION SCHOOLS COMMAND

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/20U102217 of 4 Mar 20
(b) NETCINST 5450.3B
(c) NETCINST 5100.1B
(d) NAVEDTRA 140B of 10 August 2018
(e) OPNAVINST 1540.2F
(f) NETCINST 1500.11B
(g) OPNAVINST 1500.76D
(h) COMNAVAIRFORINST 4790.2D

Encl: (1) Functions and Tasks of NASC

1. Purpose. To publish the functions and tasks of Naval Aviation Schools Command (NASC) under the mission established by reference (a).

2. Mission. To deliver foundational aviator, aircrew, and survival training for enlisted and officer personnel to achieve fleet requirements in support of Naval aviation warfighting.

3. Background. Reference (a) establishes the mission of NASC. Reference (b) assigns responsibility for issuing and maintaining directives on mission, functions, and tasks for their subordinate activities. Reference (c) establishes amplifying policy and procedures for the Safety and Occupational Health Program. Reference (d) provides procedures and standards for carrying out training support. Reference (e) designates NASC as a training agent to the Naval Aviation Enterprise (NAE) and provides guidance pertaining to basic skill training and specialized technical training as required by the NAE. Reference (f) provides direction and guidance for managing the Navy Military Training program. Reference (g) establishes policy for planning, determining and documenting Manpower, Personnel and Training requirements and development for Navy and Marine Corps integrated weapons and warfare systems across the entire continuum of Naval training. Reference (h) directs maintenance policies, procedures, and responsibilities at all levels of maintenance throughout Naval aviation.

4. Status and Command Relationships. NASC is a shore activity in an active (fully operational) status under a Commanding Officer (CO) and operates per references (b) through (g).

a. Echelon Chain of Command

1	Chief of Naval Operations
2	Commander, Naval Education and Training Command (NETC)
3	CO, NASC

b. Area Coordination

- (1) Area Coordinator - Commander, U.S. Fleet Forces Command
- (2) Regional Area Coordinator - Commander, Navy Region Southeast

5. Overseas Diplomacy. NASC 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 the United States while overseas.

6. Action. In accomplishing the assigned mission the CO, NASC will ensure performance of the functions and tasks in enclosure (1) and advise Commander, NETC of any recommended modifications to the assigned mission or functions. CO, NASC will issue mission, functions, and tasks for subordinate activities and provide copies per reference (b).

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 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, 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.



P. A. GARVIN

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.

FUNCTIONS AND TASKS OF NASC

1. Inter and Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NASC 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 to ensure compliance with applicable instructions with a reporting of discrepancies to 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 NETC leadership, as applicable, as well as with other commanders as may be designated for other such emergent matters.

d. Coordinate with other organizations as appropriate to prioritize and execute the mission. Document support agreements in local instructions and/or Memorandums of Agreement and Memorandums of Understanding.

e. Exercise management control and oversight for management support programs and functional areas inherent to a Naval shore activity. This function includes, but is not limited to, retention, Safety and Occupational Health (SOH), traffic and recreational safety, internal review, Navy Alcohol and Drug Abuse Prevention, family advocacy, Sexual Assault Prevention and Response, Victim Witness Assistance Program, Military Equal Opportunity (MEO) Program, Equal Employment Opportunity (EEO) Program, Voting Assistance Program, and other similar management programs.

f. Provide area SOH and high-risk training to safety 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 reference (c) as it relates to all safety programs to include all safety databases and systems.

g. Support NETC communications as outlined in reference (d), 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 reference (d), 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. Ensure NASC activities' compliance 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 N4 or installation Public Works Department (PWD) as appropriate.

2. Training

a. Ensure NASC activities provide technical and professional development training for aviation ratings, aviation officers, and functional warfare areas, as assigned by NETC, to meet the training requirements of the U.S. Navy and other agencies and services. This training includes delivery to 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 under Executive Agency agreements.

b. Function as a training agent for the NAE and execute all training requirements for Student Naval Aviator, Student Naval Flight Officer, Air Vehicle Operator, Aviation Commanding Officer Training, Naval Aircrewman Helicopter, Naval Aircrewman Tactical Helicopter, Naval Aircrewman Operator, Naval Aircrewman Mechanical, and Naval Aircrewman Avionics students as required per reference (e).

c. 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. Ensure that applicable portions of Personnel Qualification Standards (PQS) are accomplished in the course of instruction.

d. Ensure NASC activities execute Navy Military Training responsibilities for students, as applicable, per reference (f), to include coordinating shared watch responsibilities.

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

f. Perform training requirements reviews.

g. Provide command representation to support the Manpower and Training Requirements Planning process and Navy Training System Plan documentation requirements, per reference (g), in support of new acquisition or modernization programs.

h. Ensure the training of all personnel enrolled in courses established by NETC at NASC activities are in consonance with the Instructional Systems Development model as explained in publications from higher authority.

i. Perform job duty task analyses.

j. 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 of reference (h). Manage the End-to-End process per NAVEDTRA 130B-138 (series). Manage incorporation of evolving technologies and instructional strategy in all curriculum processes.

k. Develop and maintain PQS manuals and Rate Training Manuals.

3. Training Support

a. Ensure NASC activities accurately maintain all course data and student data integrity in Corporate enterprise Training Activity Resource System (CeTARS).

b. Ensure NASC activities manage inventory and configuration control, as well as operate, maintain, and repair schoolhouse simulators; Maintenance Trainers (MT); Electronic Classrooms (ECR); Technical Training Equipment (TTE); standard and special tools; test equipment; support equipment; and other training materials as may be required to accomplish effective lab, practical application, and demonstrative training.

c. Coordinate with NASC activities and other organizations as applicable for trainer acquisition, integration management, inventory, and configuration control for schoolhouse simulators, MT, ECRs, TTE, standard and special tools, test equipment, support equipment, and other training materials as may be required.

d. Ensure NASC activities maintain a technical library to include, but not be limited to, those publications, technical manuals and Tactics and Techniques, and procedures documented in applicable course of instruction Resource Requirement Lists.

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

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

g. Support responsible installation PWD, as required, in the development of facility projects to address facility shortfalls and deficiencies.

h. 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 (POC) for current year adjustments to the Student Input Plan in coordination with supported activities and assess feasibility of meeting current year adjustments.

i. 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.

j. Coordinate and liaise with NETC N5 to support the American Council on Education reviews of Navy Courses and Occupations.

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

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

m. Coordinate and liaise with NETC N5 to support the Credentialing Opportunities On-Line, United Services Military Apprenticeship Program, and MilGears programs.

4. Student Support

a. Ensure NASC activities provide student support, 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 DoD and non-DoD activities.

b. Ensure NASC activities provide student management as outlined in reference (d), to include the control, administration, and supervision of students.

c. Ensure NASC activities accurately maintain all required student data in CeTARS.

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 MEO Program and the EEO program requirements.

c. Manage personnel security programs.

d. Provide Command Pay and Personnel Administration support for staff and assigned students.

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

a. Serve as technical POC 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 (LS). 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 local LS assigned Navy Marine Corps Intranet (NMCI) support and resource management.

b. Coordinate with NETC N6 and LSs, 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, and 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 all personnel within NASC activities.

e. Coordinate inputs to prepare and validate non-NMCI accreditation packages for IT assets (standalone, networked) within NASC activities, managing, tracking, and 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, CS Inspection Command Program, 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 NASC activities.

h. Manage an effective Knowledge Management and IM program to include policy and procedures dissemination and administration, management and administration of Navy portals, public websites, and distribution groups for NASC activities.

7. Resource Management

a. Exercise effective control over financial operations within NASC activities through sound accounting principles and progressive modernization of programming, budgeting, accounting, and statistical reporting and auditing practices under the Resources Management System of the Department of the Navy.

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 POC 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. Manage an effective property accountability program.

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, administration, and management of the Defense Travel System and Government Travel Charge Card Program.