



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

NETCINST 5450.29
N1
01 Jun 2023

NETC INSTRUCTION 5450.29

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL NUCLEAR POWER
TRAINING COMMAND

Ref: (a) OPNAVNOTE 5400 Ser DNS-12/20U102306 of 13 Jan 21
(b) NETCINST 5450.3B
(c) OPNAVINST 6110.1K
(d) OPNAVINST 5350.4E
(e) NAVSEAINST 5000.7A
(f) NETCINST 1700.2
(g) OPNAVINST 1510.10D
(h) NAVEDTRA 140B of 10 August 2018
(i) OPNAVINST 1220.2B
(j) NETC N3 SCGM Supplemental Navy Post-Accession Entry
Level Reclassification Guidance of 5 Nov 20

Encl: (1) Functions and Tasks of Naval Nuclear Power Training
Command

1. Purpose. To publish the functions and tasks of Naval Nuclear Power Training Command (NAVNUWRTRACOM) under the mission established by reference (a).

2. Mission. To provide basic instruction for officer and enlisted personnel in nuclear propulsion, to provide fundamental rate training for personnel in the field of nuclear propulsion, to provide training in mathematics and physics fundamentals prior to advanced nuclear related training and to perform such other functions as directed by higher authority.

3. Background. Reference (a) establishes the mission of NAVNUWRTRACOM. Reference (b) assigns responsibility for issuing and maintaining directives on mission, functions and tasks for their subordinate activities. Reference (c) issues policy and requirements for the Navy's Physical Readiness Program (PRP). Reference (d) issues policy and procedures for the prevention and control of alcohol and drug misuse within the Navy. Reference (e) issues policy and guidelines for the Naval

Sea Systems Command (NAVSEA) Command Evaluation and Review Program. Reference (f) provides guidance and procedures for the implementation of warrior toughness (WT) as a supporting element to the Navy's culture of excellence approach. Reference (g) issues policy and requirements for maintaining training data in Corporate enterprise Training Activity Resource System (CeTARS). Reference (h) provides procedures and standards for carrying out training support and student management. Reference (i) provides administrative policy and guidance to support and refine Navy reclassification strategies. Reference (j) provides additional guidance for reclassification procedures.

4. Status and Command Relationships

a. NAVNUPWRTRACOM is a shore activity in an active (fully operational) status under a commanding officer (CO) and operates per references (a) through (h).

b. Per reference (a), CO, NAVNUPWRTRACOM has a dual hat relationship and will serve additional duty as CO, Nuclear Power School, Charleston, South Carolina.

c. Echelon Chain of Command

- (1) Chief of Naval Operations
- (2) Commander, Naval Education and Training Command (CNETC) (Administrative Control)
- (3) Commander, NAVSEA (Operational Control)
- (4) NAVNUPWRTRACOM
- (5) CO, Nuclear Power School

d. Area Coordination

(1) Area Coordinator - Commander, U.S. Fleet Forces Command

(2) Regional Area Coordinator - Commander, Navy Region Southeast

5. Command, Tenant, Supported and Supporting Activities and Detachments

a. Naval Dental Clinic

(1) Parent command is Naval Dental Clinic, Charleston, South Carolina.

(2) Support provided: Personnel.

(3) Support received: Dental services for active military staff, faculty, and students.

b. Transactional Support Center and Regional Support Center

(1) Parent command varies based upon support provided.

(2) Support provided: Personnel.

(3) Support received: Administrative support.

c. Naval Health Clinic Detachment

(1) Parent command is Naval Health Clinic, Charleston, South Carolina.

(2) Support provided: Personnel.

(3) Support received: Medical services for active military staff, faculty, and students.

d. 628th Mission Support Group (Applicable Joint Base Charleston, South Carolina)

(1) Parent Command is 628th Mission Support Group, Charleston, South Carolina.

(2) Support provided: Six security augmentees for mass graduations or as directed for other personnel events.

(3) Support received: Physical security services.

6. Overseas Diplomacy. NAVNUPWRTRACOM serves as an effective instrument of U.S. foreign policy by promoting positive relations between the command and foreign nationals, and assists 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.

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

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 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

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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.



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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 email at netc-directives@us.navy.mil.

FUNCTIONS AND TASKS OF NAVAL NUCLEAR POWER TRAINING COMMAND

1. Inter and Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NAVNUPWRTRACOM 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 and NAVSEA as appropriate.

c. 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 and NAVSEA 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 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, family advocacy, sexual assault prevention and response, Victim Witness Assistance Program, Navy Harassment Prevention and Military Equal Opportunity Program, Voting Assistance Program, suicide prevention and other similar management programs. Coordinate as required with the appropriate NAVSEA personnel for related echelon 2 support.

f. Provide area SOH and high-risk training safety personnel, as necessary, to ensure fulfillment of assigned safety duties. Investigate safety mishaps and conduct or appoint, as directed by NAVSEA, 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. Coordinate as required with NAVSEA safety personnel for all safety related matters.

g. Execute a public affairs function for coordinating media relations, community relations, and internal information programs. Provide photographic support to document academic, administrative, and official ceremonies.

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 violations of the Uniform Code of Military Justice (UCMJ) 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. Ensure all NAVNUPWRTRACOM activities comply with and execute all requirements of the Navy PRP per reference (c).

k. Ensure all NAVNUPWRTRACOM activities provide a unified and consistent coordination of alcohol and drug misuse prevention program policy per reference (d). Coordinate as required with NETC Alcohol and Drug Control Officer for related echelon 2 support.

l. Per the guidelines of reference (e), provide support to the NAVSEA Inspector General, 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 NAVNUPWRTRACOM activities compliance with the aforementioned CE Program functions and responsibilities.

2. Training

a. Ensure NAVNUPWRTRACOM activities provide technical and professional development training for students in the enlisted

nuclear ratings and officers in the nuclear field, to include the principles of nuclear and reactor physics as well as the design, construction, operation, and maintenance of naval nuclear propulsion plants, as assigned by NAVSEA, 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 or other agreements and selected civilian personnel of the DoD and non-DoD activities under executive agency agreements.

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. Ensure NAVNUPWRTRACOM activities provide basic character development, Sailorization training, and mentorship to all students to ensure they become a valuable Sailor and team member within the organization.

d. Ensure the supervisor training and perspective is provided to the officers ensuring they recognize their responsibility to the program.

e. Conduct production data analysis. Keep NAVSEA advised regarding the general progress and results of training conducted.

f. Perform training requirements reviews.

g. Ensure the training of all personnel enrolled in courses established by NAVSEA at NAVNUPWRTRACOM activities are in consonance with the instructional systems development model as explained in publications from higher authority.

h. Perform job duty task analyses.

i. 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 to incorporate all requirements per NAVSEA. Manage incorporation

of evolving technologies and instructional strategy in all curriculum processes.

j. Ensure all NAVNUPWRTRACOM activities comply with and execute all requirements of the WT Program per reference (f).

k. Ensure NAVNUPWRTRACOM activities maintain satisfactory instructor certification of all instructors by conducting continuous examinations, practical factors, and interviews.

l. Ensure NAVNUPWRTRACOM activities maintain satisfactory certification of their baseline level of knowledge for all students through numerous examinations and interviews prior to prototype training.

3. Training Support

a. Ensure NAVNUPWRTRACOM activities accurately maintain all required course data in CeTARS per reference (g).

b. Ensure NAVNUPWRTRACOM 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 NAVNUPWRTRACOM 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 NAVNUPWRTRACOM activities maintain a technical library to include, but not limited to, publications, technical manuals, 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 public works department (PWD), NAVSEA,

and NETC N4 (for inclusion of new projects in the annual global shore infrastructure plan) as appropriate.

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

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

h. Coordinate as required with Naval Reactors Line Locker 08B/OPNAV N133 to 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.

i. Conduct requirements and resource data analysis to determine current and future resource requirements. Coordinate and liaise with NETC and U.S. Naval Research Laboratory as required to develop program objective memorandum documents and exhibits.

j. Coordinate and liaise with NAVSEA to support the American Council on Education reviews of Navy courses and occupations.

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

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

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

n. Maintain all required warehouse functions.

- o. Maintain store front (consumables issue and shipping and receiving).
- p. Maintain all required transportation administration.
- q. Provide hazardous material handling and administration.
- r. Execute the Career Development Program for command members.
- s. Administer the Navy-Wide Advancement Exam for command members.
- t. Manage Enlisted commissioning programs for command members.
- u. Act as transition counselors for command members.
- v. Maintain an Admiral Hyman Rickover museum featuring educational exhibits, career milestones, and naval nuclear propulsion development history.
- w. Provide graphic arts, photographic, and film library services to support training.
- x. Coordinate with NETC, as required, for support with the Master Training Specialist Program and Navy-wide accession-related training initiatives.

4. Student Support

- a. Ensure NAVNUPWRTRACOM activities provide student support, as assigned by NAVSEA, to meet the training requirements of the Navy and other services, international students under the Military Assistance Program, and other agreements and selected civilian personnel of the DoD and non-DoD activities.
- b. Ensure NAVNUPWRTRACOM activities provide student management as outlined in reference (h), to include the control, administration, and supervision of students.
- c. Ensure NAVNUPWRTRACOM activities accurately maintain all required student data in CeTARS per reference (g).

5. Redesignation, Transfer, and Rehabilitation

- a. Coordinate with NETC N3, as required, and ensure eligible Sailors dropped from the Nuclear Power Program are expeditiously reclassified per references (i) and (j). Coordinate with Commander, Submarine Force (N1) to consider prioritization for those Sailors that are already submarine volunteers at the time of drop to submarine ratings.
- b. Provide berthing for Sailors dropped from the Nuclear Power Program while they await reassignment, medical rehabilitation, or separation.
- c. Provide enhanced professional growth, teamwork, and military bearing of restricted personnel through exceptional leadership. Provide restricted personnel with the tools for development into fleet-ready Sailors or productive civilians.
- d. Provide low transient and staff ratio mentoring groups to increase morale, develop enthusiasm for new ratings, and foster Sailor development in line with Navy core values.
- e. Ensure good order and discipline through an active urinalysis program and daily berthing and personnel inspections.
- f. Provide optimal transient quality of life through routine building maintenance and swift resolution of facility discrepancies.
- g. Support Joint Base Charleston and NAVNUPWRTRACOM activities through daily staff coordination on transient job assignments and volunteer activities.

6. Manpower, Personnel, and Administration

- a. Perform functions related to managing military staff billets.
- b. Perform functions related to the human resources management programs, including adhering to the Navy Harassment Prevention and Military Equal Opportunity Program.
- c. Manage personnel security programs and provide for the security of classified documents and information.

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

e. Provide administrative support for staff and student personnel, to include personal mail and mailroom and classified material control services.

7. Information Technology (IT) and Information Management

a. Develop, maintain, and provide custom electronic training aids through software and computer graphics development to support training of nuclear operators.

b. Engineer, build, and maintain computer network infrastructure to provide access to administrative and training functions for command personnel.

c. Engineer, build, and maintain local data center to host and support administrative and training functions for command personnel.

d. Develop, evaluate, and maintain information assurance controls in compliance with local and higher level instructions and orders.

e. Develop, program, and maintain a database to support administrative tracking, muster, restricted area access, deficiency tracking, training organization tracking, academic and nonacademic attrition tracking, training comments repository, exam performance repository, radiation health management, training aids inventory, assignment of duties, volunteer hours tracking, and authorized vehicle management tracking for NAVNUPWRTRACOM, Nuclear Power School, and Nuclear Field "A" School.

f. Engineer, build, and maintain a computer network infrastructure to provide access to training materials for students participating in a technology classroom pilot.

g. Provide audiovisual services.

h. Coordinate with NETC N6, as required, for specific echelon 2 unclassified cyber support and Naval Nuclear Laboratory (NNL) for classified cyber support.

- i. Coordinate with NETC N6, as required, for Navy and Marine Corps Intranet requirements and services support.
- j. Coordinate with NNL as required for support with Naval Nuclear Propulsion Information (NNPI) environments for both curriculum and advancement exam development.
- k. Submit IT budget template and input to NETC N6 for validation and entry into the Navy IT budget system.

8. Resource Management

- a. Exercise effective control over financial operations within NAVNUPWRTRACOM 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 DON.
- b. Develop and submit budgets, report obligations, and expenditures to NAVSEA and NETC as required. Coordinate with NETC N8, as required, for assistance in managing NAVNUPWRTRACOM's operating target.
- c. 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.
- d. 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.
- e. Manage an effective Government Commercial Purchase Card program. Perform functions of activity program coordinator, approving official, and card holder.

f. 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.

9. Religious Ministries

a. Coordinate with the suicide response and prevention coordinators for the command as needed.

b. Work closely with assigned casualty assistance calls officers and provide support for memorial services.

c. Organize support teams for counseling Sailors as needed.

d. Promote the spiritual, religious, moral, and personal well-being of all assigned staff and students.

e. Provide religious ministry and support and facilitate for all religious beliefs.

f. Provide care for all staff and students.

g. Advise the CO to ensure the free exercise of religion.

h. Promote ethical and moral behavior.

i. Enhance external and internal communications with the 628th Mission Support Group.

10. Bachelor Enlisted Quarters

a. Maintain and update work order tracker for all logged discrepancies. Track progress of routine work orders and unfunded work requests. Provide work order updates and statuses to the CO weekly.

b. Supervise six building petty officers to ensure the maintenance and upkeep of 1,800 rooms in six bachelor enlisted quarters (BEQ) buildings.

c. Coordinate with the 628th Mission Support Group project managers for the major projects to six BEQ buildings.

d. Coordinate with the 628th Mission Support Group unaccompanied personnel housing to provide replacement of all non-real property (refrigerators, furniture, lamps), in lieu of repairs by contracted outfits.

e. Oversee the weekly maintenance and repairs of 180 washers and dryers. Provide reports to contracted repair services and the 628th Mission Support Group.

f. Ensure each lounge at each BEQ has Wi-Fi and cable for the entertainment of students.

g. Maintain central gear issue with vacuums, mops, and other cleaning supplies. Ensure central gear issue is stocked to provide for all students living in the BEQ.

h. Ensure the common areas of each building are cleaned daily to provide the highest living standards for students while attending NAVNUPWRTRACOM.

i. Coordinate with waste management to dispose of the contents of five dumpsters on the BEQ site.

j. Coordinate with the 628th Mission Support Group for hoist and crane services, paint and pressure washing availabilities, fire alarms and associated trouble calls, and lounge furniture replacement.

k. Coordinate with the 628th Mission Support Group unaccompanied personnel housing to swap out old mattresses for new mattresses in each BEQ periodically to maintain quality of life.

11. Security Department

a. Provide for the safety and security of all staff, students, civilians, and visiting dignitaries.

b. Ensure grounds security for all graduations.

c. Liaison with local area security forces, Naval Criminal Investigative Service (NCIS), and law enforcement.

d. Investigate all violations of the UCMJ that do not meet the NCIS threshold.

e. Provide training and oversight to all watch stations to include a perimeter watch, golf-1 vehicle access gate, bravo-1 vehicle access gate, and various pad watches (building access points).

f. Provide mentorship, guidance, and re-education of military bearing in order to re-integrate UCMJ violators back into the nuclear pipeline.

g. Assist the 628th Mission Support Group on watch standing duties to ensure smooth guest access for all significant events.

12. First Lieutenant

a. Maintain and repair buildings and equipment (including gym).

b. Oversee custodial care.

c. Maintain daily and weekly cleaning schedules.

d. Ensure that lighting, heating, air conditioning, and ventilation systems are operating properly to provide good working and living conditions for all staff and students.

e. Supervise the design and upkeep of campus grounds and landscaping.

f. Ensure proper updating of all telecommunications.

g. Adhere to all governing instructions to improving health and safety standards.

h. Plan for and oversee all major and minor renovations and new construction projects.

i. Maintain and manage a woodworking and engraving shop.

13. Medical Readiness Department

- a. Serve as advisors to the CO on issues impacting NAVNUPWRTRACOM regarding mental health.
- b. Serve as advisors to Naval Reactors on issues impacting the training pipeline and the fleet regarding mental health.
- c. Provide mental health evaluations and counseling to students and staff.
- d. Perform acute mental health evaluations to assess safety risk and make appropriate referrals.
- e. Conduct administrative and duty status evaluations. Provide recommendations to the undersea medical officer (UMO) regarding psychological fitness for duty with respect to nuclear field duty and submarine duty.
- f. Initiate or coordinate with Naval Health Clinic, Charleston, to implement recommendations for separations for conditions not amounting to a disability, periods of limited duty, and referrals for a physical evaluation board.
- g. Provide crisis response services for events impacting staff and students.
- h. Act as liaison to other medical professionals (e.g., UMOs, military providers, civilian providers, Substance Abuse Rehabilitation Program staff, and other treatment facilities) in order to coordinate treatment plans for service members.
- i. Support the command chaplains and suicide prevention specialists in their outreach and annual training on suicide awareness.
- j. Support training initiatives to introduce basic applied psychology principals for NAVNUPWRTRACOM staff members.
- k. Support administration of the Nuclear Environment Fit (NUCFIT) assessments by providing any required safety assessment services during administration and triage services following administration.

14. Sailor Development Group

a. Serve as advisors to the CO on issues impacting NAVNUPWRTRACOM regarding psychology, research and survey design, non-academic training, and non-clinical outcomes within the training pipeline.

b. Serve as advisors to Naval Reactors on issues impacting the training pipeline and the fleet regarding psychology, research and survey design, non-academic training, and non-clinical outcomes within the training pipeline.

c. Introduce basic applied psychology principles to NAVNUPWRTRACOM staff members through the basic coaching course to improve connectedness with students.

d. Introduce the WT initiative which incorporates staff member training and qualification programs, the Character Development Training program, and the Life Skills program.

e. Collaborate with NAVNUPWRTRACOM's research psychologist in administering, scoring, and interpreting results of the NUCFIT process. For those who flag on the NUCFIT, coordinate with medical readiness department to address any immediate safety concerns and refer to treatment as necessary.