



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

NETCINST 5450.3B

N1

27 FEB 2019

NETC INSTRUCTION 5450.3B

From: Commander, Naval Education and Training Command

Subj: MISSIONS, FUNCTIONS, AND TASKS ASSIGNED TO NAVAL
EDUCATION AND TRAINING COMMAND ACTIVITIES

Ref: (a) OPNAVINST 5400.44A

1. Purpose. To assign responsibility for issuing and maintaining directives on mission, functions and tasks for Naval Education and Training Command (NETC) activities.

2. Cancellation. NETCINST 5450.3A.

3. Responsibility. Reference (a) assigned echelon 2 commanders responsibility for issuing and maintaining directives on mission, functions and tasks for their subordinate activities. It also allowed delegation of this responsibility.

4. Delegation of Authority. Responsibility for issuing directives on mission, functions and tasks is delegated to echelon 3 commanders for their subordinate activities. NETC will issue directives on mission, functions and tasks for echelon 3 commands.

5. Action

a. Directives will be prepared per guidelines and format contained in reference (a).

b. Commands will ensure that the mission statement contained in each directive is copied verbatim from the appropriate OPNAVNOTE 5450. Per reference (a), mission statements cannot be modified without CNO approval.

c. In an effort to maintain consistency and produce a readily informative document, the directive should be prepared with an enclosure containing narrative descriptions of functions and tasks assigned to the command. Functions inherent of every

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command need not be described individually (e.g., human capital management, internal review, safety, equal employment opportunity, etc.).

d. Include NETC N1 as a "copy to" addressee on each directive.

e. Directives will be updated as needed and at least every three years as directed per reference (a).

6. 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.secnave.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.

7. 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

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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.


K. J. COZAD

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil/directives.htm>, or via HP Records Manager (HPRM).