



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

NETCINST 5450.5D
N1
22 Mar 2023

NETC INSTRUCTION 5450.5D

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL SERVICE TRAINING
COMMAND

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/12U102165 of 21 Nov 12
(b) NETCINST 5450.3B
(c) NETCINST 5100.1B
(d) NAVEDTRA 140B
(e) OPNAVINST 6110.1K
(f) OPNAVINST 5350.4E
(g) DoD Instruction 1215.08 of 19 January 2017
(h) SECNAV memo of 30 Jun 15
(i) OPNAVINST 1530.8A
(j) OPNAVINST 1520.23C
(k) OPNAVINST 1534.1E
(l) OPNAVINST 5761.1
(m) NETCINST 1700.2
(n) OPNAVINST 1510.10D
(o) OPNAVINST 1220.2B
(p) NETC N3 Supply Chain Guidance Memorandum 20-002 of
5 Nov 20
(q) 10 U.S.C. 103 §2101-§2111a
(r) OPNAVINST 1420.1B
(s) DCNO (MPT&E) (N1) MOA 5321 Ser N1/114002 of 8 Jan 21

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

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

2. Cancellation. NETCINST 5450.5C.

3. Mission. To exercise command over and coordinate efforts of assigned subordinate activities in conducting officer accession training, enlisted recruit training, high school citizenship

development, and to perform such other functions and tasks assigned by higher authority.

4. Background. Reference (a) establishes the mission of NSTC. 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 (SOH) program. Reference (d) provides procedures and standards for carrying out training support functions. Reference (e) issues policy and requirements for the Navy's Physical Readiness Program (PRP). Reference (f) issues policy and procedures for the prevention and control of alcohol and drug misuse within the Navy. Reference (g) provides administrative policy and guidance for the Senior Reserve Officers' Training Corps (ROTC) programs. Reference (h) provides the academic major policy for Navy ROTC (NROTC) midshipmen. Reference (i) establishes the policy for Midshipmen summer training. Reference (j) assigns NSTC the responsibility to support Navy personnel in graduate programs for administrative purposes. Reference (k) establishes the policy for the Strategic Sealift Officer program. Reference (l) establishes the policy regarding the Navy Junior Reserve Officers' Training Corps and the National Naval Defense Cadet Corps programs. Reference (m) 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 (n) issues policy and requirements for maintaining training data in Corporate enterprise Training Activity Resource System (CeTARS). Reference (o) provides administrative policy and guidance to support and refine Navy reclassification strategies. Reference (p) provides supplementing guidance to Navy reclassification strategies. Reference (q) provides legal authority for establishing Senior ROTC. Reference (r) establishes the policy for enlisted to officer commissioning programs and assigns NSTC as the executive agent for the Seaman to Admiral 21 (STA-21) program. Reference (s) establishes the agreement between the Navy and U.S. Marine Corps (USMC) regarding USMC production requirements.

5. Status and Command relationships. NSTC is a shore activity in an active (fully operational) status under a commander and operates per references (a) through (s).

a. Echelon Chain of Command

- 1 Chief of Naval Operations
- 2 Commander, Naval Education and Training
 Command (NETC)
- 3 Commander, NSTC (CNSTC)

b. Area Coordination

(1) Area Coordinator - Commander, Naval Installations
Command

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

6. Overseas Diplomacy. NSTC 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. Our cultural and professional immersion through foreign exchange training for midshipmen provides key opportunities to establish long-term relationships with future leaders of foreign navies and is a critical tool to support regional theater security cooperation.

7. Action. In accomplishing the assigned mission, CNSTC 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. CNSTC 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, 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) or by e-mail at netc-directives@us.navy.mil.

FUNCTIONS AND TASKS OF NAVAL SERVICE TRAINING COMMAND

1. Inter and Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NSTC 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 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, SOH, traffic and recreational safety, internal review, family advocacy, sexual assault prevention and response, victim witness assistance program, voting assistance program, and other similar management programs.

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 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. Ensure all NSTC activities comply with and execute all requirements of the Navy PRP per reference (e).

k. Ensure all NSTC activities provide a unified and consistent coordination of alcohol and drug misuse prevention program policy per reference (f).

l. 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 (d). Ensure NSTC activities compliance with the aforementioned CE program functions and responsibilities.

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

n. Provide necessary support as required or assigned in support of the Navy Reserve in fulfillment of its assigned mission.

o. Conduct scholarship selection and STA-21 boards as necessary per references (q) and (r) in order to ensure OPNAV N1 production goals are met and provide Marine Corps Recruiting Command (MCRC) enrollment and attrition data, in support of

MCRC-controlled scholarship selection and enlisted-to-officer accession boards in order to support USMC production per reference (s).

2. Training

a. Maintain cognizance of, management of, and coordinate efforts of, subordinate training activities in conducting officer education per references (g) through (k), training and development, recruit training, and promotion of citizenship development at secondary educational institutions per reference (l). Administer the funds appropriated for these programs per applicable laws and regulations.

b. Ensure successful and uniform accomplishment of training and education per prescribed course material on a standardized basis, with appropriate rigor and ensure high standards of individual instructor and student performance. Execute the teaching in higher education course twice annually and carry out on a continuing basis an evaluation of instruction and the complete science of learning process.

c. Ensure NSTC 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. Conduct production data analysis. Keep NETC advised regarding the general progress and results of training conducted.

e. Perform training requirements reviews.

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

g. Perform curriculum development and curriculum management, to include creating, modifying, updating and improving curriculum, training objectives, or learning objectives, professional core competencies in concert with the U.S. Naval Academy, and all other related functions. Manage the end-to-end process per NAVEDTRA 130-138 (series) manuals.

Enclosure (1)

Manage incorporation of evolving technologies and instructional strategy in all curriculum processes. Work with professors of naval science, ensuring NROTC naval science courses are reviewed for and granted transcript, baccalaureate, or major credit by partner educational institutions.

h. Ensure all NSTC activities comply with and execute all requirements of the WT program per reference (m). Perform course management and coordination for WT.

3. Training Support

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

b. Ensure NSTC 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. Coordinate and liaise with NETC N4, as necessary, for maintenance and equipment issues and concerns.

c. Coordinate with NSTC activities and other organizations as applicable for trainer acquisition, integration management, inventory, configuration control and life-cycle maintenance for schoolhouse simulators, MT, ECRs, TTE, standard and special tools, test equipment, support equipment, and other training materials as may be required. Coordinate and liaise with NETC N4 for acquisition, life-cycle maintenance, and equipment issues and concerns as necessary. In addition, perform inventories, as required, of all accountable property, and ensure appropriate input of assets into the Defense Property and Accountability System.

d. Ensure NSTC 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 NSTC activities' courses of instruction.

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. 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 Strategy, Innovation, and Voluntary Education (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.

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

4. Student Support

a. Ensure NSTC activities provide student support, as assigned by NETC, to meet the training requirements of the Navy.

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

c. Ensure NSTC activities accurately maintain all required student data in CeTARS per reference (n).

d. Coordinate with NETC Supply Chain Operations (N3), as required, and ensure eligible Sailors dropped from their originally intended program are expeditiously reclassified per references (o) and (p).

e. Maintain NSTC temporary holding unit at Naval Station Great Lakes to support supply chain backlogs between Recruit Training Command and follow-on A schools as required.

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. Provide necessary support as required or assigned in support of the Navy Reserve in fulfillment of its assigned mission.

d. Manage personnel security programs.

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

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

a. NSTC Navy and Marine Corps Intranet (NMCI) POC should coordinate, validate, and report requirements, updates, and

change requests to the NETC headquarters regional district customer technical representative. The NSTC lead is responsible for NSTC roles and responsibilities to include 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 NSTC activities assigned NMCI support and resource management.

b. Coordinate with NETC IT (N6) and NSTC activities, 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, Department of Defense cyber awareness, system access authorization requests, privileged access agreements, CSWF qualification compliance and reporting for all personnel within NSTC activities.

e. Coordinate inputs to prepare and validate non-NMCI accreditation packages for IT assets (standalone, networked) within NSTC 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 NSTC 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 web sites, and distribution groups for NSTC activities.

7. Resource Management

a. Exercise effective control over financial operations within NSTC 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. 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.