



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

NETCINST 5450.6G
N1
28 Oct 2021

NETC INSTRUCTION 5450.6G

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT CENTER

Ref: (a) OPNAVINST 5400.44A
(b) OPNAVNOTE 5400 Ser DNS-33/16U102229 of 22 Apr 16

Encl: (1) Functions and Tasks of NETPDC

1. Purpose. To publish the functions and tasks of Naval Education and Training Professional Development Center (NETPDC) under the mission established by references (a) and (b).

2. Cancellation. NETCINST 5450.6F.

3. Mission. To design, develop, and administer voluntary education programs; to administer the Navy's Enlisted Advancement program; to provide resource management services to assigned activities; and to perform such other functions and tasks as may be assigned by higher authority.

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

a. Echelon

(1) Chief of Naval Operations

(2) Commander, Naval Education and Training Command
(NETC)

(3) CO, NETPDC

b. Area Coordination

(1) Commander, Navy Region Southeast

(2) CO, Naval Air Station Pensacola

(3) Commander, Navy Region Mid-Atlantic

(4) CO, Joint Expeditionary Base Little Creek/Fort Story

5. Action. In accomplishing the assigned mission, the CO, NETPDC will ensure performance of the functions and tasks in enclosure (1) and advise NETC of any recommended modifications to the mission or functions of NETPDC.

6. 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.

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 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

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Releasability and distribution:

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

FUNCTIONS AND TASKS OF NETPDC

1. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NETPDC. Issue detailed internal instructions, regulations, orders, and notices required for the efficient organization and administration of the command.
2. Exercise control over numerous management programs and functional areas inherent to a Naval shore activity which include, but are not be limited to: Retention, safety, internal review, Equal Employment Opportunity, Command Managed Equal Opportunity, and other similar management programs.
3. Provide virtual, world-wide personal and professional development counseling to Sailors, educational program advisement to installation commanders, and execution of the Tuition Assistance (TA) and Navy College Program for Afloat College Education programs; utilizing state-of-the-art telephony, computer systems, and artificial intelligent software to enable a more focused and efficient level of service to Sailors. Onsite educational services within the U.S. and Guantanamo Bay Naval Base are provided on an as-available basis to support visiting academic institutions and to support quality oversight of on-installation academic providers operating under an approved Commander, Navy Installations Command Regional Memorandum of Agreement.
4. Administer the Navy Enlisted Advancement System and develop program enhancement capabilities in support of broader MyNavy HR modernization and transformation initiatives. Generate and distribute high-stakes enlisted advancement examinations for Navy-wide administration and conduct advancement exam readiness reviews with E7-E9 fleet subject matter experts in support of the exam development mission. Provide on-demand electronic advancement exam administration capabilities and maintain exam banks that enable a variable-form examination model in support of the MyNavy HR Detailing Marketplace. Develop and maintain a capability for evaluating and dynamically rank-ordering all candidates for vacancy advancement, advancement for placement, and selection board eligibility. Serve as the program manager for fleet-facing online portals that fulfill advancement-related administrative requirements, provides exam-related tools and products, and supports enlisted rating and command statistical

analytics. Apply advancement selection criteria from the Chief of Naval Personnel, issue authority for advancement of enlisted personnel E4 through E9, and liaise with the Office of the Chief of Naval Operations (OPNAV), Military Personnel Plans and Policy (N13) on advancement policy issues.

5. Provide budget formulation and execution for NETPDC and NETC Information Technology (IT). Provide funds administration support and financial systems support, for NETPDC, NETC Headquarters centrally managed accounts, Nuclear Power, Navy Religious Ministries, Naval Service Training Command (NSTC) Accessions, NETC IT, Intern Program, and Military Personnel Navy Accessions. Provide acquisition management, logistics, and supply support services for NSTC, OPNAV N1, Center for Information Warfare Training, Center for Naval Aviation Technical Training, Fleet, and other Manpower, Personnel, Training, and Education organizations. Provide TA program accounting and customer service support for Navy, Marine Corps, and Coast Guard.

6. Perform such other functions as may be directed by NETC.