



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

NETCINST 5450.6H
N1
2 Sep 2025

NETC INSTRUCTION 5450.6H

From: Commander, Naval Education and Training Command

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

Ref: (a) OPNAVNOTE 5400 Ser DNS-12/24U102026 of 21 May 25
(b) DoD Instruction 1322.33 of 20 May 2011

Encl: (1) Functions and Tasks of Naval Education and Training
Professional Development Center

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

2. Cancellation. NETCINST 5450.6G.

3. Mission. To design, develop and administer voluntary education and credentialing 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. Command Hierarchy. NETPDC is a shore activity in an active (fully operational) status under a commanding officer (CO).

a. Command. NETPDC; unit identification code 68322; echelon 4.

(1) Echelon 1: Chief of Naval Operations

(2) Echelon 2: Chief of Naval Personnel

(3) Echelon 3: Commander, Naval Education and Training
Command (NETC)

(4) Echelon 4: CO, NETPDC

b. Immediate Superior in Command of. No subordinate activities.

c. Office of the Chief of Naval Operations (OPNAV) Resource Sponsors (RS). Primary RS: Deputy Chief of Naval Operations Personnel, Manpower, and Training (DCNO N1).

5. Supporting relationships. NETPDC education, development, and advancement programs support Sailors Navy wide. NETPDC also provides a variety of resource management services to NETC and various echelon 4 activities within the NETC domain. In addition, NETPDC provides the Tuition Assistance (TA) Program accounting and customer service support for all Navy, Marine Corps, and Coast Guard participants. NETPDC is also responsible for executing Navy Credentialing Opportunities On-Line (COOL), as well as, the United Services Military Apprenticeship Program (USMAP) and MilGears for all services across the Department of Defense (DoD) and Coast Guard.

6. Action. NETPDC will execute the assigned mission, functions and tasks, and will advise NETC (N1) regarding changes to this directive every 10 years or sooner as needed.

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, 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,

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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.



G. C. HUFFMAN

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 EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT CENTER

1. Provide Professional Development Operations Support

a. Provide leadership and executive services.

(1) Oversee and advise on all matters involving the command mission, program goals, and objectives.

(2) Manage and administer the Command Evaluation Program.

(3) Administer command public affairs programs and activities.

b. Provide command business operations support.

(1) Perform command administrative services.

(2) Manage and administer command facilities and safety programs.

(3) Manage and execute command security programs:

(a) Physical, personnel, industrial, and information security programs.

(b) Insider Threat Program.

(c) Special Security Officer Program.

(4) Provide and maintain command information technology (IT) services support to include information systems security management functions.

c. Manage and administer command manpower planning and personnel execution.

(1) Prepare activity input for the activity manning document and manpower/manning data calls.

(2) Provide advice and counsel to managers on position management.

d. Manage and administer civilian personnel functions.

(1) Administer all civilian programs to include performance, telework, recruitment, awards, and training.

(2) Provide advice and consultation to managers on human capital related topics.

2. Manage the Navy Voluntary Education Program

a. Provide virtual, world-wide personal and professional voluntary education counseling and advisement to Sailors.

b. Provide voluntary educational programs and advisory services to the continental United States (CONUS) (includes Hawaii and Naval Station Guantanamo Bay (NSGB)) installation commanders.

c. Manage and execute TA, Navy College Program for Afloat College Education (NCPACE), Advanced Education Voucher (AEV) and Graduate Education Voucher (GEV) programs.

d. Provide education support.

(1) Provide focused and efficient service to Sailors through the utilization of state-of-the art telephony, computer systems, and artificial intelligent software.

(2) Provide oversight of on-installation academic providers operating under an approved Commander, Navy Installations Command Regional Memorandum of Agreement.

(3) Administer on-site educational services in support of visiting academic institutions within CONUS (includes Hawaii and NSGB) installations.

3. Manage and Operate the Navy Advancement Center

a. Manage and ensure advancement exam content validity.

(1) Conduct advancement exam readiness reviews with E7-E9 fleet subject matter experts in support of the exam development mission and occupational standard reviews.

(2) Maintain exam banks that leverage test models for legacy advancement policy and the MyNavy Human Resources (HR) detailing marketplace.

b. Provide advancement execution and support services.

(1) Administer the Navy Enlisted Advancement System.

(2) Develop program enhancement capabilities in support of broader MyNavy HR modernization and transformation initiatives.

(3) Serve as program manager for fleet-facing online portals that fulfill advancement-related administrative requirements.

(4) Set rate change authorization for enlisted personnel in ranks E4 through E9.

(5) Evaluate and dynamically rank-order all candidates for vacancy advancement and billet-based advancement selections, and establish selection board and Senior Enlisted Marketplace advancement eligibility.

(6) Liaise with the OPNAV, Military Personnel Plans and Policy (N13) on advancement policy issues.

c. Develop and distribute enlisted advancement examinations for Navy-wide administrations.

d. Provide exam-related tools and products in support of enlisted rating and command statistical analytics.

4. Provide Resource Management Services

a. Provide financial and accounting support to the NETC staff, NETC centrally managed programs and units, and Naval Service Training Command accessions programs.

b. Provide budget formulation and execution for NETPDC and NETC IT.

c. Support voluntary education business operations.

d. Provide financial administration and statistical analysis to support Navy TA, NCPACE, GEV/AEV, Seaman to Admiral - 21st Century, and Marine Corps and Coast Guard TA programs.

e. Provide acquisition management, logistics, and supply support services for NETPDC and other MPT&E organizations.

(1) Provide ordering office support to prepare, award, and administer supplies and services orders under existing government contract vehicles.

(2) Provide government commercial purchase card ordering support for supplies and services.

(3) Perform Contracting Officer Representative and technical assistant duties in collaboration with DCNO N1 organizations for training products and services requirements, to include assisting customers with requirements definition and performance work statement development, preparing procurement request packages, performing technical evaluations of contractor proposals, monitoring contractor performance and deliverables, and conducting progress reviews.

(4) Provide depot level repairable (DLR) management and support services for DCNO N1 organizations, to include DLR ordering, DLR turn-in packaging and shipping, and DLR requisition status tracking.

(5) Provide warehousing services.

5. Operate and Oversee Credentialing Programs

a. Coordinate the execution of voluntary certifications and licenses and apprenticeships across the DoD as directed within reference (b) and higher authority.

b. Coordinate the execution of mandatory certifications for DCNO N2/N6 and Naval Information Warfare Forces.

c. Provide certification exam support to the Navy's mission to develop a highly skilled cyber space workforce, enhance Service Members' professional development, and bridge the gap between military training and civilian career opportunities.

d. Manage and operate the Navy COOL program.

(1) Manage, develop, implement, and approve all Navy recruiting job cards, and Learning and Development Roadmaps (LaDR) and Occupational and Readiness Standards.

(2) Assist Sailors with identifying credential requirements and potential gaps between Navy training and civilian credentialing requirements.

(3) Advise Sailors on resources available to fill gaps between military training and civilian credentialing requirements.

(4) Manage and execute funding for eligible credential exams, maintenance fees and other key resources such as advancement bibliographies and LaDRs.

e. Manage and administer the USMAP.

(1) Update and approve trades per national standards of apprenticeship policies for all DoD participants.

(2) Coordinate with the U.S. Department of Labor Office of Apprenticeship for apprenticeship policies, trade development, and Service Member completion certificates for the Navy, Marine Corps, Army, and Coast Guard.

(3) Provide data and reports on updates as required to the Deputy Assistant Secretary of Defense for force education and training.

f. Maintain and operate the DoD MilGears program platform acting as executive coordinator of MilGears for Navy.

(1) Provide Service Members with a personalized self-assessment of the individual's military training, experience, and off-duty education and credentialing.

(2) Advise Service Members on their next available steps in pursuit of achieving industry credentialing, in-service advancement, and ultimately post-service employment.

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(3) Develop and manage online tools within the MilGears platform in support of MilGears program objectives.

Enclosure (1)