



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

NETCINST 5450.9B
N1
14 Feb 2022

NETC INSTRUCTION 5450.9B

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF CENTER FOR EXPLOSIVE
ORDNANCE DISPOSAL AND DIVING

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/12U102068 of 20 Apr 12
(b) DoD Instruction 3224.04 of 23 May 2008
(c) DoD Directive 5160.62E of 8 November 2021
(d) OPNAVINST 1500.76D
(e) NETCINST 5450.3B

Encl: (1) Functions and Tasks of CENEODDIVE

1. Purpose. To publish the functions and tasks of Center for Explosive Ordnance Disposal and Diving (CENEODDIVE) under the mission established by reference (a).

2. Cancellation. NETCINST 5450.9A.

3. Mission. To develop and deliver Explosive Ordnance Disposal and Diver training to achieve warfighting superiority.

4. Background. Reference (a) modifies the mission of CENEODDIVE. Reference (b) establishes policy and consolidates responsibilities for the Department of Defense (DoD) diving technology and training. Reference (c) establishes DoD policy and assigns responsibilities for Explosive Ordnance Disposal Technology and Training, including Explosive Ordnance Disposal (EOD) research, development, test, and evaluation activities; EOD procedures; and related technical documentation required by the operational forces and common-type EOD training of the operational forces. Reference (d) assigns responsibility for issuing and maintaining directives on mission, functions, and tasks for their subordinate activities. Reference (e) establishes policy for planning, determining, and documenting Manpower, Personnel and Training requirements and development for Navy and Marine Corps integrated weapons and warfare systems across the entire continuum of Naval training.

5. Status and Command Relationships. CENEODDIVE is a shore activity in an active (fully operational) status under a Commanding Officer (CO) and operates per references (b) through (e).

a. <u>Echelon</u>	<u>Chain of Command</u>
1	Chief of Naval Operations
2	Commander, Naval Education and Training Command (NETC)
3	CO, CENEODDIVE

b. Area Coordination

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

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

6. Overseas Diplomacy. CENEODDIVE 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.

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

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 Assistant for Administration, Directives and Records Management Division portal page at

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<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), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.

FUNCTIONS AND TASKS OF CENEODDIVE

1. Inter/Intra Command Support

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of CENEODDIVE 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 other commanders as may be designated for other such emergent matters.

d. Coordinate with other local NETC activities, if applicable, to prioritize and execute training support functions. Document support agreements in local instructions and/or Memoranda of Agreement/Memoranda of Understanding.

e. Exercise management control and oversight for management support programs and functional areas inherent to a Naval shore activity. This task includes, but is not limited to, retention, Safety and Occupational Health (SOH), traffic and recreational safety, internal review, drug and alcohol counseling, family advocacy, Sexual Assault Prevention and Response, Victim Witness Assistance Program, Equal Employment Opportunity (EEO), Voting Assistance Program, Command Managed Equal Opportunity, and other similar management programs.

f. Provide area SOH personnel as necessary to ensure fulfillment of assigned safety duties. Investigate safety mishaps and conduct and/or appoint, as directed by NETC, area mishap investigation teams for Class A/B private motor vehicle mishap investigations. Manages SOH programs which encompass prevention and control of mishaps, ergonomics, hazardous materials, and promotion of safety education. Complies with

NETCINST 5100.1 (series) as it relates to all safety programs to include all safety databases and systems.

g. Support NETC communications as outlined in NAVEDTRA 140 (series), 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. Per the guidelines of NAVEDTRA 140 (series), Training Support Manual, 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 Managers' Internal Control Program, CE Program Reviews, Audit Liaison, and Follow-up Coordination. Ensure CENEODDIVE activities compliance with the aforementioned CE Program functions and responsibilities.

k. Perform building monitor responsibilities for assigned facilities and report maintenance and repair issues to the local installation Public Works Department (PWD) as appropriate.

2. Training

a. Ensure CENEODDIVE activities provide technical and professional development training, as assigned by NETC, to meet the training requirements of the U.S. Navy and other services. This training includes delivery to international students under the Military Assistance Program and Foreign Military Sales, and selected civilian personnel of DoD and non-DoD activities under Executive Agency agreements.

b. Ensure CENEODDIVE activities deliver basic and advanced individual diving, salvage, and ship repair training to all branches of service, select federal agencies, and foreign partners as a part of the U.S. Navy's responsibilities under reference (b).

c. Ensure CENEODDIVE activities deliver basic and advanced individual EOD training to all branches of service, select federal agencies and foreign partners as a part of the U.S. Navy's responsibilities under reference (c).

d. 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; ensure that applicable portions of Personnel Qualification Standards (PQS) are accomplished in the course of instruction.

e. Ensure Navy Military Training responsibilities for students are executed as required per NETCINST 1500.11 (series), to include coordinating shared watch responsibilities.

f. Conduct Production Data Analysis. Keep NETC advised regarding the general progress and results of training conducted.

g. Perform Training Requirements Reviews.

h. Provide command representation to the Training Planning Process Methodology boards in support of new acquisition and/or modernization programs and Navy Training System Plan documentation requirements per reference (d).

i. Ensure the training of all personnel enrolled in courses established by NETC at CENEODDIVE activities are in consonance with the Instructional Systems Development model as explained in publications from higher authority.

j. Perform Job Duty Task Analyses.

k. Perform curriculum development and curriculum management, to include creating, modifying, updating and improving curriculum, Training Objectives or Learning Objectives, and all other related functions. Manage the End-to-End process per NAVEDTRA 130 (series). Manage incorporation of evolving technologies and instructional strategy in all curriculum processes.

l. Conduct content maintenance, development, and revision.

m. Develop and maintain PQS manuals.

3. Training Support

a. Ensure course data and student data integrity is maintained in Corporate enterprise Training Activity Resource System (CeTARS).

b. 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 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. Maintain a technical library to include, but not limited to, those publications, technical manuals, and tactics/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/deficiencies to NETC N4 and responsible PWD as applicable.

f. Provide technical oversight of facilities expansions, reductions, and upgrades to seamlessly integrate these

functional areas into CENEODDIVE courses of instruction. Coordinate development of facility requirements and projects for new platforms with associated Systems Command.

g. Support installation PWD, if applicable, in the development of facility projects to address facility shortfalls and deficiencies.

h. 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. Complete Feasibility Study analysis and develop Program Objective Memorandum documents and exhibits.

j. Coordinate and liaise with NETC 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 United Services Military Apprenticeship Program.

m. Coordinate and liaise with NETC N5 to support the Credentialing Opportunities On-Line Program.

n. Ensure Ammunition, Arms, and Explosives and Non-Combat Explosive Allocation programs and materials are managed appropriately as required.

4. Student Support

a. Ensure CENEODDIVE activities provide student support, as assigned by NETC, to meet the training requirements of the Navy and other services, international students under the Military Assistance Program and Foreign Military Sales, and selected civilian personnel of DoD and non-DoD activities.

b. Provide student management as outlined in NAVEDTRA 140 (series), to include the control, administration, and supervision of students.

c. Ensure all required student data is accurately recorded/updated in CeTARS.

5. Manpower, Personnel, and Administration

a. Perform functions related to managing military, civilian and contractor staff billets/positions.

b. Conduct human resource management program, including adhering to the EEO program requirements.

c. Manage personnel security programs.

d. Provide Command Pay and Personnel Administration support for staff and assigned students.

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

a. Serve as technical point of contact for the NETC N6 contract. Coordinate, validate, and report to NETC N6 work performed in support of IT programs and functional areas of supported Learning Sites (LS). These include, but are not limited to, IT and IM governance adherence; Information Assurance/Cyber Security (CS) reporting and compliance; ECR requirements and accountability; Cyber Security Workforce (CSWF) compliance and reporting; Training Delivery Services compliance and local resource management; IT Purchase Requests; and local LS assigned Navy Marine Corps Intranet (NMCI) support/resource management.

b. Coordinate with NETC N6 and/or LSs 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/upgrade of ECRs with NETC and install NETC-approved courseware and training applications.

d. Coordinate access management, DoD Cyber awareness, system access authorization requests, privileged access agreements, CSWF qualification compliance and reporting for all personnel within CENEODDIVE activities.

e. Coordinate inputs to prepare and validate non-NMCI accreditation packages for IT assets (standalone, networked) within CENEODDIVE activities, managing/tracking/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, Cyber Security 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/CS efforts within CENEODDIVE activities.

h. Manage an effective knowledge management and information management program to include policy and procedures dissemination and administration, management and administration of Navy portals, public Web sites, and distribution groups for CENEODDIVE activities.

7. Resource Management

a. Exercise effective control over financial operations within CENEODDIVE activities.

b. Assist requirement owners/program managers with the planning/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.

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 and administration, management, and administration of the Defense Travel System and Government Travel Charge Card Program.