



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

NETCINST 5510.3B  
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NETC INSTRUCTION 5510.3B

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND - ROTA TRAINING FACILITY  
OPERATIONS MANUAL

Ref: (a) OPNAVINST 5215.17A  
(b) SECNAVINST 5510.30C  
(c) OPNAVINST 5530.14E  
(d) SECNAVINST 5510.36B  
(e) NETCINST 5239.1D  
(f) SECNAV M-5210.1 of September 2019  
(g) OPNAVINST 1510.10D  
(h) NETCINST 1500.13C  
(i) NETCINST 5100.1B

1. Purpose. To establish policy governing the conduct of operations and sustainment of training held at the Naval Education and Training Command (NETC) Rota Training Facility (RTF).

2. Cancellation. NETCINST 5510.3A.

3. Discussion. The RTF Operations Manual provides NETC Learning Centers (LC) with policy and guidance in conducting training for Forward Deployed Naval Forces Europe (FDNF-E) at Rota, Spain.

4. Responsibilities. NETC has designated the Surface Combat Systems Training Command (SCSTC) as Lead LC for FDNF-E training and is responsible for ensuring the RTF Operations Manual is adhered to while conducting day-to-day operations.

a. Surface Warfare Schools Command (SWSC), Center for Information Warfare Training (CIWT), and Center for Security Forces (CSF) are additional NETC LCs that manage and deliver training for FDNF-E. This Operations Manual addresses policies that govern the manning, scheduling, training development, and operation of NETC RTF Site Rota in support of the training strategies defined by Destroyer Squadron SIX ZERO (DESRON SIX ZERO), Fleet, and Type Commander (TYCOM) training requirements.

b. The principle audience for this document is U.S. Fleet Forces Command (USFLTFORCOM), Naval Surface Force Atlantic (NAVSURFLANT), U.S. SIXTH Fleet, DESRON SIX ZERO, SCSTC, SWSC, CIWT, CSF, Afloat Training Group (ATG) Atlantic, and FDNF-E ships.

5. Scope and Applicability. This document covers the day-to-day operations of the NETC RTF located in Buildings 2 and 3379, Rota Training Facility, Naval Station Rota, Spain as well as responsibilities of all NETC LCs assigned the associated training systems planned for inclusion in the mature NETC RTF.

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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.

8. Forms. The following form is available for download from the Naval Forms website (<https://forms.documentservices.dla.mil/order/>): OPNAV 5215/40 (Review of Instruction)

  
K. BECK  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site ([www.netc.navy.mil](http://www.netc.navy.mil)), via the NETC Reference Library in DON TRACKER, or by e-mail at [netc\\_directives@navy.mil](mailto:netc_directives@navy.mil).

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**NAVAL EDUCATION AND TRAINING COMMAND  
ROTA TRAINING FACILITY  
OPERATIONS MANUAL**

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## **SECTION I - INTRODUCTION AND OVERVIEW**

### **100. PURPOSE**

The purpose of the NETC RTF Operations Manual is to establish policy governing operations and delivery of NETC training at NAVSTA Rota, Spain, and to establish the initial organizational chart for the facility. The principal audience of the NETC RTF Operations Manual is USFLTFORCOM, U.S. SIXTH Fleet, NETC LCs, DESRON SIX ZERO, ATGLANT, and FDNF-E ships. This document will be updated per reference (a) and OPNAV 5215/40 on an annual review conducted by SCSTC and associated LCs and routed through NETC for approval.

### **101. SCOPE**

This manual covers the scheduling and operation of the NETC RTF located in Buildings 2 and 3379, Rota Training Facility, NAVSTA Rota, Spain, as well as responsibilities for the associated training systems planned for inclusion in the mature NETC RTF. The management of NETC RTF is organizationally aligned to SCSTC. Each NETC LC is responsible for assigned Curriculum Control Authority, Course Curriculum Model Manager, and Mobile Training Teams (MTT) roles in relation to training delivery and curriculum maintenance.

### **102. BACKGROUND**

The NETC RTF was established to support the units assigned to FDNF-E as directed via the President's European Phased Adaptive Approach for Ballistic Missile Defense. This approach develops and deploys MTTs that support individual, team, unit-level, integrated/advanced phase, and proficiency training that accommodates the assigned units. Through this process, the requirement to return personnel to the continental U.S. for training is minimized. Each FDNF-E crew follows a customized training pipeline that consists of a combination of Intermediate Stops training given to the Sailor upon receipt of orders and prior to reporting to the individual unit, Navy courses provided via MTTs at Building 2, and NETC Fire Training Facility NAVSTA Rota, Spain, via shore-based trainers within the facility and shipboard during advanced training periods. NETC RTF provides FDNF-E training via MTTs for all mission areas required to be conducted within the Area of Responsibility. NETC RTF staff members and MTT instructors function as the training team leads for combat systems, engineering, aviation, and seamanship training conducted at the facility to include both rapid refresh training and crew certification events.

### **103. NETC RTF TRAINING SUPPORT RESPONSIBILITIES**

With respect to the NETC RTF, the following roles and responsibilities exist:

1. SCSTC
  - a. Overall responsibility for the management and operation of NETC RTF.
  - b. NETC Lead LC for all FDNF-E Training.

- c. Review authority for NETC RTF Operations Manual and responsible for implementation of periodic updates upon approval by NETC.
  - d. Coordinate and submit NETC RTF training-related Program Objective Memorandum issues and funding related matters.
  - e. Manage facility staffing requirements as they relate to NETC RTF.
  - f. Coordinate training requirements, assessments, and scheduling with FDNF-E ships, DESRON SIX ZERO, and pertinent LCs.
  - g. Coordinate active public affairs communication about the training mission, its support of forward deployed personnel, and highlighting exceptional RTF staff.
  - h. Generate all command policies affecting the NETC RTF.
  - i. Provide personnel to staff the NETC RTF facility.
  - j. Manage the facility and maintenance contracts supporting the NETC RTF.
  - k. Provide Combat Systems MTTs for individual and team based training to watchstanders in support of FDNF-E requirements.
  - l. Conduct periodic Fleet Management and Planning System training readiness assessments for all FDNF-E units to include NETC sponsored training requirements and associated deficiencies. Provide summary to NAVSURFLANT for both MTT and other training planning purposes.
  - m. Provide support for the development of a notional MTT Schedule that supports afloat unit operational schedule.
  - n. Provide management of the Corporate enterprise Training Activity Resource Systems (CeTARS)/enterprise Naval Training Reservations System (eNTRS) student support database.
  - o. Validate student rosters, ensuring that all unit deficiencies have been accounted for during the pending MTT. Forward summary for further coordination with FDNF-E units and supporting LCs/Learning Sites (LS) not later than 2 weeks prior to MTT convening.
  - p. Exercise close-control quota management using NAVSURFLANT prioritization schemes whenever quota requirements exceed availability. Coordinate with applicable supporting LCs to resolve shortfall.
  - q. Coordinate and address unit training deficiencies.
2. SWSC
- a. Manage the SWSC instructors who support NETC RTF.

- b. Develop and promulgate course schedules for SWSC curriculums and for Center for Naval Aviation Technical Training (CNATT) Firefighting courses. Coordinate trainer utilization with SCSTC.
  - c. Execute NETC RTF training courses aligned to SWSC.
3. CIWT
- a. Manage the CIWT instructors who support NETC RTF.
  - b. Develop and promulgate course schedules for CIWT curriculums.
  - c. Execute NETC RTF training courses aligned to CIWT.
4. CSF
- a. Manage the CSF instructors who support NETC RTF.
  - b. Coordinate and execute NETC RTF MTT courses aligned to CSF.
5. DESRON SIX ZERO
- a. Manage individuals and crews in obtaining the personnel resources to achieve training goals.
  - b. Assess readiness and training for assigned units.
  - c. Provide annual schedule of training period for each quarter and units assigned.
  - d. Develop a training evaluation plan for each crew based on assessed strengths and weaknesses and the certification requirements.
  - e. Liaise with NETC RTF staff to assist in resolving trainer scheduling conflicts.
  - f. Provide qualified assessors to participate in certification events at the NETC RTF.
  - g. Provide specific training objectives to the NETC RTF at least 90 days prior to the start of the training event.
  - h. Provide mutual support during the assessment, training, and certification cycles in conjunction with NETC RTF Staff and ATG Atlantic.
  - i. Provide access to FDNF-E seaframes and crews in support of training system development.
6. FDNF-E Crew Commanding Officers (CO). Develop and provide approved deployment watchbills prior to the certification scenarios at the NETC RTF. Personnel attending trainers should be those assigned on deployment watchbills to the maximum extent possible.

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7. ATGLANT. Staff NETC RTF events and provide assessor support to DESRON SIX ZERO Staff and NETC RTF staff during certification events.



**SECTION II - FACILITY MANAGEMENT**

**200. NETC RTF SITE ORGANIZATION**

SCSTC, as the Navy's lead LC for NETC RTF, is responsible for providing staff on-site management and coordination of training.

1. NETC RTF Site Manager

a. Conducts student management operations to include, but not limited to, check-in, security processing, and the sending of class rosters to the students' respective Training Support Detachments for CeTARS management and graduation certificates, per references (b) and (c).

b. Conducts research and verification of training requirements, coordination of actions and services necessary to meet those training requirements, and ensuring that all critical MTT actions are coordinated with and executed by the appropriate LCs and LSs.

c. Oversees the military instructors and training operations at the facility, and is responsible for facility configuration management/updates and overall operations, including oversight of the maintenance and training contracts for the NETC RTF.

d. Provides liaison with NAVSTA Rota, USFLTFORCOM, TYCOMs, Fleet Immediate Superiors in Command, Squadron Commanders, and Afloat units.

2. NETC RTF Information Systems Security Officer (ISSO)/ Security Manager

a. Serve as Site Information Systems and Security Manager, responsible for major security functions that include threat and vulnerability assessment, policies and procedures, and facility security per references (d) and (e).

b. Supports NETC Electronic Classroom (ECR) IT Inventory Control and Asset Management and basic NETC ECR technical support (Privileged User) per reference (f).

c. Performs the role of Site Rota Electronic Key Management System Local Element Manager.

d. Ensures NETC ECR information systems are installed and maintained per all directed Cyber and Information Security standards and regulations.

e. Manages the User Accounts' Acquisition process, including, but not limited to, System Authorization Access Request-Navy (SAAR-N) handling.

**201. PHYSICAL SECURITY**

1. Security, as defined in reference (c), is defined as the measures designed to safeguard personnel, prevent unauthorized access to facilities, equipment, material and information, and to safeguard against espionage, sabotage, damage, and theft.

2. Building 2 of the NETC RTF is a controlled access facility requiring individual access control and Defense Information Security System (DISS) Security Management Office (SMO) visit request. Building 3379 RTF, is an unclassified space and requires access control badges to enter the controlled areas of the air field for access to building entrance.

## **202. ACCESS CONTROL AND VISIT SCHEDULING**

1. Visit Requests. DISS is a secure website that contains personnel clearance information. In order to gain access to the NETC RTF secure areas, visitors must hold a "Secret" or above clearance in DISS and also have a current visit request on file with the NETC RTF. Access dates must not exceed 1 year. Individuals and organizations outside the Department of Defense who do not have DISS access are required to have SMO Visit Requests faxed to the NETC RTF Security Manager. Faxed requests must come directly from the organization's security manager, state the purpose and duration of the visit, visitor's clearance information, and be signed by the security officer.

2. Distinguished Visitor (DV) Tours. All DV Tours must be coordinated through the NETC RTF Site Manager, who will match tour requirements to the training schedule, ensuring tour objectives can be met without hindering training requirements.

3. NETC RTF Information Systems User Agreement. A signed SAAR-N, must be on file for all Information Technology (IT) system users intending to access IT systems within the NETC RTF.

4. Laptops. Personal laptops are not authorized inside the NETC RTF under any circumstances. Government Furnished Equipment (GFE) and/or Commercially Furnished Equipment (CFE) that are required to support mission critical tasks will be approved on a case-by-case basis. At no time will any device that is not included in the NETC RTF Certification and Accreditation boundary be connected to the NETC RTF networks. Designated government personnel must approve and authorize the use of a laptop computer within controlled access areas before any items are permitted for entry. The Laptop Tag must clearly identify the type of asset (GFE or CFE), the asset owner, and contain the ISSO/Security Manager signature. The ISSO will confirm that wireless capabilities (mobile, Wireless Fidelity (WiFi), Infrared/Radio Frequency, and Bluetooth) and the camera are disabled on the device before entering the NETC RTF. This procedure must be completed each day of the visit unless the authorized items stay within the controlled access area for the entire duration.

### 5. Initial Check-In Procedures

a. Check for current SMO Visit Request and User Agreement in the Consolidated DISS SMO Visit Request list found under NETC RTF DISS SMO VISIT REQUESTS.

(1) Ensure DISS SMO visit request dates are current. If DISS SMO visit request is out of date or not listed, the visitor must have a valid reason approved by the Site Manager for entering the facility and must be escorted at all times. The person escorting that visitor must sign next to

the visitor's name on the visitor log. If DISS SMO visit request is current, visitor may be entered in the Lenel Security System utilizing procedures provided later in this section.

(2) Ensure that the NETC RTF Information Systems User Agreement has been signed. The agreement must be completed prior to interacting with NETC RTF training systems and networks (see Appendix A for agreement). Escorted visitors may be allowed to interact during tours under the direct supervision of NETC RTF staff. If a user agreement has been signed, have the visitor sign the visitor log. Lock boxes will be provided for temporary storage of Personal Electronic Devices (PED). PEDs are not authorized within the NETC RTF.

b. Ensure the visitor understands the policies of the trainer and provide a combination to the lock box for unauthorized items. Unauthorized items include: cell phones, cameras, Universal Serial Bus drives, laptops that have not been approved, Bluetooth devices, smart watches with WiFi capabilities, and any other electronic device with any possible WiFi or storage capabilities.

c. Laptops and all other required electronic devices must be approved by authorized personnel. See: Section 202.4 (Laptops).

#### 6. Access Control Procedures

a. NETC RTF Students. Students with a valid DISS request will be entered in the Lenel Security System and have their Common Access Cards (CAC) programmed to provide appropriate access for the duration of the course of instruction. Any student not on a visit request will sign the visitor security log and be escorted at all times by cleared personnel.

b. NETC RTF Visitors. Visitors that require access shall sign the visitor security log and be escorted at all times by cleared personnel.

c. Contractors temporarily assigned to the NETC RTF. Contractors with a valid DISS request will be entered in the Lenel Security System and have their CACs programmed to provide appropriate access for the duration of the course of instruction. Any contractor not on a visit request will sign the visitor security log and be escorted at all times by cleared personnel.

NOTE: When a CAC is swiped to access the trainer, it is linked to an individual's name in the security system. CACs cannot be shared between visitors.

### 203. CYBER SECURITY

1. Information in any form or format that is created or used in support of the NETC RTF is an asset of the Navy, per reference (f), and must only be used to conduct official duties. It must be protected, from creation through useful life, to authorized disposal. The security of information assets is the responsibility of all staff, students, consultants, contractors, vendors, and other persons who have access to these assets. Each authorized user is obligated to preserve and protect these assets in a manner consistent with this instruction.

2. NETC RTF Training Systems Cyber Security. SCSTC and the associated system Program Office are responsible for the cyber security compliance of training systems located at the NETC RTF, and are responsible for ensuring the development and life cycle support of the associated Risk Management Framework (RMF) for those systems.

**204. OPERATIONS SUPPORT (DESKS, FILING SPACE, TECH LIBRARY)**

1. The NETC RTF provides space for specific training, simulators to support proficiency training requirements, classroom space for briefings and other training, and office space and computing resources for military and contractor support personnel.

2. The NETC RTF Site Manager shall maintain the Technical Library, which will include System and Trainer Publications.

**205. TRAINER AVAILABILITY**

1. Trainer Operation. Prior to the daily training events, NETC RTF personnel shall conduct the initial start-up of each designated training device, software load, system readiness check, and insertion of initial conditions and parameters in response to published schedules (including revisions) to ensure training devices are fully operational and ready at the commencement of each training day.

2. NETC RTF ISSO shall respond to casualties reported by instructor for support or assistance during NETC RTF training events, make-up, and additional training periods.

3. ISSO shall test all trainers daily prior to the start of training in order to verify the trainers are capable of supporting the scheduled mission. Results will be reported to the NETC RTF Site Manager or their designated representative using the prescribed method as designated. Any discrepancies will be documented as prescribed.

**SECTION III - TRAINER SCHEDULING**

**300. TRAINING SYSTEM PRIORITIES**

1. With multiple commands requiring use of the NETC RTF to meet FDNF-E readiness objectives, it is necessary to establish both scheduling priorities and specific scheduling procedures to ensure the trainer is best able to support program goals.

2. Priorities were selected based on criticality and flexibility of schedule. For example, due to overall cost to develop and send a MTT the scheduled courses planned take precedence over other areas of training.

3. With respect to training and certifications conducted within the NETC RTF, the following duties and responsibilities exist:

a. SCSTC. Responsible for overall training mission execution at NETC RTF.

b. NETC RTF Site Manager. Responsible for day-to-day management and execution of all events that take place within the NETC RTF as per reference (g).

(1) Responsible for developing and maintaining the schedule for all training events and maintenance availabilities within the NETC RTF.

(2) Primary Point Of Contact (POC) for developing long range training plans working with DESRON SIX ZERO.

(3) Primary POC for outside agencies (for example ATG, ship requested training spaces, Voyage Management System/Conning Officer Virtual Environment III to schedule classroom time).

(4) POC for scheduling FDNF-E Unit CO's time (classroom time).

(5) POC during scheduled events for resolving scheduling conflicts.

c. LCs. Responsible for execution of training courses assigned in the Naval Training Systems Plans.

**301. EMERGENT TRAINING**

Emergent training requirements will be scheduled on a not-to-interfere basis, as needed, in consultation with the NETC RTF Site Manager. If other training assets are required (i.e., SWSC bridge instructors), the NETC RTF Site Manager will liaise with required commands to ensure labs are configured and manned properly to meet the training objectives. Crews, via DESRON SIX ZERO, may schedule additional training.

**SECTION IV - SAFETY**

**400. TRAINING SAFETY**

For the purpose of this manual, safety is categorized into two specific and unique areas; Safety and Occupational Health and Mission Safety also known as High-Risk Training Safety. Separate policies, specific roles and responsibilities, and checks and balances have been developed for these critical areas and specific guidance pertaining to program guidance, criteria, and element processes are contained in references (h) and (i). Performance of oversight inspections, evaluations, or assessment performance is not required; however strict adherence to paragraph (g) of reference (h) is required. NETC Safety Director (N00X) must retain the organizational flexibility of safety professionals to exercise best business practices and resource flexibility.

**401. MISHAP AND HAZARD REPORTING**

All personnel are tasked with providing an environment safe and healthful for both students and staff. Hazard and near miss reporting shall be reported, tracked and abated under the lead LC - SCSTC. Mishap reporting under the criteria of references (h) and (i) must occur as specified. Because students and instructor will attend events at NETC RTF in a Temporary Assigned Duty status, mishaps will be reported to their ship or station and identified in the after action trip report per existing NETC guidance.

APPENDIX A  
NETC RTF PHYSICAL/INFORMATION SYSTEMS  
USER AGREEMENT

SECURITY BRIEFING

1. PURPOSE. Emphasize individual responsibilities pertaining to the operation of RTF Information Systems.

2. RESPONSIBILITY. The responsibility for the protection of classified and controlled unclassified information and data used within RTF computer systems rests with each person. Regardless of countermeasures established to protect the confidentiality, preserve the integrity, or ensure the availability of sensitive computer systems, networks or the data processed, they provide little security if ignored by individual users. The following RTF Information System Security User Agreement outlines basic safeguards which must be adhered to when using RTF computer assets.

I understand that: (Initial each item to show you have read and understand it.)

\_\_\_\_\_ My RTF Information System password(s) must be protected and may not be divulged to anyone.

\_\_\_\_\_ I agree to adhere to local policies (reference (e)) for downloading files from the RTF Information Systems.

\_\_\_\_\_ The local ISSO at the RTF is my primary point of contact for any problems or questions concerning RTF training system Information System security. I must immediately report any violation of RTF local Cyber Security policy or any other inappropriate activity I observe or suspect directly to the local ISSO.

\_\_\_\_\_ Any attempt to circumvent RTF Information System security safeguards will result in immediate revocation of my Information System access.

\_\_\_\_\_ All RTF Information Systems are subject to authorized monitoring to ensure system functionality, verify the application of prescribed security countermeasures, and protect against unauthorized use. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel.

\_\_\_\_\_ I will not probe or attempt to break in or gain access to any computer system, node, or account that I am not authorized to access.

\_\_\_\_\_ I understand I will "swipe" the card reader at each door I pass through.

\_\_\_\_\_ I will not allow another person to pass through a door using my access unless they are approved to be escorted and are properly badged.

\_\_\_\_\_ I understand the following items are prohibited from entering the RTF: Cell phones; devices with WiFi, photographic, video capture/recording, microphone, or audio recording capabilities; media storage devices; Bluetooth devices (including, but not limited to, motorcycle helmets, wrist watch, and car keys), unauthorized laptop computers, and unauthorized cameras.

\_\_\_\_\_ I understand Personal Wearable Fitness Devices are prohibited.

\_\_\_\_\_ If I am unsure of any security procedure set forth, I will contact the RTF Security Manager for guidance.

**FOR NETWORK ADMINISTRATORS ONLY:**

\_\_\_\_\_ I am responsible for controlling file access and utilization and determining the correct derivative classification of any file I create, modify, or manage.

\_\_\_\_\_  
Print Name (Last, First MI) Rank/Rate

\_\_\_\_\_  
Signature and Date