



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

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LETTER OF PROMULGATION FOR NAVEDTRA 140B

1. This guidance manual has been extensively revised. The revisions are an outcome of the Domain Functional Area Review conducted in FY15 and FY16 by the training support Naval Education and Training Command (NETC) Functional Area Leads and Training Support Organization and users. NAVEDTRA 140B supersedes and replaces NAVEDTRA 140A.
2. This manual is intended for use by military, civil service, and contractor personnel providing student and training support within the NETC domain.
3. This publication is available electronically at: Navy Marine Corps Intranet's (NMCI) Total Records and Information Management (TRIM).
4. Corrections and comments concerning this manual are invited and should be addressed to NETC (N7).
5. Reviewed and approved.

Kyle J. Cozad
K. J. COZAD

NOTICE TO ONLINE USERS OF THIS MATERIAL

To keep online file size to a minimum, blank pages used in the paper copy for pagination have been omitted. Only printed pages are contained online.

FOREWARD

NAVEDTRA SERIES MANUALS:

- NAVEDTRA 130: Task Based Curriculum Development Manual
- NAVEDTRA 131: Personnel Performance Profile Based Curriculum Development Manual
- NAVEDTRA 132: Navy School Testing Program Management Manual
- NAVEDTRA 133: Training Requirements Review Management Manual
- NAVEDTRA 134: Navy Instructor Manual
- NAVEDTRA 135: Navy School Management Manual
- NAVEDTRA 136: Naval Education and Training Command Integrated Learning Environment Course Development and Life-Cycle Maintenance Manual
- NAVEDTRA 137: Job Duty Task Analysis Management Manual
- NAVEDTRA 138: Front End Analysis Process
- NAVEDTRA 140: Training Support Management Manual

The NAVEDTRA 130 through NAVEDTRA 140 series of manuals provide fundamental guidance, within the Naval Education and Training Command (NETC), for the development of curricula, delivery of instruction, implementation of a training support structure, as well as management, and evaluation of training and support programs.

Each of the NAVEDTRA series of manuals is a stand-alone document to serve a specific user group such as curriculum developers, instructors, training managers, evaluators of training, student control, training data managers, or training delivery support managers. The manuals are, however, interrelated and crossed referenced to one another.

These manuals do not supersede the directive policy established by Commander, NETC in these subject areas. Rather, they supplement the instructions in two important ways. First, they reflect the philosophical principles underlying NETC policy for curriculum, instruction, training support, and assessment. Secondly, they provide procedures and standards for carrying out that policy.

SCOPE:

NAVEDTRA 140: Training Support Management Manual identifies, by chapter, the training support functions executed throughout the NETC domain, the NETC "N" Code responsible for the function (Functional Lead), a general overview of the function, and lists instructional references germane to the proper execution of the function. Additionally, process flow charts and checklists are found in this manual.

Organizations with Mission, Functions, and Tasks (MFT) to provide training support vary in structure and responsibility and include Training Support Centers (TSCs), Learning Centers (LCs), Learning Sites (LSs), Training Support Departments (TSDs), and other NETC activities. This collective support structure (TSC, LC, LS, TSD, and other activities) makes up the NETC Training Support Organization (TSO). TSO is the collective term for the NETC domain organizations that provide NETC's training support.

The execution of training support functions is not identical at all locations due to differences in geography, student population, and availability of TSO support to name a few. NETC Functional Leads (FLs) provide requirements, guidance, and references germane to executing training support functions by the TSO and may modify the guidelines published here to facilitate effective and efficient training and management of their functional areas.

As set forth in this manual, each NETC activity shall coordinate with its supporting TSO provider to prioritize and execute the support provided under the MFT document. All TSO providers shall develop, where needed, a local Training Support Management Manual Instruction 5140.1 (series) to provide tailored guidance as needed.

The guidelines set forth in this manual are not intended to conflict with any higher-level authority programs, policies, or procedures. Readers encountering an appearance of conflict should notify the appropriate NETC FL, the NETC Director, Learning and Development (N7), and/or the NAVEDTRA 140 point of contact (POC) (NETC N71) for change management and coordination. Table 1 of this NAVEDTRA identifies the NETC FLs, who are also identified in each chapter.

TABLE 1: NETC FUNCTIONAL LEADS (FLs)

CHAPTER:	FL/POINT OF CONTACT (POC):
1) ADMINISTRATIVE PROGRAMS AND PERSONNEL MANAGEMENT	NETC N1
CAREER DEVELOPMENT PROGRAM	NETC, N003A
COMMAND MANAGED EQUAL OPPORTUNITY	NETC CCS Note: 2
PERSONNEL CASUALTY ASSISTANCE	No Ech II FL Note: 3
SUICIDE PREVENTION COORDINATOR	NETC N5, (N522)GMT Action Officer
2) INFORMATION AND PERSONNEL SECURITY	NETC HQ Security Manager
3) STUDENT MANAGEMENT	NETC N3, (N34 POC) Note: 2
4) INTERNATIONAL MILITARY STUDENT OFFICE	NETSAFA (ED POC) Note: 2
5) FACILITIES AND INFRASTRUCTURE SUPPORT	NETC N4, (N43 POC) Note: 2
6) INFORMATION TECHNOLOGY	NETC CIO, N6, (N62 POC) Note: 2
7) LOGISTICS MANAGEMENT	NETC N4/N8, (N41 POC) Note: 2
8) BUSINESS MANAGEMENT	NETC N8
9) CENTRALIZED QUOTA CONTROL	NETC N3, (N31 POC) Note: 2
10) FLEET TRAINING LIAISON	NETC N7, (N73 POC) Note: 2
11) LEGAL SUPPORT AND SERVICES	NETC N00J
12) SAFETY	NETC N00X Note: 2
13) PUBLIC AFFAIRS	NETC N00P Note: 2
14) COMMAND EVALUATION/INSPECTOR GENERAL	NETC N00G, (N00GA POC) Note: 2
15) RELIGIOUS SUPPORT AND SERVICES	NETC N3, (N34 POC) Note: 2
16) DATA MANAGEMENT	NETC N7, (N73 POC) Note: 2
17) FORCE PROTECTION	NETC ATO Note: 1
18) EMERGENCY MANAGEMENT	NETC EMO
19) SPECIAL PROGRAMS	
DRUG AND ALCOHOL PROGRAM ADVISOR	NETC ADCO
FAMILY ADVOCACY PROGRAM	No Ech II FL Note: 3
URINALYSIS PROGRAM	NETC ADCO Note: 1
PHYSICAL FITNESS ASSESSMENTS	No Ech II FL Note: 3
SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM	NETC HQ SAPR POC Note: 1
VICTIM AND WITNESS ASSISTANCE PROGRAM	NETC N00J Victim Witness Assistant Note: 1
VOTING ASSISTANCE OFFICER	NETC N511 NETC VAO
20) NAVY MILITARY TRAINING	NETC Force Master Chief
21) NON-NETC TRAINING SUPPORT	NETC N3 (N34 POC) Note: 2

Notes:

1. Assignment per NETCSTAFFNOTE 1300
2. FL's POC
3. Contact Navy Personnel Command for assistance

In this manual, the following terms have these specific meanings:

TERM	MEANING
shall, must	This action/behavior/construct is required by the guidelines.
will	Refers to an action to be done by the Navy (i.e., Course Curriculum Authority), or more general descriptive wording in examples, rather than a requirement under the guidelines.
may	This action/behavior/construct is allowed (i.e., permitted), but not required.
can	Refers to the inherent behavior of software and/or computer languages, rather than to an issue of permission or allowance under the guidelines.
shall not, must not, may not	This action/behavior/construct is prohibited by the guidelines.

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CHAPTER 1

ADMINISTRATIVE PROGRAMS AND PERSONNEL MANAGEMENT

CHAPTER 1
GUIDING REFERENCES

- a. NAVPERS 15878L, Career Counselor Handbook
- b. OPNAVINST 1900.2C, Transition Assistance Management Program
- c. OPNAVINST 1740.3C, Command Sponsor and Indoctrination Program
- d. OPNAVINST 1040.11D, Navy Enlisted Retention and Career Development Program
- e. OPNAVINST 5354.1G, Navy Equal Opportunity Policy
- f. NAVADMIN 034/13, Navy Policy for Reporting Substantiated Hazing and Assignment of Responsibility for Tracking Hazing Incidents
- g. NAVSUPPUB 490, Transportation of Personal Property
- h. Manual of the Judge Advocate General
- i. NAVPERS 1770/7 (Rev 06-2010), Casualty Assistance Calls Program Form
- j. CNICINST 1770.2A, Casualty Assistance Calls Program
- k. NAVPERS 15607D, Casualty Assistance Calls Officer (CACO) Handbook
- l. NAVSO P-6034, Joint Federal Travel Reg., (JFTR), Vol 1
- m. DoD 7000.14-R, DOD Financial Management Regulation, Vol 7A, Military Pay Policy and Procedures for Active Duty and Reserve Pay
- n. OPNAVINST 1720.4A, Suicide Prevention Program

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - CAREER DEVELOPMENT PROGRAM

1.1. Introduction. The Navy Enlisted Retention and Career Development Program's primary mission is to ensure each Sailor, both active and reserve, be provided with sufficient quantity and quality of career information, in a timely manner, to allow them to make the best-informed decision and to align their goals with a viable career path and the command's mission. Active engagement from the entire chain of command is the key element to a successful career development program and provides the guidance our Sailors need to meet their personal and professional goals. This chapter serves as guidance for all Naval Education and Training Command (NETC) commands in addressing student career development support issues.

Training Support Organizations (TSOs) will have resident on their staff, professionally trained and qualified Career Counselors (CCs) holding the 9588 Navy Enlisted Classification to provide oversight and training for CC Programs within their supported activities.

1.2. Common Support Directorate. The TSO CC shall be designated as the NETC Common Support Directorate (CSD) for training and CC oversight. The CC will manage each district per references (a) through (d), and is a direct representative for NETC in all matters pertaining to career information and oversight.

CSDs shall utilize designated collateral duty CCs from Learning Centers (LCs), Learning Sites (LSs), and the TSO to assist in the application of their assigned duties. Collateral Duty CC shall be trained and qualified utilizing the Career Development Training Course via <<http://www.public.navy.mil/bupers-npc/career/careercounseling>> or attending a locally provided course prior to independent assignments.

1.3. Functional Lead. The Functional Lead for Command Career Programs and related support structures is the NETC Headquarters (HQ) Force CC, NETC N003A.

1.4. Responsibilities and Action

- CSDs shall provide the following for all supported activities:
 - Conduct quarterly career development team meetings. Attendance is required of designated CC from the

supported TSO. Commanding Officer (CO), Officers-in-Charge (OICs), Executive Officer, Command Master Chief (CMC), and Senior Enlisted Advisor (SEA) are also encouraged to attend.

- Conduct quarterly and "upon request" assist visits.
 - Provide initial on-site training, as well as continuous career development training, for all designated CCs.
 - Review and analyze monthly reenlistment and attrition statistics. Provide feedback as necessary.
- LC and LS CO/OIC shall:
 - Establish and maintain an aggressive and proactive CC development program, as outlined in reference (d).
 - Assign a sufficient number of collateral duty CCs to maintain an optimal client-to-counselor ratio of no greater than 30:1.
 - Use assigned collateral duty CCs as the primary source of career information, and to organize, manage, and train the career development team and supervisors.
 - LC and LS CMC/SEA shall:
 - Directly supervise and support designated collateral duty CCs in the performance of their duties.
 - Chair command level Career Development Boards (CDBs).
 - Support Career Development Program management, emphasizing chain-of-command involvement, per reference (a).

Designated collateral duty CC shall be responsible to the LS CO/OIC and report directly to the CMC/SEA on all matters related to Career Development Program management.

1.5. Career Development Boards. CDBs are not required for students assigned to intermediate activities; however, they may be convened as circumstances may dictate.

1.6. Fleet Reserve/Retirements (Staff). For LS not co-located with a supporting LC, Fleet Reserve/Retirement requests will be submitted through the LS chain-of-command via departmental CC and then forwarded to the LC for submission into Officer Personnel Information System and Career Information Management System. Upon entry, the request is forwarded to Navy Personnel Command (NPC).

1.7. Career Waypoint-Reenlistment (Staff). For any LS not co-located with a supporting LC, Career Waypoint-Reenlistment (CWAY) applications will be submitted through the LS chain-of-command via LS departmental CC and forwarded to the serving TSO for submission into the Career Waypoint database (formerly known as Fleet Ride).

1.8. Career Waypoint - Reenlistments (Students). Student (CWAY) applications will be submitted through the LS chain-of-command via the LS departmental CC and forwarded to the serving TSO for submission into the Career Waypoint database.

1.9. Reenlistments (Students). Reenlistments will be forwarded through the LS chain-of-command via the LS departmental CC and forwarded to TSO for final disposition with Personnel Support Detachments and Customer Service Desks.

SECTION 2 - COMMAND MANAGED EQUAL OPPORTUNITY

2.1. Introduction. The function of NETC Command Managed Equal Opportunity (CMEO) program is to promote positive command morale and quality of life by providing an environment in which all personnel can perform to their maximum ability, unimpeded by institutional or individual biases based on race, color, national origin, sex, religious stereotypes, and sexual orientation. All NETC training commands will comply with and support the tenets of reference (e). LCs, Ls, Training Support Centers (TSCs), and other TSOs as required will designate, in writing, a qualified staff member (recommended E-7 or above) to serve as the CMEO Program Manager (PM). Upon request, TSC Command Climate Specialist (CCS)/CMEO PM shall provide guidance/assistance to NETC commands on how to establish, facilitate, and monitor their CMEO Program per reference (e).

TSCs that do not have an CCS will have a qualified CMEO PM (graduate of Course A-500-0009) who performs the functions of a TSC CCS as described below. TSCs that do have an CCS are also required to have a qualified CMEO PM. In the event of a "gapped" TSC CCS billet, the respective CMEO PM will serve the duties of the TSC CCS until the billet is filled. NETC and installation CCSs shall be utilized for any guidance/clarification on Equal Opportunity (EO)/Sexual Harassment (SH) matters.

The TSC CCS/CMEO PM shall serve as the primary advocate for all Permanent Change of Station (PCS) students and TSO staffs for the supported activities. The TSC CCS/CMEO PM may also

serve as a ready reference source for collateral duty CMEO PMs at LSs that are not co-located with their parent LC. The TSC CCS/CMEO PM shall be notified of all informal/formal EO, Harassment, and SH complaints.

2.2. Functional Lead. The NETC Functional Lead (FL) for the CMEO Program is the NETC CCS. The FL shall be notified in advance of reportable incidents, as well as pending Unit Situation Reports that pertain to EO/SH/Harassment.

2.3. Primary Duty Command Climate Specialist (Training Support Center level). TSCs shall maintain a qualified CCS (NEC 9515) or qualified CMEO PM if the TSC does not have a billet for a CCS. The TSC CCS/CMEO PM will serve as the primary (full time) advisor and Subject Matter Expert (SME) on EO/SH/Harassment issues for the supported activities. The TSC CCS/CMEO PM will work with the LCs, LSs, and other TSOs CMEO PM to process all formal/informal complaints. Refer to Figures 1-1 and 1-2 for a notional flow chart for this process.

In the event a Temporary Additional Duty (TAD) student requires CMEO assistance, the student shall be directed to the LS's CMEO PM for assistance. If the basis for assistance is not LS or TSO related, the LS CMEO PM shall refer the matter/student to the CMEO PM at the student's parent command. The LS CMEO PM retains responsibility for the matter and shall provide assistance to the student until such time as the parent command accepts responsibility for the inquiry/investigation. If the student's parent command is not in the local area or in port, the LS CMEO PM shall refer the matter to the TSC CCS/CMEO PM. The TSC CCS/CMEO PM will assume responsibility for further inquiry and subsequent liaison with the student's parent command. If there is no local TSO, the LS CMEO PM shall coordinate with the parent command and the installation CCS. Refer to the notional flow charts of Figures 1-1 and 1-2.

The TSC CCS/CMEO PM shall serve as a SME for the CMEO PM at supported LC, LS, and TSO regarding the establishment and conduct of the Command Assessment Team. This may include support for conducting Change of Command/Charge and/or annual command climate assessments. The supported CMEO PM retains overall responsibility for these programs and evolutions. The installation CMEO shall serve as SME for LSs without a local TSO.

The TSC CCS/CMEO PM shall provide training for LS students. Training lectures may include, but are not limited to: SH,

Fraternization, Complaint Process, Hazing, Religious Accommodations, and Handling Dissident and Protest Activities.

The TSC CCS/CMEO PM shall report all formal complaints to the NETC CCS. Upon request, the TSC CCS/CMEO PM shall also provide any/all related documents and reports.

TSC CCSs/CMEO PMs shall be available to provide EO/SH assist visits upon request to supported LC, LS, and TSO.

Tracking of all formal/informal EO/SH and all Hazing complaints shall be conducted per reference (f).

2.4. Primary Duty Command Managed Equal Opportunity Program Manager (Learning Center/Learning Site/Training Support Organization level). The CMEO PM will serve as the single point of contact for EO issues, inclusive of SH, harassment and discrimination, at the LC, LS, and TSO. The CMEO PM will:

- Report all EO/SH/Harassment matters to the CCS/CMEO PM.
- Coordinate the processing of EO/SH complaints as detailed by reference (e). CCS/CMEOs typically do not conduct command investigations into EO/SH issues, but serve as EO process advisors and reviewing SME.
- Maintain a CMEO record file as directed by reference (e). The record file should include the following: CMEO PM designation letters, CMEO course completion letters, command policy statements, last three command climate surveys, formal/informal complaints for the past 36 months, and CAT/Command Training Team membership documentation.
- Serve as the coordinator for command climate assessments.
- Coordinate and monitor all LC, LS, TSO, and TSC EO/SH/Harassment training for TSO staff members.
- Track all EO/SH/Harassment/Hazing training, complaints (formal/informal), and general assistance per reference (f).
- Ensure that appropriate literature, posters, etc., are prominently displayed in each of the NETC training buildings and that the command point of contact for EO issues is listed at the same location.

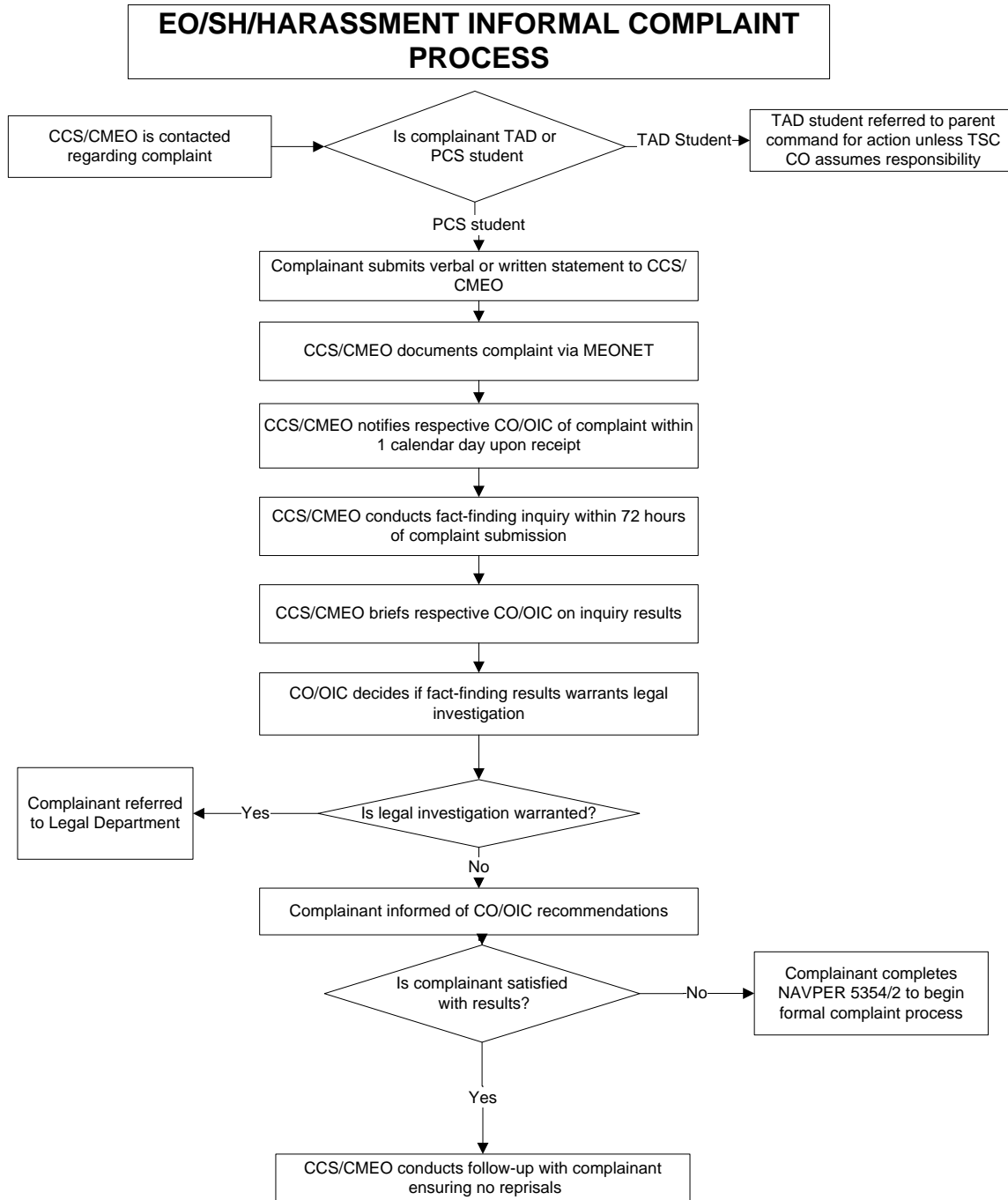


FIGURE 1-1: EO/SH/HARASSMENT INFORMAL COMPLAINT PROCESS

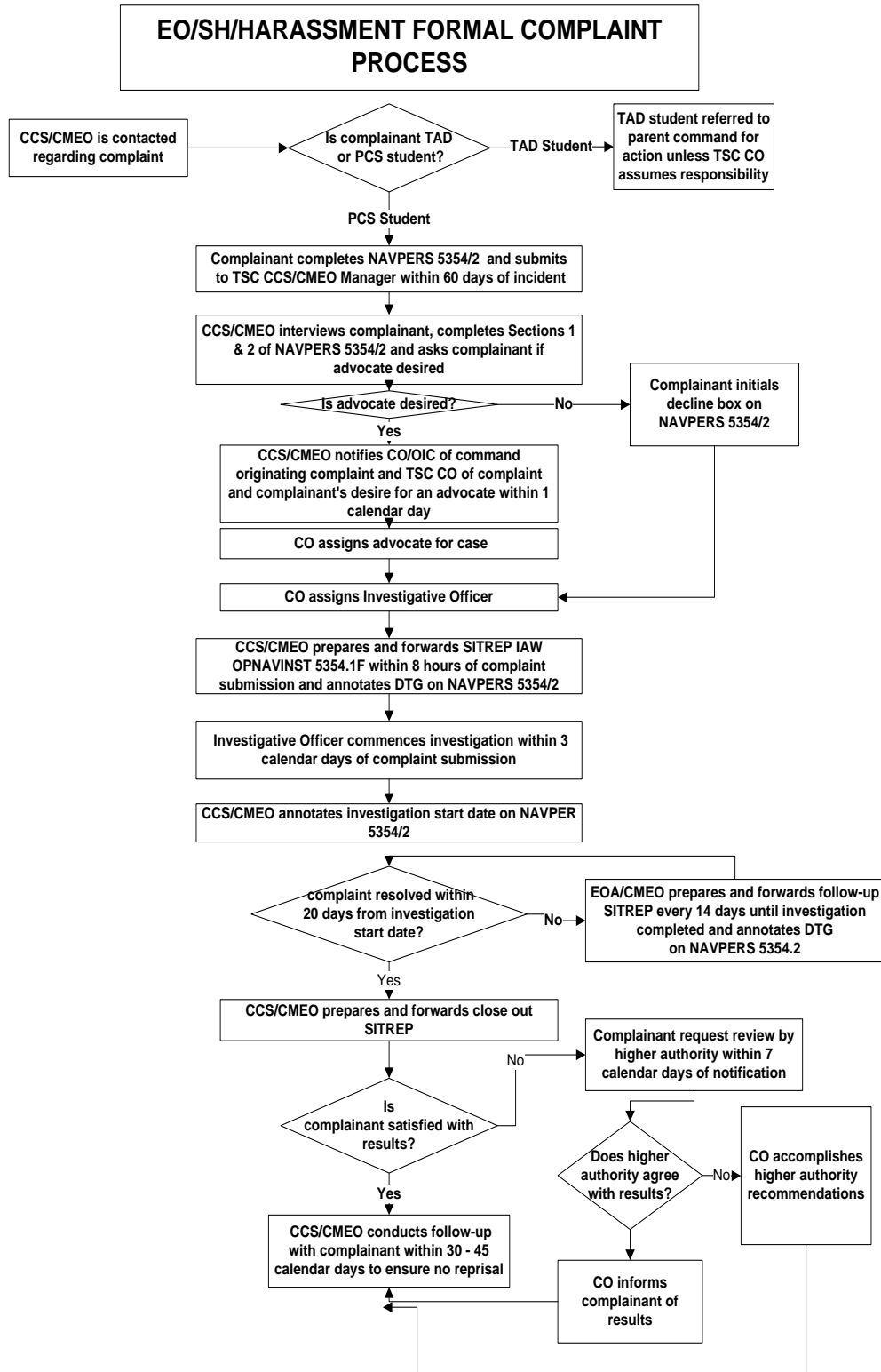


FIGURE 1-2: EO/SH/HARASSMENT FORMAL COMPLAINT PROCESS

SECTION 3 - PERSONNEL CASUALTY ASSISTANCE

3.1. Introduction. The Casualty Assistance Calls Office exists for the specific purpose of providing a standardized process for addressing the difficult tasks associated with the serious illness, disappearance, or death of a service member. All NETC components are required to have a collateral duty Casualty Assistance Calls Officer (CACO) assigned to serve as their primary liaison with the Region Casualty Assistance Program Manager (CAPM) for incidents regarding their assigned staff and students. Each component should have one trained officer, with a minimum of two years on active duty, or one trained enlisted person (E6-E9) assigned. For LSs supported by a TSO, the staff collateral duty CACO at the servicing TSO will be responsible for all student incidents and will coordinate with the Region CAPM until such time as they are relieved of those duties. If a LC/LS is not supported by a TSC or other TSO activity, then the LC/LS collateral duty CACO is responsible to the Region in the same manner as the TSO activity would be.

NETC domain CACOs are subordinate in the execution of their duties to the Commander, Naval Installations Command (CNIC) Region CAPM. They will comply with all requirements as stated in references (g) through (m). For incidents involving NETC student personnel, the TSO will retain full responsibility under the Region CAPM for all PCS personnel until relieved of their duties by the Region CAPM. For incidents involving TAD students, as well as students from other military branches and countries, the TSO will retain full responsibility under the Region CAPM until relieved of their duties by the Region CAPM or the parent command/service branch. For a TAD student whose parent command is deployed, or otherwise unavailable, the TSO shall continue to act on behalf of the parent command until relieved.

3.2. Functional Lead. There is no Echelon 2 role or responsibility in the CACO process; however, for personnel casualty assistance, the CACO can contact NPC.

3.3. Casualty Assistance Calls Officer Responsibilities. A uniformed LS or TSO representative will be designated to assist the Primary Next Of Kin (PNOK) and Secondary Next Of Kin of a student who dies or is reported as "duty status-whereabouts unknown". The assistance provided shall be limited to conveying information regarding rights, benefits, and privileges to which the PNOK may be entitled. Stand-by CACOs are assigned in all active duty cases when the student is placed on the very

seriously ill/injured list, in imminent danger of loss of life, or hospitalized overseas and away from the PNOK.

The stand-by CACO will be assigned through the responsible Casualty Assistance Calls/Funeral Honors Support (FHS) Program Coordinator at the direction of the Office of the Chief of Naval Operations (OPNAV) (N135C). The stand-by CACO will not contact the NOK unless directed by the OPNAV and/or the appropriate Casualty Assistance Calls/FHS Program Coordinator. The CACO will be kept apprised of the patient's condition and prognosis until removed from the very seriously ill or injured list.

The CACO will commence execution of their duties immediately upon notification of the personnel casualty per the aforementioned references and will continue until released by the Region CAPM. If the student is a member of another branch of service, the CACO must immediately notify that service member's parent service/command so they may make their required reports and begin CACO equivalent assignments and actions.

The command will transmit a Personnel Casualty Report (PCR) within four hours of casualty notification. PCR submission via Defense Message System message traffic is not required if the reporting command has e-mail or facsimile (fax) capability. A PCR submitted by a cognizant command official can be electronically scanned and submitted via e-mail to: mill_navycasualty@navy.mil.

For initial PNOK notification, the CACO shall wear the appropriate seasonal Service Dress uniform. For follow-up visits, the less intimidating service khaki with ribbons may be substituted. LS or TSO activity CO/OIC shall ensure a chaplain is present on the initial visit. If no chaplain is assigned, one will be assigned through the CNIC Regional CAPM.

3.4. Other Responsibilities. The LS or appropriate TSO CO/OIC, as well as the decedent's command will provide full assistance to the CACO in completion of their duties.

LS, TSC or other TSO activity CO/OIC shall write a letter of condolence to the PNOK within 48 hours of service member's death. Reference (j) provides the appropriate guidelines.

SECTION 4 - SUICIDE PREVENTION COORDINATOR

4.1. Introduction. All NETC subordinate commands will aggressively pursue a suicide prevention program by adhering to the requirements of reference (n). All NETC subordinate CO's will designate a collateral duty Suicide Prevention Program (SPP) coordinator and an assistant coordinator to ensure the SPP is conducted per reference (n) and other applicable references.

TSCs have an expanded SPP mission for the specific purpose of providing oversight and program assistance to LCs/LSs within the TSC's geographic support area. Although TSC Suicide Prevention Coordinators (SPCs) are responsible for the administration of their own internal SPPs, this expanded role allows NETC to ensure the Navy command inspection program is active within the NETC domain, by providing staff support, guidance, oversight, and assisting LCs/LSs as the needs exist. It is paramount to note that utilizing TSC SPC support does not relieve the LC/LS from implementing a SPP of its own. LSs outside of a TSC geographic support area shall utilize the supporting TSO activity for SPC support.

4.2. Functional Lead. The NETC FL for the SPP and related support structures is the NETC Education and Development Branch Planning Board for Training Action Officer (N522) who will be assisted as required by the NETC HQ SPC.

TSC/TSOs must provide a unified and consistent coordination of SPP policy to LSs/LCs, and ensure that it is in full compliance with reference (n).

4.3. Responsibilities. TSC CO's will appoint an officer or Chief Petty Officer (CPO) to serve as the SPC. Appointment of an assistant SPC may be delegated to the rank of Petty Officer First Class (PO1). LC/LS CO's may appoint an officer, CPO, or a PO1 as the SPC. Per reference (n), all commands are required to include the following as part of their SPPs: training, intervention, response, and reporting. TSC SPCs are responsible for providing oversight and program assistance to all LCs/LSs within their geographical area. If a LC/LS does not have a SPP, the role of the TSC SPC is to provide program assistance and to help establish and maintain a robust program which meets the requirements of reference (n). In addition to the internal TSC SPC responsibilities, additional requirements are:

- Complete the Applied Suicide Intervention Skills Training (ASIST) class as soon as possible.

- Identify a cadre of TSC/TSO staff personnel for collateral duty assignment as ASIST qualified personnel.
- Conduct periodic LC/LS assist visits within the geographical support area.
- Upon LS/LC request, provide SPC and/or staff training as needed.
- At the request of NETC, conduct LS/LC suicide prevention process reviews, and report findings to NETC Inspector General.
- Regarding student suicide-related incidents, establish a cooperative agreement between the TSC and the LS/LC, to transfer SPC responsibilities to the supporting TSC or utilize the LS/LC SPC to pursue each case through its completion.
- In the event of a LS/LC student suicide-related incident, and where the LS/LC SPC assumes responsibility for the case, liaise with LS/LC SPCs to promote adherence to proper situation reporting, OPNAV voice reporting, Department of Defense Suicide Event Report(ing), personnel casualty reporting, and other applicable requirements.
- In the event of a TSC/TSO staff member or student suicide-related incident that requires a command investigation, provide assistance to the TSC-appointed investigating officer.

CHAPTER 2

INFORMATION AND PERSONNEL SECURITY

CHAPTER 2
GUIDING REFERENCES

- a. SECNAV M-5510.30, Department of the Navy (DON) Personnel Security Program Manual, 30 Jun 06
- b. DoDM 5200.02, Procedures for the DoD Personnel Security Program (PSP)
- c. DoDI 5200.02, DoD Personnel Security Program, 21 March 2014
- d. SECNAV M-5510.36, Department of the Navy (DON) Information Security Program (ISP) Manual
- e. DoDM 5200.01-M, Volumes 1 through 4, DoD Information Security Program 24 February 2012 through change 2 2013
- f. DoDM 4500.54-M, Department of Defense Foreign Clearance Manual, 23 August 2016
- g. NETCINST 5530.2, Travel Tracker Notification and Individual Antiterrorism Plan System Implementation, 13 Oct 2015
- h. DoDM 1000.13-M Volume 1, DoD Instruction (ID) Cards: ID Card Lifecycle, 23 January 2014
- i. DoDM 5220.22-M, National Industrial Security Program Operating Manual, 28 February 2006 through change 2 2016

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The purpose of this chapter is to introduce some of the basic security functions shared across the Naval Education and Training Command (NETC) for both student management and command security programs. Command Security Managers (CSMs) should also expect to either manage or work with other security related programs not discussed here. All Commanding Officers (COs)/ Officers-in-Charge (OICs) within the NETC domain are responsible for ensuring the correct security programs and procedures are in place for the type and level of material processed at their command.

Reference (a) of this chapter requires each CO/OIC to apply risk management principles to determine the best method for attaining the required levels of protection. This is especially true in the NETC domain as not all commands will have the same security requirements or resources. To determine the most logical and fiscally responsible method to provide the required levels of protection, commands must consider their security requirements and geographic location, along with their locally available security assets and resources. Dependent on the command's level of security requirements, all of those security requirements may need to be met by the command itself; while in other cases, some or all of the security requirements may be met or shared between the Learning Center (LC)/Learning Site (LS) and/or the Training Support Organization (TSO).

Classified information is defined as material protected by reason of national security. Based on that definition not all NETC commands will have a requirement to process or maintain classified material.

All NETC commands will have sensitive information; which while not as easily defined, still requires a level of protection. People with access to sensitive information require a determination of trustworthiness in the form of a background investigation. The final determination of what command information is considered sensitive is the responsibility of the CO/OIC. Examples of information generally considered sensitive:

- Personally Identifiable Information
- Financial operations
- Education and orientation of Department of Defense (DoD) personnel
- Proprietary data

Note: To help determine if information is sensitive or non-sensitive, determine if the information is available for anyone to review or have, if the answer is no, the information is most likely sensitive.

1.1. Functional Lead. The Functional Lead (FL) concerning Information and Personal Security is the NETC Headquarters Security Manager. For matters not fully addressed in this chapter, users of this manual should contact the FL for further guidance.

SECTION 2 - PERSONNEL SECURITY

All NETC commands must have a Personnel Security Program (PSP) in order to provide continuous evaluation of staff and students with regard to their eligibility for access to classified or sensitive material. References (a) through (c) are the guiding directives for PSP.

Personnel Security Investigations (PSI) are the DoD's method for determining the trustworthiness of the people who have access to classified and/or sensitive material. No student or staff member will be granted access to classified information, or be assigned to sensitive duties, until a favorable personnel security determination has been made, or temporary access approved. Additionally, changes in policy require anyone, military, civil service, or contractor, who requires a Common Access Card (CAC) to have, at a minimum, a favorable Suitability Investigation.

- **Military:** All military are required to have a Tier 3 or higher PSI upon entry into the military. Certain ratings and special programs are required to maintain continuous security clearance eligibility per the Advancement Manual. Based upon the military member's duties and need-to-know, a re-investigation or a higher level of investigation may be required and authorized.
- **Civil Service:** Reference (a) provides examples of duties that would require different types of Position Sensitivity Codes (PSC) for civil service employees. The PSC listed on the OF 8 Form (Cover Sheet for Position Description), block 12, in which are entered into Defense Civilian Personnel Data System and then replicated to the Joint Personnel Adjudication System (JPAS). The PSC should be used to determine the type and frequency of PSI required

for civil service employees. Reference (a) provides the appropriate investigation for each PSC.

- Contractors: All contractors requiring access to a DoD network require some type of PSI. Commands are encouraged to include the level of PSI required into the Statement of Work.
 - Contractors requiring access to classified information are required to have an appropriate level PSI completed by their contracting company.
 - Contractors who do not require access to classified material, and without a valid PSI will require a new PSI submitted by the command prior to issuing a CAC.

2.1. Joint Personnel Adjudication System. JPAS is the automated system of record for personnel security management within DoD that provides a means to record and document personnel security actions. JPAS is the only authorized system to validate staff and student investigations and adjudications. Some tasks associated with JPAS:

- Validate investigations and adjudications dates.
- Make JPAS entries for access levels, Information Technology Level, Attestations, Non-Disclosure Agreements and Non-Disclosure Statements, etc.
- Run various reports to track clearance requirements.
- Submit Request to Research/Upgrade Eligibility.
- Report Incidents under the Continuous Evaluation Program.

Note: If JPAS is inaccessible, a temporary alternative method to validate students for classes may be used. Two alternative methods are the Corporate enterprise Training Activity Resource System or Fleet Training Management and Planning System.

2.2. Electronic-Questionnaire for Investigation Processing. Electronic-Questionnaire for Investigation Processing is the only authorized program to initiate and submit all PSI for military, civil service, and contractor personnel.

Tasks associated with a PSI submission:

- Determine correct type investigation or re-investigation.
- Initiate and track investigations and re-investigations.
- Provide guidance on how to complete the questionnaire.

- Review the completed questionnaire for completeness and derogatory information.
- Collect signed release forms and supporting documentation.
- Obtain fingerprints per local policy.
- Electronically submit investigation package to the Office of Personnel Management (OPM).
- Make interim access determination.
- Deliver and assist with response for Letter of Intent.
- Deliver Letters of Notification and assist with appeals to Personnel Security Appeals Board.
- Coordinate with OPM and the DoD Central Adjudication Facility to resolve issues.

SECTION 3 - CLASSIFIED INFORMATION

Not all NETC commands will process or maintain classified material. Those NETC commands with classified material will have various requirements based on the level of classified material held. The CO/OIC is ultimately responsible for the protection of classified material held at their command; however, where feasible and practical, some security functions may be shared with another command. All commands with classified material must designate a CSM in writing.

3.1. Access. Grant access to classified material based on eligibility of the individual and their need-to-know. Once the need to know is established, use JPAS to validate eligibility and grant the correct access level. Tasks associated with granting access to classified material:

- Complete or verify SF 312, Non-Disclosure Agreement is annotated in JPAS.
- Complete or verify DD 1847-1 and Personal Attestations are annotated in JPAS as required for Top Secret (TS) and Special Compartmented Information (SCI) access.
- Badge issuance for access to classified areas when required.
- Complete Part 3 for security validation on OPNAV 5239/14, System Authorization Access Request (SAAR) when required. (The designated Security Manager is not required to sign the SAAR Form; however, the person validating the information in JPAS must sign the form).
- Submit and receive/process Visit Requests via JPAS.
- Issue courier cards when required.
- Maintain a Continuous Evaluation Program.

- Submit and follow-up on incident reports via JPAS.
- Remove access when required and notify others as necessary.
- Complete OPNAV 5511/14 Security Termination Statements when required.

3.2. Handling and Storage. Handling and storage of classified material must be completed per references (d) and (e). Implement procedures to account for and track all classified material. Classified material must be properly marked and stored in a General Services Administration approved container/safe or in a room designated for Open Storage. Classified material must be destroyed per references (d) and (e) when no longer required. An annual classified material review and clean-out day is a best practice.

All commands will place special emphasis on preventing electronic spillages. An electronic spillage is defined as data placed on an information system possessing insufficient security controls to protect the data at the required classification (e.g., SCI onto Collateral, Secret onto Unclassified).

References (d) and (e) are the guiding directives for collateral (non-SCI) classified material. Some additional tasks associated with handling and storage of classified material:

- Establish and maintain an Emergency Action Plan.
- Establish and maintain a self-inspection program.
- Establish and maintain end-of-day security checks.
- Initiate preliminary investigations on security incidents or electronic spillages following guidance in reference (e). Forward a copy of all preliminary investigations to the NETC Security Office. A preliminary investigation must be completed and submitted to NETC on all electronic spillages regardless of whether or not a compromise may have occurred.
- Initiate Manual of the Judge Advocate General investigation when required for security incidents.
- Submit operational reports for security incidents or electronic spillages.

SECTION 4 - PHYSICAL SECURITY

Physical Security must be sufficient to protect classified material held at NETC commands. Security-in-Depth is required to provide this protection. Security-in-Depth consists of

layered and complementary security controls sufficient to deter and detect unauthorized entry and movement within the command. Examples include perimeter fences, employee and visitor access controls, use of Intrusion Detection Systems (IDS), random guard patrols during non-working hours, closed circuit video monitoring, and other safeguards that reduce the vulnerability of unalarmed storage areas and security storage cabinets. There are additional physical security requirements for Anti-Terrorism (AT) and Force Protection (FP); however, this chapter deals specifically with physical security requirements for the protection of classified material.

References (d) and (e) are the guiding directives for physical security of classified information. Some tasks associated with the physical security of classified material:

- Validate security containers (safes) meet minimum requirement for storage of classified material per reference (e).
- Maintain inventory of security containers.
- Complete SF 702 Form, Security Container Check Sheets on security containers.
- Inspect and certify Secure Rooms, Controlled Access Areas, Restricted Access Areas and Protected Distribution Systems (PDS), including Electronic Classrooms when required.
- Implement End of Day procedures; includes SF 701 Form, Activity Security Checklist.
- Issue access badges when required.
- Control building access when required.
- IDS set-up and monitoring when required.

SECTION 5 - FOREIGN TRAVEL

Consult reference (f), the Foreign Clearance Guide (FCG) prior to any person (military, civil service, or contractor) traveling to any foreign country for official business or leave. Most countries have requirements for travelers to complete training and request theater, country, or personal clearance approval prior to travel. Some countries require AT/FP plans and completion of Isolated Persons (ISOPREP) forms. Most countries require a minimum of 30 days lead-time for approval of theater, country, and personal request. All FCG requirements should be met prior to submitting requests.

Reference (f) is the guiding reference for foreign travel.

Some tasks associated with foreign travel:

- Submit and track the clearance request via Aircraft and Personnel Automated Clearance System.
- Submit ISOPREPs via Personnel Recovery Mission Software account on Secret Internet Protocol Router (SIPR) Network.
- Verify the traveler completed required training.
- Submit individual AT plans using reference (g).
- Provide current threat and intelligence information on the country to the traveler.

Notes: Personnel with SCI access are required to contact the local Special Security Office prior to travel. All foreign travel must be noted on the next PSI questionnaire.

SECTION 6 - CONTRACTORS

6.1. Contract Security Classification Specification, Form DD 254. Commands are responsible for ensuring all clearance eligibility and access requirements are identified on the DD 254. The Contracting Officer's Representative (COR) is normally the designated person authorized to sign the DD 254; however, the Security Manager should review the DD 254 to ensure all security requirements are met. Verification of each contractor's need-to-know and access eligibility must be completed, by the command, prior to granting access to a command's classified information. Once authorized access, any action taken by the command to deny a contractor access to authorized classified material per the DD 254 must be reported to the contractor's Facility Security Office.

6.2. Common Access Card. Applications for contractor's CACs are applied for by a command designated Trusted Agent (TA) using the Trusted Associate Sponsorship System (TASS) web-based system. A military or civil service supervisor must complete and submit the TASS Registration Request Form to the TA. The TA enters the information into TASS and provides completion instructions to the contractor. Every six months the TASS Registration Request Form must be re-submitted to verify the contractor has continued requirement for access to government networks or facilities. Reference (h) provides guidance on CAC issuance.

References (a) and (i) are the guiding directives for the National Industrial Security Program. Some tasks associated with contractors:

- Assist COR to complete DD 254 and maintain copy of DD 254 in Security Office.
- Obtain and monitor Visitor Access Requests on contractors.
- Monitor contractor's investigations to ensure they remain current.
- Initiate and submit Suitability Investigations when required.

SECTION 7 - TRAINING

Commands with classified information/material will establish and maintain an active security education program to instruct all personnel (regardless of their position, rank, or grade) in security policies and procedures. The purpose of the security education program is to ensure all personnel understand the need and procedures for protecting classified information.

Reference (a) is the guiding directive for the Security Education Programs. Some tasks associated with training:

- Developing command and/or location specific training.
- Indoctrination training.
- On-the-job specific security requirements for assigned duties.
- Annual refresher briefings.
- Operational Security (OPSEC) briefs.
- Counterintelligence briefings
- Derivative Classification training for personnel who hold Secret or higher access.
- North Atlantic Treaty Organization brief for personnel with SIPR access
- Courier briefings.
- Special briefings as circumstances dictate.
- Debriefing upon termination of access or when leaving federal service.

SECTION 8 - MISCELLANEOUS

8.1. Reference Library. Per reference (d), Exhibit 2c, commands shall maintain a library of security manuals that

support the security programs and equipment onboard. Libraries are authorized to be maintained electronically.

8.2. Command Instruction. Commands with classified material are required to have a command security instruction. Follow guidance provided in Appendix C of reference (a) and Exhibit 2A of reference (d).

8.3. Security Self-Inspection. Commands shall conduct an annual self-inspection using the Security Inspection Checklist in Appendix D of reference (a) and Exhibit 2C of reference (d).

8.4. Security Managers. Per reference (a) all Security Managers designated in writing, whether a full time position or a collateral duty, must attend a formal course of instruction to be qualified as a Security Manager.

8.5. Additional Security Programs. This chapter only highlights some of the basic security functions required for student management and command security programs. CSMs should expect to either manage or work with several security related programs/disciplines. It is imperative that security personnel follow the current instructions for each security task. Some examples of these programs include:

- Physical Security
- AT/FP
- OPSEC
- Communication Security
- Information Assurance
- PDS
- Naval Warfare Publication Library

SECTION 9 - CONCEPT OF OPERATIONS

As discussed in Section 1 of this chapter, not all NETC commands will require the same levels of protection in their security program. Developing one standard operating procedure for security practices for use by all NETC commands will not achieve practical cost effective results. As such, each command is responsible for ensuring the correct security programs and procedures are in place for the type and level of classified and sensitive material they process.

Commands maintaining classified information are required to designate in writing a CSM, and maintain a security program with

a command security instruction. Per paragraph 2-10 of reference (d), other specified security functions may be performed on their behalf by other commands.

9.1. Security Servicing Agreements. In order to reduce duplication of task and efforts, NETC commands should establish Security Servicing Agreements (SSAs) as discussed in paragraph 2-10 of reference (c). The SSA must be specific and shall clearly define the security responsibilities of each participant. The agreement shall include requirements for advising COs of any matter that may directly affect the security integrity of the command. Such agreements may be appropriate in situations where security, economy, and efficiency are considerations.

Some examples (but not limited to) of shared security tasks specific to NETC commands:

- TSO should provide JPAS validation support for students wherever practical. In addition to validation of eligibility for classified course attendance, this could include all students for any PSP or SAAR form requirements.
- TSO could provide PSP support for LCs or LSs staffs that do not maintain classified information.
- LCs could provide PSP for LSs that do not maintain classified information.
- TSO could provide access badges and area access control for multiple commands geographically co-located.
- Any NETC command with a full time Security Manager (GS 00-80 designation) could provide security oversight and guidance for all NETC commands in a specified geographical area.

When developing an SSA, care should be taken to ensure assigned personnel are qualified to perform the specific security tasks.

9.2. Top Secret/Special Compartmented Information Requirements. Commands with TS/SCI requirements will retain responsibility for performing all security functions for both students and staff.

CHAPTER 3

STUDENT MANAGEMENT

CHAPTER 3
GUIDING REFERENCES

- a. NETCINST 1510.1A, Navy Training Management
- b. OPNAVINST 3006.1, Personal Accountability with Catastrophic/Verification

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

To support the overall mission of efficiently training students, it is critical to have a highly effective student management system. To adequately address this challenge, the Student Management Directorate (N3) was established at the Training Support Centers (TSCs) and Student Management Offices (SMOs) at Training Support Organizations (TSOs) for the specific purpose of alleviating the Learning Sites (LSs) within a specified geographic area of the administrative burden of processing students attending a Naval Education and Training Command (NETC) Course of Instruction (COI).

1.1. Concept of Operations. The general concept of operations is for the TSO Student Management organization to serve as the single point of contact for student related issues for their supported activities. Administrative services include, but are not limited, to the following:

- Administration and Logistics to include Student check-in/out; Student screening (Security, Overseas, and Sea Duty); Student Performance Evals/Performance Information Memorandums (PIM); Special Request (Pay, Personnel, and Personal); Transportation; Appointment and escorts for legal, medical and dental; Messing/Berthing; Liaison concerning Student watchstanding, Quality of Life issues, Critiques, and Education Services Officer (ESO).
- Security clearance processing
- Holding Company operations
- Reclassifications/orders negotiations
- Physical Fitness Assessments
- Corporate enterprise Training Activity Resource System (CeTARS) Data Management

1.2. Student Management Office. The ideal SMO configuration is to have one central location (training building, auditorium, assembly hall, barracks, etc.) where all newly reporting students can gather for initial in-processing and all SMO Section Leads can gather to perform a one-stop service prior to course convening. Unfortunately, multiple LSs located on multiple installations scattered across several hundred square miles can create many challenges. Even the size of LSs can impact the configuration and location of the SMO. With effectiveness and efficiency as the guiding directive for the TSO, the SMO should be configured in such a manner to account for geography and LS. If one central location per installation

is untenable, additional sites may be authorized. Typically, larger "A" Schools located in a Fleet Concentration Area may require a dedicated SMO detachment co-located within the schoolhouse.

There are many functions and tasks associated with the proper and effective management of student personnel. Chapter 3 and related chapters in this manual address the majority of these functions and tasks. Where supplemental procedures and management guidance is required, address the issues in local TSO 5140.1 (series) instructions.

1.3. Functional Lead. NETC N3 is the Functional Lead (FL) for student management. For matters not fully addressed in this chapter, TSO and Learning Center (LC) should contact the FL for further guidance.

SECTION 2 - STUDENT CHECK-IN/PROCESSING

Upon reporting, the SMO with the exception of those sites requiring Special Security Office screening by the designated LS as defined in the local Training Support Management Manual Instruction 5140.1 (series), will verify that each student has a valid course/quota reservation. If a student does not have a valid quota, but there is an open seat in the class, the LS is advised and the student is sent to the Course Supervisor to determine eligibility and placement in class. If the class is at capacity, the following action is required: Temporary Additional Duty (TAD) students are sent back to their commands. If the command is not local or is not in port, the SMO will assist the prospective student in communicating with the parent command and, if necessary, arranging lodging, transportation, port call, etc. The TSO is responsible for the health and welfare of every student until final disposition has been achieved.

Permanent Change of Station students are held on station in a Hold status until such time that the SMO completes coordination with the applicable rating detailee for placement into a future class and/or issuance of an order modification. The student will remain in Holding Company (HC) until final disposition is achieved. If the Hold status involves an extended period of time, the SMO will make every attempt to place the student in a training status in another COI beneficial to the student and/or their ultimate duty station. If an alternate training opportunity is not available, the student may be detailed TAD to their ultimate duty station or like platform.

2.1. Security Clearance Verification. Upon reporting, the SMO will verify that students scheduled for a classified COI have an adjudicated security clearance or the appropriate investigation initiated to permit access based on an interim temporary clearance. If a student does not have a valid clearance or open investigation, the SMO should follow the requirements and processes identified in Chapter 2.

2.2. Student Electronic Service Record. Personnel Support Detachment (PSD) performs required administrative matters and updates to the Electronic Service Record while the student is assigned to NETC training or TSO and will be responsible for assisting students in updating their service record page 2, completion of transfer packages, per diem requests, travel claims, and other pay/allowances. The SMO will facilitate the students' availability for such actions by either direct representation for the student through the Transaction Online Processing System (TOPS) or by coordinating with the affected LS to make the student available to PSD. PSD generates and transmits all "failure to report" messages.

Figure 3-1 provides a notional flow chart to better detail the student check-in process. Specific guidance should be included in local TSO instruction 5140.1 (series).

Student Management - Student Check - In Procedures

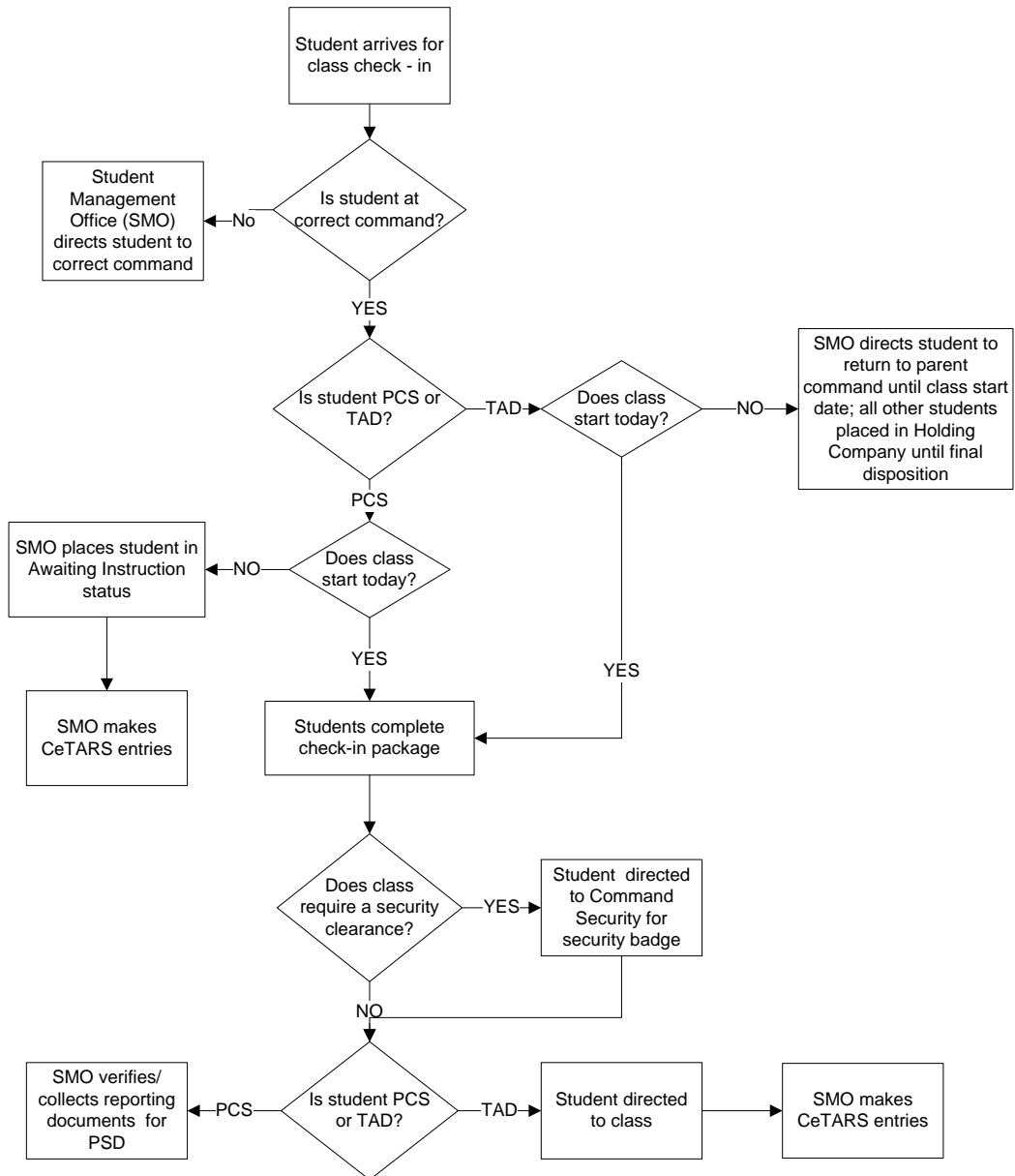


FIGURE 3-1: STUDENT MANAGEMENT STUDENT CHECK-IN PROCEDURES

SECTION 3 - HOLDING COMPANY

The HC is established to provide students with guidance, supervision, and employment while they are in an Awaiting Instruction (AI), Awaiting Transfer (AT), Interruption of Instruction (II), Hold Legal (HL), Hold Medical (HM), security clearance hold, or restricted status. This structured environment is an effective management tool to ensure proper accountability for a Sailor's time while not Under Instruction (UI). Student accountability is a key element in effectively managing student training pipelines.

Students arriving prior to their scheduled course convening date will be recorded as AI in CeTARS by the SMO and placed in HC pending commencement of training. The SMO will make every attempt to place the AI student in an earlier convening of the same course or into other training complementary for their rating and/or ultimate duty station.

Students prevented from starting a COI, or removed from a training status for one or more reasons, will be placed in a HC until such time that the convening date has arrived or the cause for their delay/interrupted instruction has been resolved. The SMO will use the appropriate CeTARS codes (HL, HM, II, etc.) as prescribed by reference (a) of this chapter to record the student's status.

Students who have completed training, but are not in receipt of transfer orders, will be recorded in an AT status in CeTARS by the SMO and placed in HC pending receipt of orders. The SMO will make every effort to coordinate the prompt delivery of orders with the appropriate detailing office at the Navy Personnel Command (NPC). Additionally, for students who have negotiated follow-on training, the SMO will advise the applicable LS that orders are negotiated and delivery is pending so the LS can make preparation to include the student in the next scheduled convening. AT students will remain in HC until such time as the orders are received to continue training or execute transfer.

Students removed from training for disciplinary infractions and those placed in a restricted status as a result of non-judicial punishment shall be included in HC composition records, but must be separated from routine HC operations and berthing. Specific guidance for Restricted Company operations and berthing shall be contained in local TSO 5140.1 (series) instruction.

3.1. Holding Company Operations. Only TSOs are authorized to operate a HC for their supported activities.

The HC Commander will ensure all HC students are mustered daily and Hold status is validated. Once validated, HC students may be made available for additional training or Labor of Opportunity requirements.

Labor of Opportunity requirements may be submitted to the SMO by a local LS. Requesting LS is responsible for all logistics and student accountability requirements to/from/during Labor of Opportunity events.

The SMO will maintain a HC report that tracks the status and case disposition of all students in a Hold status. The report must include, but is not limited to, Unit Identification Code (UIC), Activity, Category, Event Date, Last Name, First Name, Course Title, Course Data Processing (CDP) Code, Class #, Convene Date, Grad Date, Person Event Code (PEVT) Identification, Event Name, Event Days, Remarks, and Additional Training.

For detailed guidance regarding notional student management and HC processes and operations, refer to the notional flow charts contained in Figures 3-3 through 3-10 at the end of this chapter. Local TSO instruction 5140.1 (series) contains additional guidance specific for their customer base and geographic area.

SECTION 4 - GENERAL DUTIES AND RESPONSIBILITIES

4.1. Central Billeting Office Liaison. The SMO serves as the NETC liaison to the respective Region Central Billeting Office (CBO) for all issues pertaining to student berthing.

4.2. Command Pay and Personnel Administrative Support System Coordination. The SMO will coordinate/liaise all student matters such as port calls, passports, dependent entry approvals, transfer dates, pay, and other personnel issues with PSD.

Note: All personnel transactions and student requests are routed through the LS Chain of Command (COC) and forwarded to the SMO for processing. Students are not authorized direct liaison with PSD for any pay/personnel issues without first consulting with the SMO.

4.3. Leave Request Processing. Although the condensed nature of NETC training curriculums is typically not conducive to granting routine leave during the training pipeline, holidays and other circumstances occasionally arise in which leave can and should be granted. The most critical element in an effective and efficient leave approval process is the screening conducted by the LS prior to making a determination to approve or disapprove the request. Specifically, when a student requests leave that involves an absence from the training environment, the LS must ensure that their decision to approve such request is based on the student's academic performance, the LS's capacity to provide remedial training for lost training time and the student's ability to adequately recover any lost training time in a remedial setting. LSs should therefore refrain from approving student leave requests which jeopardize the student's capability to successfully graduate/transfer on time. General business rules regarding leave request and processing are as follows:

- Students will route a hard copy leave request through the LS COC. The LS shall make every effort to forward the student's leave request to the SMO (for processing into Navy Standard Integrated Personnel System (NSIPS), within 24 hours of receipt.
- If a student's leave request does not place them at risk of successfully completing training on time, the LS may approve the request and forward to the TSO SMO for processing in NSIPS/E-Leave.
- If a student's leave request places them at risk of not successfully completing training on time, the LS Commanding Officer (CO)/Officer-in-Charge (OIC) should disapprove the request and forward to TSO SMO for review and final disposition by the TSC/LC CO. Leave requests disapproved for reasons other than those noted above should also be forwarded to the TSC/LC CO via the SMO. As a courtesy to the LS CO/OIC, the TSC/LC CO will coordinate all intended dispositions that are contrary to the LS CO/OIC decision. Once coordination is complete, TSC/LC SMO will complete processing in NSIPS/E-Leave.
- Outside Continental United States (OCONUS) leave requests must be submitted well in advance of intended travel date to ensure compliance with overseas travel requirements. No less than 30 days is recommended to allow the completion of administrative requirements and travel arrangements. OCONUS travel involves great risk with respect to completion of the training pipeline and, as

such, typically will not be approved. TSC/LC CO has final approval authority for all OCONUS leave requests.

- LSs and SMOs shall advise students to refrain from making paid commercial transportation arrangements until such time that the student's leave request has a control number assigned by the TSO SMO.

4.4. Pay Request Processing. Requests related to pay (i.e., advance pay, travel, and/or per diem) are routed through the LS COC and then forwarded to the SMO for submission to PSD via TOPS. The SMO will track the status of such requests and provide additional information and documentation required by PSD.

Note: In addition to the obvious personal pitfalls associated with student pay shortfalls, the failure to ensure students are paid in a timely fashion also affects the Navy commands (messing, berthing, Navy Exchange, etc.) to whom they may owe payment prior to transfer.

4.5. Student Action Requests. TSO will generate a Student Action Request form that best fits the LS support structure for their supported activities. This form shall be included in local TSO 5140.1 (series) instruction for use by the supported LS to initiate a student drop, setback, or reclassification (rating change) process. A notional example of a student action request is available at Figure 3-2. Upon receipt of a student action request, the TSO will take the following actions:

4.5.1. Drops and Setbacks. The SMO processes all academic and non-academic drops and setbacks. Upon receipt of proper documentation of a drop or setback from the LS, the SMO will make the appropriate entry in CeTARS. LSs should escort dropped students to the SMO for further transfer to HC. The SMO will notify the parent command or gaining command of the student's disenrollment or non-completion of training. Coordination with the respective PSD is also initiated for order modification.

4.5.2. Reclassifications. Students who have been deemed ineligible in writing to continue their training path for academic/non-academic reasons will be reclassified accordingly:

- Prepare reclassification package to include the student action request stating reason for drop (i.e., academic, performance, etc.). Ensure appropriate paperwork is complete and readily available for classifier, if needed.

Students should not be sent to a classifier if they have not been deemed fit to continue training.

- Initial entry students dropped from Basic Underwater Demolition/Sea, Air, Land training will check in with TSC San Diego (SD) and meet with a classifier. Reclassification will occur within three business days. Fleet returnees will also check in with TSO and be made available for orders immediately.
- Initial entry students dropped for adverse reasons, such as misconduct or negative training attitude, will be notified of the ramifications of the drop action and processed for assignment to the appropriate Professional Apprenticeship Career Track (PACT) Program as directed by NETC N3. Fleet returnees dropped from training with approved rating conversion will be made available for orders in their previous rating and not be reclassified. For example, SN Shipmate, dropped from training, with Career Waypoints (C-WAY) approval for MN "A" school will be made available for SN orders.

Note: In some cases fleet returnees must gain permission (or a C-WAY quota) from the Enlisted Community Manager (ECM) prior to reverting back to previous rating. If the ECM does not authorize reversion to previous rating the Sailor could face options for separation from the Navy.

- Initial entry students dropped for academic reasons will receive Career Development Board counseling. The Enlisted Classifier (EC), utilizing the C-WAY database, determines eligible ratings and provides the student their rating options. If they meet eligibility requirements for an existing quota, the student will be recommended for that rating as directed by NETC N3 and per MILPERSMAN 1236-020. If there are no available quotas, the Sailor will be processed for assignment to the appropriate PACT program as directed by NETC N3. Fleet returnees will be made available for orders.
- The reclassification package is forwarded to the appropriate Navy EC by the TSO with the member's requested ratings and, if a quota exists for one of the requested ratings, the EC will prepare the new contract.
- The EC sends new contract to the TSO for the Sailor's signature.
- The TSO will return a copy of the signed contract to the EC, and the Sailor will be made available to the

appropriate detailer for follow-on assignment. The TSO will provide a copy of the signed contract to the member, and retain the original contract and all supporting documents for a minimum of two years.

4.6. Medical/Dental/Legal Appointments. The SMO will coordinate with the LS to ensure a student's availability for operational screenings, such as medical, dental, and legal. It is incumbent upon the LS to ensure the SMO is advised of the timeframe that a student can be made available based on the COI curriculum and timeline. Direct liaison by the LS with the service provider is permissible when the curriculum does not readily support the required service appointment.

4.7. Student Availability Process. The SMO will submit all student rosters and changes to their prospective PSD. The following process steps for Instructor-Led and Self-Paced (refer to Figure 3-2) are as follows:

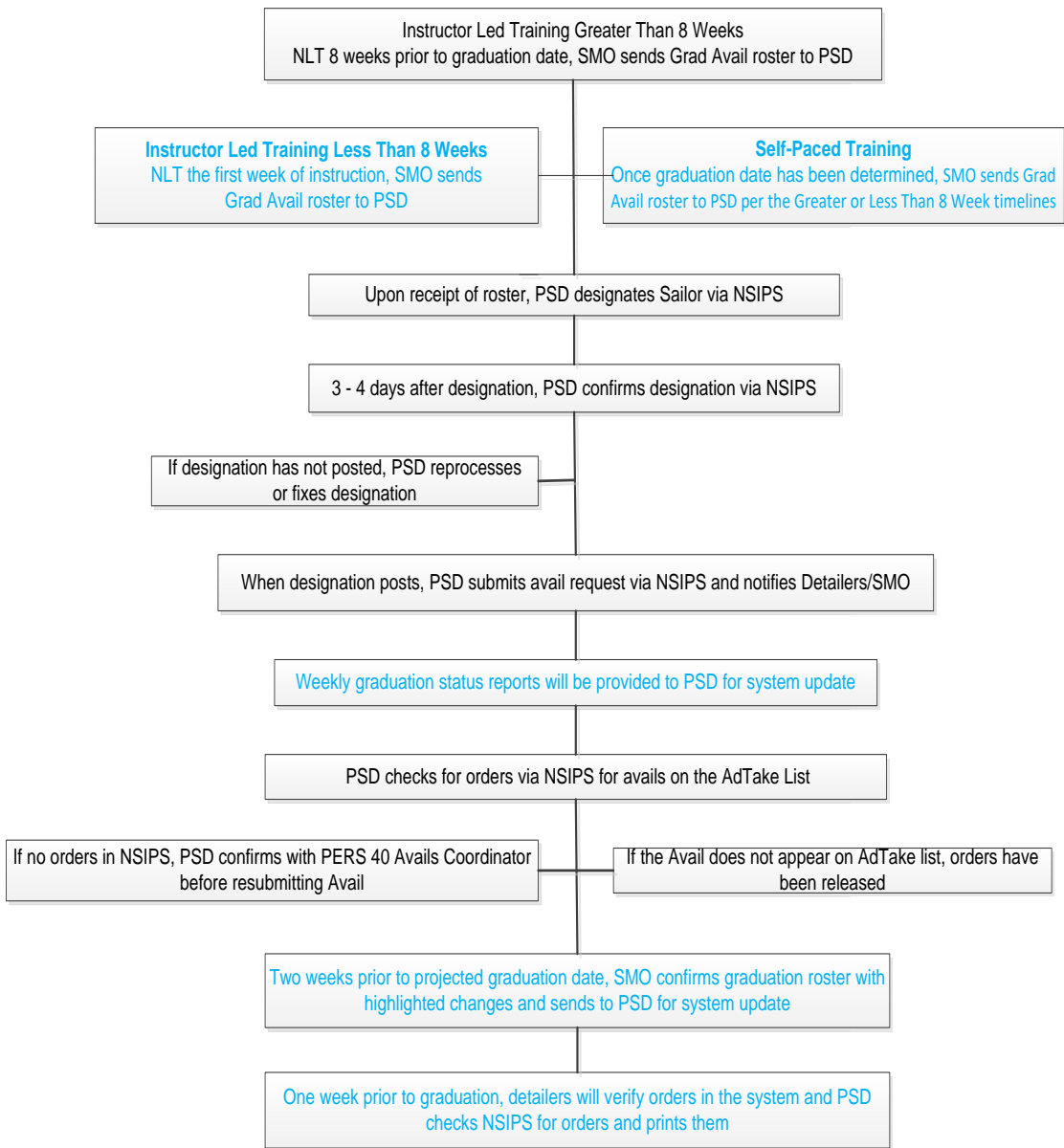
- Instructor-Led training greater than eight weeks. No later than eight weeks prior to graduation, the SMO will submit student roster(s) to their respective PSD for orders availability processing and provide a copy to applicable NPC Detailer.
- Instructor-Led training less than eight weeks. During the first week of instruction the SMO will submit student roster(s) to their respective PSD for orders availability processing and provide a copy to applicable NPC Detailer.
- Self-Paced training. Not later than eight weeks prior to graduation or sooner, the SMO will develop student roster(s) by rating within current graduation window across all classes and submit to their respective PSD for orders availability processing and provide a copy to applicable NPC Detailer based on average course completion time during the last 12 months.
- Monitor daily progress of students and submit weekly roster(s) with highlighted changes, specifically graduation dates to their respective PSD for system update and provide a copy to applicable NPC Detailer as required.
- Two weeks prior to projected graduation date: The SMO confirms student roster(s) with highlighted changes and submits to their respective PSD for system update and copy to applicable NPC Detailer as required.

4.8. Student Transportation. The SMO will normally provide transportation (vehicle and duty driver) for students requiring transportation for official business (court appearances, non-

resident medical or dental appointments, etc.). When available, transportation is provided only to those students who do not have personal transportation or ready access to public transportation. When SMO assets (vehicles and drivers) are insufficient to meet the transportation demand, assistance from the LS is authorized. Rescheduling may be necessary if neither organization is able to provide the requisite support.

4.9. Student Evaluations. When applicable, the SMO will prepare student evaluations and/or PIM for submission in accordance with Bureau of Naval Personnel guidance. Evaluations may be forwarded to the LS for delivery to the students prior to graduation ceremonies.

STUDENT AVAILABILITY PROCESS



NOTE: If graduation date is unknown due to medical/legal/ect., annotate as such on roster with comments

Figure 3-2: STUDENT AVAILABILITY PROCESS

TSO STUDENT ACTION REQUEST

Privacy Act of 1974, as amended, applies. This document may contain information that must be protected in accordance with 5 U.S.C.s 552a, as implemented within the DoD by 32 C.F.R. Part 310 and DoD 5400.11R and with the Department of the Navy by SECNAVINST 5211.5D. For Official Use Only

NAME: LAST, FIRST MI		RATE/RANK:
CIN/CDP:	COURSE TITLE:	
CONVENE DATE:	GRAD DATE:	CLASS NO:
INSTRUCTOR NAME:		PHONE:
LEARNING CENTER/SITE:		
PARENT COMMAND NAME AND UIC:		PCS <input type="checkbox"/> TAD <input type="checkbox"/>

Action Required: Please check applicable boxes

Setbacks also require an additional action, please check appropriate box for Remedial Training.

- | | | |
|---|---|--|
| <input type="checkbox"/> Setback Academic | <input type="checkbox"/> With Remedial Training | <input type="checkbox"/> Without Remedial Training |
| <input type="checkbox"/> Setback Non-Academic | <input type="checkbox"/> With Remedial Training | <input type="checkbox"/> Without Remedial Training |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Medical | <input type="checkbox"/> Administrative |
| <input type="checkbox"/> Drop Academic | <input type="checkbox"/> Drop Non-Academic | <input type="checkbox"/> Reclassify |

Select the code from "PEVT Drop Down" which best describes the Student Status

PEVT Drop Down PEVT Drop Down

Brief nonspecific description of action required:

*** IF MEMBER IS TO BE RECLASSIFIED TSO COMMANDING OFFICER MUST APPROVE.**

(TSO Student Management will route for signature)

	Print Name	Signature	Date
Authorized Official Drop Down Authorized Official Drop Down			
CPC (entry complete)			
SMO LCPO/SEA			
TSO Site Manager			
* Commanding Officer			

Figure 3-3: SAMPLE TSO STUDENT ACTION REQUEST

4.10. Convene/Graduation Date Changes. When it becomes necessary for LS to change the scheduled convene/graduation date, the LS will forward a deviation memorandum or suitable form of written notification reflecting the new date to the LC for NETC approval. Once approved, the SMO will make the change in CeTARS and coordinate with NETC N3 and PSD to ensure that all port calls and transfer dates are adjusted as required prior to class graduation.

4.11. Graduation Certificates. The SMO will prepare graduation certificates only upon LS request and will utilize the NETC certificate provided within CeTARS. LSs desiring to use graduation certificates other than what is available in CeTARS will be responsible for their own graduation certificate processing.

4.12. Corporate enterprise Training Activity Resource System Reports. When requested, the SMO will provide technical assistance to LSs when generating selected CeTARS reports (i.e., reservation/class rosters, graduation rosters, no show report, etc.).

4.13. Navy-Wide Advancement Exams. Preparing, notifying Sailors, and conducting Navy-Wide Advancement Exams are the responsibility of the ESO. The SMO provides coordination as required with the ESO and LS concerning students who are eligible to take the exams.

SECTION 5 - NATURAL DISASTER/SEVERE WEATHER STUDENT MANAGEMENT

5.1 Corporate enterprise Training Activity Resource System Student Management. There are times when weather conditions will impact ability to keep schoolhouses open and force an interrupt in training or prevent the start of training. If training is impacted by natural disaster or weather, the following CeTARS student management actions will be taken:

- For students UI - Interrupt students using PEVT 925, INTERRUPTION OF INSTRUCTION WEATHER. Use PEVT 365, REINSTATEMENT ACTION AFTER INTERRUPTION OF INSTRUCTION when students return to training following the interruption. Interruption is not required for periods of less than 24 hours.
- PEVT 944, HOLD PREVENTING ENROLLMENT DISASTER/SEVERE WEATHER shall be used when a convening is delayed due to a natural disaster or severe weather. This PEVT shall not be used to document weather/events of less than 24 hours

duration. For periods less than 24 hours maintain the status quo regarding the student's status.

5.2 Schedule Changes. TSOs, PSDs, and CeTARS managers shall be kept informed of changes in course schedule changes and graduation dates to ensure student management functions (CeTARS, Availabilities, Order Modifications, Port Call requests, etc.) remain timely.

5.2.1 Person Event Code Descriptions:

- 925 -- II WTHR -- INTERRUPTION OF INSTRUCTION WEATHER -- This Person Event is used to record instruction interruptions due to weather conditions (other than natural disasters) which prevent the conduct of training.
- 365 -- RNST ACTN AFT II -- REINSTATEMENT ACTION AFTER INTERRUPTION OF INSTRUCTION -- This Person Event places a student UI after instruction has been interrupted.
- 944 -- HOLD PVNT ENRL NTRL DSTR -- HOLD PREVENTING ENROLLMENT NATURAL DISASTER. This person event places a student in an AI status due to such events as flood, earthquake, hurricane, severe weather, etc. This PEVT shall not be used to document weather/events of less than 24 hours duration.

SECTION 6 - FORCE PROTECTION STUDENT MANAGEMENT

6.1 Exercise Force Protection Student Management. In support of Exercise Solid Curtain - Citadel Shield, NETC LCs may or may not be impacted by the exercise. However, LCs should be prepared for the cessation of training and dismissal of non-mission essential personnel during force protection conditions Charlie and Delta if required. Activities should be prepared to reschedule graduation events that may occur during the exercise to mitigate impacts to their host installations and Regions.

6.1.1 Corporate enterprise Training Activity Resource System Student Management. IMPORTANT - Similar to the Holiday Hold process, a Solid Curtain process has been created for the batch processing of these transactions. It is very important when using these processes that no other Student Training Management/Student Diary entries are made until all exercise transactions have been completed. CeTARS managers should ensure all CeTARS data entry personnel are aware of this to avoid the multitude of corrections that would be required if allowed to make student diary entries prior to all exercise transactions being completed.

Accurate accounting for students in CeTARS is important during the exercise and should be accomplished expeditiously as changes in force protection conditions dictate. Follow the below student management procedures during the exercise:

- For ongoing courses requiring interruption, students will be placed in PEVT 967, INTERRUPTION OF INSTRUCTION MANDATED EXERCISE. This PEVT has been created specifically for force protection exercises.
- Students not UI (i.e., AI, AT, HL, HM) shall remain in the currently assigned PEVT unless their status otherwise changes.
- When students return to class from the Solid Curtain-Citadel Shield interrupted status, use PEVT 365 to reinstate students to an UI status.

6.2 Real World Force Protection Student Management. Similar to force protection exercise conditions, real world force protection student management will follow the same procedures as outlined above except PEVT 968, INTERRUPTION OF INSTRUCTION REAL WORLD FORCE PROTECTION shall be used.

SECTION 7 - DATA MANAGEMENT

An accurate depiction of our training readiness is only achievable through equally accurate management of our training production data. CeTARS serves as NETC's corporate database for formal training data collection and reporting. CeTARS is also designed to support the management and administrative functions of Navy training activities. Refer to Chapter 16 of this manual for detailed guidance regarding CeTARS management.

SECTION 8 - NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM FOR STUDENTS

Difficulties in the past with establishing rapid and accurate personnel accounting required the development of a program to ensure that Navy personnel are accounted for following a natural or man-made catastrophic event. Personnel Accountability (PA) is a shared responsibility between the CO, the supervisor, and the individual, with the CO ultimately responsible. All commands and activities are responsible for implementing and administering procedures for determining the status and location of Navy personnel following a natural or man-made catastrophic event. It is incumbent upon all members to report their location, status, and information of their family members to their command. For the purpose of Navy Family

Accountability and Assessment System (NFAAS) accounting, Navy accountable personnel are defined as uniformed (active and reserve) and civilian, all dependents, and OCONUS contractors.

8.1. Personnel Accountability. The PA procedures contained in reference (b) describe the communications and reporting chain to account for Navy personnel following a natural or man-made catastrophic event. The ability of the COC to effectively communicate with and accurately account for subordinate activities may be severely limited following a catastrophic event. TSO (includes LSs with a co-located student support function) shall establish a point of contact to represent all student UICs for which they are responsible to limit the requirement for communication pathways into and out of the affected area. Additionally, TSOs will ensure communication with the PA reporting chain is maintained throughout a scheduled exercise or an actual natural disaster or catastrophic event.

- When directed, TSO (includes LSs with a co-located student support function) will report muster results in one of two ways:
 - With the designated electronic PA tool, NFAAS; or
 - In cases where NFAAS is not available, results of the muster will be provided to the Commander, Naval Installations Command (CNIC)-identified PA reporting point of contact for compilation and further transmission.

During the PA process, certain Privacy Act information will be collected and stored in electronic databases. To ensure the proper collection, maintenance, protection, storage, and destruction of this information, safeguards and procedures shall be established per Privacy Act and Personal Identifying Information directives. This will include limiting the number of personnel designated as the CO's Representative (COR) in NFAAS to the number required to effectively meet the mission, but should not exceed six personnel per command.

8.2. Commanding Officer's Representative: Each TSO (includes LSs with a co-located student support function) will:

- Assign CO's Representatives and report that designation in NFAAS.
- Ensure each CO's Representative is familiar with reference (b), CNIC implementing guidance, and the NFAAS user's guide.

- Ensure personnel designated as CO's Representatives in NFAAS are accurate and updated whenever changes occur.
- Notify NETC N1 when CO's Representatives change.
- Coordinate efforts with CNIC designated reporting points of contact for the command.
- When an Order to Account (OTA) is issued, log into NFAAS and acknowledge the requirement to muster by checking the yellow triangle in the accounting section next to the UICs for which one is accountable.
- When an OTA is issued, and as SMOs receive muster reports from the respective LSs, ensure that CO's Representatives log into NFAAS and account for the students in their UICs.
- Ensure the CO's Representatives keeps their COC updated on the progress of accounting for personnel.

8.3. Student Management Offices. SMOs will:

- Maintain updated emergency contact information for all students.
- Ensure all students are trained, aware, and comply with the requirements of reference (b).
- Institute policy requiring student personnel assigned to their respective UICs to update NFAAS data during the check-in and check-out process as standard practice.
- Ensure student personnel assigned to their respective UICs review and validate their contact information, along with their dependent contact information (if applicable) as current in NFAAS by 31 March and 30 September of each year or as changes occur. Members must also update NFAAS in any instance in which they make a permanent change of address.

Note: TSO is not required to manually put students into their student UIC unless the student will be assigned to that UIC for more than 120 days. However, the TSO (includes LSs with a co-located student support function) will make every effort to ensure those students validate their contact information as current upon reporting for training, awaiting training, awaiting transfer, or on hold.

- Muster students assigned to a HC.
- If the OTA is issued after normal work hours, commence mustering all students. Upon commencement of the next training day, turn over the mustering of students actually

enrolled in a course to the respective LS to complete the mustering of unaccounted for students.

8.4. Learning Sites. To ensure students are expeditiously accounted for, the LS will:

- Muster assigned students.
- Provide the SMO of their respective TSO (includes LS with a co-located student support function) updated student musters until all students are accounted for.

8.5. Staff Mustering of Learning Sites. The mustering of Staff personnel at the LS is an LC/LS responsibility. To comply with reference (b), each LS shall:

- Designate a CO's Representative(s) to account for LS staff personnel in NFAAS.
- Ensure the CNIC-designated reporting points of contact for their respective region are aware of their personnel accounting progress.
- Ensure their respective LC is aware of their progress in accounting for assigned staff personnel.

SECTION 9 - LEARNING SITE COLLABORATIVE RESPONSIBILITIES

A dedicated effort to properly prioritize training support functions is necessary to preserve the effectiveness and efficiency with which the TSO processes students. To mitigate the potential negative impact to training production, it may be necessary for LSs to provide the following collaborative support to TSO student management operations. Although specific support shall be coordinated with supported LS and included in local TSO 5140.1 (series) instruction, the following general functions provide the basis for that coordination. LS will:

- Include adequate base facilities indoctrination in conjunction with standard LS and COI indoctrination.
- Perform physical muster of students daily prior to the commencement of training. Submit muster reports to the SMO no later than 0900 for consolidation and further reporting. Submit voice report to the SMO for any student that fails to report for training.

Note: The SMO is responsible for locating absent students and returning them to training in the most expeditious manner.

- Perform physical muster of students assigned to a COI when an OTA is issued following a natural or man-made catastrophic event, or during annual exercises per reference (b).

Note: The SMO is responsible for accounting for students assigned to a HC, and to account for all students if the OTA is issued after normal working hours. Upon commencement of the next training day, the SMO will transfer the responsibility of mustering students actually enrolled in a course back to the respective LS. The LS will complete the mustering of unaccounted for students, and notify the SMO when completed.

- Perform physical musters, data validations, and escort services in support of student evacuations. Refer to Chapter 18, Emergency Management, for specific guidance.
- Relay any student report of substandard messing and berthing accommodations to the SMO.
- Relay any student personnel issues (pay, medical, legal, emergency leave, etc.) to the SMO.
- Provide observers as may be required by Chapter 19, Special Programs, Section 3, Urinalysis Program.
- Provide observers as may be required by Chapter 19, Special Programs, Section 4, Physical Fitness Assessments.

AWAITING INSTRUCTION (AI)

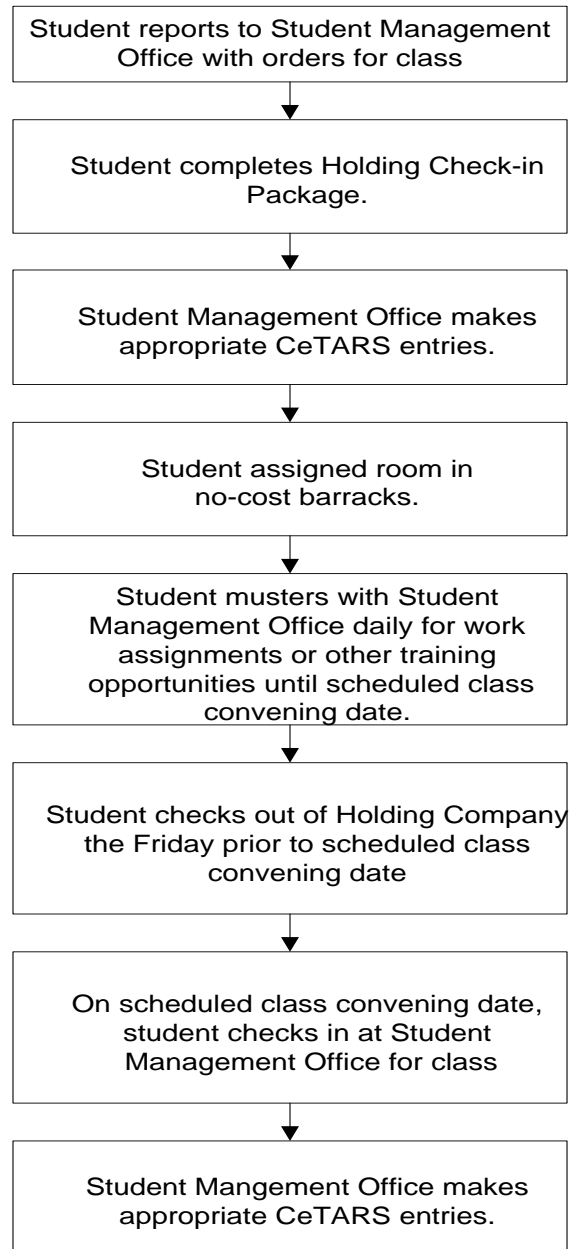


FIGURE 3-4: AWAITING INSTRUCTION (AI)

Awaiting Transfer (AT)

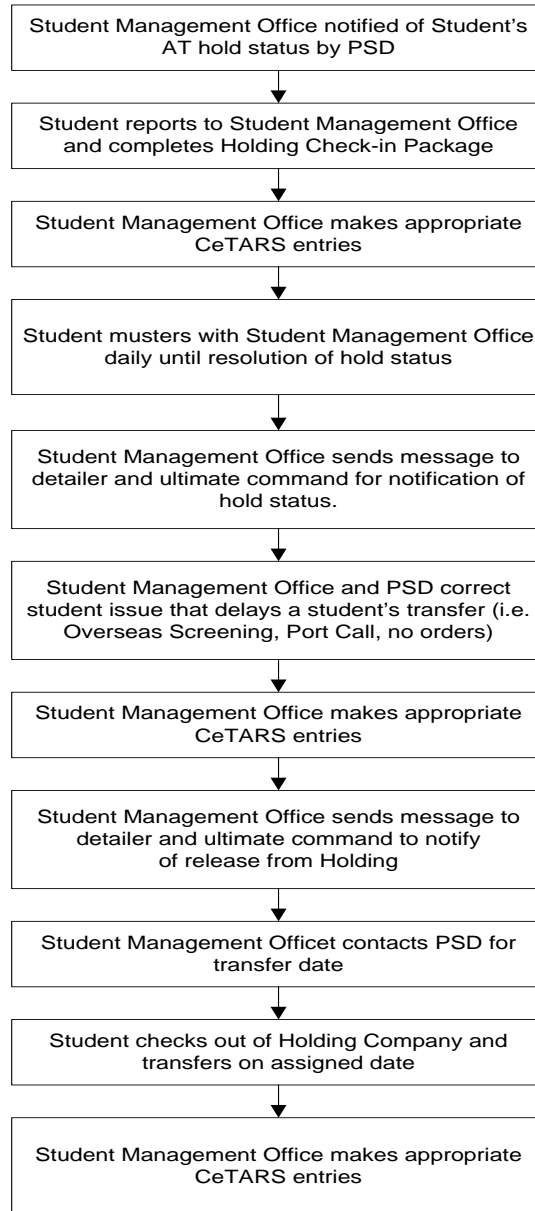


FIGURE 3-5: AWAITING TRANSFER (AT)

Hold Medical (HM)

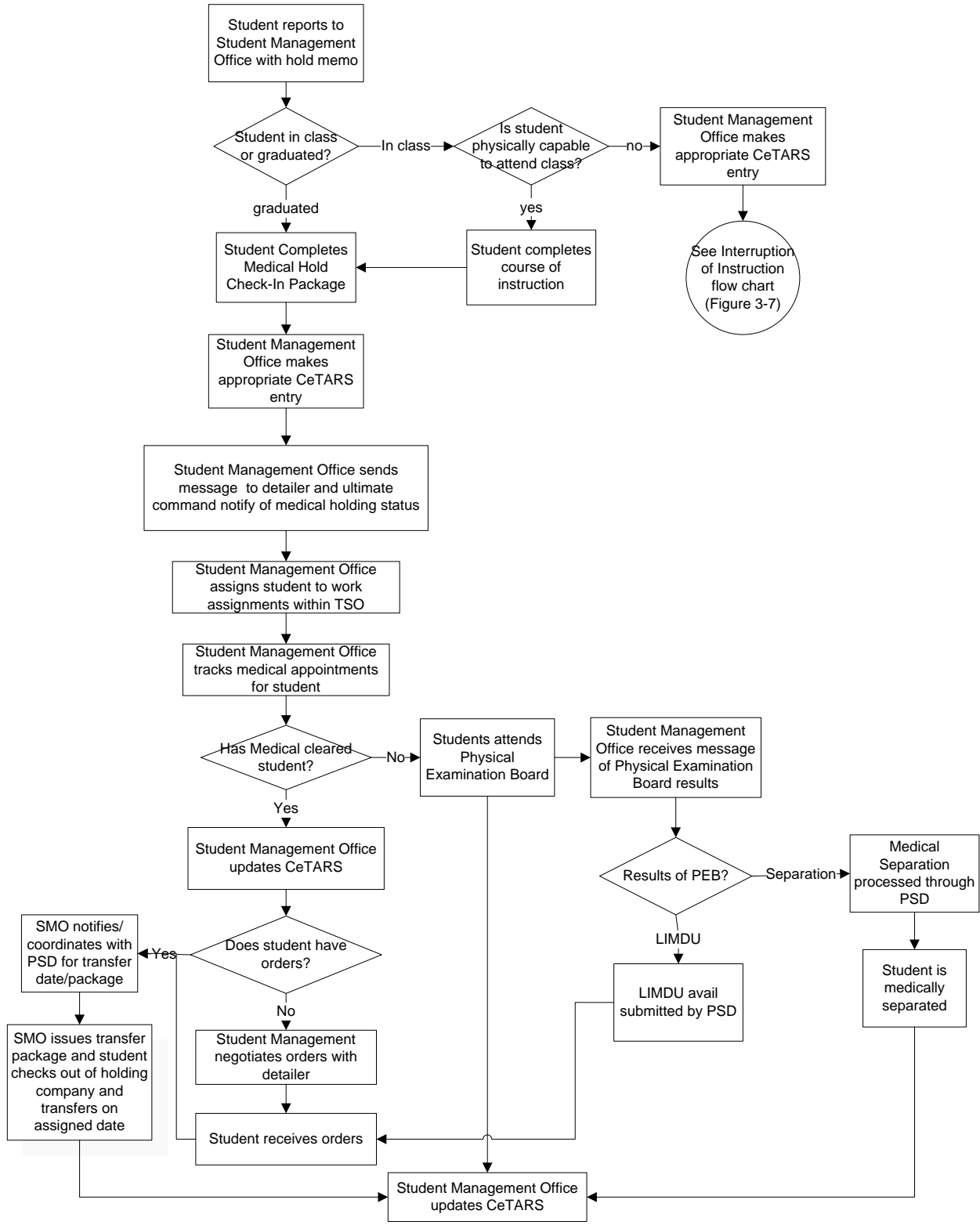


FIGURE 3-6: HOLD MEDICAL (HM)

Security Hold

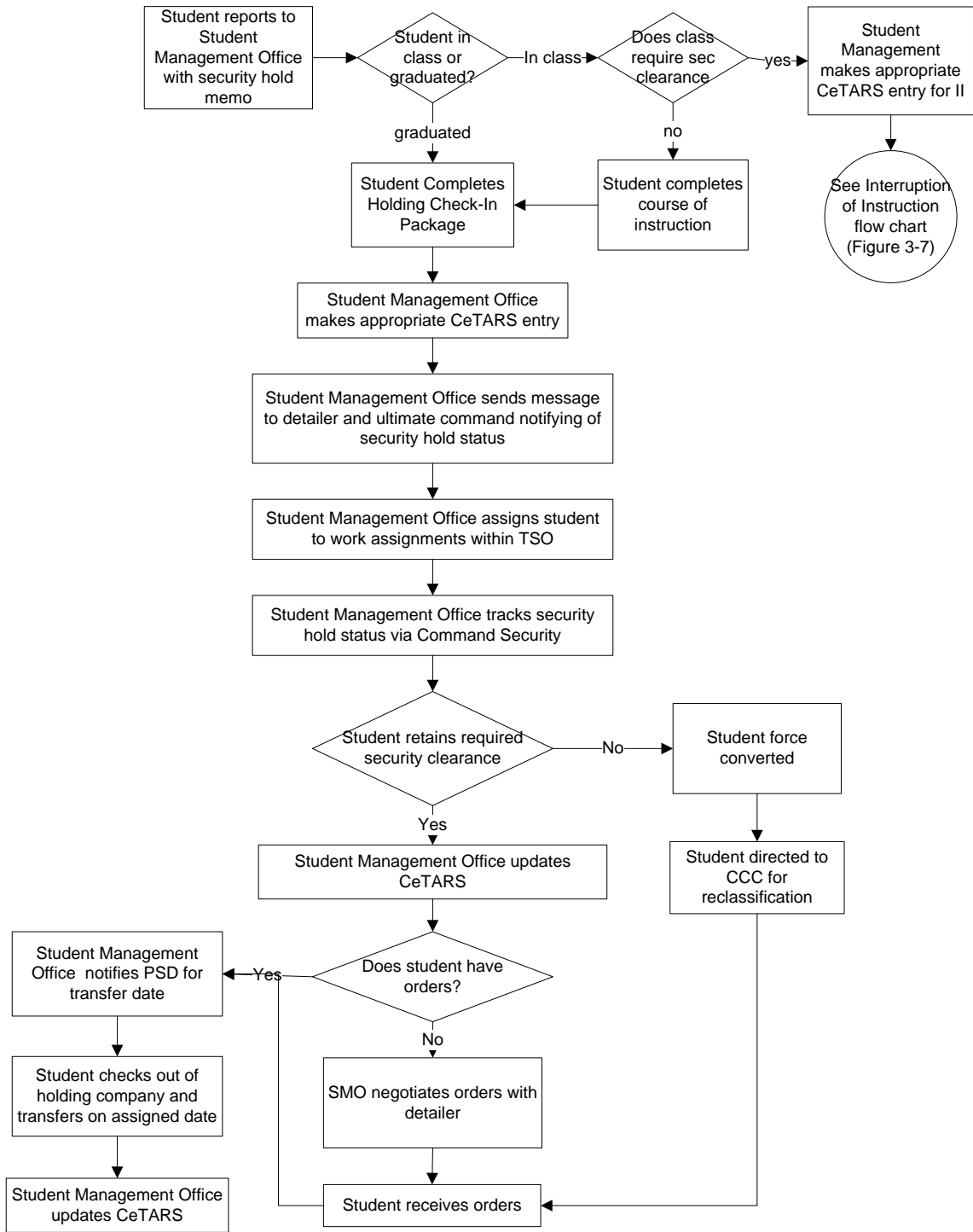


FIGURE 3-7: SECURITY HOLD

Administrative Hold

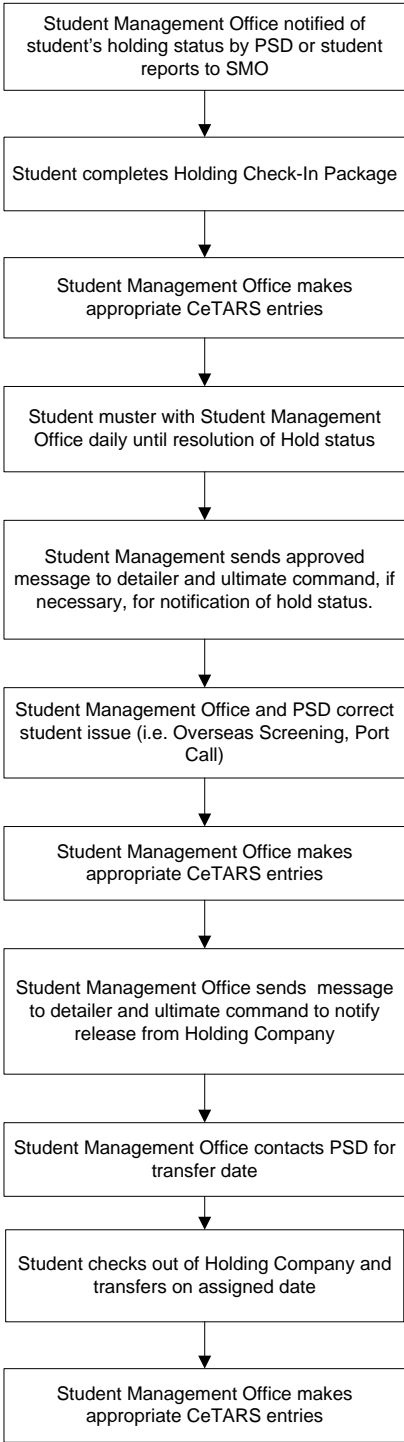


FIGURE 3-8: ADMINISTRATIVE HOLD

Interruption Of Instruction (II)

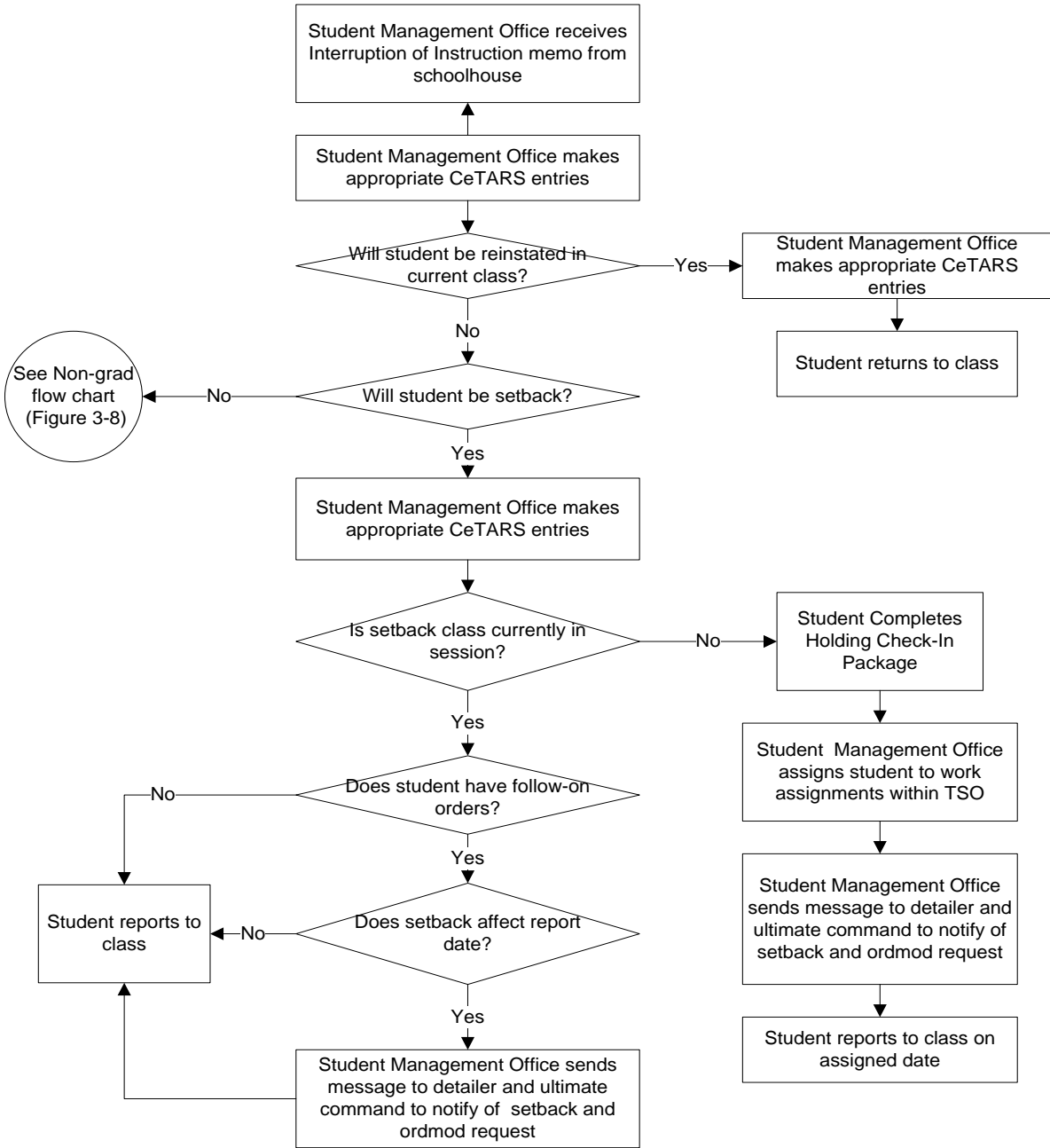


FIGURE 3-9: INTERRUPTION OF INSTRUCTION (II)

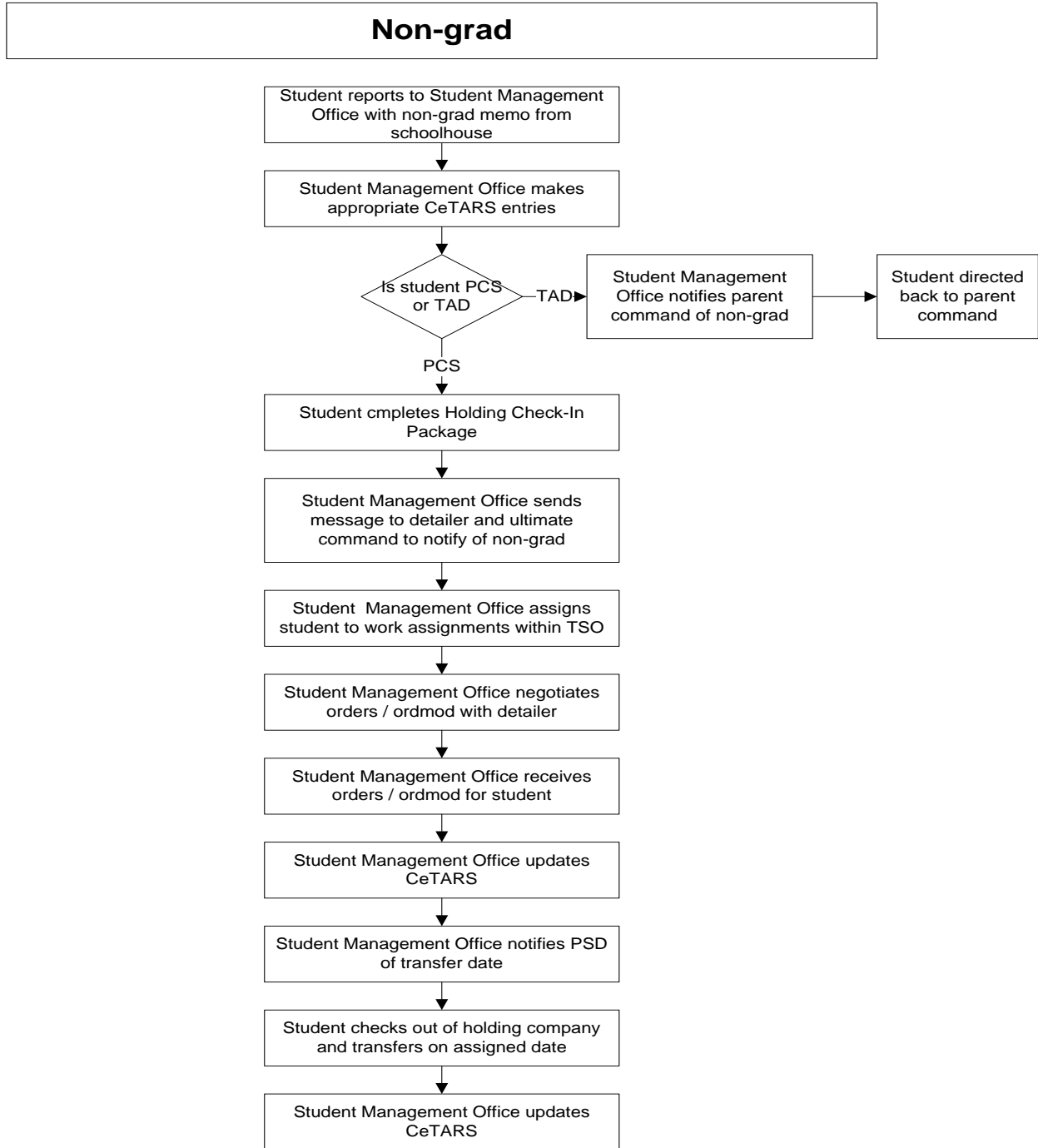


FIGURE 3-10: NON-GRAD

Holiday Interruption Of Instruction

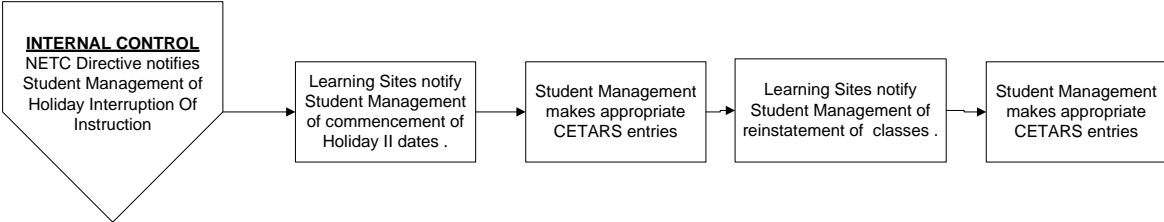


FIGURE 3-11: HOLIDAY INTERRUPTION OF INSTRUCTION

CHAPTER 4

STUDENT MANAGEMENT - INTERNATIONAL MILITARY

CHAPTER 4
GUIDING REFERENCES

- a. SECNAVINST 4950.4B, Joint Security Cooperation Education and Training
- b. NETCINST 4950.2D, International Education and Training
- c. DLIELC 1025.15, English Comprehension Level (ECL) Test Guidelines
- d. NETCINST 4950.1E, Department of Defense Field Studies Program for International Military Training Under the Security Cooperation Education and Training Program

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The International Military Student (IMS) Office was established for the specific purpose of providing individualized student management support to IMS attending Naval Education and Training Command (NETC) Courses of Instruction to include administrative, logistical, and programmatic support. An International Military Student Officer (IMSO) is charged with overall responsibility for the management of the IMS Office. The IMSO position is one of the most challenging and demanding jobs in the Security Cooperation Education and Training Program (SCETP) as it involves tasks unlike those performed anywhere else in the Navy. The IMSO is a host, an administrator, counselor, expeditor, diplomat, and summarily, the official U.S. Government representative who serves as the primary point of contact for the IMS. Reference (a) requires that each Commander or delegated authority appoints in writing an IMSO during any period an IMS on an Invitational Travel Order (ITO) is in training on the installation.

1.1. International Military Student Office Responsibility. In geographic areas serviced by a Training Support Organization (TSO), the TSO will assume IMSO responsibilities for all IMSs in their respective regions. The IMS Office will be a subordinate department under the TSO Student Management Directorate. TSO Student Management Directorates are responsible for management and oversight of the IMSO function in their respective regions, serving as NETC's direct representative in all matters pertaining to assigned IMSs. Under special circumstances, and with Naval Education and Training Security Assistance Field Activity (NETSAFA) approval, Learning Sites (LSs) may be permitted to perform IMSO duties, as required.

Per reference (b), NETC Learning Centers (LCs) are to designate a point of contact to coordinate international training matters with TSO IMSO.

1.2. Functional Lead. Navy International Program Office (IPO), under the Secretary of the Navy, is responsible for overall management of Department of Defense (DoD)/Department of the Navy (DON) policy and guidance regarding international military education and training within DON. NETC is responsible for ensuring that international education and training at all commands under its authority is conducted per DoD/DON policies and procedures. NETSAFA functions as NETC's executive agent for execution of the DON Security Cooperation Training Program.

TSOs are responsible for all administrative, logistical, and programmatic support for IMS in training at NETC commands.

SECTION 2 - INTERNATIONAL MILITARY STUDENT OFFICER

As delineated in reference (a) and under the TSO command structure, the IMSO will be assigned to oversee the daily management of IMSS in their areas of responsibility. IMSO functions include but are not limited to the following:

- Coordinate orientation tours and foreign visits with appropriate base personnel.
- Interface with various agencies to facilitate the execution of the SCETP, e.g., NETSAFA, Navy IPO, Fleet commands, LCs/LSs, as well as Naval Attaches of Foreign Embassies, Country Liaison Officers, federal, state, and local government personnel.
- Ensure all inter-agency agreements adequately reflect and support SCETP objectives and requirements.
- Routinely log into Security Assistance Network (SAN) and Security Cooperation Training Management System to review and verify IMS projections, course confirmation, and arrival data.
- Provide projected class information to instructors and LC personnel as required.
- Interface with Security Cooperation Officer (SCO) for timely IMS arrival information, to ensure IMS is aware of local arrangements and other routine administrative matters.
- Review IMS ITOs to identify and resolve discrepancies.
- Manage the International Training Sponsor Program per applicable directives as feasible.
- Arrange berthing/messing for IMS, as well as assist in the arrangement of housing for married IMS and dependents, if applicable.
- Serve as Defense Language Institute Testing Control Officer for their region. Ensure secure storage, maintenance, and destruction of English Comprehension Level (ECL) inventory and assist in resolution of ECL waiver issues.
- Ensure photographs of each IMS are loaded onto SAN Web to support SCETP security measures.
- Review International Military Education and Training (IMET) or other program payment requirements and IMS ITO

to determine travel and living allowance (TLA) payments.
Prepare TLA documents.

- Investigate and resolve IMS related incidents and academic/disciplinary problems. Become thoroughly familiar with SC regulations and instructions relating to IMS issues and prepare timely reports, as required.
- Counsel IMS regarding academic/disciplinary issues.
- Advise the chain of command on serious breaches of military or civil law by IMS and recommend appropriate action to be taken.
- Conduct thorough and comprehensive DoD arrival and departure briefs for all IMS in the region.
- Arrange pickup and departure transportation for IMS in the region.
- Prepare all SCETP administrative reports and correspondence per directives, i.e., arrival/departure reports, commencement/completion reports, academic reports, ITO amendments and endorsements etc. These reports are critical to SCETP management.
- Attend Academic Review Boards (ARBs) as necessary.
- Coordinate IMS mail distribution.
- Arrange IMS ticketing and transportation to home country or follow-on LS for IMET, Counter-Terrorism Funding Program, Counter-Narcotics, and Foreign Military Sales (FMS) when TLA is paid from the FMS case and other programs as appropriate.
- Provide follow-on LS/home country of IMS travel itinerary.
- Maintain IMS arrival/onboard recall lists.
- Assist IMS in resolution of student related problems and quality of life issues.
- Provide comprehensive logistical support to IMS, i.e., bank accounts, car rental, car purchase, driver's license, etc.
- Manage the regional DoD FSP to ensure it complies with appropriate DoD directives. The regional Field Studies Program (FSP) should be comprehensive with the specific objective of providing IMS with awareness and functional understanding of the basic issue involving internationally recognized human rights and the American democratic way of life, per appropriate DoD directives and public laws.
- Develop the regional annual FSP budget to include any planned orientation tours.
- Serve as U.S. Government Class "A" paying agent, per DoD directives, to permit advanced withdrawal of FSP funds to defray FSP activity costs.

- Schedule and conduct approved regional FSP activities.
- Serve as FSP escort officer.
- Brief assistant FSP escort officers on FSP objectives, the specific program for each tour, their responsibility for the program, and methods to be used to attain its objectives.
- Prepare documentation of FSP events to include IMS critiques, escort officer critiques, and summary of FSP event.
- Liquidate funding for each FSP event in a timely manner.
- Submit copy of funding liquidation, IMS critiques and escort officer critiques for each FSP event to NETSAFA.
- Prepare and maintain complete personnel and training records for IMS. Forward IMS records to follow-on LS or to SCO upon departure.
- Review IMS retainable course materials and arrange for shipment to Security Assistance Office with proper markings for classified materials.
- Attend the Training Officer/Training Manager Course at the Defense Institute of Security Assistance Management (DISAM) as soon as practical, preferably within six months of initial assignment as IMSO. Funding is provided by DISAM and quotas are available from Navy IPO. IMSO is responsible for requesting their individual quota.
- Attend the annual DON IMSO Workshop. Funding for one IMSO per command is provided by NETSAFA. Complete details will be provided by NETSAFA message and e-mails.
- IMSOs at TSO may also direct regional SCETP policy adherence, administration, operation, and support.
- IMSOs at TSO serve as SCETP policy consultant/advisor to regional NETC LC/LSSs on issues relating to IMS issues/problems.
- IMSOs at TSO manage SC training in their region.
- IMSOs at TSO monitor and update an International Training Instructor Workshop in their region as required.
- IMSO shall coordinate IMS arrival with appropriate Base Security Office to ensure base access.
- IMSO will coordinate with appropriate Corporate enterprise Training Activity Resource Systems data entry contacts for IMS entry into this system.
- IMSO will complete a DD-1172 and escort IMS to their Personnel Support Detachment to procure a Common Access Card Identification Card with required certificates to insure access to online training network if required.

SECTION 3 - ENGLISH COMPREHENSION LEVEL TESTING

TSO will manage ECL testing in their respective regions. Per reference (c), IMSO will be appointed as ECL Test Control Officer (TCO). TCO must administer the direct entry proficiency test within three to five days of IMS arrival, ensure secure storage, maintenance, and destruction of ECL inventory and assist in resolution in ECL waiver issues.

SECTION 4 - FIELD STUDIES PROGRAM

TSO will manage the DoD directed FSP in their respective regions. Per reference (d), IMSO will plan and execute an effective FSP to provide international students the opportunity to obtain a balanced understanding of the United States and to increase their awareness of the basic issues involving internationally recognized human rights. Among the goals of the FSP are the achievement of democracy, respect for human rights, peace, and equitable economic growth. The IMSO can make a significant contribution to promoting peaceful and democratic principles by exposing international students to American society, institutions, and ideals. The IMSO will develop an annual FSP budget, request authorization from NETSAFA for each event and close out the event with the submission of the appropriate receipts, IMS/Escort Evaluations, and SAN Web entries to NETSAFA.

SECTION 5 - DISCIPLINARY/ACADEMIC INFRACTIONS AND MEDICAL ISSUES

As directed in reference (a), IMSO must report infractions, incidents of a serious nature, serious medical conditions, or emergencies involving either IMS or their dependents. Incidents may include serious breaches of discipline, matters involving civil authorities, incidents considered to have politico-military implications, and situations considered outside command purview. Immediate telephonic reports will be made to the appropriate NETSAFA Country Program Manager followed by priority e-mail with background and recommendations concerning the incident to NETSAFA and TSO chain of command. To report incidents occurring over the weekend and other after hour emergencies, contact the NETC Staff Duty Officer at (850) 554-5312. LSs without a servicing TSO will make reports via their chain of command.

For issues related to failure to attain academic minimum standards, the IMSO will participate with the LS in ARBs to seek

resolution and advise the TSO, LS, and NETSAFA of pending actions regarding the IMS.

IMSS are not under the authority of the Uniform Code of Military Justice. When an IMS does not conform to rules and regulations, the IMSO will counsel the IMS on shortcomings and follow the procedures that include Official Warning and Probation. Subsequently, if the IMS fails to make the necessary changes in behavior or academic performance, a recommendation for disenrollment from training may be the final option.

SECTION 6 - ORIENTATION TOURS/OFFICIAL FOREIGN VISITS

The IMSO will assist with Orientation Tours/Official Foreign Visits and coordinate IMS activities in support of DoD personnel visits. This is to include planning and coordination of social functions and arrangements for graduation dinners, receptions, and welcome aboard function.

CHAPTER 5

FACILITIES AND INFRASTRUCTURE SUPPORT

CHAPTER 5
GUIDING REFERENCES

- a. NAVFAC UFC 2-000-05N, Facilities Planning Criteria for Navy and Marine Corps Shore Installations (P-80)
- b. NAVFAC P-1205, Public Works Department Management Guide
- c. NETCINST 1540.1C, Impaired Training and Education Report Policy and Reporting Procedures
- d. NAVFACINST 11010.45, Regional Planning Instruction - Site Approval Process
- e. OPNAVINST 11010.20H, Facilities Projects Instruction
- f. OPNAVINST 11010.33C, Procurement, Lease and Use of Relocatable Buildings
- g. OPNAVINST 1500.76C, Naval Training Systems Requirement, Acquisition, and Management
- h. OPNAVINST 11102.2, Training System Installation and Transfer
- i. CNICINST 11010.1, Encroachment Management Program
- j. OPNAVINST 5090.1D, Environmental Readiness Program
- k. NAVFAC P-300, Management of Civil Engineering Support Equipment
- l. NAVFAC P-307, Management of Weight Handling Equipment
- m. OPNAVINST 5100.23G, Navy Safety and Occupational Health (SOH) Program Manual

SECTION 1 - INTRODUCTION

1.1. Functional Lead. Naval Education and Training Command (NETC) N4 is the Echelon 2 Functional Lead for facilities and infrastructure support. Organizations should contact NETC N4 for further guidance.

1.2. Commander Navy Installation Command, Region Facility and Service Providers, and Installation Public Works Departments Responsibilities. Commander Navy Installation Command (CNIC), Regional Providers, and the installation Public Works Department (PWD) are responsible for the maintenance and repair of shore facilities and the provision of Base Operating Support (BOS) services. NETC Learning Centers (LCs)/Learning Sites (LSs) and Training Support Organizations (TSOs) shall not establish or maintain billets to accomplish these CNIC responsibilities.

The installation PWD is responsible for the maintenance, repair, and operation of all installation facilities. The PWD is supported in this effort by Building Managers/Monitors (BMs), who are assigned by the major tenant in each building, to act as the local liaison for the maintenance, repair, and operation of assigned facilities. The BM (a NETC employee in buildings where a NETC organization is the primary tenant) serves as the primary Point Of Contact (POC) between the tenants of the assigned building and the host installation PWD. The BM coordinates with the PWD to ensure the safety, structural integrity, and environmental acceptability of assigned facilities; and that assigned facilities satisfy mission infrastructure requirements. The BM carries out a variety of functions that include requesting facility maintenance and repair actions, submitting space requests, coordinating facilities services (custodial, refuse, pest control, etc.) and communications requirements, assisting in identifying and resolving environmental/encroachment challenges, requesting excavation permits, and monitoring/conserving utilities/energy consumption.

1.3. Building Managers/Monitors. BM responsibilities for NETC-occupied buildings will be assigned to a Training Support Center (TSC) or Training Support Department (TSD) N4 BM where applicable or a collateral duty BM from the preponderant NETC tenant command LS, per this NAVEDTRA manual and applicable local directives. TSC N4 shall serve as the lead BM coordinator for all assigned NETC facilities in their supported activities and will provide training to LS BMs, as necessary, to clarify and streamline processes to identify facilities issues and support

requirements to the PWD and to ensure that emergency trouble calls are properly addressed/ resolved in a timely manner.

The host installation PWD is responsible for oversight of the BM Program, and the PWD BM Coordinator is responsible for initial administrative oversight of the program (e.g., assignments and training). To further support the BM in their building support requirements, PWD appoints Facilities Management Specialists to advise and support the BM.

1.4. Training Support Organization Responsibilities. Effective and efficient facility and infrastructure support is essential to the sustainment of uninterrupted training production. Facility offices (N4) within TSC/TSD will manage and coordinate facility planning, maintenance and repair, facility services, and other infrastructure support for LC/LS activities within their prescribed area. The TSC/TSD N4 will serve as the NETC liaison with various regional and installation service providers for all facility and infrastructure requirements to ensure support is prioritized/funded according to training production needs. The TSC/TSD N4 is responsible for space management/ planning, liaison to the installation, and regional planners for all initiatives affecting NETC commands in the TSC/TSD area. This includes relocations, consolidations, new training equipment installations, facility upgrades required to support new courses, as well as Special Projects, and new military construction (MILCON) projects. The TSC/TSD N4 will also serve as BM for specific buildings with associated responsibilities. The TSC/TSD N4 is responsible for the oversight, management, and training of all NETC command BMs within their supported activities.

1.5. Learning Center/Learning Site Responsibilities. LC/LS activities will coordinate facility and infrastructure support requirements with their supporting TSC/TSD N4. LC/LS activities are responsible for identifying facility requirements, shortfalls, excesses, and deficiencies; performing BM and First Lieutenant responsibilities for assigned facilities and reporting facility maintenance and repair issues and other support requirements; maintaining and repairing training aides/equipment/devices in good operational condition to meet training requirements, maintaining optimum utilization of all assigned facilities, advising on underutilized facilities, and providing support in the development of facility projects.

SECTION 2 - INFRASTRUCTURE PLANNING/SPACE MANAGEMENT

Infrastructure planning and space management identifies current requirements per reference (a), predicts future requirements, and provides a roadmap for how to implement requirements. Facility planning ranges from very broad global plans to very specific guides that identify specific requirements when developing a project for an installation. Major objectives are to regionalize shore infrastructure for the best value, maintain an optimal footprint with improved utilization, reduce costs, incorporate NETC strategic visions along with operational efficiencies, and increase cross-center utilization of training spaces. Regionally, the planning identifies and analyzes consolidation and relocation opportunities and presents possible scenarios based on investment cost, long term cost/savings, mission requirements, and installation/facility capacities and conditions.

2.1. Training Support Organization Responsibilities. To ensure optimum utilization of all NETC facilities, TSC/TSD N4 serves as NETC's geographic lead and Regional liaison with respect to infrastructure planning and space management. TSC/TSD N4 will continually assess LC/LS requirements and then compare to available facilities to achieve the most effective and efficient solution for NETC training. In close coordination with the LC/LS, TSC/TSD N4 will identify facility and infrastructure shortfalls, excesses, and future requirements, and present such matters to the host installation PWD for planning and action. TSC/TSD is also responsible for generating correspondence necessary to request additional space or return excess space to the installation commander. These actions will be in compliance with local CNIC guidance and governing instructions.

2.2. Learning Center/Learning Site Responsibilities. LC/LS will assist TSC/TSD N4 with infrastructure planning and space management. LC/LS are significant stakeholders in this process and must be in constant liaison with the TSC/TSD N4, where applicable, or with the local PWD and NETC N4 when located outside TSC/TSD supported activities. LC/LS that have new space requirements shall submit a request to the TSC/TSD N4, where applicable, or to the local PWD and NETC N4 when located outside TSC/TSD area. LC/LS will provide requirements data to TSC/TSD N4/PWD to facilitate basic facility requirement development. Requirements data include personnel loading and equipment specifications. Included in the space management function is a standing directive to advance cross-center LS utilization of

training spaces to enable NETC to present the smallest training footprint possible without negatively affecting training production.

LC/LS performing training space integration and space planning with their respective Systems Commands and training resource sponsors will continue to perform these functions for their respective commands, coordinating with the responsible TSC/TSD N4 or PWD and NETC N4.

LC/LS that employ the use of Sensitive Compartmented Information (SCI) Facilities (SCIF) as part of their NETC training mission shall retain all management functions specific to the SCIF and other facilities/infrastructure elements directly related to include; space management, security systems, specialized SCIF telephone systems, TEMPEST inspection discrepancies, and SCIF accreditation submissions. LC/LS are responsible to report changes to space mission assignment to NETC N4/CNIC. TSC/TSD N4 may provide augmenting support in the planning phase for SCIF development and/or disestablishment.

SECTION 3 - FACILITY MAINTENANCE

The Installation Commanding Officer (ICO) is responsible for the maintenance and repair of all Class 2 real property on board the installation. The installation PWD manages the installation's Sustainment, Restoration, and Modernization (SRM) funds in the execution of maintenance and repair activities on behalf of the ICO. Reference (b) provides detailed definitions of facility maintenance categories (trouble calls, minor work, specific work, recurring work) used by PWD to classify facility maintenance and repair work, along with job prioritization criteria.

3.1. Training Support Organization Responsibilities. TSC N4 will assist LC/LS BM in coordinating PWD support for facility maintenance and repair. When serving as building BM, TSC/TSD N4 will notify the local PWD of facility maintenance and repair requirements per local PWD reporting procedures.

3.2. Learning Center/Learning Support Responsibilities. The LC/LS BM will notify the local PWD of facility maintenance and repair requirements in accordance with local PWD reporting procedures, with information provided to TSC N4. LC/LS will provide escorts as needed for PWD to accomplish maintenance and repair work. As needed, LC/LS will submit an Impaired Training

and Education Report, per reference (c), for facility problems that lead to degradation or cessation of training or negatively impacts a course of instruction. LC/LS will notify TSC N4 of facility issues that affect availability of training spaces or adversely impact ability to meet mission requirements.

SECTION 4 - SELF-HELP PROGRAM

The Self-Help program is a method of performing maintenance, repair, or construction of facilities by non-PWD personnel. If a project is accepted for accomplishment as Self-Help, the PWD will provide the materials and supervision, while the tenant provides the labor. Dependent upon the planned scope of work, a Site Approval or Work Permit may be required. Reference (d) provides details on site approval requirements for facility projects. Organizations should check with the local PWD for site approvals and work permit requirements and submission procedures.

4.1. Training Support Organization Responsibilities. TSC/TSD N4 will assist BM in coordinating PWD support for self-help projects. Where serving as BM, TSC/TSD N4 will notify the local PWD of self-help requirements per local PWD policies and procedures.

4.2. Learning Center/Learning Site Responsibilities. BM will coordinate self-help projects with installation PWD per local PWD policies and procedures. BM will also notify TSC/TSD N4 when initiating a self-help facility repair or construction project for assistance and guidance.

SECTION 5 - FACILITY PROJECTS

CNIC is responsible for the Navy's facility project programs. NETC N4 manages the annual development, prioritization, and submission of facility projects to CNIC and Regions. TSC/TSD N4 serve as NETC's geographic lead and regional liaison with respect to facility projects.

Reference (e) provides policy and guidance for the classification, preparation, submission, review, approval, and reporting of facility projects at Navy shore installations. Facility project coordination with local PWD, Regional Engineer, and NETC N4 is required to successfully program and budget facility projects to correct infrastructure capability gaps. Figure 5-1 provides the notional process for facility project

coordination. Figure 5-1 is configured for locations within TSC/TSD supported activities. For locations outside a TSC/TSD area, substitute NETC N4 in the figure to accomplish TSC/TSD N4 functions. Projects to provide adequate facilities to support mission requirements and correct capability gaps include MILCON, Unspecified minor Military Construction (UMC), minor construction, special projects, and regional/installation funded SRM projects as briefly described below. Project documentation (DD Form 1391) is required for facility projects to identify scope of work, cost estimate, and project justification.

- MILCON projects are new construction or additions where the new work cost will exceed \$1,000,000.
- Unspecified minor MILCON projects include any new construction or addition where the new work cost falls between \$1,000,000 and \$3,000,000. UMC projects that correct life, safety, or health deficiencies have a maximum cost of \$4,000,000.
- Minor construction projects cover new work construction that is equal to or less than \$1,000,000.
- Special Projects include any repair and restoration work that exceeds Regional/Local authority (\$500,000) in Operation & Maintenance, Navy (O&M,N) funding and can include construction when new work cost does not exceed \$1,000,000.
- Region/installation-level repairs and minor projects are repair, restoration work and/or construction work that is within Regional/Local authority (\$750,000) in O&M,N funding.

5.1. Infrastructure Capability Gaps. Annually, NETC N4 identifies capability gaps that result from facility shortfalls/deficiencies in infrastructure capacity, configuration, condition, or location that adversely affect NETC's shore capability areas of training, Sailor and family readiness (barracks/galley), base support (administration), and research, development, acquisition, test, and evaluation. Capability gaps are classified by severity based on the following criteria:

- "Red" if critical infrastructure shortfalls or deficiencies significantly impact mission capability or quality of service in the near-term.
- "Yellow" if restrictive infrastructure shortfalls or deficiencies will impact mission capability or quality of

service in the near-to mid-term (within Fiscal Year Defense Program).

- "Green" if infrastructure is adequate and capable of supporting the mission without additional footprint or modernization.

Additionally, NETC N4 prioritizes, scores, and submits facility projects to CNIC to correct these capability gaps. LCs identify infrastructure capability gaps directly to NETC N4 annually.

5.2. Training Support Organization Responsibilities. TSC/TSD N4 is NETC's geographical lead and Regional liaison responsible for all facility projects. TSC/TSD N4 will collect and validate all facility project requirements from the LC/LS and coordinate these facility shortfalls with local PWD and regional planners and engineers. TSC/TSD will assist PWD in the development of the DD Form 1391 documentation and the Installation Integrated Priority List/Program Data System prioritization and input process. TSC/TSD N4 will ensure that projects are included and aligned with NETC's priorities. TSC/TSD N4 will maintain continuous communication with LC/LS to stay informed of capacity shortfalls in training spaces. If training growth increases the Average on Board number of accession students, the TSC/TSD N4 must confirm that berthing and messing facility capacities are adequate.

5.3. Learning Center/Learning Site Responsibilities. LC/LS is responsible to notify the TSC/TSD N4/PWD and NETC N4 of facility issues or growth in training that will require a facility project, and will provide the TSC/TSD N4/PWD and NETC N4 with a primary POC to aid in project development. If projects are within funding scope of MILCON or Special Project threshold, LCs are responsible for identifying and updating facility capability gaps for inclusion in the annual Global Shore Infrastructure Plan for respective Program Objective Memorandum submissions. LC/LS are responsible to identify all condition, capacity, and configuration deficiencies that facility projects need to resolve and the impact if capability gaps are not corrected. LC/LS will coordinate, support and provide escorts for PWD and/or contractors in order to develop a workable solution.

SECTION 6 - FACILITY SERVICES

Facility services include BOS services such as custodial service, pest control, refuse collection and recycling, elevator maintenance and certification, grounds maintenance, street sweeping, and snow removal typically managed by the local PWD through Facilities Support Contracting (FSC). The FSC contracts use a Common Output Level Standard (COLS) that establishes the performance standards and level of service to be provided. These services are funded by CNIC Regional BOS funds. If a higher COLS is required to support a LC/LS mission, the additional funding for this COLS may require NETC funding. All requirements for higher COLS must be coordinated with NETC N4.

6.1. Training Support Organization Responsibilities. TSC/TSD N4 will assist BM in coordinating PWD support for facility services. The TSC/TSD N4 will notify the local PWD of facility services requirements per local PWD policies and procedures.

TSC/TSD N4 is responsible for monitoring the quality of services provided, ensure that the appropriate COLS are being provided, and address any service problems with the PWD. TSC/TSD N4 will also collect and validate all additional facility service requirements and coordinate with LC/LS to determine impact if these services or increases in COLS are not provided.

6.2. Learning Center/Learning Site Responsibilities. LC/LS BM will coordinate facility service requirements with installation PWD per local PWD policies and procedures. BM will also notify TSC/TSD N4 when initiating changes to facility services. LC/LS BM is responsible for notifying the TSC/TSD N4 of problems or shortfalls in facility services being provided and impact to training mission due to service deficiencies.

SECTION 7 - RELOCATABLE BUILDINGS

Relocatable buildings can be used in circumstances to support unforeseen new or expanded training missions, urgent short-term requirements, or to temporarily replace damaged buildings. Relocatable buildings can fulfill these short-term needs without the time constraints of permanent construction; however, the use of relocatable buildings is not an acceptable means of providing facilities for long-term needs. Relocatable buildings are considered to be temporary structures which are used for periods of three years or less. Typically, a permanent

facility is required, but due to delays in planning, budgeting, or execution of the construction project, temporary relocatable buildings offer the only viable solution for obtaining appropriate shelter. The three-year limitation may be extended using a waiver process described in reference (f) to allow time for completion of a permanent facility.

Due to their mobility, relocatable buildings are normally accounted for as personal property (Class 3); however, relocatable facilities acquired with MILCON or minor construction (O&M,N) funds are considered real property (Class 2). Examples of relocatable buildings include trailers, re-deployable pre-engineered buildings, skid-mounted metal buildings, Container Express, and International Organization for Standardization containers.

7.1. Training Support Organization Responsibilities. TSC/TSD N4 will request CNIC approval and site approval via NETC, installation PWD, and applicable Region. 90 days prior to termination of the approval, TSC/TSD N4 will determine whether the relocatable building will become excess to its needs. If the building will be excess, procedures for reporting the building as excess equipment will be initiated per reference (f). If there is an alternate use or requirement for the building, a new request for the use of the building will be processed.

7.2. Learning Center/Learning Site Responsibilities. LC/LS will notify TSC/TSD N4, where applicable, or the local PWD when located outside TSC/TSD supported activities, of potential relocatable building requirements arising from unforeseen new or expanded training missions, urgent short-term requirements, or to temporarily replace damaged buildings. If possible, the LC/LS shall notify the TSC/TSD N4/PWD of a possible relocatable building requirement three years in advance to allow CNIC time to program for the requirement. If sufficient notice to CNIC cannot be provided, the LC will be responsible for securing funding.

SECTION 8 - EQUIPMENT INSTALLATION

Reference (g) establishes policy for new acquisition and/or modernization programs with the resultant production of a Navy Training System Plan (NTSP). Reference (h) establishes policy for the installation of new training systems with the resultant production of a Training System Installation Plan (TSIP).

Reference (e) establishes policy for facility projects at Navy shore installations, including equipment installation. Equipment installation shall be planned, coordinated, and executed per these instructions. CNIC is frequently not responsible for costs associated with installing equipment. Training support agencies or training agencies are typically responsible for equipment installation costs.

Classroom furnishings, training equipment, electronic classroom assets, and other similar furnishings and equipment needed for training are personal property, and NETC or the associated training support agency is responsible for the life-cycle costs of this property. This includes heating, ventilation, and air conditioning (HVAC) units provided solely for the purpose of cooling or controlling the temperature of a specific room or other equipment installed by an activity for the sole purpose of meeting their mission.

8.1. Training Support Organization Responsibilities. TSC/TSD N4 will coordinate all equipment installation requirements with the local PWD. These requirements will be identified by the LC/LS in coordination with the training support agency/program office. TSC/TSD is responsible for programming and budgeting funding to support life-cycle maintenance and replacement of HVAC units and other similar equipment installed solely to meet electronic classroom mission requirements. CNIC maintains responsibility for building-level mechanical systems.

8.2. Learning Center/Learning Site Responsibilities. LC/LS will serve as the primary training agency representative in the preparation and implementation of NTSP/TSIP documents. LC/LS will identify facility requirements needed to support the new training system to the responsible TSC/TSD N4 for coordination with the local PWD, where applicable, or to the local PWD when located outside TSC/TSD supported activities. LC/LS must include the TSC/TSD N4/PWD early in the planning process (12-18 months prior or as soon as requirements are known) to ensure the local PWD has sufficient time to develop facility support requirements. All new work in existing facilities that requires integration with existing electrical and environmental systems will require work permits and/or site approvals. LC/LS must validate that funding is available to install equipment. LC/LS is also responsible for programming and budgeting funding to support life-cycle maintenance and replacement of HVAC units and other similar equipment installed solely to meet training

equipment mission requirements. CNIC maintains responsibility for building-level mechanical systems.

SECTION 9 - ENCROACHMENT MANAGEMENT

The purpose of the Encroachment Action Plan is to identify, quantify, and create a plan for mitigating potential encroachment challenges for Naval Installations and their surrounding environments. Reference (i) defines encroachment as, "Any non-Navy action planned or executed in the vicinity of a Naval activity or operational area which inhibits, curtails, or possesses the potential to impede the performance of the mission of the naval activity." Regional/Installation Commanders will be the Navy's lead voice to all internal and external stakeholders associated with encroachment challenges. Each installation will have either a full-time or collateral duty Community Planning and Liaison Officer (CPLO) to coordinate an effective Encroachment Management Program.

9.1. Training Support Organization Responsibilities. TSC/TSD N4 will coordinate with Installation and Region CPLOs on the impact of ongoing or potentially new encroachment issues to NETC training interests. They will also serve on the local installation encroachment management group, led by the CPLO, as appropriate. The TSC/TSD N4 will maintain close communication with the resident LC/LS as to the status and impacts of all encroachments. The TSC/TSD N4 will also ensure NETC N4 is aware of all encroachment situations, their impacts to training, and will update the status as directed on a case-by-case basis.

9.2. Learning Center/Learning Site Responsibilities. LC/LS will provide input to the TSC/TSD N4, where applicable, or to the local PWD and NETC N4 when located outside TSC/TSD supported activities, regarding any potential threat to the training mission. For more complex impacts, LC/LS may be invited by the TSC/TSD N4/PWD to participate directly in the local encroachment management group to ensure a complete and accurate representation of the potential impact.

SECTION 10 - ENVIRONMENTAL COORDINATION

CNIC/Regions/Installations have primary responsibility for compliance with environmental laws and regulations. This includes pollution prevention, air permitting, water permitting, hazardous material (HAZMAT), hazardous waste disposal, emergency response, emergency planning and community right to know,

natural resources management, cultural resources management, environmental assessments/environmental impact statements, etc., but everyone must do their part to ensure the Navy is a good steward of the environment. Navy installations hold permits, and submit reports on our behalf, that contain information relevant to operations. NETC tenant organizations have a responsibility to ensure that information required to maintain those permits is complete and accurate.

10.1. Training Support Organization Responsibilities. TSC/TSD N4 has the lead for environmental coordination with the host installation, LC/LS, and NETC Headquarters per reference (j) and applicable local directives. This includes cooperating with National Environmental Policy Act environmental assessment efforts associated with MILCONs and Special Projects, ensuring the host installation and NETC N4 are aware of any mission changes that will require an environmental permit or modification to an existing permit and ensuring the host installation and NETC N4 are aware of any adverse environmental enforcement actions. TSC/TSD N4 will also ensure that hazardous materials are purchased from the base Supply HAZMAT Office or that approval from the base environmental office is obtained prior to purchase, if purchased off base.

10.2. Learning Center/Learning Site Responsibilities. LC/LS shall comply with all environmental laws and regulations. They shall notify TSC/TSD N4 and NETC N4 of any mission changes that will require an environmental permit, modification to an existing permit, or any adverse environmental enforcement actions. They will assist the TSC/TSD N4/PWD in meeting their obligations per reference (j) and applicable local directives. LC/LS will also ensure that hazardous materials are purchased from the base Supply HAZMAT Office or that approval from the base environmental office is obtained prior to purchase, if purchased off base.

SECTION 11 - CLASSROOM FURNITURE/OUTFITTING

The type of classroom (electronic with/without student workstations and/or instructor workstations, whiteboard, etc.) will dictate what type of furniture is required and how the classroom will be outfitted. With proper care and maintenance, classroom furniture can last well past its projected service life. Surveys are the best way to gauge condition and determine the remaining service life of classroom furniture and outfitting. These surveys are best performed during the third

quarter of the fiscal year to permit the planned use of end of year funding for purchase of replacements. Since storage space for replacement furniture is at a premium in most training concentration areas, purchases should be limited to actual need/near term replacement. Replacement of projectors, computers, and other electronic classroom items are addressed in Chapter 6.

11.1. Training Support Organization Responsibilities. TSC/TSD N4 will provide for classroom furniture replacement for LC/LS that have exceeded their service life, subject to availability of funding. TSC/TSD N4 will conduct surveys to determine replacement requirements, and will coordinate the disposal of old furniture with the LC/LS.

11.2. Learning Center/Learning Site Responsibilities. LC/LS may purchase and install replacement furniture, and will notify TSC/TSD N4 of all furniture replacement activities.

SECTION 12 - VEHICLES AND TRANSPORTATION SUPPORT

Vehicle and Transportation support includes coordination of transportation consignment requirements and services between the regional provider and LC/LS.

Reference (k) provides policy and guidance on the management of Civil Engineering Support Equipment (CESE). CESE includes automotive vehicles, construction, railway, firefighting, and mobile weight handling equipment. The Region may provide a vehicle or lease upon request.

12.1. Training Support Organization Responsibilities. TSC/TSD N4 will coordinate transportation consignment requirements and services between the regional provider and LC/LS. TSC/TSD N4 serves as a single POC to the regional provider for all NETC supported commands' vehicle requirements.

12.2. Learning Center/Learning Site Responsibilities. Unless supported by the region, funding requirements for vehicle transportation are the responsibility of the LC/LS. Vehicle service, pre-operational inspections, key control, fueling and fuel card, vehicle documentation, and cleanliness of each vehicle are the responsibilities of the LC/LS and authorized drivers. As required by the regional provider, LC/LS must provide fuel receipts, vehicle use (mileage), and/or operation logs to TSC/TSD N4/PWD monthly.

SECTION 13 - WEIGHT AND MATERIAL HANDLING

Reference (l) provides requirements for the maintenance, inspection, test, certification, repair, alteration, operation, and/or use of weight handling equipment (WHE) and related equipment under the technical cognizance of Naval Facilities Engineering Command. Navy crane operations must comply with relevant portions of references (l) and (m); 29 CFR 1926, Subpart N; and 29 CFR 1910, Subpart N.

Personnel involved in the maintenance, alteration, repair, inspection, testing, and operation of WHE shall be technically competent to perform their assigned duties. Specific requirements for crane operator qualification, training requirements, and licensing are addressed in reference (l). Records of training or other verification of competency shall be maintained. Ashore Navy WHE shall be operated, maintained, inspected, tested, repaired, altered, and certified per reference (l). Ashore Navy WHE consists of cranes (e.g., portal cranes, mobile cranes), rigging gear (e.g., slings, shackles), and associated equipment (e.g., chain falls, dynamometers).

Material Handling Equipment (MHE) means all self-propelled and conveyor equipment used in storage and materials handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and onboard ships. MHE includes warehouse tractors, forklift trucks, rough terrain forklift trucks, pallet trucks, conveyors and conveyor systems, and straddle carrying trucks. Naval Supply Systems Command has cognizance over MHE.

13.1. Training Support Organization Responsibilities. TSC/TSD N4 will assist LC/LS as needed to enable servicing, testing, and certification of WHE/MHE.

13.2. Learning Center/Learning Site Responsibilities. LC/LS will manage their weight and material handling requirements through LS staff, Navy Region support, and/or contract support. LC/LS will notify the TSC/TSD N4/PWD if assistance is required for the maintenance, inspection, testing, certification, repair, alteration, and operation of WHE/MHE.

SECTION 14 - TELEPHONE SERVICES

Telephone service for the purposes of this document covers only administrative telephones and does not include cellular phones, personal digital assistant, calling cards, or other electronic communication devices or services.

14.1. Training Support Organization Responsibilities. TSC/TSD N4 will coordinate and manage telephone service support for LC/LS with the regional provider. They will also submit telephone service request forms on behalf of the LC/LS to the local provider for all additions, deletions, or modifications to existing services. TSC/TSD N4 will review billing as required for all NETC activities within their area. Long distance bills validated by the LC/LS will be processed for payment. Caller assistance (411) is not authorized for use on any government telephone.

14.2. Learning Center/Learning Site Responsibilities. For locations where the TSC/TSD fund and/or coordinate telephone services with the local service provider, LC/LS shall submit telephone service changes/ requirements with adequate justification to TSC/TSD N4 to review and forward to service provider. As necessary, LC/LS shall review long distance bills for accuracy and provide the approved bills to the TSC/TSD N4 for payment. Calls identified as unauthorized will be investigated and the originator will submit a U.S. money order to the U.S. Treasury Department via the TSC/TSD N4, for the amount of the call. Although commercial long distance is available, Defense Switched Network is the preferred method to make long distance calls to U.S. Government installations and is provided to all activities at no direct cost. For locations where TSC/TSD do not fund and/or coordinate telephone services with the local service provider, LC/LS will coordinate telephone service requirements and charges directly with the service provider.

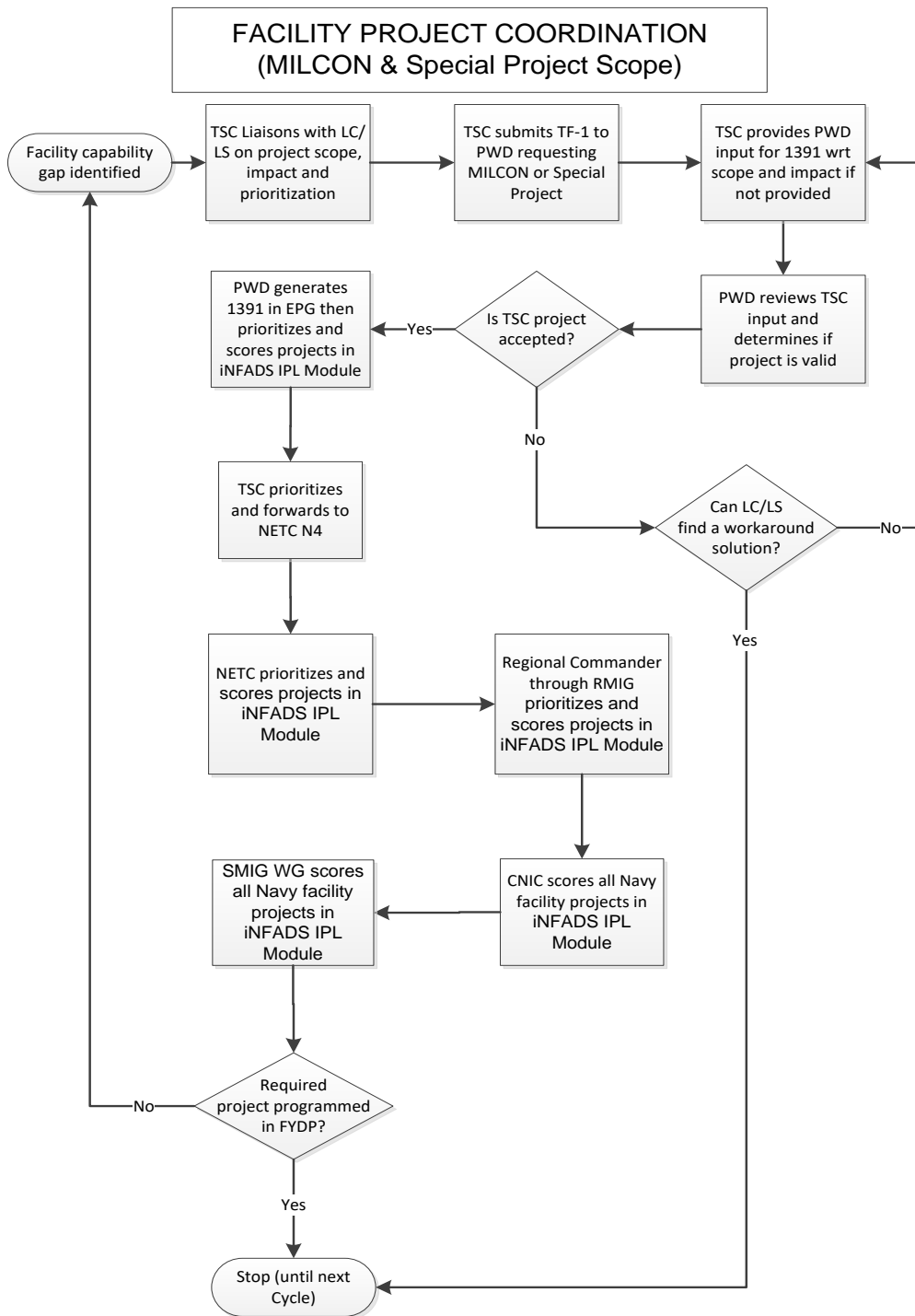


FIGURE 5-1: FACILITY PROJECT COORDINATION

CHAPTER 6

INFORMATION TECHNOLOGY

CHAPTER 6
GUIDING REFERENCES

- a. NETCINST 5200.3C, Information Technology Configuration Control
- b. NETCINST 1500.17A, Training Delivery Services
- c. NETCINST 5200.2B, Training and Education Information Technology Governance
- d. NETCINST 5200.4A, Information Management/Information Technology Capital Planning, Portfolio Management and Procurement
- e. NETCINST 5230.2B, Outlook Web Access
- f. NETCINST 5239.1C, Naval Education and Training Command Cyber Security Policy
- g. Defense Acquisition University (DAU) Integrated Project Management Handbook

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

Naval Education and Training Command's (NETC's) overarching Information Technology (IT) mission is to provide a secure and reliable Training Network (TRANET) and associated IT services to deliver training. The NETC Cyber IT and Cybersecurity (CS) Workforce (WF) is a diverse group of highly talented and dedicated people who are assigned and dispersed throughout the NETC domain. This guidance applies to all NETC mission IT/CS resources (e.g., personnel, equipment, and financial) required to provide supported customers with the essential IT/CS support services and products necessary to execute operational and administrative functions.

The focus of this chapter is to provide general guidance on the execution of specific and shared responsibilities for the IT training support mission requirements.

1.1. Functional Lead. NETC N6 is the Echelon 2 Functional Lead for IT/CS support. Organizations should contact NETC N6 for further guidance.

1.2. Training Support Responsibilities. Effective and efficient IT support is essential to the sustainment of uninterrupted training production. IT/CS personnel within Training Support Centers and other Training Support Organizations (TSO) or the preponderant NETC tenant command shall manage and coordinate IT planning, maintenance, repair, services, and other common core IT support for supported Learning Center (LC)/Learning Site (LS) and supported activities. Although common core functions are predominantly aligned along Electronic Classroom (ECR) constructs, there are many attached peripheral functions that are included in this tasking. Related services include CS Management, Information Assurance Vulnerability (IAV) Management, Network Management, Network Security, Systems Installation and Integration, Corrective Maintenance, Life Cycle and Configuration Management, Navy/Marine Corps Intranet (NMCI) Support, Move/Add/Change (MAC) requests, Logistics/Supply, and Inventory. The entire enterprise must make every effort to tailor the Cyber IT/CS WF to the collective customer base as the evolving WF training and certification requirements continue to keep the WF in flux. The TSO IT Director serves as the NETC's local liaison for all IT requirements. They must tap into the diverse pool of talent in their area to provide a secure and reliable IT capability to deliver required training. They are responsible for identifying IT support gaps within their supported activities to the NETC

N6. TSOs are responsible for ensuring enforcement of configuration management per reference (a) of this chapter.

1.3. Learning Center/Learning Site Responsibilities. LC/LS have the responsibility to compose and maintain their Technical Training Equipment (TTE) and TTE IT/CS WF. Per reference (a), LC/LS shall submit clearly defined and documented requirements per the appropriate Configuration Control Board/Change Advisory Board (CAB) process. In addition, each LC/LS must work collaboratively with their TSO to provide and coordinate approved routine and special project support. This may include providing support from their assigned IT/CS WF TSO.

LSs shall appoint an NMCI Activity Customer Technical Representative (ACTR) to perform MAC requests and an Information Systems Security Officer (ISSO) or Trusted Agent to perform the following CS tasks: access management (System Authorization Access Request-Navy (SAAR-N)), local NMCI CS investigations and Cyber Awareness training completion as CS tasks performed by the LSs.

Mission exigencies may require collaborative support across the common core and TTE WF to meet emerging or time critical requirements. The LC/LS shall assume lead role for all TTE issues, with the TSO retaining the same for common core NETC ECR issues. The LC/LS will retain lead, in coordination with NETC, for establishing interface/collaboration with the appropriate warfare sponsors/program managers and their supporting vendors for all Platform Information Technology, Program of Record, Government-off-the-Shelf, and Commercial-off-the-Shelf training software. References (b) through (g) of this chapter provide more detailed guidance.

1.4. Exceptions - Sites not Supported by Training Network and/or a NETC Training Support Organization. It is the responsibility of the LC/LS to emplace adequate IT service level agreements between the host facility and the LC/LS. The agreement shall stipulate the training delivery requirements for LC/LS mission accomplishment.

SECTION 2 - COMMON CORE INFORMATION TECHNOLOGY/CYBERSECURITY SUPPORT DUTIES AND RESPONSIBILITIES

The TSO IT Support shall be the primary point of contact (POC) for the local area IT/CS program, and direct technical support matters for the supported LC/LS. In addition to serving as the primary technical advisor, the IT Director shall also

provide management for the NETC IT support structure, to include CS Management, IAV Management, Network Management, Network Security, Systems Installation and Integration, Corrective Maintenance, Life Cycle and Configuration Management, Video Teleconference Operations, NMCI Support, MAC request, Logistics/Supply, and Asset Management.

SECTION 3 - CONFIGURATION MANAGEMENT

References (a) and (b) outline the primary duties of the Configuration Management.

SECTION 4 - PROJECT MANAGEMENT

TSO IT Support shall establish a centralized structure for managing approved projects required by LC/LS and directed by NETC N6. The Project Manager (PM) acts as the primary POC and liaison between all project stakeholders and oversees the operations and administration of assigned projects. The PM provides visible leadership, accountability, and authority over high profile projects delivered to the TSO IT Support. The PM develops, plans, and manages projects, monitors the performance and progress against documented objectives, and manages established delivery dates.

Reference (g) outlines the primary duties of the PM.

SECTION 5 - INFORMATION TECHNOLOGY OPERATIONS AND INFRASTRUCTURE SERVICES

NETC N6 is responsible for establishing support for common enterprise-wide IT services. TSO IT Support shall establish a centralized structure for managing IT systems and services specific to and within their respective area and shall provide representation at the NETC N6 weekly stand up meeting and bi-weekly CAB. This includes development, support, and technical management of complex, inter-connected computer systems that make up the NETC IT environment. The TSO shall provide customer technical support; execution of Cyber IT/CS/Computer Network Defense technical requirements; software integration/upgrade of NETC ECR/Servers; Baseline Image Development/Management; and coordinate NETC IT updates and modifications with NETC N6 for NETC owned and managed network infrastructure, architecture, and data services support for the assigned supported activities.

TSO IT Director shall appoint adequate ACTR to serve as the primary coordinator(s) for all NMCI matters for supported LC/LS within the TSO supported activities.

SECTION 6 - TRAINING DELIVERY SERVICES SUPPORT

Training Delivery Services support is one of the primary TSO missions. The TSO shall respond to Global Distance Support Center (GDSC) Service Requests (i.e., Trouble Calls) for all functional areas according to production prioritizations and published workflows.

The GDSC Prioritization scheme (e.g. Priorities 1-4) is defined in reference (a).

SECTION 7 - CYBERSECURITY MANAGEMENT

TSO IT Support shall establish a centralized structure for managing IT asset installation, daily operations, and patching/update functions for common core equipment and systems, providing CS monitoring and reporting, and ensuring IT assets under their supported activities operate per NETC Chief Information Officer (CIO)/CS PM guidance. The Commanding Officer shall appoint the Information System Security Manager (ISSM)/ISSO in writing per NETC CIO/CS PM guidance. The IT Director is responsible for ensuring adequate security practices for supported NETC owned IT assets and all approved connections to any NETC network. Individuals performing functions in multiple categories or specialties must hold qualifications and training certifications appropriate to the functions performed in each category or specialty.

The ISSM/ISSO must provide security oversight for TSO security measures including analysis, periodic testing, evaluation, verification, accreditation, and review of information system installations.

Dependent upon the scope of CS duties and responsibilities, the CO may appoint an ISSO. The ISSO is responsible to the ISSM for maintaining the appropriate operational CS posture for installed systems and networks.

Establish TRANET User Accounts utilizing Navy Form, SAAR-N. The TSO ISSM/ISSO will submit a trouble ticket to GDSC or trouble ticket system in use for account creation.

ECR RESOURCE TYPE	CONFIGURATION DATA	USE/CAPABILITY
LEVEL 1 ECR #	Instructor Workstation (IWS) with presentation capability and inter-networked with multiple Student Workstation (SWS). Formerly referred to as an Advanced-Automated Electronic Classroom (A-AEC). Will have NETC approved Smart Board Interactive Display, classroom control/polling software (NetSupport) capability and access to a networked printer based on courseware requirements). Workstations possess Baseline load plus DADMS approved, CS Certified/Tested/Accredited training productivity applications. The end goal is to network all ECRs. Stand-alone ECRs will be assessed on a case-by-case basis for migration to TRANET.	Enable instructors with the ability to project training materials for wide area viewing by students and to also manage interactive training instances with students via the SWSs. Will also provide Students with instructor controlled or independent access to training materials (CBT, NeL, and NKO shared files/content via network servers).
LEVEL 2 ECR #	Instructor workstation (IWS), student wireless response devices, and a projection/display subsystem. Workstations possess Baseline load plus DADMS approved, CS Certified/Tested/Accredited training productivity applications. The flexibility and agility afforded by new technology will obviate the need for this category of ECR within the next two years (FY18).	Enable instructors with the ability to project training materials for wide area viewing and electronic response capability for students.
LEVEL 3 ECR #	Formerly referred to as a Presentation Classroom (PTC). May have SmartBoard and access to networked printer. Workstations possess Baseline load plus DADMS approved IA Certified/Tested/ Accredited training productivity applications.	Enable instructors with the ability to project training materials for wide area viewing by students.
LEARNING RESOURCE CENTERS (LRCs)	Instructor workstation, server workstation, laser printer, and multiple student workstations.	Enable students to have access to computer-based materials for study. LRCs can be used for remediation or homework, to enhance or accelerate instruction, or as ad-hoc classrooms.
MOBILE ELECTRONIC PUBLICATIONS (MEPs)	Standalone Notebooks with a restricted Baseline load plus Interactive Electronic Tech Manuals ETMs. Program offices/LC/LS are responsible for the life cycle management of MEPs.	Enable students with the ability to access IETMs in Labs, Mock-ups and Trainers.
INSTRUCTOR PREP STATIONS (IPS)	Workstation located in LC/LS Office with TRANET U/C services. May be provided with printing/scanning capabilities. Workstations possess Baseline load plus DADMS approved, CS Certified/Tested/Accredited training productivity/development applications.	Curriculum (AIM) production and non-ILE content development such as PowerPoint sideshows, student handouts and other training tools.

FIGURE 6-1: NETC ECR RESOURCE DEFINITIONS

ECR CYBER/TECH SUPPORT SEAT	Workstations located in TSO IT offices with TRANET U/C services. Workstations possess Baseline load plus DADMS approved, CS Certified/Tested/ Accredited maintenance/security/ productivity applications.	Dedicated resources to be used by CSWF personnel ISO Cyber IT/CS requirements and to provide Tech Support.
ECR FILE OR APPLICATIONS SHARE SERVER	Located in TSO controlled rack/space with TRANET U/C services. Servers possess Baseline load plus DADMS approved, CS Certified/Tested/Accredited training applications.	Provides access to Instructor/Student Shared Applications and/or an Instructor/Student Shared File volume.
ECR CYBER DEFENSE/MAINTENANCE SUPPORT SERVER	Located in TSO controlled rack/space with TRANET U/C services. Servers possess Baseline load plus DADMS approved, CS Certified/Tested/Accredited security applications.	Host all services ISO the Cyber Defense (IA-CND) and Maintenance Support missions.
# May or may not have TRANET -u/c services, dependent upon NMCI/CTEC COI availability, but end-state will be TRANET-u/c connected.		

FIGURE 6-1: NETC ECR RESOURCE DEFINITIONS (Continued)

CHAPTER 7

LOGISTICS MANAGEMENT

CHAPTER 7
GUIDING REFERENCES

- a. Naval Supply Procedures, NAVSUP Publication 485, Vol III, Shore Supply
- b. NAVSUPINST 4200.99C, Department of the Navy (DON) Policies and Procedures for the Operation and Management of the Government-Wide Commercial Purchase Card (GCPC) Program
- c. NAVSUPINST 4200.98B, Policies and Procedures for the Operation and Management of the Fleet Card Program
- d. NETCINST 4200.5, Management and Oversight of Contract Requirements
- e. NAVSUPINST 4200.81G, Navy Field Contracting System Authority and Responsibility
- f. Federal Acquisition Regulation (FAR)
- g. Defense Federal Acquisition Regulation Supplement (DFARS) and Procedures Guidance and Information (PGI)
- h. ASN FM&C/RD&A "Contractual Service Guidance for FY2016/2017"
- i. Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
- j. Navy Marine Corps Acquisition Guide (NMCAG)
- k. NAVSUPINST 4205.3F, Contracting Officers Representative
- l. NAVSUP P-738 (series), Ordering Officer Guide Book
- m. SECNAVINST 7320.10A, Department of the Navy (DON) Personal Property Policies and Procedures
- n. DoD Financial Management Regulations (DODFMR) Vol 9: Travel Policy and Procedures GTCC, DTS and Non-DTS
- o. SECNAVINST 4650.21, Secretary of the Navy Government Travel Charge Card Instruction
- p. DON EBUSOPSOFFINST 4650.1 (series), Policies and Procedures for the Administration and Use of the Government Travel Charge Card
- q. DoD Financial Management Regulations (DoDFMR) Vol 5: Disbursing Policy and Procedures (DTS/Travel)
- r. Joint Federal Travel Regulations Volume 1(JFTR): Uniformed Personnel (Military)

Note: The NAVSUP Contracting Knowledge Site (CKS) is a collection of guides, templates, toolkits, forms, links to regulations, and forms regarding NAVSUP policies and procedures at website:
<https://mynavsup.csd.disa.mil.webcenter>

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The effectiveness and efficiency with which we handle logistics support challenges is critical to the sustainment of uninterrupted training production. The general concept of operations is that the Learning Centers (LCs) will serve as the primary points of contact to Naval Education and Training Command (NETC) with the awareness of community issues across the domain. LC and Learning Site (LS) logistic support will be accomplished in the most effective and efficient manner. Each LC/LS is ultimately responsible for the logistic support of their command.

The Training Support Centers and Training Support Organizations (TSOs) are for the specific purpose of providing direct support to LC/LS located within a specified geographic area. When practical and efficient, TSO Logistics Management Office will provide logistical support to LC/LS. LC/LS shall retain logistic capabilities when practical and efficient. It may be full, partial, or no support as needed. Potential support areas include purchasing, contracting, Defense Property Accountability Program support, Material Receipt and Stowage, Contracting Officer's Representative (COR), and Government Travel.

1.1. Functional Lead. The Echelon 2 Functional Lead (FL) responsibilities are a shared endeavor in this chapter between NETC N4 and NETC N8. NETC N4 is the FL/Process Lead (PL) for Logistics Management issues and concerns and NETC N8 is the FL/PL for Financial Management issues and concerns.

SECTION 2 - SUPPLY SUPPORT/MATERIAL RECEIPT, STOWAGE AND SHIPPING

Reference (a) establishes policies and procedures for the operation and management of ashore supply activities and components, except those which are directed to operate under afloat instructions. These procedures are considered the minimum essential acceptable supply management procedures and are mandatory unless specifically stated by Naval Supply Systems Command as being optional. The NETC/TSO/LC/LS Commanding Officer (CO) or Supply Officer may prescribe additional control measures/policies when circumstances require more stringent control.

When practical, an efficient TSO will provide material receipt, stowage, shipping, and Depot Level Repairable (DLR) management for supported LC/LS in their supported activities. LC/LS will retain material receipt, stowage, shipping, and DLR management capabilities when practical and efficient. TSO logistics support includes, but is not limited to, receiving material ordered via Government Commercial Purchase Card (GCPC) or contract, General Services Administration (GSA), Department of Defense (DoD), and Naval Supply Systems Command (NAVSUP); processing receipts in Fund Administration and Standardized Document Automation System (FASTDATA); notifying customers of material availability, and delivering material to outlying LC/LS sites or having material shipped directly to requester at the LC/LS. LC/LS must arrange for service, storing bulk items, issuing material in support of Command Document Centers, shipping material, and processing DLRs through Automated Tracking and Control.

SECTION 3 - PURCHASING SUPPORT

Upon a command's request, and when practical an efficient, TSO will provide purchasing support for LC/LS within their supported activities. TSO will utilize FASTDATA/Field Level Accounting Standard Accounting and Reporting System to process requirements entered into the Automated Supply Request Program (ASRP) by the LC/LS. (If a TSO is not able to accept via ASRP, requests may be sent via email or hard copy). The following guidelines apply to purchase support provided by TSO:

- Micro-purchases below the \$3,500 threshold are accomplished utilizing the GCPC program.
- Requirements at or above \$3,500 can be procured utilizing the GCPC as a method of payment against established government contract instruments when authorized.
- Charges to the GCPC may be processed against the default Line Of Accounting (LOA) belonging to the cardholder's activity (TSO). Charges are reallocated to the correct LOA within two business days.
- TSO will maintain a spreadsheet of all charges and applicable document numbers to aid in research of erroneous charges.
- Budget reports are prepared and sent to LC/LS monthly when requested.

To facilitate the TSO effort, the LC/LS will provide TSO with access to the appropriate LC/LS FASTDATA accounts as required. LC/LS personnel will identify the material required to meet their requirement and enter the information into the ASRP. Requests for material will not be processed without appropriate LC/LS leadership approval.

Prior to purchase of Information Technology (IT) related equipment consult NAVADMIN 327/12 and coordinate with NETC N6 for current guidance on IT and multi-functional devices.

TSO personnel will ensure material shipments are sent directly to the requisitioner (LS) for receipt processing as a general business practice. If direct shipment is not practical, TSO personnel will coordinate delivery of requisitioned material to the LS.

SECTION 4 - GOVERNMENT COMMERCIAL PURCHASE CARD PROGRAM

The overall governing guidance for the GCPC Program is contained in reference (b). The GCPC is intended to streamline small purchase methods; minimize paperwork; eliminate Imprest Fund (petty cash); streamline payment processes; and simplify the administrative effort associated with traditional and emergent purchase of supplies and services.

The GCPC is used to purchase supplies and services for official government business valued below the micro-purchase threshold of \$3,500.

The GCPC may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold depending on the type of contracting vehicle utilized with the appropriate delegation of authority from the Head of the Contracting Activity (HCA).

The GCPC will be used for the following categories:

- DoD printing requisitions/orders valued below \$25,000 using DD Form 282; unless Defense Logistics Agency direct bills for the order.
- Placing delivery and task orders (e.g., DoD Electronic Mall) against competed Indefinite Delivery, Indefinite Quantity contracts for orders valued at the Simplified Acquisition Procedures (SAP) threshold and below as authorized by the HCA.

- The GCPC may be used as a method of payment to pay for training requirements valued at \$25,000 and below using the SF 182 (Certification of Training).

SECTION 5 - FLEET CARD PROGRAM

The Fleet Fuel Card is the only authorized card for Department of the Navy (DON) personnel to be used in the purchasing of fuel and related maintenance services for DoD owned and leased vehicles and equipment at commercial establishments. The Agency Program Coordinator (APC) is the primary liaison for establishing, administering, maintaining, and reporting on the Fleet Card Program. Specific Program Coordinator responsibilities are contained in reference (c). NETC N4 provides policy and technical guidance on proper use of the WEX Fleet Fuel Card.

SECTION 6 - CONTRACTING SUPPORT

References (d) through (l) are applicable to the elements contained in Section 6.

6.1. Naval Supply Systems Command Contract Authority. NAVSUP Contract Authority is utilized for requirements greater than the micro-purchase threshold.

The Navy Field Contracting System (NFCS), collectively refers to all Navy contracting activities exercising contracting authority delegated from Commander, NAVSUP as HCA. NFCS activities include NAVSUP Weapons System Support, NAVSUP Global Logistics Support, Navy Exchange Service Command, other field contracting activities and Navy Fleet Activities having contracting authority delegated by COMNAVSUPSYSCOM. NAVSUP, through the NFCS, is responsible for contracting for supplies and services throughout the DON for which no other Systems Command (SYSCOM) contracting activity, office, or command is otherwise delegated contracting authority.

- The NFCS can be categorized into four major groups:
 - Activities with unlimited authority providing regional contracting support such as the NAVSUP Fleet Logistic Centers (FLC).
 - Activities with limited contracting authority delegated by NAVSUP.

- Activities with limited contracting authority delegated by Procurement Performance Management Assessment Program (PPMAP) offices.
- Activities with responsibility for certain commodity groups or specific mission support.
- The limit of contracting authority delegated to major field activities is set forth in reference (e). Delegation of authority to other than major activities is provided via the cognizant PPMAP offices. Ordering Officers are established by virtue of delegated authority. Ordering Officers are the only individuals, other than Contracting Officers, who are authorized to obligate funds on behalf of the Government.
- Contract Authority within the NETC Domain. Authority is limited to Ordering Authority Level I or II for placement of delivery/task orders up to the SAP threshold against established Government/DON/DoD vehicles including GSA Federal Supply Schedules (FSS) and/or Purchase Card authority. Procurement authority varies with each activity and is specified in each command's individual Delegation of Authority letter issued by the applicable PPMAP office.
- Appointment of Ordering Officers.
 - Per reference (e), each NAVSUP field activity with contracting authority has a designated Appointing Official (AO) who may appoint qualified individuals as Ordering Officers. The PPMAP offices are also authorized to delegate ordering authority to individual activities. Ordering Officers are appointed in writing on a SF1402. The SF1402 sets forth any limitations of ordering authority as may be established by the AO.
 - Procuring Contracting Officers (PCOs) are not AOs and are therefore not authorized to appoint Ordering Officers. PCOs may designate activities to place orders under their contracts; however, only AOs may appoint Ordering Officers.
 - In addition to having a proper HCA delegation of contracting authority from NAVSUP or PPMAP offices, activities must be designated as authorized ordering offices on the respective contract. With the increase in use of large agency-wide contracts, contracts are often established which designate "all Navy" or "all DoD" as authorized Ordering Officers in a blanket

authorization, which is addressed in the contract. GSA FSS, for instance, grants this kind of blanket authorization. In other instances, local contracts are awarded for a specific requirement and the Ordering Officer is designated in the contract by activity. Ordering Officers should contact the PCO whenever there is a question concerning who may place orders against the contract.

6.2. Training Support Organization/Learning Center/Learning Site Contracting Support. The TSO/LC/LS will issue delivery orders for contract requirements greater than the micro-purchase threshold \$3,500 and up to the SAP threshold if available on a GSA contract or other authorized ordering vehicle, and if authorized per the limits of their delegated ordering authority from the HCA.

Contract requirements over \$3,500 not available on a GSA FSS or authorized ordering vehicle greater than the SAP threshold will be procured utilizing NAVSUP FLC Regional Contract Activities per reference (d) unless the requirement falls within the scope of unique contracting responsibilities assigned to another SYSCOM HCA per reference (i).

TSO/LC/LS contracting personnel can only process requirements in instances where appropriate funding has been provided through FASTDATA or via a funding document with a valid LOA. Delivery orders against authorized ordering vehicles/contracts can be awarded by the TSO/LC/LS only if authorized on current HCA delegation letter. Contracts will cite TSO/LC/LS LOA and can be paid via GCPC.

TSO will maintain subject matter expertise sufficient to provide advice, guidance, and on-demand contracting support to LC/LS.

6.3. Naval Education and Training Command N4 Contracting Support. NETC N4 serves as a resource to the NETC Domain activities to provide assistance and advice on acquisition programs, processes, and functions as follows:

- Program oversight of the Defense Acquisition Workforce Improvement Act training requirements for NETC activities.
- Procurement Analysis. Coordinates with financial, resource, and program managers to evaluate projected requirements, target acquisition consolidation when

appropriate, and develop Multiple Award Contracts for enterprise-wide use.

- Acquisition Planning and Execution. Develops long-term acquisition strategies that are efficient and cost effective; matches requirements with best contract servicing agency; liaisons with the applicable servicing contract office to facilitate award of special interest or complex acquisitions.
- Governance. Develops and disseminates acquisition guidance and instructions; provides advice, recommendations, samples, tools, and templates; develops unique contract provisions in support of Navy training systems; conducts contract requirements reviews; assists with Inspector General Area Visit/internal audits.

6.4. Service Requirements Review Board Process. NETC activities will implement an internal Service Requirements Review Board (SRRB) process for service contract requirements over the Simplified Acquisition Threshold consistent with the guidance at reference (d) and (h) to ensure compliance with applicable regulations, promote competition to the maximum extent practical, and ensure the government receives quality supplies and services. This process should document acquisition planning and execution decisions and report contract "tripwires" as they occur throughout the acquisition cycle. The SRRB shall be chaired by the Activity Commander. Requirements below \$1M may be delegated to 06/GS15 level.

SECTION 7 - CONTRACTING OFFICER'S REPRESENTATIVE

The COR is a representative of the requiring activity, nominated by the requiring activity, and designated (appointed) by the PCO to assist in the technical monitoring or administration of the contract. The COR is the technical representative of the PCO and monitors cost/price, delivery, and performance of the contractor under the contract. Prior to appointment, the PCO must ensure the nominee has achieved or accomplished the mandatory competencies, experience/training requirements by the applicable contracting office. Reference (k) provides the specific requirements for COR appointments and details DoD standards for qualification. The required competencies and experience/training requirements are established based on the complexity of the contract and categorized as type A, B, or C work. Training must be completed, at a minimum, once every three years while serving as a COR. However, a COR who has the required experience/training

but has not performed as a COR in the last 24 months must take refresher training before appointment.

7.1. Contract Administration Plan. The PCO will develop a Contract Administration Plan (CAP) tailored to the dollar value and/or complexity of the contract to delineate COR responsibilities for specific administration functions, surveillance activities, and contractor performance assessments. Development of the CAP requires coordination with the PCO, Administrative Contracting Officer, COR, and required activity personnel.

7.2. Contracting Officer's Representative Limitations and Restrictions. Requiring activities shall be aware of the limitations and restrictions of COR assignments per reference (k) regarding separation of functions and authority. CORs are not authorized to change contract terms, conditions, price, or re-delegate COR authority and responsibilities. Alternate CORs appointed by the PCO may only act in the absence of the COR. The CO or designee of the requiring activity may appoint Technical Assistants to assist and support the COR, but they do not have authority to provide technical direction or clarification directly to the contractor.

7.3. Department of Defense Contracting Officer's Representative Tracking Tool. The Contracting Officer's Representative Tracking (CORT) Tool is the web-based tool utilized to nominate, appoint, and track COR assignments. Requiring activities shall ensure COR and COR supervisors are registered in DoD CORT. NETC N4 will assist with COR training and tracking issues. The CORT-Tool website can be accessed from the Wide Area Workflow e-Business Suite.

7.4. Training Support Organization/Learning Center/Learning Site Responsibilities. TSO/LC/LS will provide/perform COR services only to the extent that the complexity of the contract does not exceed the technical capacity of the respective staff. This determination is to be made jointly by the TSO/LC/LS and PCO, and coordinated through NETC N4. COR services must be requested by the TSO/LC/LS. COR is designated in writing by the PCO.

7.5. Contracting Officer's Representative Appointment Templates. COR appointment templates and training equivalents may vary by the applicable contracting SYSCOM. The Defense Acquisition University (DAU) developed baseline training from

competencies identified in the DoD standards for certification. Component sponsored and commercial training must be equivalent to the DAU baseline training for Type B and C work/requirements to meet standard training requirements.

SECTION 8 - DEFENSE PROPERTY ACCOUNTABILITY

The Defense Property Accountability System (DPAS) was established to provide a reliable and compliant DoD property management system that supports the day-to-day business operations of its users. Personal Property accountability may be established either at the LC or at the LS by LC CO direction. The Personal Property Manager will be designated in writing by the LC/LS CO or Officer in Charge (OIC) and is responsible for performing the command's property accountability and management responsibilities, implementing the policies and procedures established by reference (1), and scheduling training for personal property personnel, ensuring personal property system data security and integrity, and coordinating physical inventories.

8.1. Training Support Organization Responsibility. When practical and efficient, the TSO will provide DPAS support to LC/LS within their supported activities and within the limitations requested by the supported LC/LS. Although the level of support will vary among the supported LC/LS, the LC/LS Head of Activity/Commander is always the final signature on any inventory. The three levels of LC/LS support that can be provided are noted below.

- If TSO does not have access to the LC/LS property database, then the TSO is only responsible to provide advice, guidance, and documentation to LC/LS that requests assistance on policy or procedural interpretation.
- If TSO has access to the LC/LS property database and LC/LS provides personnel to assist/perform in inventory management, then the TSO provides management of the DPAS program for the LC/LS and provides equipment, including bar code scanners and inventory lists for periodic inventories (as determined by NAVSUP regulations and LC/LS requirements). All bar code scanners are uploaded into the DPAS program by TSO and discrepancy reports are issued to the LC/LS for resolution.
- If the TSO has access to the LC/LS property database and performs the inventory independently, then TSO executes the full scope of the DPAS program for the LC/LS to

include periodic inventories using scanning equipment and prepares discrepancy reports and resolves discrepancies by working with the LC/LS. As previously noted the LC/LS Commander is always responsible for the equipment and signs the final inventory.

8.2. Inventory. Upon completion of a Triennial inventory, Change of Command, or change in custodian, a letter signed by the CO/OIC of the activity performing the inventory will be sent to NETC (N411), stating that inventory was completed and records have been updated in the DPAS account.

SECTION 9 - GOVERNMENT TRAVEL CHARGE CARD PROGRAM AND DEFENSE TRAVEL SYSTEM

The DoD policy is that the Government Travel Charge Card (GTCC) will be used by DoD personnel to pay for costs related to official government travel with the exception of permanent change of station moves. This program is designed to improve cash management and reduce administrative burden. Official government travel is defined as travel under competent orders while performing duties pertaining to official government assignments such as temporary duty. Reference (m) provides policy for the issuance and use of the GTCC for all DoD personnel. References (n) and (o) outline policies and procedures for the administration and management of the GTCC program for the DON.

9.1. Government Travel Charge Card Agency Program Coordinator.

The APC is designated in writing by the CO and is responsible for the management of the travel card program. APCs are responsible to their respective DoD Component Program Managers for program execution and management for the day-to-day operations of the DoD GTCC program. The APC is required to brief the CO at least quarterly on the status of the GTCC program, disseminate GTCC policy and procedure information, and provide necessary oversight to ensure compliance with directives. NETC APC must provide Bureau of Naval Personnel Hierarchy Level 3 APC with status updates which will include but are not limited to: delinquency reports and documentation for any incident of misuse/abuse with a monthly GTCC report due on the 20th of each month.

9.2. Defense Travel System. Defense Travel System (DTS) is utilized by personnel on official government business. Personnel use this system to prepare authorizations (travel

orders) and compute travel vouchers for payment of official travel expenses. Defense Travel Administrators (DTAs) are appointed and terminated in writing per references (m) and (p). DTAs are responsible for oversight of trip requests and claims for reimbursement by command travelers. Policy and guidance are set in references (m) and (p) for use of DTS. Commands will ensure all local policies are in compliance with procedures provided in above references as well as references (q) and (r). Commands will ensure that APCs, GTCC cardholders, and personnel utilizing DTS receive the mandated initial training and required refresher training per established guidance and references (n) and (o). Comprehensive training, effective management control, oversight, and appropriate disciplinary action for abuse are integral to ensure maximum benefits of the programs to DON and NETC.

9.3. Training Support Organization/Learning Center

Responsibilities. LC may provide funding by a LOA for direct cite to the TSO Travel Coordinator or by providing funding to the TSO N8 who will establish LOA in FASTDATA and Citibank. The TSO Travel Coordinator receives approved DTS requests, advises travelers on travel requirements, and tracks travel claim submissions. As APC for the GTCC, the travel coordinator processes applications for credit cards, monitors monthly reports from the credit card agency, verifies status of delinquent accounts, and makes notifications to the service member's Chain of Command when delinquent accounts occur.

CHAPTER 8

BUSINESS MANAGEMENT

CHAPTER 8
GUIDING REFERENCES

- a. Department of the Navy Financial Management Policy Manual
- b. DoD Financial Management Regulations
- c. Fund Administration and Standardized Document Automation

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

References (a) through (c) prescribe the Department of the Navy budgetary policies, procedures, and technical direction necessary for Naval Education and Training Command (NETC) subordinate commands to comply with financial management statutory and regulatory requirements. These manuals contain valuable information about budget execution, including the continuous review of the status of funds. Effective and efficient funds management is essential to the sustainment of uninterrupted training.

1.1. Functional Lead. NETC N8 is the Functional Lead for business/financial management issues.

SECTION 2 - BUDGET EXECUTION

Budget execution is defined as the obligation and expenditure of authorized funding. Reference (a) of this chapter provides guidance on the legality of types of obligations and general provisions on timelines and processes. Individual command processes are directed by NETC N8, Comptroller and NETC N85, Financial Systems Administrator.

Fund Administrators (FAs) will ensure batches are processed from Fund Administration and Standard Document Automation System to Standardized Accounting and Reporting System - Field Level per NETC timeline recommendations. FAs are responsible for distribution of all funds to the appropriate level to include increases, decreases and realignments.

CHAPTER 9

CENTRALIZED QUOTA CONTROL

CHAPTER 9
GUIDING REFERENCES

- a. Catalog of Navy Training Courses (CANTRAC)
- b. OPNAVINST 5400.44A, Navy Organization Change Manual
- c. NETCINST 1510.2C, Standard Operating Procedures for Processing Unused United States Navy Training Quota Reservations

Note: References not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

Centralized Quota Control (CQC) was established for the specific purpose of centralizing the quota control function for Naval Education and Training Command (NETC) courses of instruction within a designated Fleet Concentration Area (FCA), in addition to reducing the unnecessary overhead costs associated with each Learning Site (LS) operating its own quota control system. Fleet and shore-based training officers are now able to access a single automated system to make quota requests for their unit's training requirements. If the unit training officer's scheduling requirements are such that they require direct support, then the CQC, as well as the Fleet Training Liaison Office (TLO), are to provide that tailored support.

A CQC shall be located in each of the two FCAs (San Diego and Norfolk) and managed from within the N3 directorate of the servicing Training Support Center (TSC). Learning Centers (LCs)/LSs may petition NETC N3 to retain quota control for certain Course Identification Number (CIN)/Course Data Processing (CDP) where TSC has determined that they cannot adequately perform the quota control function due to the unique screening/approval process required for a specific CIN/CDP. Where such approval is granted, it shall remain the responsibility of the supporting Training Support Organization to perform the quota screening confirmation process. Refer to Chapter 10 for further information regarding utilization of the Fleet TLO in the requisition of quotas.

1.1. Functional Lead. NETC N3 is the Functional Lead for CQC. For matters not fully addressed in this chapter, the user of this manual should contact the functional lead for further guidance.

SECTION 2 - QUOTA RESERVATION RESPONSIBILITIES AND PROCESS OVERVIEW

2.1. Quota Control Authority. Prior to reviewing this process, it is important to note that the CQC is the Quality Control Authority (QCA) for most, but not all, NETC Courses of Instruction (COIs). For QCA coordination, please refer to the QCA identified in reference (a).

2.2. Quality Control Authority Designation. QCA designation is the responsibility of the LC that exercises authority over that COI. The Quota Control Unit Identification Code (UIC) assignment will be the staff UIC of the organization that the

QCA personnel reside in. QCA assignment is made via the INSTR043 Form within Corporate enterprise Training Activity Resource Systems (CeTARS) and will be reviewed/updated annually at a minimum to ensure accuracy. Quota Control text that populates the Catalog of Navy Training Courses (CANTRAC) will provide the Training Officer information to request reservations for a given COI and will be reviewed/updated annually at a minimum to ensure accuracy.

2.3. Quota Management. The efficient management and control of course quotas is essential to the attainment of annual training production goals and optimal course utilization. In support of this measure, the primary goal of the CQC office is to assign quotas and validate eligibility of a prospective student based on the course parameters, class capacities/allocations/quota spreads, and training applicability. CQC is also responsible for assigning quotas in a manner that best supports fleet priorities. The Fleet TLO may assist CQC in this function. Refer to Chapter 10 for further information concerning TLO. Due to the unique nature of Navy Construction Force courses, quotas will be coordinated through the LC.

2.4. Prerequisite Waivers. It is the responsibility of the unit Training Officer to verify, via the CANTRAC, all course convening dates, times, location, and prerequisites. If for any reason not all prerequisites can be met, a NETC Prerequisite Waiver Request Form (NETC 1500/8) must be approved prior to a reservation being confirmed. Waiver requests must be routed to the Immediate Superior in Command (ISIC)/Type Commander (TYCOM) and then to the LC responsible for the COI for final approval. The LC, via their LS, will make the final determination for all waiver requests notifying both requestor and servicing CQC. Upon approval of the waiver request, a reservation can be secured, and waiver approval will be annotated in the remarks field of the enterprise Navy Training Reservation System (eNTRS) reservation. In order to ensure seats are still available after the waiver is approved, CQC will temporarily hold reservations while the unit tries to secure a waiver. The remarks field of eNTRS will be used to document the status of the reservation.

2.4.1. Immediate Superior In Command. Per reference (b), the ISIC is the next higher level commander in an activity's chain of command. In most cases the ISIC will be for the activity where the Sailor is currently assigned and not pending transfer orders. In cases where the Sailor is pending transfer orders, the ISIC will be for the ultimate duty station ordered to.

2.5. Bureau Of Naval Personnel Controlled Courses. Quota control for Bureau Of Naval Personnel (BUPERS) controlled (Type C1 and some D1) courses are shared with CQC for approval of reservations and based on percentages of available active enlisted quotas Service Category (SCAT) U.S. Navy Active Regular (USNARG) via the 90/60/30 day rules with the eNTRS software per reference (c).

2.5.1. 90/60/30 Day Rule. This rule initially allocates SCAT USNARG type C1 school quotas in eNTRS to the Detailers for Permanent Change of Station (PCS) order writing. These quotas are initially not available in eNTRS for fleet or CQC manager use. Other SCAT quotas may be available in a convening depending on the quota spread.

- Up to 90 days prior to the class convene date, Detailers have full control of C1 school quotas.
- 90 days prior to the class convene date, eNTRS makes 50 percent of the unused USNARG quotas available to the Fleet and CQC managers.
- 60 days prior to the class convene date, eNTRS makes 50 percent of the remaining unused USNARG quotas available to the fleet and CQC managers.
- 30 days prior to the class convene data, all unused USNARG quotas are available to the fleet and CQC managers.
- Use of Foreign National (FNATN) or U.S. Marine Corps (USMC) quotas will be coordinated through the Production Management Office Current Operations Division at (901) 874-4916.

Note: Type "A" school training is strictly controlled by the community managers at all times which require any request to be vetted through NETC N3.

2.6. enterprise Navy Training Reservation System. CQC receives and approves/disapproves quota requests through eNTRS, a web-based computer reservation system, by e-mail, telephone, Naval message, and PCS Orders from BUPERS. Regardless of the method used, the CQC office shall:

- Process all requests in eNTRS regardless of how they are received.
- Ensure that quotas are assigned for specific convening and that the convening is not over booked.
- Ensure that minimum prerequisite requirements are met (as stated in STM0003 - Reservation Availability: Student's

SCAT, Rating, Paygrade, formal course prerequisites and security requirements).

- Notify commands with confirmed quotas whenever a convening is being cancelled by the LS.
- Communicate with the LC/LS quota managers as required to request dynamic quota changes, use of functional excess quotas, CANTRAC course information, and resolve quota assignment issues.

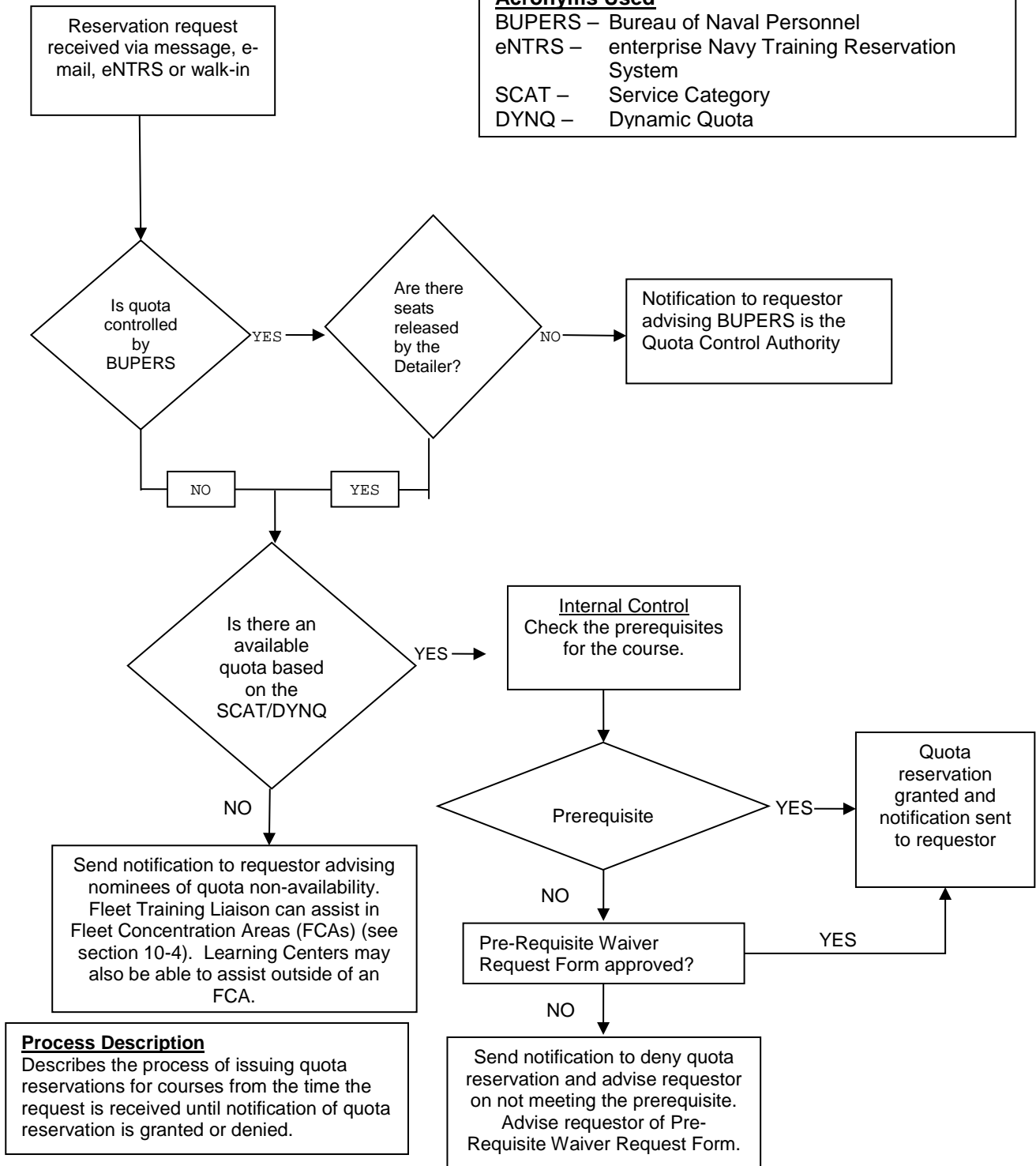
2.6.1. enterprise Navy Training Reservation System

Reservations. eNTRS is the primary method of making student reservations. The use of CeTARS to make reservations prior to the day of convening is highly discouraged. This practice creates an "UNPLANNED STUDENT" category which causes problems within eNTRS and may result in a class being over booked.

Centralized Quota Control (CQC) Reservations Process

Acronyms Used

BUPERS – Bureau of Naval Personnel
 eNTRS – enterprise Navy Training Reservation System
 SCAT – Service Category
 DYNQ – Dynamic Quota



Process Description

Describes the process of issuing quota reservations for courses from the time the request is received until notification of quota reservation is granted or denied.

FIGURE 9-1: CQC RESERVATION PROCESS

SECTION 3 – PROCEDURES FOR REQUESTING A QUOTA

3.1 Centralized Quota Control Office. The CQC Office is the single point of contact for most but not all quota requests. Refer to the CANTRAC for specific Quota Information. The following Sections detail the most effective and efficient means for units to request a quota. They are listed in priority order.

3.2 enterprise Navy Training Reservation System Access Request. eNTRS is the most efficient means to submit a quota request and receive a confirmation. Follow the directions at [https://aux.prod.cetars.training.navy.mil/ch/WebHelp_Pro/SOP/How to Request an Account in eNTRS.PDF](https://aux.prod.cetars.training.navy.mil/ch/WebHelp_Pro/SOP/How%20to%20Request%20an%20Account%20in%20eNTRS.PDF) for access to eNTRS. Figure 9-2 provides a window view of the CeTARS website. The website can be accessed from the following link (Common Access Card capability is required.)

<https://main.prod.cetars.training.navy.mil/cetars/>

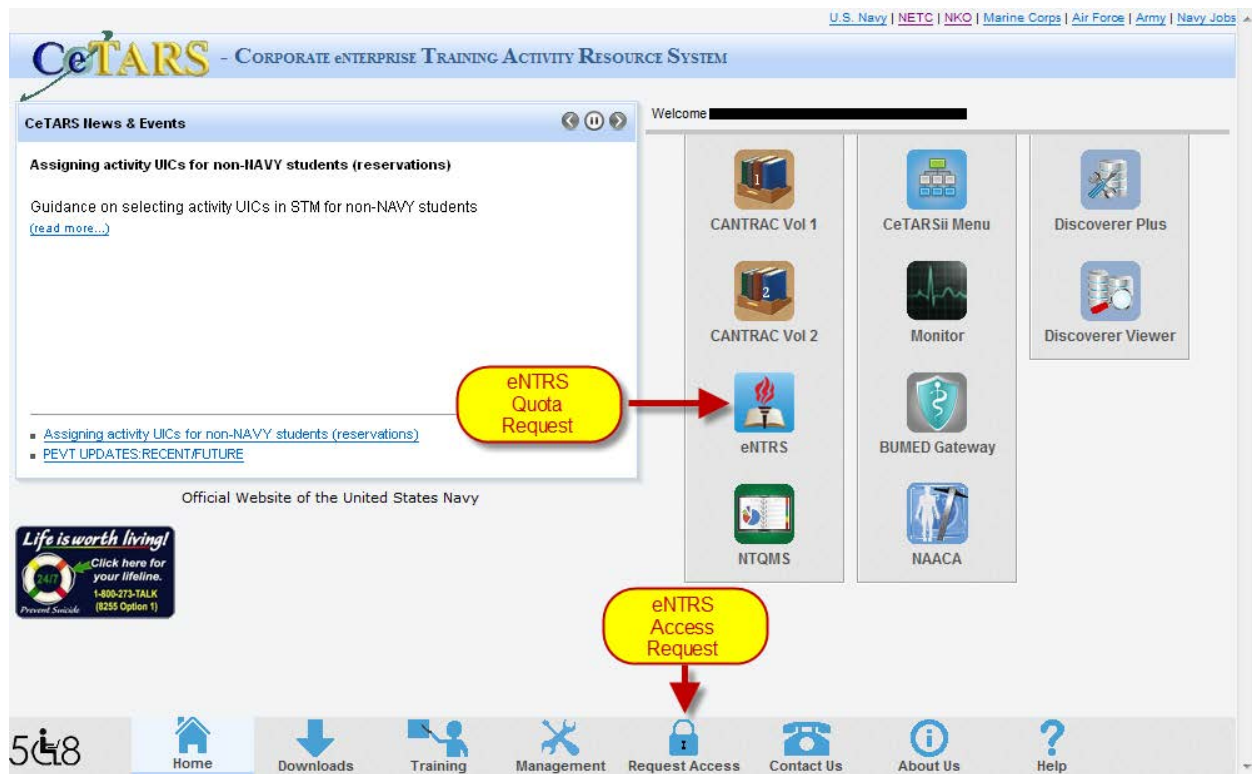


FIGURE 9-2: REQUESTING ACCESS TO eNTRS

3.3. enterprise Navy Training Reservation System Quota Request.

Once eNTRS access has been established, the Unit Training Officer should follow the below steps to request a quota:

- Select REQUEST MENU from the eNTRS main menu.
- Under "Find Quotas", enter the CDP, Convene Date Begin and End Date (default date range is 90 days). Click the **SUBMIT** button.
- Select Class or Classes to request the reservation.
- Enter Department of Defense (DoD) Identification (ID) in DoD ID field and select Request Type. You may also select search and enter the DoD ID, last name, first name, or the UIC as search parameters.
- Click the **SUBMIT** button.
- Enter Proxy email and enter any other requested info applicable.
- Enter additional information in the comments such as "waiver submitted to ISIC 1 Jan 2016" or justification to exceed fair share.
- Click the **PROCESS REQUEST** button.

Refer to the sample in Figure 9-3 to request a class via eNTRS.

The data contained in this website is subject to the Privacy Act of 1974.

You are logged into eNTRS as WALTERS, TERRI ADM on CORP.

[Main Menu](#) | [Student Menu](#) | [View Quotas](#) | [Roster Menu](#) | [Request Menu](#) | [QCA Menu](#) | [Booking Menu](#) |

REQUEST MENU

FIND QUOTAS	
ENTER CDP CODE	<input type="text"/> LOOKUP...
CONVENE DATE BEGIN	<input type="text" value="02/17/2016"/>
CONVENE DATE END	<input type="text" value="05/17/2016"/>
<input type="button" value="SUBMIT"/>	

SEARCH FOR REQUESTS			
CDP	<input type="text"/> LOOKUP...	CONVENE DATE BEGIN	<input type="text"/>
		CONVENE DATE END	<input type="text"/>
SSN/DOD ID	<input type="text"/> SEARCH...	STUDENT UIC	<input type="text"/>
STATUS	ACTION PENDING ▾	REQUESTS BY 8921TW ONLY	<input type="checkbox"/>
		REQUEST TYPES	ALL ▾
<input type="button" value="SUBMIT"/>			

FIGURE 9-3: eNTRS REQUEST MENU

3.4. Alternate Quota Request Method. An e-mail request is an alternate method to eNTRS for effective and efficient quota reservation processing. The following information is required on all quota requests emailed to CQC.

- Course Title
- CIN/CDP
- Course location
- Course convening date: Primary and Secondary (if applicable)
- Student's UIC
- Student's Full Name
- Student's Rate/Rank or Civilian grade and series
- Requesting Command
- Point of Contact (POC) Name (Command Schools Coordinator/Training Officer)
- POC Rank
- POC Phone Number/e-mail address

Note: It is the requesting command's responsibility to check the CANTRAC to ensure that nominees meet all prerequisites and other requirements as delineated in the CANTRAC. Requesting command shall verify location, start times, and other pertinent information.

SECTION 4 - NO-NAME QUOTA REQUESTS

NO-NAME quota requests are granted for Team Trainer courses wherein the students are blocked as a team to the command UIC. NO-NAME quotas can also be temporarily used to hold a seat for non-Navy Enlisted Classification awarding courses that do not require multiple prerequisites or are classified. Unit Training Officers must provide names to officially fill NO-NAME requests no less than 14 days prior to the course convening date. Failure to do so will result in quota cancellation without further command notification. If at the 14 day point, Training Officers still require the seat, they may provide justification to keep the No-NAME reservation longer. This will be documented in the remarks section of eNTRS.

- Select Request Menu from the eNTRS main menu.

- Under "Find Quotas", enter the CDP, Convene Date Begin, and End Date (default date range is 90 days). Click the **SUBMIT** button.
- Select Class.
- Select Request Type of No-Name, click the **SUBMIT** button.
- Select the radio button for the Quota line the requestor desires to use. Click the **CREATE REQUEST** button.
- Enter Student UIC, a proxy e-mail if desired, comments to the QCA, and if pre-requisites exist. Ensure this area is completed.
- Click the **SUBMIT** button.

Note: For non-NETC courses, CQC will follow the sponsoring command's guidance with reference to quota assignments.

Note: For Safety Courses refer to the Naval Safety Center website for specific details.

SECTION 5 - WAIT LIST REQUEST

The requestor has the option of using the Wait List Request function on classes that are full. If one of the confirmed reservations is cancelled, then the first Wait List Request will fill that available quota unless there is a higher priority for the seat.

SECTION 6 - DYNAMIC QUOTA SPREADS

The dynamic quota spread refers to the number of quotas CQC is authorized to fill, per convening, for a given course. Quota spreads are used to distribute planned quotas for each Quota Allocation Category (USNARG, USMC Active Requirements, etc.). The CQC office will notify the LC anytime quota spreads in CeTARS are unavailable or insufficient. Follow the steps below to determine the available number of quotas per class via the eNTRS database.

- Select View Quotas from the eNTRS menu.
- Enter CDP, Convene Date, Begin, and End Date.
- Click the **SUBMIT** button to display Total Quotas per class for all classes within the date range. (Figure 9-4)
- Click the **QUOTAS** button of a course in order to view the available quotas for a class convening. (Figure 9-5)

TOTAL QUOTAS PER CLASS

CDP	4641	CIN	A-012-0077	NEC	9502			
PIPELINE	NO	PRIMARY LOCATION	S CPPD LS DMNECK					
UIC	39635	COURSE NAME	(CDP) INSTRUCTOR TRAINING (JIT)					

SEQ/SECT	ALTERNATE LOCATION	CONVENE DATE	GRADUATE DATE	WAITLIST	AVAILABLE QUOTAS	DETAILS	ROSTER
340-1		07/11/11	07/22/11	0	0	QUOTAS	ROSTER
350-1		07/18/11	07/29/11	0	2	QUOTAS	ROSTER
360-1		07/25/11	08/05/11	0	0	QUOTAS	ROSTER
370-1		08/01/11	08/12/11	0	2	QUOTAS	ROSTER
380-1		08/08/11	08/19/11	0	1	QUOTAS	ROSTER
390-1		08/15/11	08/26/11	0	4	QUOTAS	ROSTER
400-1		08/22/11	09/02/11	0	5	QUOTAS	ROSTER
410-1		09/06/11	09/19/11	0	4	QUOTAS	ROSTER
420-1		09/12/11	09/23/11	0	4	QUOTAS	ROSTER
430-1		09/19/11	09/30/11	0	7	QUOTAS	ROSTER
440-1		09/26/11	10/07/11	0	7	QUOTAS	ROSTER
10-1		10/03/11	10/14/11	0	2	QUOTAS	ROSTER

Records 1 to 12

FIGURE 9-4: TOTAL QUOTAS PER CLASS

| [Main Menu](#) | [Student Menu](#) | [View Quotas](#) | [Roster Menu](#) | [Request Menu](#) | [Booking Menu](#) |

DYNAMIC QUOTAS

CDP	4641	CIN	A-012-0077	UIC	39635	NEC	9502	PIPELINE	NO		
COURSE NAME						(CDP) INSTRUCTOR TRAINING (JIT)	LOCATION		S CPPD LS DMNECK		
CONVENE DATE						08/01/11	GRADUATE DATE		08/12/11		
SEQUENCE						370	SECTION		1		
CETARS WORK	TOTAL SELLABLE	WAITLIST QTY	REMAINING SELLABLE	SCAT	RATE	PROG	GENDER	PSS	SSRC	CTRY	STAT
1	1	0	0	DCIVN	GEN	GEN	NO RESTRICTION	NO RESTRICTION	NO RESTRICTION	UNITED STATES	ACTIVE
21	21	0	1	USNARG	GEN	GEN	NO RESTRICTION	ENLISTED	NO RESTRICTION	UNITED STATES	ACTIVE
2	2	0	1	USNARS	GEN	GEN	NO RESTRICTION	OFFICER	NO RESTRICTION	UNITED STATES	ACTIVE

Records 1 to 3

FIGURE 9-5: DYNAMIC QUOTAS PER CLASS

SECTION 7 - FAIR-SHARE

TSC CQC will fair-share quotas among requesting units based on fleet requirements and LC resources. The fair-share number of quotas varies depending on course demand. Fair-share percentages will be published each year by the Fleet Liaison Office. Units requesting to reserve more than their fair-share must provide justification with their request. CQC and Fleet Liaison will monitor fair-share numbers throughout the year, adjust accordingly, and notify the fleet of any changes. If quota demand is low and not all quotas have been assigned within seven days of the course convening date, the fair-share amount of quotas can be exceeded at that time.

SECTION 8 - QUOTA CANCELLATION

Cancellations for confirmed quotas must be submitted to CQC by the Unit Training Officer via eNTRS, email, message, or phone call no later than five working days prior to the convene date. Five days is the minimum time required to permit the quotas to be reassigned to other desiring units. Failure to cancel quotas within the prescribed time limit increases the overall cost of training our Sailors. Such failures may be included in the Missed Training Opportunity (MTO) message and submitted to the appropriate TYCOMs.

SECTION 9 - COURSE CHANGES

Any changes made by the LC to course requirements, convening dates, cancellations, etc., will be conveyed to the affected units by the CQC. CQC will provide assistance to the affected units training officers and give priority to those individuals in scheduling future reservations. Changes made by the LS that negatively affect quota re-utilization will not be used in MTO calculations noted in Chapter 10.

SECTION 10 - TRAINING AVAILABILITY ADVISORIES

The Quota Office responsible for the courses will compile and distribute a Training Availability Advisory to inform fleet units of available quotas for any course convening date within the next 30 days. The Quota Office will publish this advisory weekly and include all applicable courses convening over the next 30 days. A Training Advisory message template is presented in Figure 9-6.

R 101845Z MAR 12

FM TSO

TO APPLICABLE FLEET UNITS AND LEARNING ACTIVITIES
INFO NETC PENSACOLA FL AND (ADDRESSES AS NECESSARY)

BT

UNCLAS

MSGID/GENADMIN/MIL-STD-6040(SERIES)/B.0.01.00/TRASUPCEN XXX/-/-/-/-/-/-//

SUBJ/WEEKLY TRAINING AVAILABILITY INFO//

REF/A/MSGID: OPNAVINST 1500.47//

POC/-/-/-/-/-//

GENTEXT/REMARKS/

1. SOPA **location** pass to all ships present.

2. eNTRS can be accessed via the CetARS Web Page:

<https://main.prod.cetars.training.navy.mil>. If there are connectivity issues or questions, contact the eNTRS helpdesk for assistance:

netc.helpdesk@navy.mil. Email the CQC at **location contact info** for assistance with any eNTRS related questions, problems, or any emergent reservation or cancellation requests.

3. Fair share: CQC reserves the right to ensure quotas are allocated appropriately based on Learning Center resources and fleet requirements.

4. Training Officers must ensure prerequisites are validated prior to requesting any quota by using ref (a). Security clearance must be provided to the schoolhouse per ref (a). Failure to validate students' qualifications could constitute a missed training opportunity. No Name Quota reservations will be cancelled 14 days prior to class convening. Quotas and course/location specific information are available for courses as listed below. Course and number of seats available are current as of message release. Training Officers/Training Petty Officers are requested to use eNTRS, if avail, or contact info in paragraph 2. Requests should include CIN/CDP, pri/sec CLCVNs, command name and UIC, rate/rank, name, active duty or reserve, POC name, phone, and email. (**courses shall be listed by school house/training location. Information required for each course shall be CIN, CDP, NEC, Course Title, convening date, seats available, and followed by any course/location specific information**)

a. ITW LS **location**:

Course Number/CDP/NEC	course title	CLCVN / seats
A-531-0009/7443/2779	ISSM	120305 / 10
A-531-0045/6252/2781	Adv Net Analyst	120312 / 01

b. CSCS Det **location**:

Course Number/CDP/NEC	Course Title	CLCVN / seats
A-113-0206/663P/1122	CIWS MK 15 mods 11-13 to	120305 / 06 Mods 21

5. This message is designed to provide customers with a consolidated list of available training quotas throughout the **location** area. Training providers are encouraged to utilize this forum to advertise available quotas.//

BT

FIGURE 9-6: TRAINING AVAILABILITY MESSAGE TEMPLATE

SECTION 11 - CONTRACTOR QUOTA REQUEST

Contractors under contract with the U.S. Government may require a Navy training quota to attend a Navy COI. Contractor requests will be processed only when they have been received directly from the Contracting Officer's Representative (COR), not the contractor. The COR should contact NETC N3 at 901-874-4908/DSN 882 for further information. Excess quotas will be assigned to contractors on a "first come, first served" basis within 90 days of the class convening. It is the responsibility of the COR to contact either NETC N8 or the appropriate LC Comptroller (N8) directly to ascertain the cost of the course and how to disburse the funds if necessary.

SECTION 12 - FOREIGN NATIONAL QUOTA REQUEST

12.1 Foreign National Requirements. Naval Education and Training Security Assistance Field Activity (NETSAFA) enters out-year requirements for International Military Students into Training Requirement Management and those requirements are spread in CeTARS/eNTRS as FNATN quotas.

12.2 Naval Education and Training Security Assistance Field Activity Quota Manager. NETSAFA Quota Manager (QM) requests quotas that are not available as FNATN quotas in eNTRS/CeTARS through NETC N3. Depending on LC, NETSAFA's QM will contact the Production Line Analyst (PLA) to obtain the quota; if available the PLA will place the quota in eNTRS/CeTARS for FNATNs. NETSAFAs QM will confirm the quota in eNTRS/CeTARS. For all FNATN quota concerns, contact NETSAFA (N3QD) at Tel: 850-452-8162.

SECTION 13 - MOBILE TRAINING TEAM REQUEST

13.1 Mobile Training Team Requests. Regularly scheduled Mobile Training Team (MTT) request information is contained in the CANTRAC. Lead time for request should be sufficient to allow leadership to plan and execute the MTT. Rosters shall be supplied with names not later than 30 days prior class convening. This ensures a commitment of the requesting organization to supply the required number of students.

13.2 Special Mobile Training Team Requests. Special MTTs are scheduled through the Fleet Liaison office and coordinated with the appropriate TYCOM. For more information on special MTTs, refer to Chapter 10.

SECTION 14 - ON DEMAND TRAINING

A number of courses listed in the CANTRAC do not have schedules listed. These are on-demand courses and are "stood up" upon request. Guidance for obtaining these courses is listed in the CANTRAC. Rosters shall be supplied not later than five working days prior to class convening. This ensures a commitment of the requesting organization to supply the required number of students.

CHAPTER 10

FLEET TRAINING LIAISON

CHAPTER 10
GUIDING REFERENCES

- a. COMUSFLTFORCOM/COMPACFLTINST 3501.3D, Fleet Training Continuum
- b. NETCINST 1500.7B, Missed Training Opportunity Reporting Policy and Procedures

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The Fleet Training Liaison Office (TLO) directly supports Type Commanders (TYCOMs) and their operational units in resolving shortfalls between fleet training requirements and Learning Site (LS) quota availability. A Fleet TLO shall be within the N7 directorate of the Training Support Organization (TSO) located in Fleet Concentration Areas (FCAs).

Fleet Training Liaison outside the FCAs are performed by the Learning Center (LC)/LS staff to stay abreast of customer requirements and feedback. For Center for Naval Aviation Technical Training, the "Training TRIAD" concept is used where the LS interfaces with the local supported Type Wing, Fleet Readiness Center, Marine Aviation Logistics Squadron, Aircraft Carriers, and Naval Air Technical Data and Engineering Services Center technical representatives to be responsive to fleet training needs. They assist in filling seats, updating curriculum/Catalog of Navy Training Courses (CANTRAC), etc. Direct interface between the LS and fleet customers keep the LS more aware of fleet issues, and helps build a stronger training relationship.

SECTION 2 - FLEET TRAINING LIAISON OFFICER

TLOs are the primary point of contact (POC) for Fleet Units and Squadron Training Officers/School Coordinators regarding quota availability, class convening dates, and training facility locations in support of training requirements. Fleet TLOs provide individualized training to Prospective Commanding Officers (PCOs), Prospective Executive Officers (PXOs), Group and Unit Training Officers, and Schools Coordinators. Training may consist of TSO support services (to include POC information), training management systems overview, understanding of various systems such as Fleet Training Management and Planning System (FLTMPS), enterprise Navy Training Reservation System (eNTRS), and CANTRAC, and how each supports their individual unit long range training plan. Fleet TLOs develop a strong working relationship with all levels of Fleet Training Officers and Schools Coordinators to ensure they remain abreast of changes in the training environment.

The Fleet TLO also provides ongoing training and assistance for training management for eNTRS, CANTRAC, Corporate enterprise Training Activity Resource System (CeTARS), and FLTMPS.

- Emergent Training Requirements - Fleet TLOs will validate emergent training requests from near term deployers and re-prioritize training seats based on TYCOM prioritization requirements for the requested course.
 - Fleet TLOs will use FLTMPs and TYCOM operational schedules to independently validate the training request. Once the request has been validated, the Fleet TLO will conduct a review of the committed seats in the particular course. If functional excess is available, Fleet TLOs will request to use it. If no functional excess exists, and the seats are occupied by units in the same TYCOM, then seats for requesting unit may be prioritized.
 - If the unit with the emergent requirement is from a different TYCOM than the unit currently holding seats, the Fleet TLO will coordinate between TYCOMs to attempt to resolve the shortfall.
 - If emergent requirement cannot be met with existing resources, the Fleet TLO will request a special convening from the LC/LS. In order to support appropriate use of LC resources, any request for special convening's will include a justification why seats cannot be obtained through the normal distribution system.
 - Special convening Mobile Training Team (MTT)-Fleet TLOs will review training requirements for their supported activities and coordinate MTTs when appropriate.
 - Fleet TLOs will use FLTMPs to review projected training deficiencies in their supported activities.
 - Fleet TLOs will coordinate with Immediate Superiors In Command (ISICs) and LSs to ensure training is planned around operational schedules.
 - In overseas locations, where training spaces may be shared with host country, Fleet TLOs will coordinate with designated representative to ensure training space is available.
 - Fleet TLOs will submit a formal request to the appropriate LC. Once approved, Fleet TLOs will submit funding request to TYCOM through the Training Support Center.
 - Fleet TLOs will coordinate with the supporting Quality Control Authority to block seats for specific commands.

- o Fleet TLOs will continue to follow up with area commands to ensure maximum utilization for each MTT event.

SECTION 3 - FLEET UNIT TRAINING OFFICER PROGRAM

The Fleet Unit Training Officer Program is a support service specifically designed to provide the following:

- Initial Skills Training - Afloat Training Group provides initial skills training via the Training Officer Course (G-7B-0200). Fleet TLOs augment this training with effective and efficient use of CeTARS, FLTMPs, eNTRS, and other training management programs that support a unit's long range training plans.
- Individual Training - Fleet TLOs will provide individualized training for PCOs, PXOs, and Fleet Training Officers requiring training. This training will include Naval Education and Training Command (NETC) training management policies, procedures, and related training and readiness programs (eNTRS, FLTMPs, CeTARS, etc.).
- Fleet TLOs will assist Unit Training Officers in aligning their unit's training requirements with available quotas and the quota request process. Specifically, the Fleet TLO will:
 - Provide Unit Training Officers proficiency training in the use of FLTMPs as a tool to generate reports that will aid in identifying training requirements and shortfalls.
 - Assist the Unit Training Officer in identifying and obtaining the appropriate number of quotas required to bring unit training to maximum readiness.
 - Represent Unit Training Officers in situations where a LS Course Schedule does not fully support the fleet unit's training requirements. The Fleet TLO will determine the best solution to resolve the shortfall. Solutions may include the addition of quotas to the existing convening, the reassignment of quotas assigned to other fleet units, to move a convening (with LC permission), use of MTT, or as a last resort scheduling of an additional convening(s) by the LC.
 - Provide assistance to Unit Training Officers during wardroom and other command level briefings/training sessions regarding NETC training operations and

utilization of the Fleet TLO and Centralized Quota Control (CQC).

SECTION 4 - FLEET UNIT TRAINING OFFICER CONFERENCES

Fleet TLOs will host regularly scheduled Training Officer Conferences to discuss issues and concerns affecting fleet readiness. Normally conferences will occur quarterly and will not exceed one day. Topics include additional course convenings, quota allocations and priorities, and changes to NETC training management policies. In order to keep material relevant to fleet requirements, Fleet TLOs will solicit conference topics from Fleet Training Officers for each conference.

Fleet TLOs will send advance notification to all local LCs, LSs and Fleet Units regarding conference date, location, and proposed agenda. A Quarterly Training Officers Conference Announcement message template is presented in Figure 10-1.

SECTION 5 - FLEET OUTREACH

Fleet TLOs will assist Fleet Unit/ISIC/TYCOM Training Officers in meeting the required training requirements early in the training cycle. The first outreach will include basic information such as Fleet TLO POC information, overview of services, and options to correct any training deficiencies noted on their FLTMPs report. In doing so, the Fleet TLO will:

- Fleet TLOs shall produce a training newsletter to assist Fleet Units in maximizing NETC training opportunities.
- Support the ISIC/Group Commander/TYCOM to identify critical and mission essential training shortfalls.
- Prioritize Quotas. When available quotas are insufficient to meet current fleet demand, quota prioritization may be required. Fleet TLOs will coordinate with the appropriate ISIC/Group Commander/TYCOM for resolution. Refer to Figure 10-2 for basic guidance in resolving disconnects between fleet unit requirements and the LC/LS Master Training Schedule. Reference (a) of this chapter provides training requirements that cross TYCOM boundaries or are of an emergent nature in which Commander, U.S. Fleet Forces Command will coordinate training requirements with NETC.

R 101845Z OCT 12
FM TRASUPPCEN XXXX
TO ALL SHIPS AND FLEET UNITS (AS NECESSARY)
INFO COMNAVSURFOR, COMNAVAIRFOR, COMSUBFOR AND OTHER ISIC /
DESRON AS NECESSARY
ROUTINE
UNCLASSIFIED
MSGID/GENADMIN/TRASUPCEN XXX//
SUBJ/TSC-XX QUARTERLY TRAINING OFFICERS CONFERENCE//
POC/RANK/NAME/CIV/UNIT:-TSC FLEET LIAISON /CITY ST/TEL:-XXX-XXX-
XXXX/EMAIL: FLEET_TLO_OFFICE@NAVY.MIL//
GENTEXT/REMARKS/1. Training Support Center xxx will host their
quarterly Training Officers conference on (date) at 0800 in bldg
xxx, (include address). Our continuing focus remains on
improving unit training readiness through better utilization of
the NETC training domain. This quarterly conference is provided
as a forum for afloat and shore based Training Officers to
interact with TSCxx subject matter experts in quota control,
student management, and fleet liaison services, as well as
learning Center/Site personnel responsible for course content
and master training schedules.
2. Fleet unit and staff Training Officers are strongly
encouraged to provide agenda items to the POC in advance of the
conference date to afford TSCxx the opportunity to contact the
appropriate representatives from the various NETC Learning
Centers/Sites that can address your training concerns. As
always, our agenda is open for any issues that affect fleet
readiness and serve to reduce missed training opportunities.
The tentative agenda contained in para 3 is provided for your
review.
3. Agenda
Time event speaker command
4. Request all commands RSVP with number of attendees and agenda
items to TSC Fleet TLO POC noted above NLT DD/MMM/YR.//
BT

**FIGURE 10-1: QUARTERLY TRAINING OFFICERS CONFERENCE MESSAGE
TEMPLATE**

Quota Assistance

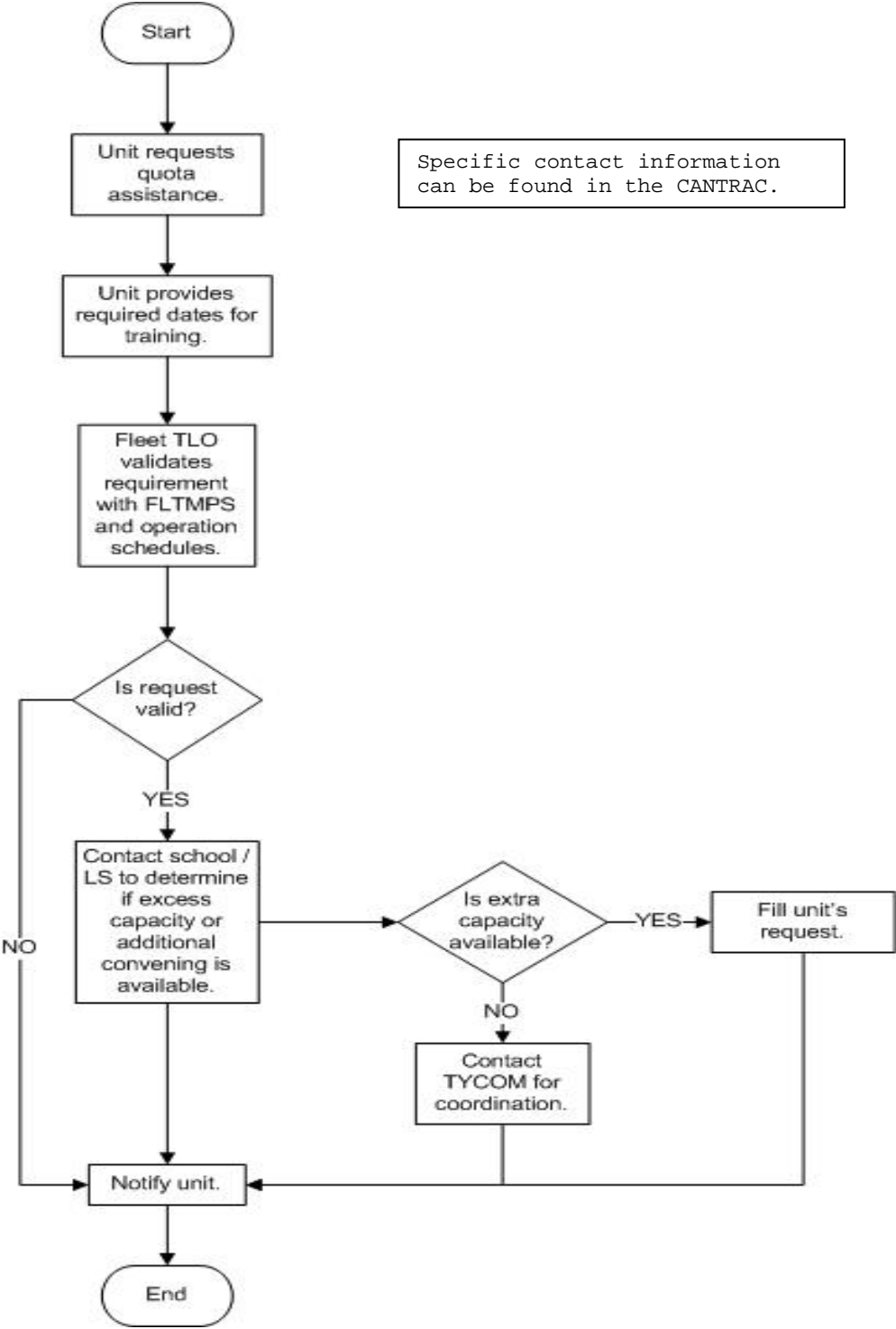


FIGURE 10-2: QUOTA ASSISTANCE PROCESS

SECTION 6 - TRAINING NEWSLETTERS

Fleet TLO shall develop and distribute Training Newsletters to all TYCOM, ISIC, and fleet units no less than quarterly. There is no prescribed format for the training newsletter but it should contain, at a minimum, the following elements:

- Contact information for the Fleet TLO, CQC, and Student Management Site Managers.
- Schedule of future special training events, including conferences and training sessions.
- Basic instructions regarding quota cancellation requirements and procedures.
- Changes to NETC, LC/LS, and TSO procedures, policies, schedules, etc.
- Links supporting fleet training readiness efforts.
- Care should be taken to limit the file size due to bandwidth restrictions at sea. Limit graphics and embedded images unless necessary to achieve an important piece of information.

SECTION 7- ENTERPRISE NAVY TRAINING RESERVATION SYSTEM/FLEET TRAINING MANAGEMENT AND PLANNING SYSTEM TRAINING

As noted in Section 2 of this chapter, the Fleet TLO can deliver training on a variety of subjects. History has shown the most demand lies with the familiarity and utilization of eNTRS and FLTMPs. At the request of the Unit Training Officer, the Fleet TLO in coordination with NETC N7 Functional Lead, will conduct eNTRS/FLTMPs training to ensure proficiency in areas such as obtaining an eNTRS or FLTMPs account, requesting and tracking quotas, training data retrieval for command and individual Sailors, and how to enter Inside-the-Life-Lines course completion data. This training should be conducted in-house (at TSO) to ensure minimal disruption; however, may be held onboard the requesting unit if so desired by the requesting unit.

SECTION 8 - MISSED TRAINING OPPORTUNITY MESSAGE

TYCOMs request Missed Training Opportunity (MTO) data be reported to them to assist NETC in maximizing available instructor assets and other training resources, and to minimize the number of MTOs. Fleet TLOs will track and report MTO per reference (b).

CHAPTER 11

LEGAL SUPPORT SERVICES

CHAPTER 11
GUIDING REFERENCES

- a. OPNAVINST 3120.32D, Standard Organization and Regulations of the U.S. Navy (SORM)
- b. NETCINST 5800.2B, NETC Domain Force Judge Advocate Legal Affairs Manual
- c. SECNAVINST 5430.25E, The General Counsel of the Navy; Assignment of Responsibilities
- d. Manual for Courts-Martial (2012 Edition)
- e. OPNAVINST 5350.4D, Navy Alcohol and Drug Abuse Prevention and Control
- f. SECNAVINST 5300.28E, Military Substance Abuse Prevention and Control
- g. SECNAVINST 1920.6C, Administrative Separation of Officers
- h. SECNAV M-5216.5 June 2015, Department of the Navy Correspondence Manual
- i. SECNAVINST 5730.5J, Mission, Function and Responsibilities of the Office of the Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations
- j. OPNAVINST 3100.6J, Special Incident Reporting
- k. SECNAVINST 5820.7C, Cooperation with Civilian Law Enforcement Officials
- l. SECNAVINST 5720.42F, Department of the Navy Freedom of Information Act (FOIA) Program
- m. JAGINST 5800.9D, Criminal Activity, Disciplinary Infractions and Court-Martial Report (QCAR)
- n. OPNAVINST 5800.7A, Victim and Witness Assistance Program
- o. NAVADMIN 195/12 Implementation of Sexual Assault Initial Disposition Authority
- p. OPNAVINST 5350.8, Use of Hand-held Alcohol Detection Devices

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The Legal Services Office (LSO) has been established at Training Support Centers (TSC) for the specific purpose of collectively relieving Learning Sites (LSs) within a defined geographic area of the responsibilities associated with processing students for legal or other related administrative matters. An LSO will be located at each of the TSCs and specified Training Support Organizations (TSOs) as may be directed by the Naval Education and Training Command (NETC) Force Judge Advocate (FJA). In addition to the LSO's responsibility for the administration of legal and military justice issues for all NETC students, the LSO will also provide staff support for the TSO, and also provide guidance and assistance to Learning Centers (LCs) and LSs for legal matters concerning their staff personnel as requested. It is important to note that the existence of an LSO at a TSO does not relieve the LC or LS from designating a staff military officer as the command Legal Officer (LO).

A Staff Judge Advocate (SJA) or Limited Duty Officer may be assigned as a full time staff member at the TSC. When this is not the case, a Legalman or civilian paralegal may be assigned full time, with attorney support provided by the local Region Legal Service Offices (RLSO) as required. For continuity and brevity throughout this chapter, use of the term LO will be used generically to represent the appropriate billet for managing the LSO. In addition to the aforementioned LSO duties, the LO will also serve as the personal advisor to the Commanding Officer (CO) or Officer-in-Charge (OIC) for all legal matters. When the LO position is filled by a non-lawyer, the LO will refer those matters requiring review by an attorney to the servicing RLSO or NETC FJA.

It must be noted that this Legal Services section primarily addresses legal issues that affect military personnel, both staff and students. Section 4.2 of this chapter acknowledges, however, the role of the Office of the General Counsel (OGC). When confronted with issues involving civilian personnel, the proper use of appropriated funds, contracts, and business law, NETC General Counsel should be contacted for guidance. The OGC attorneys also serve as Ethics Counselors, in conjunction with the FJA, and provide advice on issues relating to Government Ethics and Standards of Conduct.

1.1. Functional Lead. This chapter provides a general overview of what an LO does. However, greater detail regarding legal

procedures and processes are contained in the NETC Domain Force Judge Advocate Legal Affairs Manual. The Functional Lead for legal support and services is the NETC FJA.

SECTION 2 - GUIDING PRINCIPLES AND POLICIES

Reference (a) prescribes the standard organization applicable to Navy units and organizations. Chapter 3 of reference (a) provides for a LO. The primary function of the LO is as an advisor and staff assistant to the CO/OIC and Executive Officer concerning the interpretation and application of the Uniform Code of Military Justice (UCMJ), the Manual for Courts-Martial (MCM), and other military laws and regulations in the maintenance of discipline and the administration of justice within the command. For specific guidance regarding the duties and responsibilities of the TSO LO, refer to Section 4 of this chapter.

Non-lawyer LOs are required to attend the LO course hosted by the Naval Justice School.

SECTION 3 - LEGAL OFFICERS DUTIES, RESPONSIBILITIES, AND AUTHORITY

The TSO LO will perform the following duties and responsibilities and exercise authority in support of services identified in Section 1 of this chapter:

- Draft convening orders for courts-martial and appointing orders for officers assigned to conduct administrative boards and administrative investigations per Section 1910 of the Military Personnel Manual (MILPERSMAN) and Chapter II of the Manual of the Judge Advocate General (JAGMAN).
- Ensure personnel assigned to courts-martial, investigations, and other legal duties are familiar with those duties. Provide instructions as necessary.
- Supervise the technical and clerical preparation of drafting charges.
- Provide process oversight for cases involving Non-Judicial Punishment (NJP) for students. Refer, as necessary, appropriate cases to trial by courts-martial.
- Review court-martial records and prepare recommendations, per the MCM, for the convening authority (CA) to assist the CA in approving or disapproving courts-martial sentences.

- When applicable, draft the CA's action on the record of trial and the promulgating order.
- Review investigation documents for accuracy, clarity, completeness, and compliance with applicable directives, and prepare command endorsements where applicable.
- Refer personnel requiring legal assistance to the cognizant RLSO Legal Assistance Department, Defense Service Office (DSO) or nearest Armed Forces legal assistance officer. (See JAGMAN, Chapter VII.)
- Draft convening orders for a formal pre-trial investigation pursuant to Article 32 of the UCMJ.

SECTION 4 - LAWYER SERVICES

4.1. Staff Judge Advocate. TSO without assigned SJA are provided lawyer support from the local RLSO and from the office of the NETC FJA. LC/LS may contact these supporting offices directly or may use the TSO as a liaison to obtain appropriate services.

4.2. Office of the General Counsel. Within the NETC domain there are OGC offices located at NETC Headquarters and other offices as may be identified in reference (b) of this chapter. The services provided by OGC are set forth in reference (c). For issues involving civilian staff, NETC OGC should be consulted.

4.3. Regional Legal Service Office/Defense Service Office. LCs/LSSs are encouraged to use RLSO/DSO services whenever possible for their staff legal matters. If a LS is remotely located from both their LC and a RLSO/DSO, the TSO LSO is available to provide support within their level of expertise and authority. The services, which RLSO/DSO may provide, are identified in reference (b) of this chapter.

SECTION 5 - NON-JUDICIAL PUNISHMENT

The authority to impose NJP is inherent in the position of the CO, whether a service member is permanently assigned or temporarily assigned to the CO's command.

5.1. Processing Standards. NETC policy is for NJP cases to be resolved as expeditiously as possible, generally within seven days from the date of discovery of the last offense or from the accused's return to the command following unauthorized absence. For higher volume judicial operations such as that conducted at a TSC, it is recommended that a standard weekly routine be

established where all pending cases are presented in succession at a single proceeding, whether at a Disciplinary Review Board, Executive Officer's Inquiry, or Mast. Every effort should be made by the TSC to mitigate lost training time for the student. Students may remain in an Under Instruction (UI) status while being processed for NJP as long as it is understood that the potential punishment will not result in Administrative Separation or disenrollment from the scheduled course of instruction. Reducing Individual Account cost should be factored against rigid adherence to a standard routine.

5.2. Imposition of Punishment. In determining the appropriate type and amount of punishment to be administered, the TSO CO should take into consideration the type of offense committed, the facts surrounding the offense, any previous misconduct, precedence, and any other matter the CO considers relevant, including the potential impact to the successful completion of the student's training pipeline if appropriate.

5.3. Officer Non-Judicial Punishment. In the case of NJP imposed on officers, review the requirements in reference (b) and follow the provisions of MILPERSMAN 1611-010 and JAGMAN 0119b. The report of NJP in such cases is to be forwarded to Commander, Navy Personnel Command (NPC) (PERS-83) via the Officer Exercising General Court-Martial Jurisdiction (OEGCMJ). Per the MCM, Part V, admonitions and reprimands imposed in officer cases must be in writing.

5.4. Non-Judicial Punishment Appeals. Part V, paragraph 7, MCM, and JAGMAN 0116-0117, set forth the policies and procedures concerning NJP appeals. These provisions are mandatory. After NJP proceedings are completed, the accused will be informed of the applicable appeal rights. The form prescribed at JAGMAN, Appendix A-1-f, will be used to record the accused's acknowledgment of appeal rights and attached to the NAVPERS 1626/7 for inclusion in the command Unit Punishment Book. All appeals, endorsements, and supporting documentation must be submitted to the OEGCMJ per the guidance in reference (b).

SECTION 6 - SUMMARY COURTS-MARTIAL

TSO COs have authority to convene a Summary Courts-Martial (SCM) for students within their designated geographic area. The SCM may be composed of NETC LC and/or LS personnel if TSO personnel resources will not permit effective and efficient processing. The TSO should solicit support from LC/LS not directly connected to the case whenever possible. Students may

remain in a UI status while being processed for SCM if there is no intent to process for Administrative Separation or disenrollment from the scheduled course of instruction. Appendix 9 of reference (c) provides guidance for the proper conduct of a SCM. Use of this trial guide by NETC commands is mandatory.

SECTION 7 - SPECIAL COURTS-MARTIAL

TSO COs have the authority to convene Special Courts-Martials (SPCMs) pursuant to Article 32 of the UCMJ and JAGMAN 0120 for students within their designated geographic area. The CA will require the services of trial and defense counsel to conduct SPCM. Such services will be requested by the TSO from the nearest RLSO and DSO, their detachments, or their branch offices. Refer to reference (b), Chapter 2, for further guidance regarding professional legal services.

SECTION 8 - ARTICLE 32 PRELIMINARY HEARING

Article 32, UCMJ, and Rule for Courts-Martial 405 require a thorough and impartial preliminary hearing to be conducted prior to the referral of any charge or specification for trial by General Courts-Martial (GCM). The TSO CO will convene preliminary hearings in coordination with RLSO Trial Counsel advice, recommendations and support services pursuant to Article 32, UCMJ. Although there is no requirement for use of a judge advocate to conduct a preliminary hearing, generally the nearest RLSO will coordinate with local judge advocates to provide a judge advocate for this purpose upon request. Use of a judge advocate by the TSO is encouraged.

SECTION 9 - GENERAL COURTS-MARTIAL

When a GCM is considered appropriate for a NETC domain student, the TSC CO shall, pursuant to Article 33, UCMJ, and JAGMAN 0128, forward the charges, Article 32, UCMJ, preliminary hearing results or written waiver thereof and allied papers recommending trial by GCM to the cognizant GCM CA, which is the local Commander, Navy Installations Command Region Commander for NETC commands. Refer to reference (b) for GCM related matters such as pre-trial restraint, conditions on liberty, restriction in lieu of arrest, arrest, pre-trial confinement, and other related procedures/reviews.

SECTION 10 - EXTRA MILITARY INSTRUCTION

The use of Extra Military Instruction (EMI) as a non-punitive corrective measure is strongly encouraged at all NETC commands. Under all circumstances, EMI must be properly lawful and properly supervised. Generally, such supervision should be provided by a LS military staff member whenever the EMI is related to classroom performance and/or conduct. EMI for non-academic/classroom related issues may be conducted by the TSO provided such assets are available. Every effort will be made to ensure that the supervisor is senior in grade to the member performing EMI. Specific guidance regarding EMI is contained in reference (b) and the JAGMAN.

SECTION 11 - INSPECTIONS

NETC unit commanders shall conduct routine inspections of their respective unit(s) to determine and ensure the security, military fitness, and good order and discipline. The basic authority and additional guidance to conduct inspections is contained in Navy Regulations and references (b) and (d).

SECTION 12 - NAVAL CRIMINAL INVESTIGATIVE SERVICE INVESTIGATIONS

Direct liaison by appropriate TSO staff with Naval Criminal Investigative Service (NCIS) field components is authorized in the investigation of crimes committed by NETC students. The TSO CO who desires to order other types of investigations, such as JAGMAN command investigations or preliminary inquiries into incidents involving criminal activity, should coordinate with NCIS to avoid potential interference with ongoing NCIS investigative efforts (JAGMAN 0201). All command investigations are prohibited while any NCIS investigations is ongoing without the express authority of NCIS and the NETC FJA.

SECTION 13 - CONTROL OF SUBSTANCE ABUSE

In order to prevent the introduction of drugs and other contraband into the NETC training environment, TSO and LS COs shall conduct frequent inspections in barracks and NETC training facilities. Coordination between TSO and LS is paramount to a successful inspection program. Refer to references (b), (e), and (f) for current guidance regarding the use of urinalysis and drug detection dogs.

Note: Double-check on the TSO and LS CO authority in conducting inspections in barracks as it may be

the CO of the base who has jurisdiction over inspections in the barracks.

The wrongful use, possession, distribution, or introduction of drugs into the NETC training environment by any service member is a violation of Article 112a, UCMJ. When presented with cases involving the wrongful use/possession of products that contain synthetic cannabinoid compounds, natural substances such as salvia divinorum and mushrooms, inhalants, over-the-counter products, and prescription medications, confer with the local RLSO to determine the correct charge. Possession and/or use of drug paraphernalia may be punished as a violation of a lawful general regulation, to wit: reference (f).

Per MILPERSMAN 1910-146, administrative separation processing is mandatory for a military drug-related offense(s) or a civilian conviction for a drug-related offense(s).

SECTION 14 - INVOLUNTARY SEPARATION OF PERSONNEL

14.1. Officer Administrative Separation. The TSO administrative personnel are directed to review references (b) and (g) for detailed guidance regarding the revocation of commissions, discharge, termination of appointments, release from active duty, and dropping from the rolls of Navy and Marine Corps officers.

14.2. Enlisted Administrative Separations. Involuntary administrative separation of enlisted personnel is governed by the provisions of MILPERSMAN, Chapter 1910, per requirements also contained in reference (b), chapter 5.

SECTION 15 - MILITARY GRIEVANCES

The TSO and LS shall promulgate written instructions describing the procedures for student personnel to request Mast. These instructions will be promulgated during student indoctrination and/or posted in common areas accessible to students. Students should request Mast via their LS CO/OIC for all academic/ training matters. Non-academic/training staff related grievances should be addressed to the TSO CO via the TSO Student Management Director. Reference (a) and the JAGMAN set forth the basic regulations that govern submission and processing of grievances by military personnel.

SECTION 16 - CONGRESSIONAL INQUIRIES

Naval personnel have a statutory right to communicate with members of Congress. All congressional inquiries concerning students should be routed through the appropriate LC or TSO for appropriate action or distribution. References (h) and (i) provide guidance for all matters related to congressional inquiries and responses.

SECTION 17 - CIVIL ARREST

The TSO CO shall submit a Unit Situation Report (SITREP), per reference (j), in each case in which a student is arrested by civil authorities for a serious offense, i.e., an offense punishable by confinement for one year or longer, or any offense with possible media interest. The affected LC/LS will be included in the Unit SITREP address group.

SECTION 18 - DELIVERY OF PERSONNEL TO CIVILIAN AUTHORITIES

18.1. Regulations. JAGMAN, Chapter VI, and reference (k) set forth the basic regulations, policies, and procedures, which govern delivery of personnel to civilian authorities and service of process. The TSO CO shall comply with Section 0607 of the JAGMAN when delivering a student to civil authorities. Whenever possible, seek counsel from the NETC FJA or servicing RLSO before delivering a student to civil authorities.

18.2. Witness to Civilian Proceedings. TSO and LS cooperation with civil authorities concerning the attendance of student personnel as fact, as opposed to expert, witnesses in civilian proceedings is essential. Such a request should not be denied by the TSO or LS without prior approval of NETC. Generally, student personnel properly subpoenaed to appear before a civilian court or other tribunal will be authorized Interruption of Instruction status to appear in response to such subpoena and shall be granted leave or liberty to do so. The TSO staff may provide escort for student participation in proceedings within the TSO's supported activities.

SECTION 19 - LETTERS OF INDEBTEDNESS

Members of the Naval service are expected to pay their just debts and financial obligations in a proper and timely manner and students are no exception. A "just debt" is normally defined as one in which there is no dispute as to the facts or the law, or one reduced to judgment, which conforms to the

Servicemembers Civil Relief Act of 2004, if applicable. Punitive and/or administrative actions may be taken by the TSO against students who wrongfully and dishonorably fail to pay just debts. The Navy has no legal authority, except in the case of court-ordered alimony, child support, or final civil judgment, to require members to pay a private debt or to divert any part of their pay for its satisfaction. Upon receipt of a letter of indebtedness, the LS CO/OIC will refer the matter to the TSO. The TSO CO will ensure that such correspondence is handled per MILPERSMAN 7000-020.

SECTION 20 - NON-SUPPORT COMPLAINTS

Members of the Naval service must provide adequate and continuous support to legal dependents and comply with support terms contained in valid court orders. All non-support complaints levied against students will be expeditiously processed by the TSO per MILPERSMAN 1754-030 guidance.

SECTION 21 - FREEDOM OF INFORMATION ACT

The TSO and LC/LS CO shall designate a Freedom Of Information Act (FOIA) Coordinator to implement and administer their command FOIA program. FOIA Coordinators are responsible for receiving and tracking all FOIA requests to ensure responses are made in compliance with reference (1). The TSO and LS should seek the assistance of the FJA with any questions concerning FOIA requests or responsibilities.

SECTION 22 - MANUAL OF THE JUDGE ADVOCATE GENERAL INVESTIGATIONS

JAGMAN investigations shall be convened, conducted, reported, and processed per the provisions of the JAGMAN by the TSO for all incidents involving a student within their supported activities.

JAGMAN Chapter II sets forth the general circumstances that necessitate conducting an investigation. There are three types of administrative investigations: command investigations; litigation report investigations; and courts and boards of inquiry. JAGMAN 0209 through 0211 describe each of these investigations in detail, and reference (b) provides guidance for NETC commands. TSOs should seek the assistance of the local RLSO if the incident requires anything beyond a command investigation.

SECTION 23 - REQUIRED REPORTS

Reference (b) provides guidance on monthly/quarterly and annual reports required to be submitted to NETC. Negative reports are required. Echelon 3 commands are required to send consolidated reports.

23.1. Status Investigation Report. In all JAGMAN death investigations that are not completed within 20 days, MILPERSMAN 1770-060 requires each command in the investigative chain to submit a Status Investigation Report message every 20 days until the related death investigation has been forwarded to the next endorser. The TSO CO will ensure timely submission of all student related reports. The NETC FJA (N00J) or Naval Service Training Command SJA (N00J) will be an info addressee on all reports.

23.2. Victim and Witness Assistance Program. Reference (n) requires submission of an annual report via DD Form 2706 for compilation by Department of Defense. Subject reports are required to be submitted by all commands to their Region Commanders for final submission to NPC (PERS 00J) by 15 February of the current year. The TSO will be responsible for submission of student data. Further guidance concerning these reports is provided in Chapter 20 of this manual.

23.3. Authority to Dispose of Certain Sexual Assault Cases. Authority to dispose of certain Sexual Assault (SA) cases will be withheld at the 06 SPCM CA Level advised by an active duty judge advocate. This officer will be known as the Sexual Assault-Initial Disposition Authority (SA-IDA). Sexual offenses affected by this new policy include allegations of rape, SA, forcible sodomy, and all attempts to commit these offenses. It is important to note that disposition of all collateral misconduct that may have occurred arising from or relating to the incident, whether committed by the alleged perpetrator or by the alleged victim, must be decided by the SA-IDA as well. For example, if either the alleged victim or the alleged perpetrator of a SA were drinking underage, the initial disposition of these allegations would also be decided by the SA-IDA, in addition to the SA allegations.

23.4. Sexual Assault Tracker. All SAs must be reported to NETC using the designated report format. All reports are due to NETC by the 10th of every month.

23.5. Required Reports

1ST QTR

DATE DUE	ITEM	COLLECT FROM:	REPORT TO:	AUTHORITY (if applicable)
OCT				
1	Quarterly Freedom Of Information Act (FOIA) Report for 1 July - 30 September	NETC Commands	NETC	DONCIO/DoN FOIA DNS-36
1	Navy General Gift Fund Report for 1 July - 30 September	NETC Commands	NETC	
1	Annual FOIA Report due	NETC Commands	NETC	SECNAVINST 5720.42F
1	Semi-annual Privacy Program Report for 1 April - 30 September	NETC Commands	NETC	Defense Civil Liberties Division (DPCLD), DNS-36
1	Semi-annual Spot checks	NETC Commands	NETC	DONCIO GENADMIN MSG 032009ZOCT08, DODD 5400.11, SECNAVINST 5211.5e, DONCIO MSG 291652FEB08
15	Quarterly Criminal Activity Report for 1 July - 30 September	NETC Commands	NETC	JAGINST 5800.9C
22	Gifts of more than \$350 given to foreign individuals	NETC Commands	NETC	Section 515(b) of P.L. 95-105 91 Stat. 866 22 U.S.C. 2694
30	Semiannual Gifts of Travel for period covering 1 April – 30 September due. Negative reports are required.	NETC Commands	NETC	31 U.S.C. 1353(d) 41 C.F.R. 304-1.9 (GSA regulation)
NOV				
DEC				
15	Gifts to Foreign individuals in excess of \$350 purchased with appropriated funds and any other gifts of more than minimal value (350) given by the USG to foreign individuals that were not obtained using appropriated funds	NETC Commands	NETC	5 U.S.C. 7342, DoDD 1005.13, SECNAVINS 1650.1h
31	Annual Ethics Training	NETC Staff and Commands	NETC	E.O. 12674 201(d) 5 U.S.C. 107(a) 5 C.F.R. 2634.601(a), 2634.903(a) & 2634.905(d)

FIGURE 11-1: REQUIRED REPORTS

2ND QTR

DATE DUE	ITEM	COLLECT FROM:	REPORT TO:	AUTHORITY (if applicable)
JAN				
1	Quarterly FOIA Report for 1 October - 31 December	NETC Commands	NETC	DONCIO/DoN FOIA DNS-36
15	Quarterly Criminal Activity Report for 1 October - 31 December	NETC Commands	NETC	JAGINST 5800.9C
15	Receipt of foreign gifts in excess of \$350 for previous calendar year	NETC Staff and Commands	NETC	5 U.S.C. 7342
31	FOIA/Privacy Act (PA) Designation letters (Annually)			SECNAVINST 5720.42G
31	Legal Officer Designation Letters (Annually)	NETC Commands	NETC	NETC
FEB				
1	Agency Ethics Program Questionnaire for previous calendar year due.	NETC Commands	NETC	5 U.S.C. 492(b)(10)&(e)(1) 5 C.F.R. 2638.602(a)
MAR				
1	Annual FOIA/PA Designation Letters	NETC Commands	NETC	SECNAVINST 5720.42G

3RD QTR

DATE DUE	ITEM	COLLECT FROM:	REPORT TO:	AUTHORITY (if applicable)
APR				
1	Semi-annual Privacy Program Report for 1 October - 31 March (Negative reports are required)	NETC Commands	NETC	Defense Civil Liberties Division (DPCLD), DNS-36
1	Navy General Gift Fund Report for 1 January - 31 March (Negative Reports are required)	NETC Commands	NETC	10 U.S.C. 2601
1	Quarterly FOIA report for 1 January - 31 March	NETC Commands	NETC	DONCIO/DoNFOIA, DNS-36
15	Quarterly Criminal Activity Report for period covering 1 January - 31 March (Negative reports are required)	NETC Commands	NETC	JAGINST 5800.9C

FIGURE 11-1: (REQUIRED REPORTS CON'T)

15	Semi-annual Gifts of Travel for period covering 1 October – 31 March due. Negative reports are required.	NETC Commands	NETC	31 U.S.C. 1353(d) 41 C.F.R. 304-1.9 (GSA regulation)
MAY				
31	Personally Identifiable Information (PII) Semi-Annual Spot Check	NETC Commands	NETC	DONCIO GENADMIN MSG 032009ZOCT08, DODD 5400.11, SECNAVINST 5211.5e, DONCIO MSG 291652FEB08
JUN				
30	Annual Victim and Witness Assistance Program Designation Letters	NETC Commands	NETC	OPNAVINST 5800.7A

4TH QTR

DATE DUE	ITEM	COLLECT FROM:	REPORT TO:	AUTHORITY (if applicable)
JUL				
1	Quarterly Report of Gifts received for all monetary gifts regardless of value and only personal property of \$5,000.00 or more 1 April - 30 June	NETC Commands	NETC	10. U.S.C. 2601
1	Quarterly FOIA report for 1 April - 30 June	NETC Commands	NETC	DONCIO/DoNFOIA, DNS-36
15	Quarterly Criminal Activity Report for 1 April - 30 June	NETC Commands	NETC	JAGINST 5800.9C
AUG				
31	Annual PII Training	NETC Commands	NETC	Must be completed in the FY NAVADMIN 213/15
SEP				

FIGURE 11-1: (REQUIRED REPORTS CON'T)

CHAPTER 12

SAFETY

CHAPTER 12
GUIDING REFERENCES

- a. NETCINST 5100.1B, Naval Education and Training Command Safety and Occupational Health Program Manual
- b. NETCINST 1500.13B, NETC High-Risk Training Safety Program
- c. OPNAVINST 1500.75D, Policy and Procedures for Conducting High-Risk Training
- d. OPNAVINST 3500.39C, Operational Risk Management
- e. CNICINST 5100.3A, Base Operating Support (BOS) Safety Services
- f. OPNAVINST 5102.1D, Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping
- g. OPNAVINST 5100.23G, Navy Safety and Occupational Health Program Manual
- h. OPNAVINST 5450.336C, Mission, functions and tasks of Naval Education and Training Command (NETC)

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

For the purpose of this manual, Safety is categorized into two specific and unique areas; Safety and Occupational Health (SOH) and mission safety also known as High Risk Training Safety. Separate policy, 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 (a) through (g). Reference (h) has been included to address second echelon control and oversight over management, support programs, and functional areas of subordinate organizations which include safety and occupational health and training safety (staff and student) responsibilities as reflected in references (a) and (b). Utilization of Naval Education and Training Command (NETC) domain safety professionals imbedded within Learning Centers (LCs) and Learning Sites (LSs) for the good of the domain is also reflected within reference (h). LC or LS performance of oversight inspections, evaluations or assessment performance is not reflected within the references cited above. NETC must retain the organizational flexibility of safety professionals to exercise best business practices and resource flexibility.

1.1. Functional Lead. NETC N00X is the Echelon 2 Functional Lead for SOH Programs.

SECTION 2 - GUIDANCE

All personnel are tasked with providing an environment safe and healthful for both students and staff. Those personnel identified in a management/supervisor role are required to be familiar with references (a), (d), and (g). Those personnel identified as a full time or collateral duty safety professional are required to be familiar with references (a), (d), (e), (f), and (g). Those personnel involved in high-risk training shall be familiar with references (b), (c), (d), and (f). NETC specific roles and responsibilities are contained in references (a) and (b). All personnel shall be familiar with reference (h).

CHAPTER 13

PUBLIC AFFAIRS

CHAPTER 13
GUIDING REFERENCES

- a. SECNAVINST 5720.44C, Department of the Navy Public Affairs Policy and Regulations
- b. NETCINST 5720.1E, Naval Education and Training Command Public Affairs
- c. NETC Strategic Plan 2013-2023
- d. NAVSO P-5728.11, Navy Public Affairs Guide: Collateral Duty Public Affairs available at, <https://www.imagery.navy.mil/training.html>
- e. Associated Press (AP) Style Book (latest edition)
- f. The US Navy Style Guide as an addendum to AP Style, and for use on articles for Navy.mil, http://www.navy.mil/submit/view_styleguide.asp
- g. NAVADMIN 148/16, Establishment of the American Connections Media Outreach Program
- h. NAVSO P-5728.07, Navy Public Affairs Guide: Community Outreach available at <https://www.imagery.navy.mil/training.html>
- i. NAVSO P-5720.15, Navy Public Affairs Guide: Social Media available <https://www.imagery.navy.mil/training.html>

SECTION 1 - INTRODUCTION

Commanding Officers (COs) are responsible for directing an energetic Public Affairs (PA) effort designed to bring about greater appreciation and understanding of the Naval Education and Training Command's (NETC) role in supporting the Navy's mission to both external and internal audiences. Public Affairs Officers (PAOs) are directed to seek every opportunity to enhance recognition and appreciation for NETC activities and assigned personnel. COs will ensure their PA personnel seek periodic training opportunities in the performance of PA functions, the Freedom of Information Act and the Privacy Act. Commands will designate a command PAO or collateral duty PAO. While contracted personnel may act as a PA specialist, they are not authorized to act as official Navy spokespersons, and so they may not release news releases, conduct media interviews, or manage the oversight of public websites or social media. Their work must be approved and released by authorized uniformed or civil service staff. PA is part of the NETC Inspector General Assist Visit Program and as such is subject to formal process reviews. See references (a) through (d) of this chapter for further guidance.

1.1. Functional Lead. The Functional Lead (FL) concerning PA is the NETC Headquarters PAO, NETC N00P. For matters not fully addressed in this chapter, users of this manual should contact the FL for further guidance.

1.2. Training Support Center Fulltime Public Affairs Officer Support. In areas where the Training Support Center (TSC) has a fulltime PAO, they will support all Learning Sites (LSs) within their supported activities that are not geographically co-located with their parent Learning Center (LC), as well as LCs that do not have a full-time PAO, military 1650 or civilian GS 1035 series. Collateral duty PAOs shall be designated at all LC and LS where a full-time PAO is not already assigned. PA activities from the LS level will be coordinated with the parent LC PAO or Collateral Duty PAO to ensure command message alignment. If a TSC is assisting a LS with PA support, they will coordinate action with the parent LC. TSC PAOs will conduct training for collateral duty PAOs sufficient to support the PA mission. Specifically, TSC PAOs are charged with enhancing LC and LS understanding of various PA programs designed to bring about greater appreciation and understanding of the Navy training mission.

SECTION 2 - PUBLIC AFFAIRS PROGRAM

The intent of the Navy PA efforts is to provide strategic counsel to leadership, and operational planning and tactical execution of communication as a function of the Navy's mission. The PA principles driving the program include accountability to the public, full disclosure, expeditious release, alignment with Department of Defense (DoD), Department of the Navy (DON), and NETC messages and ethics. The PA Program is specifically designed to provide the following services: Media liaison with local, regional, national or international news media; generation of news and feature articles for internal Navy and external media; news photography; website oversight; and management for both ".mil" and social media sites; support for command community relations projects/events; use of the American Connections Media Outreach Program; and other duties as may be assigned by the NETC PAO.

2.1 Learning Center/Learning Site Responsibilities. The LC/LS CO/Officer-in-charge (OIC) is responsible for directing an energetic PA effort designed to bring out greater appreciation and understanding of training's role in developing and sustaining fleet readiness. If a full-time PAO or collateral duty PAO is not available when an event or issue arises, it is incumbent upon each CO/OIC to communicate any information that may be used to tell the Navy training story to either the area TSC PAO if one is assigned, or to the NETC PAO. Each command will also immediately inform the NETC PAO of any issues or incidents which may negatively impact the training mission, or reflect negatively on the NETC domain's image. In addition, each NETC LC and TSC will submit a bi-weekly PAO report that lists at a minimum the Training News Releases Published, other Releases Published on non-training topics such as Community Relations, Command Visitor Coverage, to include news releases and photos and External Media Coverage including interviews pending and links to stories already published.

SECTION 3 - ARTICLES AND FEATURE STORIES

The PAO will draft news articles and feature stories for internal and external media outlets that will further NETC's and the Navy's PA goals and objectives. Releases and external media interviews will be structured in a manner that does not relay classified material. Core topics for coverage include:

- The Training Command Mission - What you train and its importance to fleet readiness.

- Changes/updates to Curriculum - Informing the fleet how the command works with fleet subject matters experts to create or change training to meet fleet identified needs.
- Updates/changes to Learning and Development Roadmaps and Personnel Qualification Standards.
- Fleet leadership visits - Provides an opportunity to write about training and include quotes from visitors regarding the quality of the programs they see, and the quality of the training personnel.
- Quality Training Personnel - Highlighting the instructors and other staff at training commands positively supports the morale of the members, and shows fleet Sailors the benefits of volunteering for training duty.
- For internal Navy news outlets, NETC Public Affairs primarily focuses on publishing to Defense Video Imagery Distribution System (DVIDS) at www.dvidshub.net and the Navy's news website at www.navy.mil, as well as marketing to other military installation or community-specific publications, whether print or web-based. News appropriate for marketing to external news outlets will be disseminated on a case-by-case basis.

3.1. News Release Timeliness. Timeliness is critical or news releases will not be published by news media. Releases should be complete the day of the event but no later than three days following the event. In the article, it is important to specifically highlight how quality training enables fleet readiness, the success of the U.S. Navy, and the professionalism, skill and vital roles fulfilled by the military and civilian staff at the training sites and centers. The TSC PAO is to provide support to collateral duty PAOs, as well as LC PAOs, when scenarios dictate the need to augment PA coverage. The TSC PAO, or NETC PAO when required, will also provide edit services for collateral duty PAO products to ensure they follow the Associated Press (AP) and Navy standards. For further guidance see references (b) through (g).

SECTION 4 - PHOTOGRAPHY

Images showing training in action is critical to telling the Navy training story. Standalone images may be published to DVIDS, which makes them available for a variety of purposes, and including photographs greatly increases the chance of getting a related story published. Photos should be released within three days to be timely. Photos will be in good taste, support an element of the article, and be of an unclassified nature.

Formal group photos (graduations) or head and shoulder portrait shots show no training action and should be avoided. The PAO is responsible for ensuring photos released include no uniform or safety violations, and subjects are wearing appropriate protective gear. PAOs and collateral duty PAOs should have a unique Vision ID, an identification number for DoD personnel who create photographs or video; information is available at <http://www.dimoc.mil/quick/vision-id.html>. Photo submissions should be at the highest resolution possible for transmission, with a minimum 300 dpi, 8 x 10, compressed no lower than 8. Every photo should have a photo credit line identifying who took the photo and their command, along with a short description that will allow the photo to stand alone a news story. Examples of complete captions are available at <http://www.navy.mil>. All photos for DVIDS and Navy.mil must include a Visual Information Record Identification Number. How to Guides for Navy imagery are available at <https://www.imagery.mil/sops.html>.

SECTION 5 - MEDIA EVENTS

All collateral duty PAOs will coordinate through the TSC and/or NETC PAO prior to hosting media representatives and immediately upon receiving media queries. Media queries from national news media are required to be approved via NETC PAO and Navy Chief of Information prior to accepting. This includes publications such as Navy Times, or major dailies such as Los Angeles Times or New York Times, or for interviews with local representatives of the AP. Media representative visits to training commands will be coordinated in advance with the host base PAO. NETC domain PAOs, both full-time and collateral duty, shall escort media representatives at all times while visiting NETC commands. All media inquiries received by the PAO are considered the highest priority and will be addressed immediately to ensure that media outlet deadlines do not preclude the Navy's opportunity to respond. Once a media query is received, the PAO should log the date and time of the inquiry, reporter's name and corporate affiliation, as well as all questions, and then notify NETC PAO prior to providing a response.

If the media query pertains to an accident/incident involving injury, death, or significant property damage, the PA goal is to report information to higher authority via the chain of command by the fastest means available. See references (a) and (b) of this chapter for further guidance.

SECTION 6 - AMERICAN CONNECTIONS MEDIA OUTREACH PROGRAM

The American Connections Media Outreach Program and is managed by the Navy Office of Community Outreach to share the Navy story in media across the country serving markets which generally do not receive Navy news and information. The program carefully considers how media and public audiences prefer to receive information today and incorporates new technology and social media. It leverages local connections to communities across America - hometown, location of high school or college attended, family members' hometown, etc., to ensure Americans throughout the country better understand their Navy, its mission and its contribution to national security. This program should not be the core focus of the command's PA program, but used as an addition to an already robust communication program on the training mission. See reference (g) of this chapter for additional guidance and <http://outreach.navy.mil/Media-Outreach/>.

SECTION 7 - COMMUNITY OUTREACH AND RELATIONS

Well-planned and executed command-sponsored community outreach and community relations (COMREL) programs earn support and understanding of naval training. The Navy Community Service Program promotes volunteerism and community service between Navy personnel and local communities (https://cnic.navy.mil/om/base_support/command_and_staff/public-affairs/navy-community-service-program.html). Most naval installations have a command volunteer coordinator, who may have recommendations and opportunities for appropriate activities. Events may include volunteering in the community, participating in community celebrations, or providing tours of the training command to give a better understanding of both the training mission, and the impact the command has on the area economy. Commands must ensure support for community events is appropriate, does not selectively benefit any entity, reflects positively on the naval services, is compliant with DoD and DON policies including the Joint Ethics Regulations, and complies with safety standards. Every command-sponsored COMREL event should be reviewed via PA and Legal subject matter experts before participating. For command visits, while the drafting of the 5050 Notice is not a PAO mission, the PAO along with other department leads, such as a command Safety Office, should review the schedule of events. PAOs and collateral duty PAOs will write articles, take photographs, and assist in escorting community visitors. See references (a) through (g) for more guidance.

SECTION 8 - WEBSITES, INTERNET AND SOCIAL MEDIA

The internet and command public websites are tools for both internal and external use. PAOs are the approving authority for material placed on command publicly accessible websites, including social media sites such as Facebook. Information and photographs will be vetted through the PAO before uploading to the web. PAOs will monitor their command's public website and social media sites, as well as any command information placed on the internet, ensuring compliance with reference (a) and (i) of this chapter.

CHAPTER 14

COMMAND EVALUATION AND INSPECTOR GENERAL

CHAPTER 14
GUIDING REFERENCES

- a. NETCINST 5000.1A, Command Evaluation Program within the Naval Education and Training Command
- b. NETCINST 5200.1, Managers' Internal Control Program
- c. NETCINST 5370.1C, Naval Education and Training Command Hotline Program
- d. Naval Inspector General Investigation Manual
- e. NETCINST 5040.1B, Naval Education and Training Command Area Visit Program

Note: Flowcharts pictorially describe the flow of a work process. They are not intended to replace formal guidance presented in the references.

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The Command Evaluation (CE)/Inspector General (IG) function is resident at all Naval Education and Training Command (NETC) Learning Centers (LCs), Training Support Centers (TSCs), and other selected Training Support Organizations (TSOs). Although the scope of responsibility may vary according to the command mission, the primary purpose of this billet is to assist the Commanding Officer (CO) in enhancing mission accomplishment by evaluating and monitoring select command functions and internal controls. This also includes detecting and eliminating fraud, waste, and mismanagement within the center.

CE/IG Officers are typically responsible for the management of the CE Program, Audit Liaison and Follow-up coordination, Managers' Internal Control Program (MICP), Hotline Program, Area Visit (AV) Program, and Risk and Opportunity Assessment (ROA) coordination within their commands. For Learning Sites (LSs) and certain LCs, that do not have a full time primary CE/IG billet, the TSC or appropriate TSO CE/IG can provide technical guidance and training for LC/LS staff personnel on the various CE/IG functions and compliance requirements. The TSC CE/IG officers shall also be prepared to assist the NETC IG Office as the local NETC IG liaison, as a hotline complaint investigator, and as an augmentee to the NETC AV team.

1.1. Functional Lead. The Functional Lead for CE and IG policies and procedures is the NETC IG (N00G).

SECTION 2 - COMMAND EVALUATION PROGRAM

The CE Program was established by reference (a) to enable NETC COs to obtain unbiased feedback on the efficiency and effectiveness of their command programs, processes, and functions. All NETC LCs and TSCs will implement a CE Program per reference (a) guidance. TSC CE/IG Officers are responsible for ensuring reviews and/or evaluations on TSC and subordinate TSO processes are conducted when required or requested. The TSO LC CE/IG Officers will ensure the same process is followed for the LSs.

In all cases, the TSO CE/IG reports, observations, etc., related to LC/LS operations will only be reported internally to the LC/LS CO or Officer-in-Charge unless otherwise directed by the NETC IG. See reference (a) and Figure 14-1 for further information regarding CE support.

SECTION 3 - AUDIT LIAISON AND FOLLOW-UP

The NETC IG is the initial point of contact for all external agencies desiring to visit NETC domain activities to conduct audit work. The TSO CE/IG Officer may be designated to represent NETC's interests in coordinating and executing external audits of a LC/LS where a CE/IG Officer is not permanently assigned. Audit Liaison responsibilities include coordinating in/out-briefs, assisting auditors in contacting appropriate command personnel, arranging for access to working records and documentation, arranging audit team work areas, forwarding draft reports to appropriate command managers, and maintaining a case file of the audit.

Upon conclusion of the external visit, and when directed, the TSO CE/IG Officer will prepare a visit summary and forward it to the NETC IG. The TSO CE/IG Officer will maintain an active follow-up tracking system for ongoing corrective actions for TSO and assigned LC/LS, and will ensure completion of external reporting requirements to the appropriate audit agency. Refer to reference (a) and Figure 14-2 for further details.

SECTION 4 - MANAGER'S INTERNAL CONTROL PROGRAM

The MICP is a manager's self-assessment tool used to gauge the effectiveness of work processes and provide reasonable assurance that management safeguards or internal controls are established and monitored. All TSOs will designate a MICP Coordinator to lead the command effort, as well as provide subject matter expertise for LS support. Although not mandatory, it is highly recommended that the CE/IG Officer serve as the command's MICP Coordinator.

A TSO MICP Coordinator must complete MICP training per the NETC MICP guidance. See reference (b) and Figure 14-3 for additional guidance.

A TSO MICP Coordinator will provide technical training, guidance, and coaching on the MICP Program to TSO Department Heads (DHs) and Special Assistants (SAs) as well as appropriate department Points of Contact (POCs) and managers. TSO MICP coordinators (to include TSCs, LCs, and LSs) will ensure the appropriate TSO POCs and managers have received some form of documented MICP training. This can be accomplished via the Managers' Course of Instruction, OASN-MCPTM-1.3, which is available through Navy eLearning. Other MICP training venues

can also be used to educate TSOs regarding annual MICP reporting requirements. TSO MICP Coordinators can provide annual briefings or one-on-one individual training. A record of MICP training, such as training certificates or other appropriate documentation, will be retained by the TSO MICP Coordinator.

The TSO MICP Coordinator will ensure annual program requirements, as well as training information, are distributed to process owners well in advance of the scheduled annual review. TSO MICP Coordinators will ensure annual requirements are completed for each work process or assessable unit. TSO DHs/SAs must submit a signed annual MICP certification statement to the TSO CO via the TSO MICP Coordinator which is to include an explanation of any major accomplishments and material weaknesses if applicable. A verbal debrief to the TSO CO is also recommended. The statement should focus on discussing the internal control improvements to command processes and their direct association with TSO Programs of Record. A TSO MICP Coordinator shall prepare for CO signature, per the guidelines of the annual NETCNOTE 5200, a consolidated MICP certification statement, which is submitted to the NETC IG (NETC MICP Coordinator).

SECTION 5 - HOTLINE PROGRAM AND INVESTIGATIONS

The Hotline Program is an important tool used to identify and correct fraud, waste, abuse, and mismanagement. Under the direction of the NETC IG, TSO CE/IG Officers will distribute Hotline Program information to supported LSs. Information should include the current NETC Hotline Poster and the hotline complaint procedure available on the Naval Inspector General (NAVINSGEN) website, see <http://www.secnav.navy.mil/ig> Refer to reference (c) for more information.

The NETC IG will ensure the TSO has a certified investigator available to investigate hotline complaints. Hotline investigators will complete all investigations per the NAVINSGEN Manual, for specifics see the NAVINSGEN website. All hotline case information will be entered into the Naval Inspector General Hotline Tracking System (NIGHTS), see <https://nights.ig.navy.mil>. For access to NIGHTS, contact the NETC IG Office at (850) 452-4838 or DSN 459-4838. Upon request, a qualified TSO hotline investigator may provide technical training, guidance, and assistance to local LC Hotline investigators. See references (c), (d), and Figure 14-4 for additional information.

SECTION 6 - AREA VISIT PROGRAM

The NETC IG AV Program provides NETC domain activities with mission relevant process evaluations as well as timely, objective recommendations. Typically, a TSO CE/IG Officer will serve as the area liaison for the NETC IG AV Program. Responsibilities include coordinating visit preparations with selected LC/LSs, arranging AV logistics, and tracking AV follow up Implementation Status Reports when required. The TSO will also establish an AV Program for subordinate TSO activities, which may not be encompassed by the NETC AV schedule. The TSO CE/IG Officer may also be requested to augment the NETC AV team. See reference (e) and Figure 14-5 for more AV details.

SECTION 7 - NAVAL EDUCATION AND TRAINING COMMAND INSPECTOR GENERAL SUPPORT

If a TSO CE/IG Officer is requested by the NETC IG to augment a NETC IG AV Team, this individual will normally be asked to provide Subject Matter Expert and Process Advisor support in evaluating processes.

NAVINGEN, in coordination with the Naval Audit Service, conducts an annual ROA to identify areas susceptible to fraud, waste, abuse, statutory, and regulatory noncompliance, as well as opportunities for improvement. The NETC IG will provide annual reporting guidance regarding the ROA data call. Normally, the TSO CE/IG Officer coordinates the compilation of this information for the TSO CO.

COMMAND EVALUATION PROGRAM

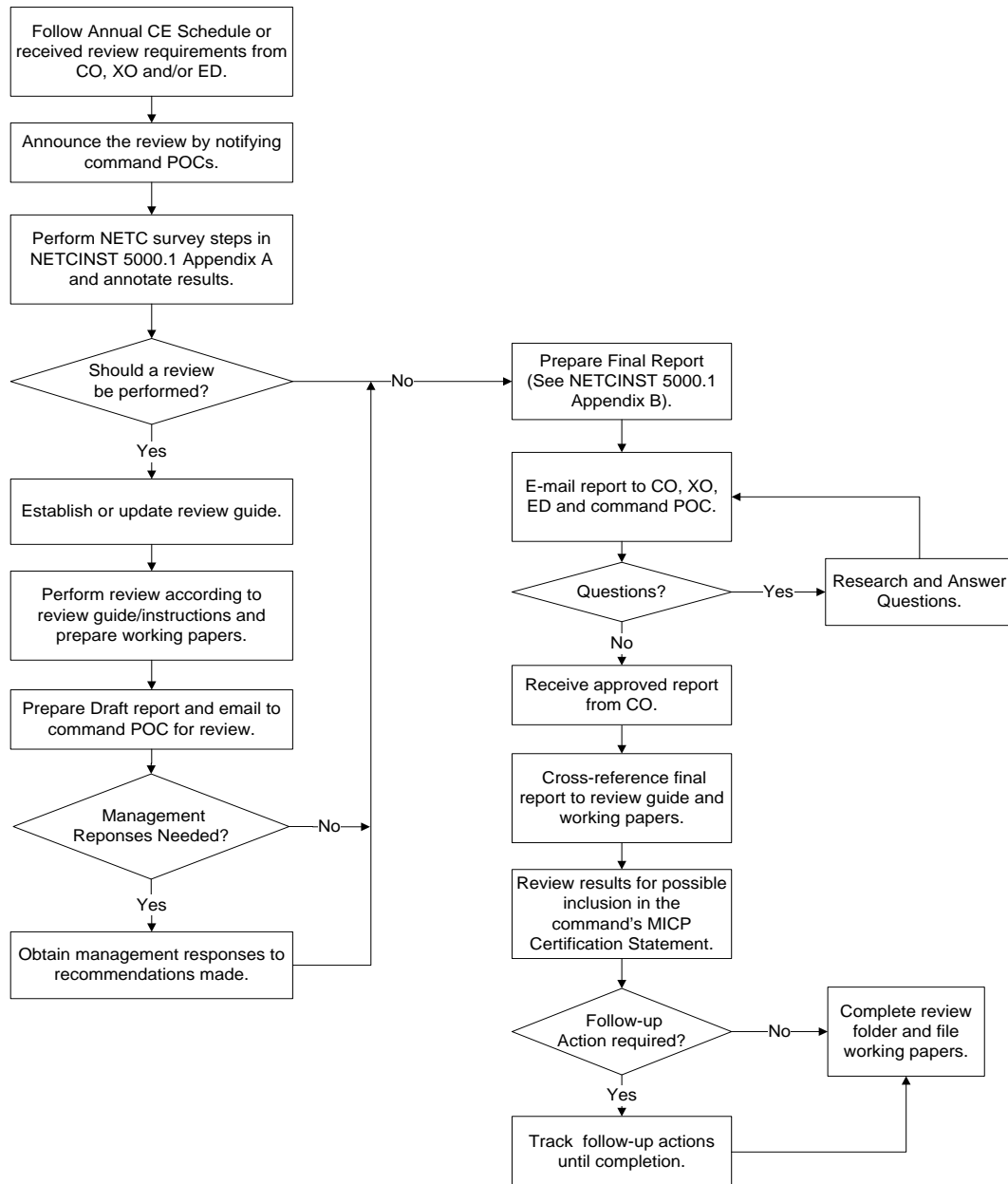


FIGURE 14-1: COMMAND EVALUATION PROGRAM

AUDIT LIAISON/FOLLOW-UP (EXTERNAL)

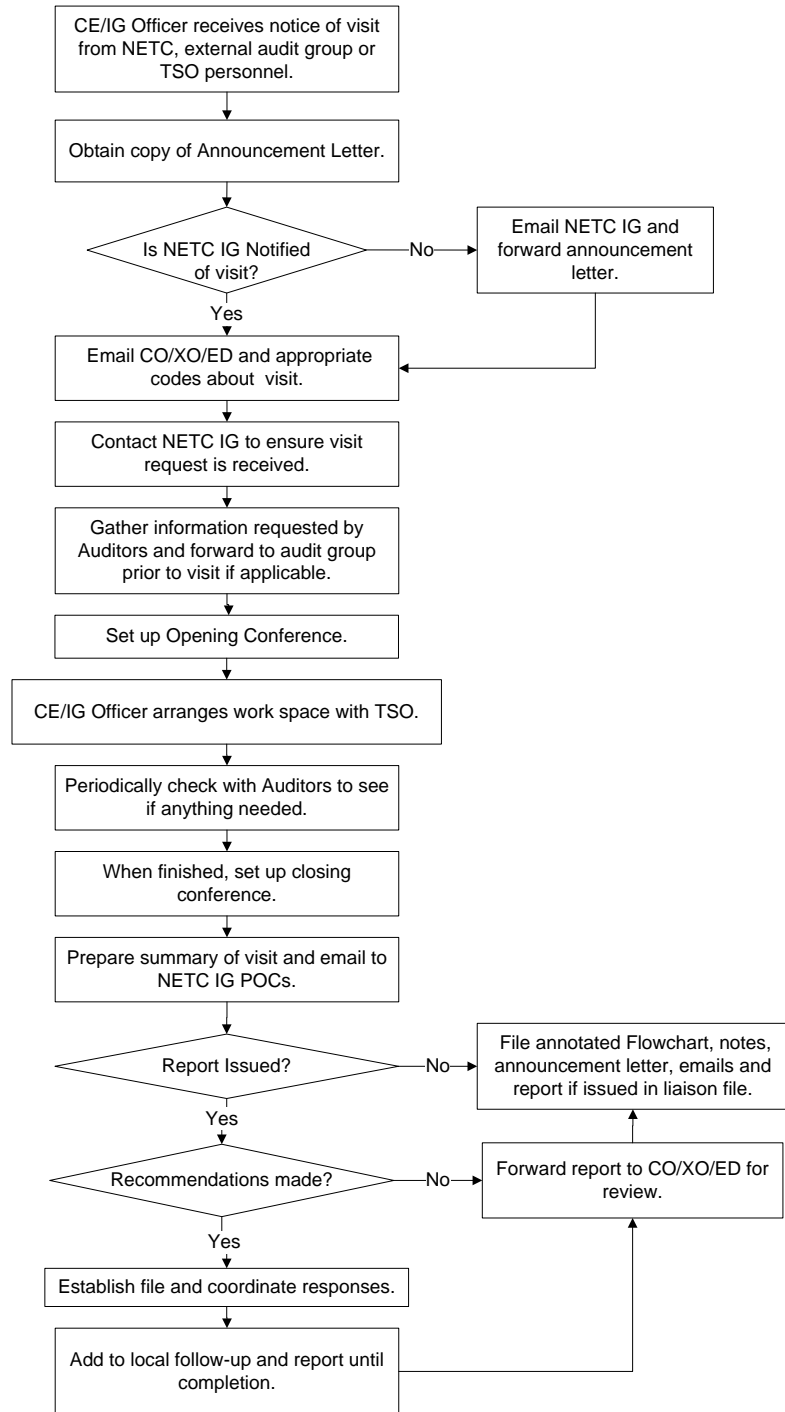


FIGURE 14-2: AUDIT LIAISON/FOLLOW-UP (EXTERNAL)

MANAGERS' INTERNAL CONTROL PROGRAM

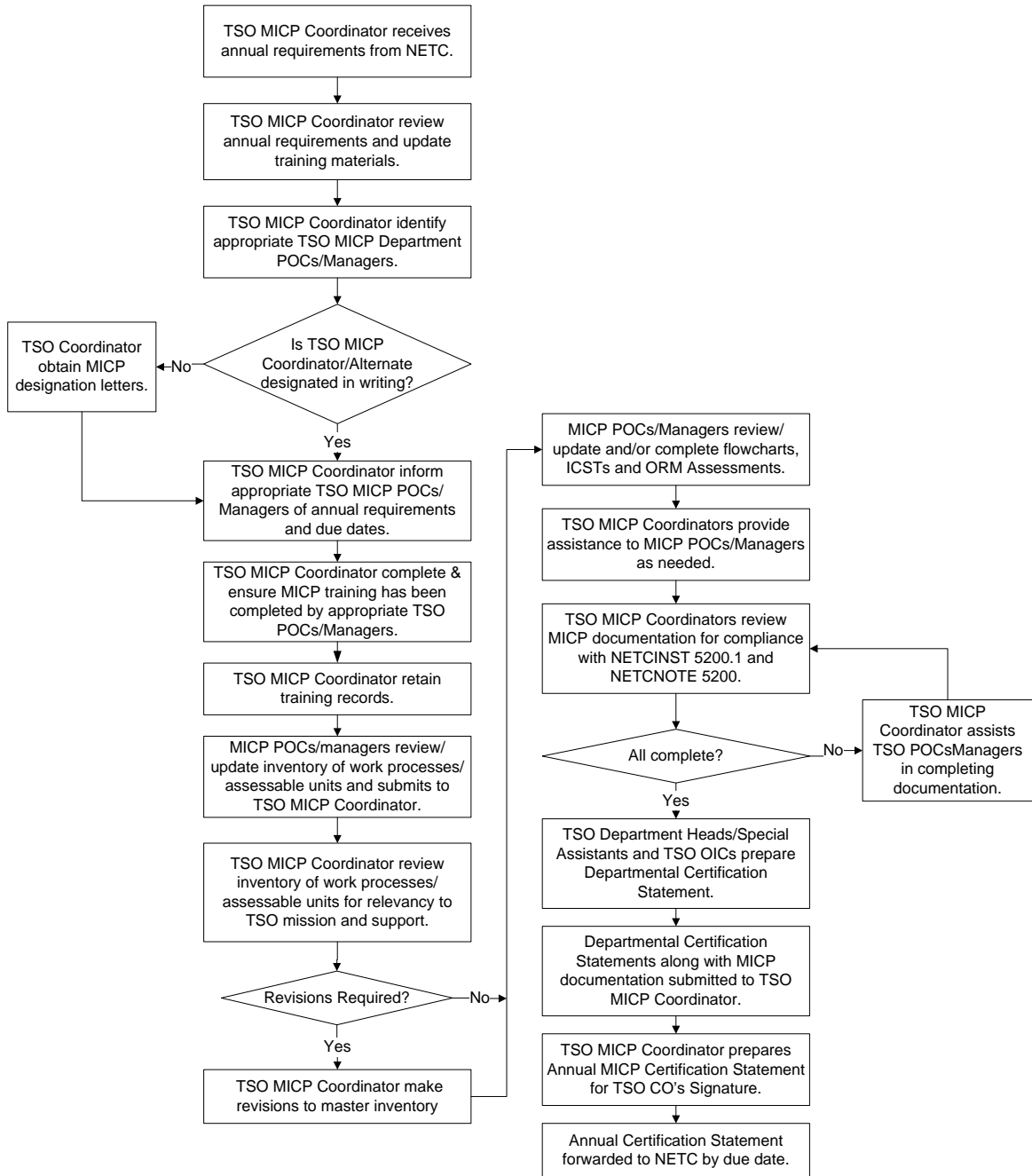


FIGURE 14-3: MANAGERS' INTERNAL CONTROL PROGRAM

HOTLINE PROGRAM

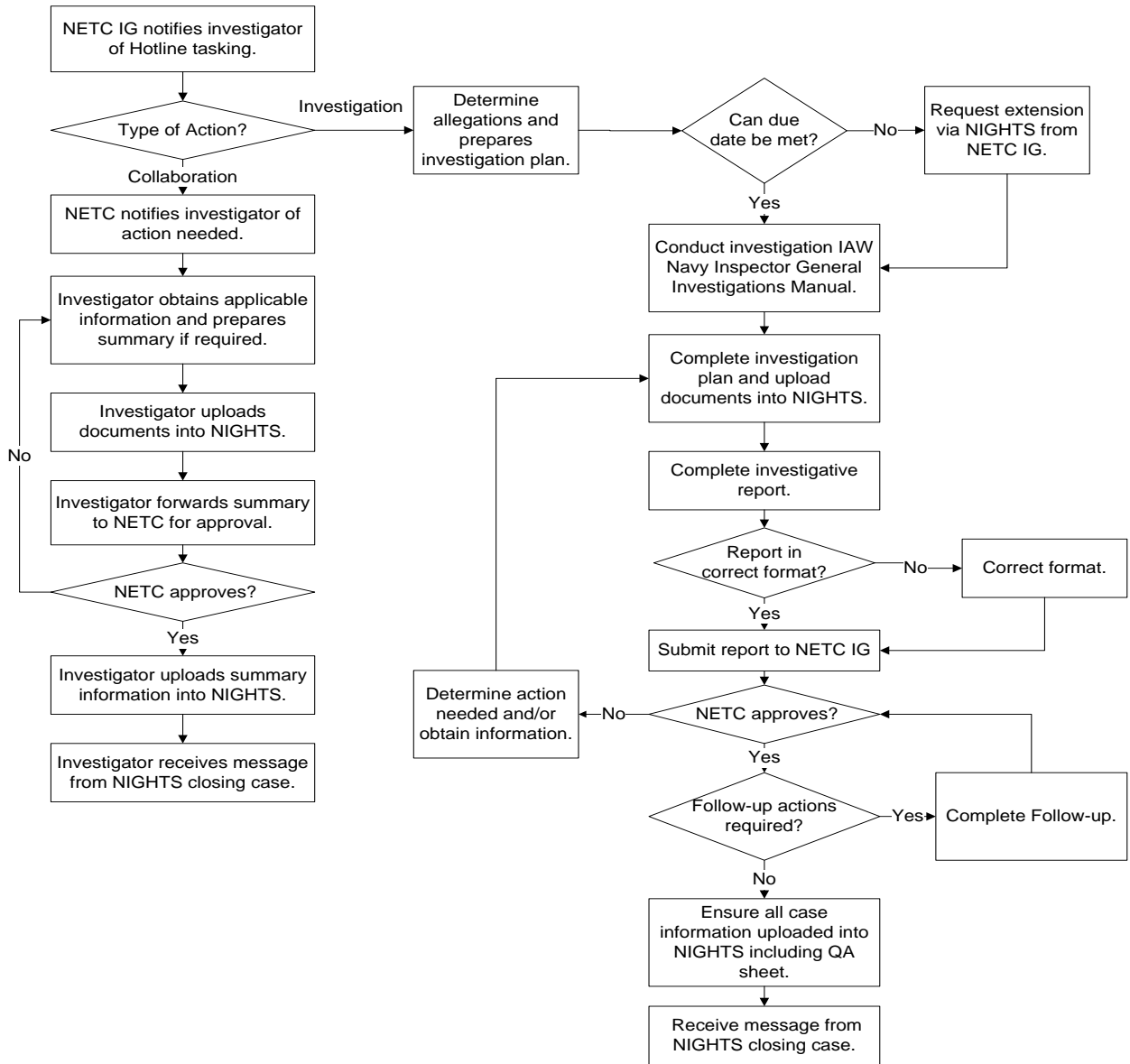


FIGURE 14-4: HOTLINE PROGRAM

AREA VISIT PROGRAM

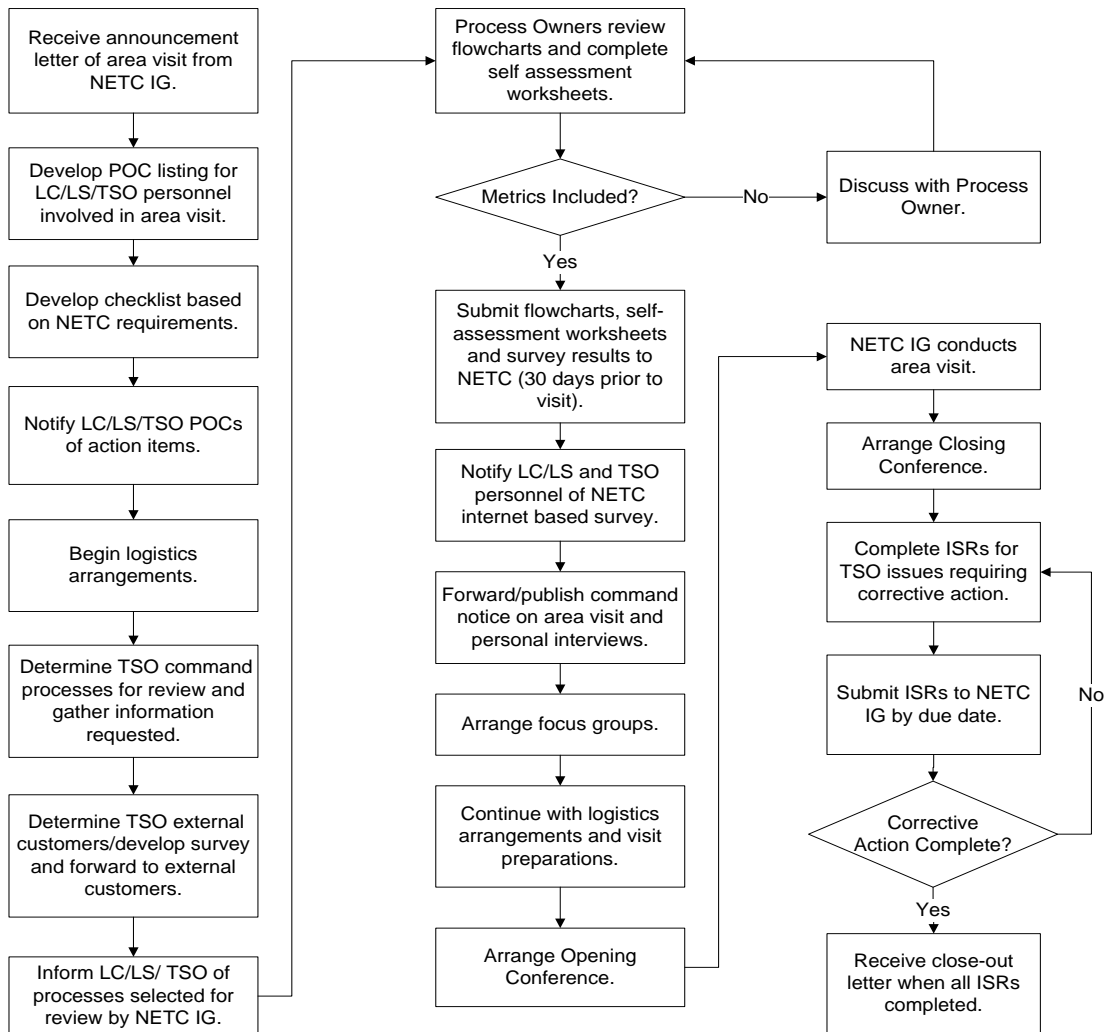


FIGURE 14-5: AREA VISIT PROGRAM

CHAPTER 15

RELIGIOUS SUPPORT AND SERVICES

CHAPTER 15
GUIDING REFERENCES

Note: References not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

Whatever their religious backgrounds and experiences may be, Naval Education and Training Command (NETC) staff and students often have spiritual needs that can only be addressed by the professional support and services provided by the Navy Chaplain Corps and support team. Navy Chaplains, supported by their Religious Program Specialists (RPSs), provide these services afloat and ashore, both within and outside the continental United States.

Under normal circumstances, religious support and services are provided by the host installation. It is expected that most NETC subordinate commands will make use of the facilities and services provided by the religious support teams located on these installations. In circumstances where a large population exists, and where a major portion of those students are accessions level (A School or equivalent) Sailors and Marines, NETC has determined that a dedicated, organic support team will be provided to address the needs of this population.

Chaplains and RPSs assigned to the Training Support Organization (TSO) provide dedicated support to NETC students and to Learning Site and Learning Center staff. In most instances, this religious ministry team is one Chaplain and one RPS. History has shown that having a TSO Chaplain to provide ministry to a specialized population is an advantage to the NETC mission. The TSO religious support team should be located as close as feasible to student barracks/high volume transit areas.

1.1. Functional Lead. There is no direct Echelon 2 Functional Lead for Religious Support and Services; however, for assistance, contact NETC N3 for coordination with the Naval Chaplaincy School and Center for further guidance.

SECTION 2 - CHAPLAIN RESPONSIBILITIES

Chaplains will focus their student/staff support efforts in four core capabilities: Advisement, Facilitation, Providing for one's own, and care for all.

- **Advisement.** Chaplains advise NETC Commanding Officers, Officers-in-Charge, and other leaders on religious accommodations and issues relating to morals, ethics, spiritual well-being, and morale. Within the boundaries of their non-combatant status, chaplains advise commanders

on the impact of the Command Religious Program (CRP) on the command and command climate. Chaplains also advise leaders at all levels of the chain of command in moral and ethical decision-making, cultural awareness, conflict resolution, and cross-cultural communications.

- **Facilitation.** Chaplains and RPSs manage and execute a CRP that accommodates diverse religious ministry requirements. Accommodation of individual and collective religious ministry requirements includes, but is not limited to, scheduling, coordinating, budgeting, and contracting.
- **Provision.** Based upon their professional credentials, ecclesiastically endorsed and commissioned Chaplains personally meet faith group specific needs, including worship services, sacraments, rites, and ordinances. Faith group specific needs include religious/pastoral counsel, scripture study, and religious education. RPSs are specially trained to support religious accommodation.
- **Care.** Chaplains are uniquely chartered to deliver institutional care, counseling, and coaching which attends to personal and relational needs outside of a faith group specific context. This includes relational counseling by Chaplains in the context of their proximity and immediate presence, distinguished by confidentiality, and imbued with professional wisdom and a genuine respect for human beings. Such counseling is most effective in dealing with stress caused by military service when based on strong relationships developed in the context of the shared experience of the military and life in the same unit. Examples of care include deck plate ministry, counseling, coaching on military life, pre- and post-deployment training for Sailors, Marines, and their families, crisis prevention and response, the Chaplains Religious Enrichment Development Operation program, memorial observances, and combat casualty ministry. The RPS is uniquely trained and positioned to support the delivery of care individually and programmatically.

SECTION 3 - REGION RESPONSIBILITIES

Whenever feasible, TSO Chaplains should augment the installation religious support and services watch organization. This support is designed to enhance working relations and team spirit with the installation and is not intended for the purpose of augmenting routine administrative chaplain/RPS duties and responsibilities.

CHAPTER 16

DATA MANAGEMENT

CHAPTER 16
GUIDING REFERENCES

- a. OPNAVINST 1510.10D, Corporate enterprise Training Activity Resource System
- b. OPNAVINST 1500.47C, Navy Training Quota Management

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The purpose of this chapter is to focus on the support role that Training Support Organizations (TSOs) provide in maintaining accurate and timely student training database information, as well as performing functions for other situations required by the supported Learning Sites (LSs) in the TSO's supported activities.

As noted in Chapter 3, an accurate depiction of our training readiness is only achievable through accurate management of our training production data. Corporate enterprise Training Activity Resource System (CeTARS) is the authoritative training database for all formal Navy training and is managed per reference (a) of this chapter.

CeTARS is an automated information system used by training managers and upper Navy echelons to manage and support Navy training by maintaining accurate student, instructor, and course data. Among its many capabilities, CeTARS is designed to track course data such as course schedules, skill awards, student counseling, and real-time data for student course completions. CeTARS also tracks instructor certifications and availabilities, student enrollments, quota allocations, annual training plans, training publications, and serves as the database for training equipment inventory logs, equipment distribution, support, and maintenance.

1.1. Functional Lead. Per reference (a), Naval Education and Training Command (NETC) provides centralized program management for governance, compliance, training, and monitoring of CeTARS. For matters not fully addressed in this chapter, the TSO CeTARS Manager will contact the NETC N7 as the Functional Lead for further guidance.

SECTION 2 - CORPORATE eNTERPRISE TRAINING ACTIVITY RESOURCE SYSTEM DATA INTEGRITY

The TSO CeTARS Manager will be identified by name and will be the primary liaison with NETC N7 for CeTARS Data Integrity purposes/functions. The CeTARS Manager is responsible for the integrity of the information entered into CeTARS by any CeTARS workforce personnel assigned to the TSO or its satellite activities. The CeTARS Manager will ensure quality assurance reports are processed on an as-required basis, ensuring corrective action is taken immediately upon discovery or

notification of any discrepancy. NETC N7 will manage and publish the consolidated CeTARS Manager listing to the domain.

CeTARS student data entries are the responsibility of TSO student management clerks and/or Command Pay and Personnel Administrators (Command Pass Coordinators). All Student Management transactions shall be made per prescribed time limits per reference (a).

The TSO will comply with the guidance contained in reference (b) regarding the performance of course data management functions within CeTARS. Specifically, the TSO will not execute actions related to scheduling, quota spreads, establishing and/or canceling course convenings, make Catalog of Navy Training Courses changes, etc., without specific authorization by NETC N3 and N7.

The TSO may provide emergent or short-term (less than 30 days) CeTARS student data entry or other CeTARS services support to LSs without the requirement for approval by NETC N7. This deviation to the NETC policy noted in Section 5 of Chapter 3 is contingent upon the TSO data management workforce's ability to absorb the additional workload without detriment to other TSO student management operations. The determination whether such support can be provided to the LS will be made by the TSO Executive Director or equivalent authority. In circumstances where the TSO determines that its workforce is unable to provide the requested support, the TSO will provide a short executive summary to NETC N7 detailing the scope of the LS request, the negative impact to TSO operations, and the stated impact to LS production. NETC N7 is the final authority for support requests disapproved by the TSO, as well as all requests that exceed 30 days in duration.

CHAPTER 17

FORCE PROTECTION

CHAPTER 17
GUIDING REFERENCES

- a. DoD Instruction 2000.12, DoD Antiterrorism (AT) Program
- b. OPNAVINST F3300.53C (NOTAL), Antiterrorism Standards
- c. DoD Directive 4500.54E, DoD Foreign Clearance Guide
- d. NETCINST 5530.1B, NETC Antiterrorism Planning

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The Navy Physical Security and Law Enforcement Manual identifies three core lines of effort necessary for protection:

- Critical Infrastructure Protection (CIP)
- Continuity of Operations Planning
- Force Protection

Antiterrorism (AT), Law Enforcement (LE), and Physical Security (PS) are pillars, which complement, integrate with, and support the core lines of effort. As tenant activities on host installations, Naval Education and Training Command (NETC) units are not responsible for CIP or LE missions; however, NETC units are responsible for protecting any critical infrastructure within facilities that NETC occupies as well as supporting the host installation they are located on in any LE efforts.

While the prioritization of implementing the pillars must be based on each commander's risk management process, in general the AT mission shall be treated as the effort of first importance as it ensures the availability of Navy assets for war-fighting missions. Accordingly, NETC units will focus on ensuring they develop a comprehensive AT plan that utilizes PS to protect their respective facilities and personnel.

1.1. Functional Lead. The NETC Force Antiterrorism Officer (ATO) is the Functional Lead (FL) for NETC domain AT instructions and policy as well as the NETC facility PS policy.

SECTION 2 - BASIC ANTITERRORISM PLAN REQUIREMENTS

Per reference (d), all NETC units are required to develop and implement an AT plan designed to effectively detect, deter, defend, and mitigate hostile actions against our students, staff, and property. These plans will be per policies and guidance established by the applicable references identified in this chapter with particular attention and compliance given to local Navy Region and host installation instructions. Familiarity with the resources noted in Appendix A is paramount to establishing an effective and efficient AT program.

All NETC units will designate in writing, at a minimum, a collateral duty ATO. The ATO will be responsible for AT plan development, exercise, and maintenance.

SECTION 3 - ANTITERRORISM PROGRAM ELEMENTS

All NETC units will include the following elements within their AT program.

AT Training - References (a) and (b) require all personnel (Military and Department of Defense (DoD) Civilians) to complete AT Level I training annually. The ATO will ensure compliance and report completion to the installation ATO and/or Commanding Officer. Training completion reports will be provided to the NETC Force ATO as directed.

- Foreign Travel AT Briefs - Reference (c) requires all personnel, military and DoD civilians, traveling either on official orders or in a leave status outside the continental United States, be given a country specific Foreign Travel Antiterrorism Brief prior to departure.
- Random AT Measures (RAM) - All NETC units, in coordination with their respective host installation, are responsible to develop and exercise RAM. All NETC units are reminded to take the student population into consideration when developing and exercising RAM.
- AT Exercises - The unit ATO will coordinate with host installation and/or respective Navy Region for directed AT exercise actions. NETC units are required to exercise the AT plan annually.
- Site-specific Force Protection Condition (FPCON) Measures - All NETC units must utilize the general FPCON measures contained in reference (a) and develop local measures that must be performed at increased FPCON at the units' facilities. These site-specific measures must be protected as confidential and maintained separate from the AT Plan.

SECTION 4 - PHYSICAL SECURITY

NETC units are required to develop a PS program, which will safeguard our students and staff; prevent unauthorized access to training facilities, technical training equipment, course materials and documents; and safeguard against espionage, sabotage, damage, and theft. Within the NETC Domain, PS instructions will be contained within the unit AT Plan as a separate annex. AT plans must take PS of facilities into consideration. PS of classified material, classified spaces, classrooms, and classified information technology assets were discussed within Chapter 2 of this manual.

NETC units, as tenant activities onboard host installations, fall under the tactical control of the host installation commander for operational matters related to PS. Successful execution of a PS program is dependent on the ATO's participation as an active member of the installation commander's Security/AT program.

SECTION 5 - FACILITY PHYSICAL SECURITY SUPPORT

The NETC Force ATO is the FL for NETC facility PS policy. Facility PS support services may be requested from the host installation or higher authority as required. The following facility PS program support services may be required:

- **Assist Visits and Inspections** - PS inspections will be conducted by the NETC Force ATO, or other entities as directed. The unit ATO will provide direct support in the conduct of these inspections and may be tasked to provide on-site assistance.
- **PS Surveys** - PS Surveys are required annually by the installation commander. NETC units requiring technical assistance in the performance of their survey should contact the host installation Security Department or higher headquarters as applicable. DD Form 2637 is the only form authorized for the survey.
- **Building Security Procedures** - Building/facility security is a unit responsibility. Technical questions should be directed to the host installation or higher headquarters.
- **Intrusion Detection System(s) (IDS)** - IDS are classified as PS equipment. IDS systems may be utilized for facility protection as well as Information Security. Systems utilized for facility protection will be the responsibility of the ATO. IDS utilized for Information Security is addressed in Chapter 2. IDS support may be requested from the host installation, manufacturer, or higher headquarters as applicable.
- **Photographic and Video Controls** - NETC units are required to coordinate with other NETC and non-NETC occupants within a shared classified facility anytime photographic or video recording is required. Appropriate notifications must be made to higher headquarters and the host installation.

CHAPTER 18

EMERGENCY MANAGEMENT

CHAPTER 18
GUIDING REFERENCES

- a. OPNAVINST 3440.17A, Navy Installation Emergency Management Program
- b. CNICINST 3440.17B, Navy Installations Emergency Management Program
- c. OPNAVINST 3030.5B, Navy Continuity of Operations Program and Policy
- d. NETCINST 3030.2A, Naval Education and Training Command Emergency Action Planning

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The purpose of this chapter is to provide general guidance regarding the Emergency Management (EM) responsibilities among Naval Education and Training Command (NETC) subordinate units. The cessation and resumption of training and student/staff evacuations due to the on-set of destructive weather, incidents of terrorism, or other manmade and natural hazards will always be an imminent threat and require prior planning within NETC. Each NETC unit is required to develop and be prepared to implement an Emergency Action Plan (EAP) that includes Disaster Recovery (DR) and Continuity Of Operations Planning (COOP) designed to prepare, protect, and evacuate students/staff, and in certain instances, government property as needed.

In geographic areas supported by a Training Support Organization (TSO), the Commanding Officer (CO)/Officer-in-Charge (OIC) of that support component will be responsible for the efficient and safe relocation and recovery of NETC students to and from a designated safe haven. The TSO will address this additional requirement within their own unit EAP through the addition of student specific guidance as well as amplifying information for the supported Learning Centers (LCs) and Learning Sites (LSs). The elements of the TSO EAP should be tailored to include the systematic cessation of training, transportation of students and staff, messing and berthing at the safe haven, and the recovery of students and staff, as well as infrastructure support actions necessary to assist LC and LS re-establish their training environment. Further requirements for the EAP are detailed throughout the remainder of this chapter.

Based on the scope of the student evacuation and the inherent requirement for 100 percent accountability of our students throughout the evacuation/recovery process, (student accounting in Navy Family Accountability and Assessment System is discussed in Chapter 3), the TSO cannot effectively and efficiently accomplish this task without the direct support of the affected LC and LS staffs. LC and LS EAP should complement the TSO EAP concept of operations and actions taken during the actual execution of the EAP. The EAP should be fully coordinated to meet student relocation timelines and administrative requirements. These requirements include, but are not limited to, data collection at student check-in, data collection during the preparation phase, student musters, marshaling, and escort duties to/from the safe haven. The TSO EAP, instructions, and notices will identify the specific

support elements necessary from the supported LC/LS. LC/LS support actions should be included during annual TSO training exercises.

All NETC units will ensure that their EAP is in full compliance with references (a) through (d). The EAP will be updated annually, and copies provided to the NETC Emergency Management Officer (EMO) and Regional Emergency Management Coordinator (REMC), if assigned.

1.1. Functional Lead. The NETC EMO is the Functional Lead for NETC Domain EM instructions and policy. The TSO may employ a REMC who will coordinate EM, DR, and COOP efforts for all NETC units within the respective geographic region. All NETC units will, at a minimum, designate a collateral duty Emergency Management Coordinator (EMC), who will coordinate EM, DR, and COOP efforts for the unit. TSOs should coordinate proposed EM evolutions and evacuation operation timelines with NETC N7 via the REMC and NETC EMO. TSOs will ensure LCs and LSs are fully appraised of NETC N7 directives and pending evacuation operations, especially those that will require LC or LS assistance. The TSO should also provide periodic status reports to supported LCs and LSs for all tracked weather conditions or incidents that have the potential to force the cessation of training.

SECTION 2 - CONCEPT OF OPERATIONS

Disasters can be the result of hostile military action, acts of subversion and sabotage, civil disorders, fires, explosions, aircraft crashes, hazardous material spills, destructive weather, or flooding. Any of these emergency situations, whether accidental, natural, or deliberate, could generate a cessation of training operations due to a loss of base support and services; extensive damage to buildings or facilities; personnel casualties or widespread conflagration; a breakdown of civil order and discipline; contamination of food, water and facilities; and physical security breaches.

With such a wide range of scenarios, the ability to adequately plan and train for each is quite impractical, if not impossible. As such, an EAP will be written with an all hazards type approach. NETC units will therefore generate EAPs that focus first and foremost on the sustainment, reconstitution, and continuation of essential training support functions with the following priorities:

- Coordinate student evacuation, safe haven, and recovery operations with NETC and the host Commander, Navy Installations Command (CNIC) Region and/or installation.
- Coordinate emergency maintenance and repair services for all NETC facilities and support systems with the host installation.
- Execute remaining elements of the EAP, DR, and COOP as may be directed by higher authority.
- When directed by higher authority, provide assistance to host installations in their recovery efforts.

2.1. Emergency Action Plan Implementation. Unless otherwise previously directed by NETC, the EAP will be implemented upon installation commander's notification that a disaster has occurred or has the potential to occur in the near future. It is important to note that all execution directives and orders from Region authority take precedence over local EAP instructions.

The TSO REMC, if assigned, or the EMC, in cooperation with the host region and/or host installation commander(s), will ensure that supported units are notified of student evacuation policies and procedures, conduct annual training and/or briefings, and are appraised of all projected or anticipated EAP actions. Although EAPs are based on an all hazards type approach, the TSO shall include an appendix in their local 5140.1 (series) instruction that addresses specific policies and procedures for the most prevalent meteorological and/or geologic phenomena for their supported activities.

The TSO REMC, if assigned, or EMC will establish and maintain a working relationship with the NETC EMO, region and installation EMO, and LS EMC. LSs not supported by a TSO REMC will coordinate directly with their respective installation and/or Region EMO, if assigned, and the NETC EMO. NETC N7 may relay specific guidance regarding the acceleration and/or cessation of training to LS CO/OIC/Executive Officer through the TSO EMC. To ensure 100 percent accountability, NETC units must maintain positive control of students until they are properly turned over to a designated Escort Officer.

SECTION 3 - EMERGENCY MANAGEMENT ORGANIZATION

The EM organization will take all measures necessary and possible before, during, and after a disaster to minimize damage and personnel casualties, initiate recovery operations, and

assist Federal, State, and Local authorities as may be required by the Region or installation commander.

The size and composition of the EM organization will be based upon the demands of both the host Region/installation commander responsible for tenant support and the composition of the NETC training footprint in the particular geographic region.

An REMC may be designated at the TSO and will serve as NETC's regional authority for the implementation of and compliance with Region and installation EM, DR, and COOP plans, programs, and policies. Primary duties of the REMC may include, but are not limited to:

- Assisting LC/LSs in EAP program development and implementation.
- Conducting periodic EAP training for assigned EMCs.
- Coordinating periodic EAP drills.
- Conducting NETC directed review of LC/LS EM programs.
- Coordination with host installations and the Navy Region to ensure NETC EM programs remain current and comply with all applicable Department of Defense, Navy, and host Region/installation instructions and directives.

As previously noted, certain scenarios will require augmentation by LC or LS staffs in specified areas associated with student management functions that are coordinated by the TSO. These may include, but are not limited to, data collection, class musters, and escort services, etc. Guidance regarding the scope of this augmentation shall be specifically detailed in the TSO and supported unit EAP. Most significant among these areas requiring detailed guidance is that of student escort duty. The following establishes minimum requirements for escort duty for NETC units:

- One Escort Officer, E-7 or above, per geographic safe haven to accompany students and escorts for the duration of the evacuation.
- TSOs and supported units will coordinate escort requirements and operations with their supported LSs to ensure an adequate escort to student ratio. Although ratios will vary based on the student population, transportation assets, safe haven configuration, etc., ratios should not exceed 1:40 to ensure adequate supervisory assets. Specific ratios shall be identified

in local TSO 5140.1 (series) instructions as well as command EAP. Escorts must be E-5 or above.

SECTION 4 - BASIC EMERGENCY ACTION PLAN REQUIREMENTS

The NETC unit EAP will be coordinated with the host Region Commander and/or host installation EM programs as outlined in host-tenant agreements or applicable Inter-Service Support Agreements, Memorandums of Understanding, and Memorandums of Agreement. Coordination shall include active participation in EM preparedness, mitigation, response, and recovery efforts, as required by CNIC Regional and/or installation EM program(s). The EAP focuses on the measures and actions that are vital for protecting assigned personnel within the unit in order to sustain Mission Essential Functions. Critical tasks to be addressed in the unit EAP include:

- Integration with regional/installation mass warning and notification systems
- Completion/participation in public awareness programs
- Evacuation/shelter-in-place planning, coordination with regional/installation evacuation and safe haven procedures
- Active shooter planning
- Destructive weather planning
- Disaster Recovery
- Continuity of Operations Planning
- Integration with Region/installation EM Plans
- Training and exercise planning

The above list is not all-inclusive and may vary depending on location. EAPs will also contain a Concept of Operations that includes mission priorities, assumptions and guidelines, and an organization structure that identifies unit relationships and responsibilities.

SECTION 5 - EVACUATION ORGANIZATION AND POLICIES

All NETC units will establish an evacuation organization to ensure the safe and efficient evacuation of their staffs and students. The scope of the evacuation organization will vary with the NETC footprint. Units must properly coordinate their evacuation efforts with the REMC, where applicable, and their respective host Region/installation.

- Evacuation Policies:

- Students in a Temporary Additional Duty (TAD) status that are from local shore units or ships in port will be released to their parent units in sufficient time to comply with the parent unit's evacuation/sortie/recovery operations. Other TAD and permanent change of station students will evacuate under NETC unit control to a designated safe haven. Safe havens may be afloat, ashore, or a combination thereof. Students with dependents and personal transportation will be permitted to evacuate to a non-Navy designated safe haven (remotely located motels, relative's residence, etc.). Contact information must be provided to NETC unit leadership.
- Students with personal vehicles or rental cars are permitted to drive said vehicles to the safe haven. No more than four non-dependent personnel may travel in any one vehicle (driver plus three).
- Evacuees moving to a Navy designated safe haven shall be permitted to bring personal health and comfort items, such as clothing, toiletries, bedding, and small recreational items. Unless transportation resources permit, evacuees will be limited to one sea bag. Students should bring sufficient uniform items to last for a minimum of three days.

SECTION 6 - TRAINING AND READINESS

NETC units will participate, to the fullest extent possible, in all host region and installation EM drills and exercises. Exercise lessons learned should be forwarded to the REMC, where applicable, and the NETC EMO for review.

Local training should include topics such as First Aid, Communications, Rescue Skills, Property Protection, Personnel Evacuations, EAP Reviews, Active Shooter, Shelter-In-Place, and include training employees in Emergency Procedures.

CHAPTER 19

SPECIAL PROGRAMS

CHAPTER 19
GUIDING REFERENCES

- a. OPNAVINST 5350.4D, Navy Alcohol and Drug Abuse Prevention and Control
- b. SECNAVINST 5300.28E, Military Substance Abuse Prevention and Control
- c. NETCINST 5350.2, Use of Hand-Held Alcohol Detection Devices
- d. SECNAVINST 1752.3B, Family Advocacy Program (FAP)
- e. COMNAVCRUITCOMINST 1130.9F, Mandatory Pre-Accession Non-Instrumented Drug Testing (NIDT) of Delayed Entry Program (DEP)/Delayed Entry Reservist (DER) Personnel
- f. NETCINST 5800.2B, NETC Domain Force Judge Advocate Legal Affairs Manual
- g. OPNAVINST 6110.1J, Physical Readiness Program
- h. BUPERSINST 1610.10D, Navy Performance Evaluation System.
- i. DoD Instruction 1308.3, DoD Physical Fitness and Body Fat Programs Procedures
- j. OPNAVINST 6100.2A, Health and Wellness Promotion Program
- k. OPNAVINST 6000.1C C, Navy Guidelines Concerning Pregnancy and Parenthood
- l. OPNAVINST 1752.1C, Sexual Assault Prevention and Response Program
- m. OPNAVINST F3100.6J, Special Incident Reporting Procedure
- n. OPNAVINST 5800.7A, Victim and Witness Assistance Program (VWAP)
- o. SECNAVINST 5800.11B, Victim and Witness Assistance Program (VWAP)
- p. DoD Directive 1030.1, Victim and Witness Assistance
- q. OPNAVINST 1742.1C, Navy Voting Assistance Program
- r. CNICINST 1742.1, Establishment of Installation Voter Assistance Offices
- s. DoD Instruction 1000.04 Federal Voting Assistance Program (FVAP)
- t. Public Law 111-84 (FY10 NDAA) Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act)
- u. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) 42 USC 1973ff; PL 99-410; PL 107-107; PL 107-253; PL 111-84 Subtitle H
- v. Section 7 (a) (2) of Public Law 103-31, National Voter Registration Act (NVRA), May 20, 1993
- w. Section 1556 (f) (1), Title 10, United States Code

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - DRUG AND ALCOHOL PROGRAM ADVISOR

1.1. Introduction. The Naval Education and Training Command (NETC) Drug and Alcohol Program Advisor (DAPA) plays a critical role in the education and rehabilitation of Sailors at-risk to the pitfalls and consequences of drugs and alcohol. The DAPA facilitates this task by providing accurate and relevant information concerning drugs and alcohol, as well as detailing related Navy policies, procedures, and available resources. All NETC training commands will comply with and support the tenets of references (a) and (b) of this chapter with respect to the implementation of an effective Drug and Alcohol Program. Learning Centers (LCs), Learning Sites (LSs), and the Training Support Organization (TSO) will designate a qualified military or civilian staff member to aggressively manage this vital program.

LSs supported by a TSO will utilize the TSO DAPA for all student training, screening, and direct support requirements. In the event that a TSO DAPA is not readily available, the LS command DAPA will assume the responsibility for that particular student. The DAPA must consistently state through frequent lectures and events that promote personal responsibility by those individuals that may choose to drink alcoholic beverages, support those who choose not to, and emphasize the Navy's "zero tolerance" policy on drug abuse. LSs will support this task by allowing the TSO DAPA necessary access to students when schedules permit. LS staffs will include a brief discussion regarding the responsible use of alcohol no less than weekly during quarters and pre-weekend liberty safety briefs.

1.2. Functional Lead. The NETC Functional Lead (FL) for DAPA is the NETC Alcohol and Drug Control Officer (ADCO).

Echelon 2 and 3 commands must provide a unified and consistent coordination of alcohol and drug abuse prevention program policy to subordinate commands and ensure that a military member (E-7 or above) or civilian employee (GS-9 or above) shall be assigned primary duties as ADCO per reference (a).

Note: Command DAPA or Urinalysis Program Coordinator (UPC) may also serve as the ADCO and fulfill those additional responsibilities.

1.3. Primary Drug and Alcohol Program Advisor. The Primary DAPA should be an E-7 or above or a civilian employee (GS-9 or

above), and the assistant DAPA should be an E-5 or above. DAPAs are to be designated per the provisions of reference (a). Commanders, Commanding Officers (COs), and Officers-in-Charge (OICs) shall maintain close liaison with their DAPA. The DAPA is a command's primary advisor for alcohol and drug matters and reports directly to the CO, Executive Officer (XO), or OIC. The DAPA is responsible to the CO for management of the command's substance abuse prevention program. Commands with 500 or more members shall assign a full-time DAPA. COs may appoint as many DAPAs and assistants as deemed necessary, but a ratio of at least one for every 300 personnel assigned is recommended.

Note: LSs supported by a TSO, the student Average On Board (AOB) is to be counted towards the TSO AOB vice that of the LS.

1.4. Screenings. All personnel involved in a drug or alcohol related incident will be referred to the DAPA for screening. Temporary Additional Duty (TAD) students shall be referred back to their parent command for screening and other administrative action as may be required. If the parent command is deployed or otherwise unable to process the student, the DAPA will conduct the screening and other actions as may be requested by the parent command.

1.5. Alcohol Abuse/Dependence Treatment and Rehabilitation. Each alcohol incident referral, command referral, or self-referral will be evaluated on its own merit. The determination to refer a student to the Substance Abuse Rehabilitation Program or Medical Department shall be made by the DAPA per the guidelines of reference (a). Once the determination is made to refer a student for treatment, the objective should be to enter the student into the treatment pipeline at the earliest opportunity. The following guidance applies:

- Permanent change of station (PCS) students requiring treatment shall be placed in a monitoring program until such time that the DAPA is able to confirm a seat for treatment. If treatment cannot be scheduled in a timely manner or without an unrecoverable loss in training, the DAPA will notify and then forward all documentation to the student's ultimate duty station for disposition.
- PCS students enroute to an overseas assignment who experience an alcohol related incident and/or require treatment shall be re-screened for overseas duty. The DAPA will notify the appropriate TSO Student Management

Office (SMO) to ensure the member is rescreened for overseas duty.

Note: It remains the responsibility of the SMO, not the DAPA, to notify the gaining command in the event of a decertification for overseas duty.

1.6 Alcohol Detection Devices. The use of hand-held Alcohol Detection Devices (ADDs) are authorized as a complement to a command's initiatives to deter irresponsible use of alcohol. It will assist in identifying service members who may require support and assistance with alcohol use decisions. Additional information regarding ADD implementation can be found in reference (c).

The following are requirements for personnel administering ADDs:

- Must be an E7 or above.
- ADCOs, DAPAs, UPCs, Legal Personnel, Religious Personnel, Substance Abuse Counselors, and Independent Duty Corpsmen shall not be assigned.

Results from employment of these devices shall be used to enhance command awareness of the unit's alcohol use culture and to educate service members on the responsible use of alcohol and the effects of self-impairment.

ADD results can be used for the following:

- As a basis to further evaluate a service member's fitness for duty through the use of a competence for duty examination.
- Removal from duty section status or from the performance of assigned tasks.
- Education and counseling for the member by command designated leaders.
- Command referral to the DAPA for additional assistance through the substance abuse rehabilitation program, including alcohol abuse and dependency education and counseling.
- To provide the foundation for a probable cause search when considered along with other evidence of intoxication, including, but not limited to, bloodshot eyes, slurred speech, muscular movement, general appearance behavior,

and/or an admission of alcohol use by the service member or statements of other witnesses.

ADD results cannot be used for the following:

- As evidence for disciplinary proceedings.
- As a basis for adverse administrative action against a service member.
- As a basis to document counseling service members as a consequence of irresponsible use of alcohol in official military personnel records, such as Administrative Remarks (NAVPERS 1070/613), fitness reports, or enlisted performance evaluations.

SECTION 2 - FAMILY ADVOCACY PROGRAM

2.1. Introduction. The Family Advocacy Program (FAP) provides for a consistent, standardized response to incidents of domestic violence and child abuse/neglect. Abuse of any type and magnitude has a negative effect upon military readiness and effectiveness, good order and discipline, and overall quality of life for service members and their families. It is the responsibility of all NETC personnel, both military and civilian, to ensure the safety, health, and well-being of our students, staff, and family members. As such, all NETC subordinate commands will have, at a minimum, one collateral duty FAP Point Of Contact (POC) designated on their staff. The FAP POC will serve as the command representative, an alternate to the CO, to participate in the case review and vote as a member of the Incident Determination Committee.

LSs supported by a TSO will utilize the TSO FAP POC or Family Advocacy Assistants (FAA) for all Family Advocacy issues involving students. TSO will retain responsibility for all student FAP cases until the student has transferred or until the case has been closed through direct or undirected treatment. If the student is in a TAD status, his or her parent command will be responsible for bringing all issues to final resolution.

2.2. Functional Lead. There is no Echelon 2 role or responsibility in the FAP process; however, for FAP assistance, contact Navy Personnel Command (NPC).

2.3. Family Advocacy Program Point of Contact. Training Support Centers (TSCs) will designate, in writing, an E-7 or above (or civilian equivalent) to serve as the full-time command/student FAP POC. TSO Activities other than a TSC will

provide the same service, but instead designate a staff member to serve as a collateral duty staff FAP POC. The FAP POC is required to attend command leadership training, quarterly FAP meetings offered through Fleet and Family Support Center (FFSC), and follow-on FAP training. All incidents of domestic violence or child abuse/neglect involving LS students or family members shall be immediately reported to the TSO FAP POC. The FAP POC has direct reporting authority to the TSO CO/OIC.

2.4. Family Advocacy Assistants. For very large and/or dispersed TSO's supported activities, an appropriate number of FAA will assigned to serve as a direct report to the FAP POC. The FAA will be an E-6 or above and designated in writing. The FAA is required to attend FAP command leadership training, FAP POC quarterly meetings offered through FFSC, and all follow-on training.

2.5. Situation Reporting. In the event of alleged domestic violence or child abuse/neglect incident, the LS shall notify the TSO FAP POC by voice report and then follow-up with a written (e-mail) report to present situation specifics. Once reported, the FAP POC will conduct an intake interview with the Service Member regarding the incident. The FAP POC will then forward all intake information to the Family Advocacy Representative at the FFSC.

Note: Reference (d) specifically states, "The appropriate law enforcement agency must be notified immediately in all cases of domestic abuse in which there is major physical injury or indication of a propensity or intent by the offender to inflict major physical injury and in all cases of child abuse, including sexual abuse. In such cases, interviews of suspected offenders shall not be conducted without the knowledge and consent of cognizant law enforcement agents."

FAMILY ADVOCACY CASE PROCESS

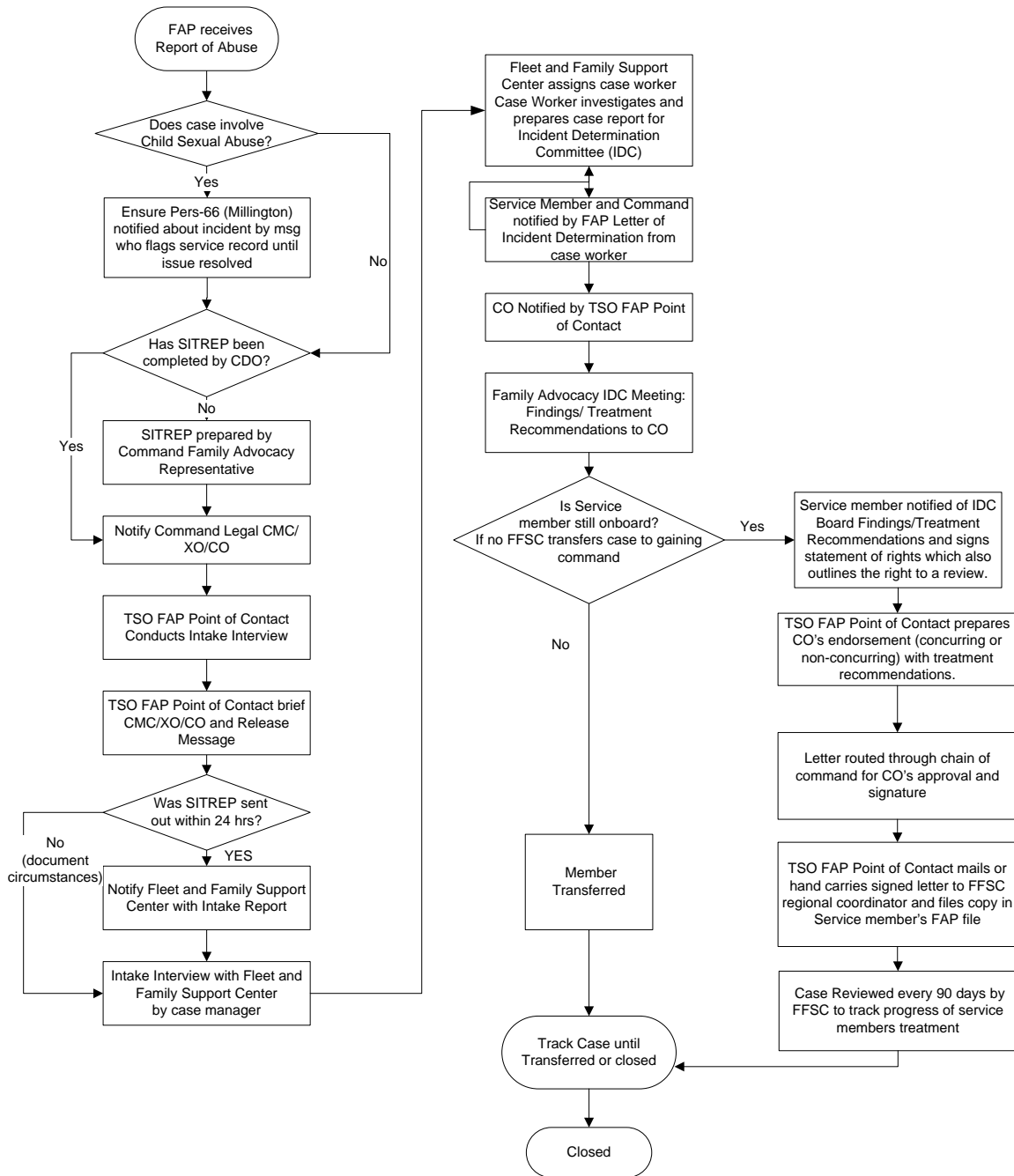


FIGURE 19-1: FAMILY ADVOCACY CASE PROCESS

SECTION 3 - URINALYSIS PROGRAM

3.1. Introduction. All NETC subordinate commands will aggressively support the Navy's "Zero Tolerance" policy on illegal drug use. A highly effective means to detect and deter drug use is through frequent and random urinalysis. All NETC subordinate commands will therefore implement a Urinalysis Program (UP) and appoint a collateral duty UPC to ensure that the command UP is conducted per the applicable references cited in Section 3.2 of this chapter.

TSCs and certain other activities of the TSO will have an expanded UP mission for the specific purpose of collectively relieving LSs within the TSO geographic support area of the administrative burden associated with managing, conducting, and processing students for urinalysis testing. Although TSO UPCs are responsible for the administration of all urinalysis testing for NETC students in their supported activities, they may also provide staff support, guidance, oversight, and assistance to LCs and LSs whenever, in the CO's opinion, there is excess capacity to provide such service. TSOs will not program for additional support billets for the specific purpose of supporting LC/LS staffs or any non-NETC entity. It is important to note that utilizing TSO support does not relieve the LC/LS from implementing a UP or designating a staff member as command UPC.

3.2. Functional Lead. The NETC FL for the UP within the NETC domain is the NETC ADCO.

Echelon 2 and 3 commands must provide a unified and consistent coordination of alcohol and drug abuse prevention program policy to subordinate commands and ensure that a military member (E-7 or above) or civilian employee (GS-9 or above) shall be assigned primary duties as ADCO per reference (a).

Note: Command DAPA or UPC may also serve as the ADCO and fulfill those additional responsibilities.

3.3. Responsibilities. COs will appoint an officer, Chief Petty Officer (CPO), or GS-7 or above to serve as the UPC. For larger commands where UPC duties may negatively impact training or training support, an assistant UPC may be assigned. Assistant UPCs should be an E-5 or above, or civilian equivalent. Unless manning constraints dictate otherwise, observers will be an E-5 or above, or civilian equivalent. All

assistant UPCs and observers must be fully trained. The TSO UPC may assist in that training requirement. If manning constraints force the use of junior personnel as observers, the UPC must randomly check collection operations to ensure observers are performing their duties according to instruction.

3.4. Command Urinalysis Program Coordinator. The UPC shall be designated in writing by the CO. Per reference (a), it is strongly recommended observers be E7 or above. In cases where E7 or above personnel are not available, only the most trusted junior personnel should be used. When junior personnel are used as observers, commands must provide an officer or CPO to conduct random spot checks to ensure observers are performing their duties appropriately. The UPC is responsible for the maintenance and administration of the UP. UPC will serve as an advisor to the CO on all matters relating to urinalysis testing, including Navy policy, related procedures, collection, and transportation of urinalysis samples. In addition, the UPC shall:

- Complete UPC training on Navy Knowledge Online (NKO) and be familiar with references (a) and (e) through (g).
- Ensure assistant UPC and observers are properly trained in urinalysis testing procedures and have competent knowledge of the Navy Drug Screening Program (NDSP).
- Ensure assistant UPC is designated in writing by the CO.
- Create, update, and maintain standard operating procedures for urinalysis specimen collection.
- Ensure the CO, XO, Command Master Chief, Command DAPA, and the Legal Department are informed of all positive urinalysis results and any program or process discrepancies.
- Conduct a periodic audit of all urinalysis records, to include registers, chain of custody documentation, and web portal results.

3.5. Testing Requirements. All NETC subordinate commands must conduct random urinalysis at least four times per month unless a waiver has been granted by NETC for two times per month per reference (a). The four (two if it applies) tests must collectively comprise a minimum of 15 percent of all permanently assigned staff personnel. Total percentage tested should not exceed 40 percent of permanently assigned personnel. A testing goal of 5 percent per week is recommended to ensure attainment of the 15 percent Office of Chief of Naval Operations (OPNAV) requirement. Although students may be included in random

testing for staff members at a LS not supported by a TSO, their numbers may not be counted towards the minimum test requirements established for the LS staff. Testing performed as a result of valid searches, inspections, fitness for duty, and newly reporting personnel may be applied toward a unit's testing percentage.

For OPNAV UP policy compliance purposes, the TSO conducting student urinalysis may consolidate co-located student Unit Identification Codes (UICs) for testing by geographical location. For these purposes, a geographic location is defined as an installation or specific location. Dam Neck, Norfolk, and Mayport are examples of specific geographic locations. This is not to be confused with an area for a specific TSC/LC that may encompass multiple installations within a broad geographic area. Testing will occur four times each month, unless waived, and target at least 15 percent of the consolidated student population as required by reference (a).

Refer to Figure 19-2 for a ready reference of basic testing requirements. Detailed testing requirements are listed below and are also outlined in reference (a).

Although reference (a) no longer requires annual unit sweeps of all personnel, unit sweeps remain an effective detection and deterrence tool and such use is strongly recommended by NETC for all training commands. Due to the transient nature and high turnover rate of our students, unit sweeps are not required of the student population unless other factors contribute to such requirement. Commands may conduct no more than five unit sweeps per fiscal year.

All commands are required to conduct a unit sweep during the final quarter of the fiscal year for all staff personnel who have not been tested in the course of the current fiscal year.

All newly reporting staff personnel shall be tested within 72 hours of arrival.

All students will undergo urinalysis testing within two weeks of reporting to apprentice training, "A" School, or the first module of other training subsequent to completion of recruit training. COs of "A" Schools, apprentice training, and officer students in warfare/staff specialty entry schools are authorized to exceed the maximum testing limit of 40 percent to achieve these requirements.

TSCs and other resourced activities of the TSO are required to conduct urinalysis tests for all NETC students who are assigned to LS under PCS or TAD orders that entail 21 or more consecutive scheduled training days. "C", "F", and "T" course type students with less than 21 consecutive training days are excluded from testing. LC/LSs utilizing TSO UP support, whether for students or LC/LS staff, must comply with local TSO UP instructions for test execution policies and procedures. To ensure minimal disruption to training, LSs shall designate a primary and any number of alternate UP POCs to coordinate LS observer requirements, test windows, test locations, transportation, etc., to work with the TSO UPC.

Urinalysis testing should be pursued whenever a member's behavior, conduct, or involvement in an accident or other incident gives rise to a reasonable suspicion of drug abuse.

The CO or investigating officers may order a urinalysis in connection with any formally convened mishap or safety investigation.

Prior service personnel recalled to active duty (other than active duty for training) shall be tested and evaluated within 72 hours of re-entry.

Prior service applicants for Selected Reserve enlistments/reenlistments shall be tested and evaluated in conjunction with their enlistment/reenlistment physical.

Candidates for all officer programs shall be tested during pre-commissioning physical examinations and may be tested as required by cognizant unit commanders.

Staff and student personnel who are in an unauthorized absence status for more than 24 hours will be required to provide a urine sample upon their return.

Except for months when a command conducts a command unit sweep, submissions of typical random urinalysis in excess of 40 percent of assigned personnel in any given month require prior approval by NETC.

PERSONNEL TYPE	CLASS	COURSE LENGTH	FREQUENCY	NOTE(S)
STUDENT	APPRENTICE TRAINING	N/A	WITHIN 2 WEEKS OF REPORTING & 15% OF ASSIGNED PERSONNEL MONTHLY	1, 2, 3
STUDENT	"A" SCHOOL	N/A	WITHIN 2 WEEKS OF REPORTING & 15% OF ASSIGNED PERSONNEL MONTHLY	1, 2, 3
STUDENT	FIRST MODULE OF TRAINING AFTER COMPLETION OF RECRUIT TRAINING	N/A	WITHIN 2 WEEKS OF REPORTING & 15% OF ASSIGNED PERSONNEL MONTHLY	1, 2, 3
STUDENT	"C" "F" "T" STUDENTS	< 21 DAYS	NOT REQUIRED	
STUDENT	"C" "F" "T" STUDENTS	> 21 DAYS	WITHIN 2 WEEKS OF REPORTING & 15% OF ASSIGNED PERSONNEL MONTHLY	1, 2, 3
STAFF	ALL	N/A	WITHIN 72 HOURS OF REPORTING & 15% OF ASSIGNED PERSONNEL MONTHLY	1, 2, 3
STAFF/STUDENT	ALL	N/A	REFER TO OPNAVINST 5350.4(SERIES) FOR SPECIFIC REQUIREMENTS RELATIVE TO UA, FITNESS FOR DUTY, MISHAPS, ETC.	3

FIGURE 19-2: BASIC URINALYSIS TESTING REQUIREMENTS

Note 1: Random urinalysis testing shall occur at least 4 times per month and target 15 percent of personnel. Commander, NETC (CNETC) may waive testing frequency for specific circumstances, but in no instance will commands test less than 15 percent of personnel.

Note 2: Any NETC command that fails to meet the monthly testing requirements must notify their echelon 3 Commander/CO in writing specifying the reason for failure. Echelon 3 commands will notify the NETC ADCO and OPNAV N170 regarding the failure to comply. Echelon 3 commands that fail to comply will notify CNETC in the same manner.

Note 3: Unit sweep must be conducted prior to the end of the fiscal year to test all personnel who were not tested during the fiscal year.

3.6. Program Guidance. Enclosure (2) of reference (a) provides specific guidance for the Navy Urinalysis Testing Program. Urinalysis testing should be conducted with the full expectation

that administrative or disciplinary action might result. All NETC commands shall adhere to the following guidelines:

- Use of the current version of the NDSP is mandatory.
- NETC activities are authorized to use the "Manually Choose Testing Days" option in the NDSP. If this option is chosen, testing days must be irregular to ensure unpredictability and prevent any establishment of a testing pattern per reference (a). Additionally, planned test dates must be held in strict confidence.
- Under no circumstances shall the command UPC or observers provide their own samples for inclusion in the same batch number when conducting urinalysis.
- Specimen collection should immediately follow test announcement and commands should take all precautions to ensure members are not provided any opportunity to flush their system.
- Ensure strict adherence to observation policy.
- Per reference (a), all NETC activities (less those noted below) shall submit their samples to the Navy Drug Screening Lab Great Lakes, IL, regardless of the geographic location of the activity.

Note: Exceptions - Shore activities located in Hawaii shall submit samples to the Department of Defense (DoD) Lab, Army Medical Center Tripler, Honolulu, HI.

3.7. Positive Results. Per reference (a), a positive laboratory report is considered forensic evidence that drug(s) or drug metabolite(s) are present in the urine. In the event of a positive urinalysis result, the following actions are required:

- If the positive urinalysis result could be related to a prescribed medication, cross-check appropriate medical and dental records to determine whether the member was using legitimately prescribed medications or if any other valid reason could explain the positive report.
- If it can't be conclusively determined that the member's prescribed medication resulted in the positive urinalysis result, the CO must request a technical consultation from the appropriate drug screening lab to determine if any prescribed medication would have resulted in the positive urinalysis result.
- The CO must use all information available, including self-referral, medical records check, Sexual Assault Prevention

and Response (SAPR) screening, technical analysis, etc., to make a determination on whether the member's drug use was wrongful or legitimate.

- If the CO determines that member is a drug abuser and that the member's urinalysis was the result of knowing wrongful drug use, the CO must initiate mandatory separation processing. As soon as intent to separate the member is determined, notify echelon 2 and echelon 3 ADCO of intent and projected timeline.
 - If the CO determines that member is not a drug abuser and that the positive urinalysis was the result of prescribed medication, unknowing drug use, or a break in the chain of custody of the urine sample, the positive urinalysis should not be considered a drug abuse incident. The CO shall notify OPNAV (N170A) via official correspondence, with a copy to the echelon 2 and echelon 3 ADCO, as appropriate. A sample letter can be found in enclosure (2), Appendix D, of reference (a).
 - It is the policy of CNETC that the CO's determination of drug abuse or non-drug abuse, including the letter to OPNAV (N170A) as applicable, must be completed within 60 days of receipt of the positive urinalysis result. Any delay in determination beyond the 60 day timeline must be reported to the echelon 2 and echelon 3 ADCO.
- Positive urinalysis results received after member transfers. In the event member has transferred, the transferring CO must forward the positive urinalysis results to the gaining command within 5 days of receipt. If the member was transferred Temporary Duty Under Instruction (TEM DUINS) and ultimate activity is known, transferring CO must provide urinalysis result to both the TEM DUINS and ultimate activity.
 - Positive urinalysis results will remain under the UIC of the activity that performed the test, regardless of member's transfer status. Therefore, it is the responsibility of the testing activity to establish a relationship with the gaining activity and follow through until gaining CO's determination of drug abuse or non-drug abuse is made and the results are cleared from Alcohol and Drug Management Information Tracking System by letter or, in the case of wrongful drug use, member's discharge.

SECTION 4 - PHYSICAL FITNESS ASSESSMENTS

4.1. Introduction. All military members shall attain and maintain a condition of health and physical readiness through physical conditioning and a lifestyle that promotes optimal health. All U.S. Navy personnel should participate in moderate activity at least 2 hours and 30 minutes (150 minutes) per week, i.e., 50 minutes 3 times per week or 75 minutes 2 times per week; plus perform strength training exercises at least 2 times per week to work all major muscle groups. Staff and students assigned to NETC training commands will comply with the directives and guidance contained in references (g) through (j).

LS and TSO staff shall coordinate to establish a physical readiness program whenever feasible for Courses of Instruction (COIs) lasting greater than ten weeks in duration. If the LS staff personal conditioning time is routinely scheduled outside the normal workday, students should be encouraged to participate with the staff or independently with other students. For PCS students that are onboard greater than 10 weeks, it is imperative that they receive proper notification of planned Physical Fitness Assessment (PFA). If the student is not under LS cognizance, the servicing TSO will make the notification. Every effort must be made to prevent NETC students from exceeding PFA periodicity. Students in a TAD status will comply with the testing schedule of their parent command.

LS and TSO staff shall coordinate the planning and execution of the PFA. This is a particularly useful option for smaller testing populations located within the same geographic area or installation. LS staff support may be required to ensure sufficient numbers of supervisory and safety personnel during PFA and Physical Readiness Testing (PRT). Coordination between the LS and TSO should occur early on in the assessment cycle to identify PFA and PRT support requirements.

4.2. Functional Lead. There is no Echelon 2 role or responsibility in the PFA process; however, for PFA assistance, contact NPC.

4.3. Program Responsibilities. LS and TSO COs and OICs shall appoint, in writing, a Command Fitness Leader (CFL) to oversee the command's Physical Readiness Program (PRP). The CFL must meet all qualifications and training requirements as set forth in reference (g). An assistant CFL will be assigned at an optimal ratio of 1 assistant per 25 participants (1:25).

The CFL shall become thoroughly familiar with components of the aforementioned instructions and serve as the principle advisor to the CO/OIC on all PRP/PFA matters. The CFL, as well as all Assistant CFLs, will maintain a current Cardio-Pulmonary Resuscitation (CPR) certification. CFLs will also complete the Commander, Navy Installations Command approved CFL training course as soon as practical following appointment but no later than one week prior to the first PFA. Additional on-line training consisting of an overview of the elements of the Navy's PRP, and roles of the CFL and assistant CFL, is on NKO, <http://www.nko.navy.mil/>.

The CFL and their assistants will use the Physical Readiness Information Management System (PRIMS) to manage data for both staff and students. The CFL with access to PRIMS must therefore ensure student PRIMS is updated within thirty days of the PFA completion or prior to student graduation, whichever occurs first. The CFL will ensure that each PRP participant, staff and student, completes the Physical Activity Risk Factor Screening Questionnaire (PARFQ) in PRIMS through the following website: <https://prims.bol.navy.mil> prior to PRP and PFA participation.

4.4. Physical Fitness Assessment Notification. The command shall provide a notification at least 10 weeks in advance of scheduled PFA dates. This notification is intended for the preparations required by the CFL and for medical screening of members. It is not intended as a "preparation window" for individuals but certainly avails itself to such activity. As directed by reference (g), Navy personnel are not exempt from taking the PFA if they did not receive a PFA notification as long as they are medically cleared and acclimatized.

4.5. Medical Screening, Exams, and Waivers. As noted in this chapter's references, all students participating in the PRP shall complete PARFQ in PRIMS prior to each PFA. Students who answer "yes" to any question and have not been previously cleared for that risk factor, or a new risk factor, shall be assessed by the Authorized Medical Department Representative (AMDR) for determination regarding PRP/PFA participation.

Students without a current physical examination, as required by reference (g), shall participate in the Body Composition Assessment (BCA) but will not be permitted to participate in the PRP or PFA until such physical examination is satisfactorily completed and documented in PRIMS. If a student has a current physical examination but reports a change in health or other risk factors, they shall not participate in the PRP or PFA until

cleared by the AMDR. TSO shall provide transportation for students to the medical department, as required.

The medical department must evaluate students prior to participation in a PRP or PFA upon initial failure to meet BCA standards. A Licensed Independent Provider or Physician's Assistant shall further evaluate and document in the student's medical record any medical condition pre-disposing the student to obesity. Students not found to have a medical condition pre-disposing them to obesity shall be referred back to the parent command for appropriate remedial action.

Note: Members must address potential medical circumstances affecting accurate measurement prior to the official BCA.

Command-approved members of the Medical Department may recommend a medical waiver for any aspect of the PRP/PFA. Qualified members of the Medical Department who will conduct medical waiver evaluations shall be appointed in writing.

Students shall be medically waived from participation in all or part of PFA or the PRP in general when documented medical conditions prevent a valid assessment of physical fitness or safe participation in PFA components or PRP.

Medical waivers are subject to TSO (CO/OIC) approval and shall be closely reviewed and evaluated upon the student's transfer to a follow-on command or anytime there is a TSO change of command.

After confirmation of pregnancy by a health care provider, pregnant students shall not be required to meet PRT and BCA standards from the time the pregnancy is confirmed until the end of the six months following convalescent leave (postpartum). Pregnant students may continue to participate in an ongoing exercise program as may be recommended by her designated health care provider. A Pregnancy-status servicewomen will not be mandated to participate in command or unit PT or Fitness Enhancement Program (FEP). Additionally, servicewomen undergoing infertility treatment with In-Vitro Fertilization (IVF) are required to inform their command and are exempt from participating in the PFA and BCA to ensure IVF success per reference (k). Once removed from pregnancy status, a medical evaluation by a health care provider is required to determine when the student may participate in the BCA, PRP, PT, and regularly scheduled PFA.

4.6. Physical Fitness Assessment Safety Precautions. The CFL will ensure that the student's level of physical fitness, including acclimatization to environment, is appropriate for the physical demands required. In the case of the PRT, an Operational Risk Management analysis shall be completed at least 24 hours prior to PRT. At least 1 CPR-certified monitor shall be present for every 25 students/staff participating in PRT, with a minimum of 2 monitors required for every test. Monitors shall not also be PRT participants. Although preferred, monitors do not have to be Hospital Corpsmen. The CFL, as well as each monitor, will carry an emergency action plan that includes telephone numbers and procedures for summoning aid, concise directions for emergency response personnel to locate the test site, and directions for contacting base security personnel. When the PRT involves swimming, at least one certified lifeguard must be present.

All monitors shall watch for symptoms of cardiac distress (chest pain, shortness of breath, arm and neck pain). Such conditions warrant the student's immediate removal from the PRT and transfer to the medical department for evaluation. All student withdrawals must be cleared by appropriate medical authority prior to re-test.

4.7. Physical Fitness Assessment For Students. Students single-sited at a NETC training command for greater than 10 consecutive weeks or more will be required to complete a PFA. TSO will periodically conduct PFA to afford students maximum opportunity to take the assessment without negative impact to their training regimen. TSO will conduct at least one open PFA per month. Students may also take the PFA during regularly scheduled LS/TSO staff semi-annual PFA. Students under extended training schedules will be tested four to six months after their report date or no greater than eight months after their previous PFA date. Whether a LS elects to conduct the student PRT independently or in conjunction with TSO personnel, the TSO retains overall responsibility for program execution. For combined PRT, the applicable TSO instruction will be utilized and the TSO CFL will be in overall charge.

4.8. Physical Fitness Assessment Failure Process For Students. A failure of either the BCA or PRT component of the PFA constitutes a PFA failure. The TSO CO/OIC may authorize one retest to pass the PRT portion of the current PFA cycle. In the event a student fails to meet Navy PFA standards, the TSO CO/OIC will provide enlisted personnel failing the PFA a written

notification of the failure within 30 days following the completion of the PFA cycle. The notification shall be in the form of at least one NAVPERS 1070/613. The TSO CO/OIC will provide officers a Letter of Notification (LON) within 30 days following the completion of the PFA cycle. FEP is mandatory for any member who fails any portion of the PFA.

4.9. Fitness Enhancement Program. Students shall be placed in a FEP if they do not meet, or are in jeopardy of not meeting, BCA standards. The emphasis of the FEP will be placed on decreasing percent body fat vice reducing weight. Satisfactory progress shall be assessed as a reduction of no less than one percent of body fat per month or no more than one to two pounds of body weight per week.

TSOs will be responsible for implementing the FEP for their supported LS. TSOs will notify applicable LS staff of FEP participants under their instruction in order to provide continuous monitoring during the training day. Violation of any elements of the FEP shall be reported to the TSO FEP coordinator.

SECTION 5 - SEXUAL ASSAULT PREVENTION AND RESPONSE

5.1. Introduction. The SAPR program was established for the purpose of setting guidelines and procedures for assisting both staff and students who become victims of sexual assault. The goal of the SAPR program is to reduce sexual assault by providing a culture of prevention, education, response capability, victim support, reporting procedures, and accountability. In order for this goal to be attained, leadership must be fully engaged. It is the responsibility of all NETC personnel, both military and civilian, to ensure that the core message of this program is promulgated and reinforced throughout the NETC domain. Refer to reference (1) for amplification and promatic details.

5.2. Functional Lead. The NETC Headquarters (HQ) SAPR POC is the FL for SAPR in the NETC domain.

TSOs are responsible for reporting and providing assistance to victims for all unrestricted reports of sexual assault incidents related to PCS students assigned to NETC LSs located within their area. Reserve members who are sexually assaulted when performing active service and inactive duty training are eligible for SAPR services. For unrestricted reports of sexual assault incidents involving TAD students, immediate SAPR

services will be provided in coordination with the student's parent command. LSs in the TSC/Training Support Department supported activities will utilize the Installation Sexual Assault Response Coordinator (SARC) and the TSO SAPR Victim Advocate (VA) for all student related sexual assaults. TSOs will have full responsibility for student SAPR cases and will serve as NETC's single POC. This responsibility does not end until such time that the case has been closed or the student has transferred. Upon transfer, all case material, as well as a verbal debrief of actions taken to date, will be provided to the Installation SARC at student's next duty station.

Upon report of an alleged sexual assault case involving a student, the LS shall contact the Installation SARC, and the TSOs SAPR VA or the on-call (24/7) SAPR VA, immediately via phone. Additionally, unrestricted sexual assault incidents require TSOs to submit an OPREP-3 Navy Blue or Situation Report. Reference (m) provides OPREP-3 reporting guidance. The SARC or SAPR VA will conduct a face-to-face, initial interview with the student regarding the alleged incident as quickly as possible.

LSs not supported by a TSO will utilize their Installation SARC or own command collateral duty SAPR VA to address unrestricted student sexual assault incidents. LSs are encouraged to contact any TSO or the NETC SAPR FL for additional information and guidance.

5.3. Sexual Assault Prevention and Response Point of Contact.

TSO CO/OICs will designate, in writing, a SAPR POC. The SAPR POC will successfully complete SAPR POC training prior to assuming duties as the SAPR POC. It is highly recommended, and sometimes mandatory, based on the region, that the SAPR POC also attend the SAPR VA training. The SAPR POC is responsible for facilitating awareness and prevention training, maintaining current information on victim resources, and providing oversight of command compliance with SAPR program requirements. Individuals must not serve as both the unit's SAPR POC and unit SAPR VA.

5.4. Victim Advocate. A SAPR VA is a volunteer staff member who is prepared to make themselves available 24 hours a day, 7 days a week, whenever an incident requires such support. VAs provide non-clinical crisis intervention and ongoing assistance, for adult sexual assault victims, whether the victim files a restricted or unrestricted report. Support includes providing information on available options and resources to victims. The SAPR VA, as well as the CO, are the command representatives to

the Sexual Assault Case Management Group. The VA must complete initial SAPR VA training, be credentialed through DoD Sexual Assault Advocate Certification Program (D-SAACP), be designated in writing, and complete 32 hours of continuing education every 2 years in order to submit their renewal application for D-SAACP certification. The command will ensure there are a sufficient number of trained male and female advocates to provide effective and efficient coverage of this function.

5.5. Naval Military Training Program and LifeSkills Course of Instruction. SAPR program training is mandatory during the initial phase of the Navy Military Training Program and the LifeSkills course delivery for accession Sailors prior to "A" or "Pre- A" School enrollment. This training is critical, and provides an opportunity to engage newly reporting personnel and educate them on the importance of combating sexual assault.

SECTION 6 - VICTIM AND WITNESS ASSISTANCE PROGRAM

6.1. Introduction. The function of the NETC Victim and Witness Assistance Program (VWAP) is to ensure victims and witnesses are informed of their rights and responsibilities in the criminal justice system, that every measure is taken to minimize the effects of crime on its victims, to help victims/witnesses understand and participate in the military justice system, and to ensure victims/witnesses are aware of local and military resources, including POCs, websites, and phone numbers.

6.2. Compliance. NETC training commands will comply with and support the policies contained in reference (n). LCs/LSs and TSOs will designate in writing, a qualified staff member (E-6 or above, or civilian equivalent) to serve as the command Victim and Witness Assistance Coordinator (VWAC). Upon request, the TSO VWAC shall provide guidance to the LC/LS regarding the establishment, facilitation, and monitoring of their VWAP program.

The TSO VWAC shall serve as the primary advocate for all PCS students, as well as staff members, at the TSO and when necessary, their supported TSO. The VWAC shall provide immediate assistance and serve as an advocate coordinated with parent command of students in TAD status. The TSO VWAC may also serve as a ready reference source for collateral duty VWAC at LSs that are not co-located with their parent LC.

6.3. Functional Lead. The NETC HQ VWAC is the FL for the NETC domain.

6.4. Primary Duties. The command VWAC is the command's primary POC for victim/witness assistance matters and is responsible for the following:

- Ensures staff involved in criminal investigations, law enforcement, and security matters are trained in VWAP policies and requirements.
- Ensures crime victims and witnesses are provided a DD Form 2701, the Initial Information for Victims and Witnesses of Crime.
- Ensures that military and civilian victims and witnesses of crimes being adjudicated under military jurisdiction are afforded their rights and kept informed on the status of the case until administrative (non-judicial punishment), administrative separation, or judicial disposition has been completed in accordance with the guiding references (n) through (q).
- Obtains and distributes VWAP materials and provides VWAP training to members of the command.
- Maintains the reporting data for annual submission to the regional Victim Witness Liaison Officer via DD Form 2706, Annual Report on Victim and Witness Assistance.
- Establishes and maintains, with the assistance of the local FFSC, a directory of military and civilian programs to which a victim or witness may be referred.

SECTION 7 - VOTING ASSISTANCE PROGRAM

7.1. Introduction. The function of the NETC Voting Assistance Program is to ensure eligible voters receive information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments, and other ballot proposals.

7.2. Compliance. NETC training commands will comply with and support the policies contained in references (q) through (w). NETC Domain organizations will designate in writing, a qualified staff member (E-7 or above, or civilian equivalent) to serve as the command Voting Assistance Officer (VAO). The VAO shall provide guidance to the LC personnel regarding scheduled elections per reference (q).

7.3. Functional Lead. The NETC HQ VAO is the FL for the NETC domain.

7.4. Primary Duties. The command VAO is the command's primary POC for voting assistance matters and is responsible for the following:

- Notify NETC HQ VAO of change in LC/TSC VAO.
- Maintaining all documentation associated with Voting Assistance per reference (a)-(f).
- Ensure and track in-hand delivery of either the hard copy or electronic version of the SF-76 to eligible voters and voting age family members.
- Ensure all remote site personnel are supported by a VAO. Remote sites with less than 25 staff are not required to have an assigned Assistant VAO. However, personnel at remote sites must be supported and a plan for their Voting Assistance must be developed, maintained and monitored by the Immediate Superior in Command.
- Register to receive Voting News Releases.
- Develop comprehensive command-wide voting awareness, assistance, and activities.
- Display Motivational Voting Posters (with VAO name and contact information) and election calendars to remind people about voting and
- Develop and maintain Measures of Performance.
- Conduct a command level voting assistance program evaluation at the conclusion of every election year and forward evaluation to CO or OIC for review.
- Establish and maintain a Federal Voting Assistance Program Web Account with program metrics.

CHAPTER 20

NAVY MILITARY TRAINING

CHAPTER 20
GUIDING REFERENCES

- a. NETCINST 1500.11A, Naval Military Training Program
- b. TSO/LC INST 1500.5, Naval Military Training

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

Navy Military Training (NMT) is an "All Hands" program designed to ensure the continued professional and personal development of junior enlisted Sailors during their initial phase of Naval service. This performance-based military training process is provided by military instructors at all "A" Schools and follow-on "C" Schools in the Naval Education and Training Command (NETC) domain. The ultimate goal of NMT is to ensure the Sailor's smooth transition from a highly structured recruit training environment to one of personal accountability and responsibility.

1.1. Functional Lead. The Functional Lead for the NMT Program is the NETC Force Master Chief.

SECTION 2 - PROGRAM ADMINISTRATION

Within NETC commands, the execution of NMT is a shared responsibility. The Training Support Organization (TSO) is responsible for the management and execution of the NMT program. Learning Sites (LSs) within the area of a TSO will provide staffing support to accomplish the extensive after-class and in barracks mentoring program elements.

NMT shall be fully integrated into every Sailor's daily routine and consist of the following basic elements:

- Delivery of LifeSkills course (A-500-0613)
- Delivery of other NMT material as identified by the NMT Program Coordinator during the technical training pipeline utilizing the standardized materials identified in reference (a) of this chapter.
- Develop and maintain a military environment that promotes and reinforces pride and professionalism, culture of fitness, and academic excellence.

The LifeSkills curriculum is managed by the NETC General Skills Training Branch (GSTB). All recommended changes to the LifeSkills curriculum shall be submitted for consideration to NETC GSTB.

TSO will establish and implement a local NMT instruction (1500.5 (series)) tailored to support the "A" School complement for their geographic area. The instruction will be compliant with and subordinate to reference (a) of this chapter. In addition to basic program administration, policies and guidance,

the instruction will include, but is not limited to, the following areas:

- Barracks/Student Management
- Curriculum Delivery/Training
- General Watchstanding Requirements
- NMT Instructor (NMTI) Certification

The TSO will ensure reference (b) is made available to all supported LSs that conduct "A" School training.

SECTION 3 - "A" SCHOOL BARRACKS/STUDENT MANAGEMENT

TSO is responsible for the establishment and implementation of a standard daily routine that, to the maximum extent possible, is consistent and structured to support each individual "A" School training environment. The standard daily routine will include, but is not limited to, the following:

- Phased liberty program parameters
- Mandatory extra study requirements
- Night study requirements
- Extra Military Instruction
- Personnel Inspections
- Barracks Inspections
- Physical Training

LSs with "A" School students under their charge will assist the TSO staff in the execution of barracks management requirements through a shared watchstanding organization that is wholly designed to be separate and apart from general command watch requirements. If a LS desires to include "A" School barracks watch requirements as a function within their general command watch organization, a courtesy copy of such watch bill shall be provided to the servicing TSO. Although NMTI qualifications are not required to stand NMT related watch assignments, familiarity with reference (a) is strongly encouraged.

SECTION 4 - CURRICULUM DELIVERY/TRAINING

The delivery of the curriculum content is the responsibility of the servicing TSO. Delivery includes all elements related to student check-in, Corporate enterprise Training Activity Resource Systems (CeTARS) data entry to an Under Instruction

status, daily musters, content delivery, and finally, upon course completion, CeTARS data entry to an Awaiting Instruction status. TSO will report LifeSkills curriculum completion to the prospective "A" School staff to facilitate LS administrative requirements and possible early class-up. Curriculum delivery will be in accordance with prescribed methods by NMTI. See Section 6 of this chapter for further guidance regarding NMTI qualifications and certifications.

If no TSO is co-located at the geographic location of the "A" School LS, the responsible Learning Center of the LS will assume responsibility for the LifeSkills Course of Instruction identified in Section 4. If however, a remotely located TSO is providing CeTARS data management services for the respective "A" School training, they will also provide CeTARS data management support for LifeSkills.

SECTION 5 - GENERAL WATCHSTANDING REQUIREMENTS FOR STUDENTS

Student watches shall be utilized to the maximum extent possible, with the goal of emulating the shipboard environment. Oversight of this program is a TSO responsibility, while execution remains a shared responsibility as detailed in Section 3 of this chapter.

Student watchstanding assignments must be designed to teach Sailors the skills necessary for correct watchstander performance. Students may be required to execute watchstanding duties at various LS locations and/or their assigned Bachelor Quarters. Specific watch stations and requirements shall be contained in reference (b) for each supported "A" School.

Bachelor Enlisted Quarters will be manned 24 hours a day by TSO/LS watch organization personnel to levels appropriate for the onboard student population.

SECTION 6 - NAVY MILITARY TRAINING INSTRUCTOR CERTIFICATION

TSO will establish an NMTI certification program that is compliant with the requirements of reference (a) of this chapter. The program will include a detailed nomination process, qualification requirements, and a certification process.

Whenever possible, NMTI should be selected from among the onboard staff. Assignment of prospective gains to NMTI duties is a risky venture that is likely to result in delays in the

NMTI training pipeline if, upon arrival, the prospective gain is found to be unsuitable. In all cases, NMTI must maintain the highest standards in military bearing, conduct, and personal appearance.

Upon certification, NMTI will be designated in writing by the TSO Commanding Officer/Officer-in-Charge and authorized to wear the red and white aiguillette.

CHAPTER 21

MUTUAL AND NON-NAVAL EDUCATION AND TRAINING COMMAND SUPPORT

CHAPTER 21
GUIDING REFERENCES

- a. NETCINST 4000.1C, Support Agreements

Note: Other references not mentioned but pertinent to this chapter are located in Appendix A.

SECTION 1 - INTRODUCTION

The Revolution in Training (RIT) brought significant change to the way Naval Education and Training Command (NETC) plans, delivers, and monitors their training products. The RIT, firmly rooted in process improvement, sought to improve the effectiveness and efficiencies with which NETC conducted the business of delivering quality Sailors and Marines in the quantity and timing required to meet fleet readiness requirements. With the necessity to accurately assess, plan, and account for the minimal resources available to execute the training mission, many lines of demarcation were drawn between NETC and Non-NETC training entities.

Recognizing that process improvement within one organization can have the opposite effect on another, NETC is open to requests between Training Support Centers and Learning Centers (LCs) and from Non-NETC training and operational commands whenever synergy is to be gained from combined operations.

1.1. Functional Lead. The NETC Functional Lead for Non-NETC training support requirements is NETC N3.

SECTION 2 - PROCESSING NON-NAVAL EDUCATION AND TRAINING COMMAND SUPPORT REQUESTS

Training Support Organizations (TSOs), LCs, and on occasion, Learning Sites may receive a request for training and/or training support from a non-NETC command. History has shown that the most frequent request involves the desire by other training and/or operational entities to either temporarily utilize or permanently transfer an existing NETC training facility to the non-NETC command. Training facilities includes personnel, barracks, labs, electronic classrooms, storage lots, and, on occasion, entire buildings. The second highest request is in the area of training support services such as safety, quota control, Corporate enterprise Training Activity Resource Systems entries, etc. Although seemingly minor in nature, demands placed upon an already strained workforce must be carefully scrutinized by the affected NETC components.

2.1. Support Request. When support requests are received from non-NETC commands, the NETC command receiving the request will review the requirement to determine if the support is within their capability and capacity. The request will be forwarded to NETC N7 along with the potential impact to NETC training, the

estimated cost to NETC, and a recommendation regarding whether the request can or should be supported by NETC. NETC N3 will coordinate with the appropriate Deputy Director/Special Assistant, LC and/or TSO activity to determine if NETC will support the non-NETC request.

2.2. Interservice/Intragovernmental Support Agreements, Memoranda of Agreement, and Memoranda of Understanding. All support arrangements between NETC Activities and or non-NETC commands will be documented using Interservice/Intragovernmental Support Agreements (ISA), Memoranda of Agreement (MOA), or a Memoranda of Understanding (MOU). ISA define an agreement to provide recurring support to another Department of Defense (DoD) or non-DoD Federal activity while, broad areas of recurring interservice and intragovernmental support and cooperation that do not require reimbursement should be documented with a MOA or MOU. Additional guidance is provided in reference (a).

2.2.1. Interservice/Intragovernmental Support Agreements, Memoranda of Agreement, and Memoranda of Understanding Signature Authority. ISA/MOA/MOU involving NETC Headquarters (HQ) requires final approval by Commander, NETC; who may delegate signature to the Executive Director (ED) or the Chief of Staff (COS). NETC Comptroller approval is required for all agreements with financial obligations. ISA/MOA/MOU involving NETC's Echelon 3 commands and the subordinate activities assigned to these commands require final approval by the Commanding Officer, who may delegate signature authority to the ED, COS, or Executive Officer. Approval by the command's comptroller is required for all agreements with financial obligations.

2.2.2. Interservice/Intragovernmental Support Agreements, Memoranda of Agreement, and Memoranda of Understanding Review and Coordination. NETC Activities shall forward all draft ISA/MOA/MOU via e-mail to NETC N3 for review before any party signs the agreement. NETC N3 will staff the draft ISA/MOA/MOU within the NETC HQ and provide final comments to the NETC Activity.

- NETC N7 serves as NETC's primary program manager and point of contact for all ISA/MOA/MOU within NETC domain to ensure all ISA/MOA/MOU are consistent with NETC strategic and business plans prior to final approval and signature.
- NETC N4 serves as NETC's lead staff element for the review of all Base Operating Support services related ISA/MOA/MOU.

- NETC N6 serves as NETC's lead staff element for the review of all Information Technology related services related ISA/MOA/MOU.
- NETC N8 reviews all ISA/MOA to ensure that recurring reimbursable and one-time funding requirements are per applicable regulations and laws.
- NETC N00D performs legal review of all ISA/MOA/MOU to ensure no legal issues with support arrangements.

It is the responsibility of the NETC Echelon 3 commands to ensure a Portable Document Format copy of signed ISA/MOA/MOU is forwarded to NETC N3 who maintains a file copy of all active ISA/MOA/MOU for the domain. Cancelled agreements shall be kept for three years following termination of the agreement.

APPENDIX A

OTHER REFERENCES

CHAPTER 1

- OPNAVINST 5370.2D, Navy Fraternalization Policy
- SECNAVINST 1610.2A, Department of the Navy (DON) Policy on Hazing
- SECNAVINST 1730.8B, Accommodation of Religious Practices
- SECNAVINST 5350.16A, Equal Opportunity (EO) within the Department of the Navy (DON)
- DoD Directive 1020.02E, Diversity Management and Equal Opportunity in the DoD

CHAPTER 2

- BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of U.S. Navy and U.S. Navy Reserve

CHAPTER 3

- OPNAVINST 1510.10D, Corporate enterprise Training Activity Resource System
- NAVEDTRA 135C, Navy School Management Manual
- BUPERSINST 1610.10D, Navy Performance Evaluation System
- OPNAVINST 1500.47C, Navy Training Quota Management
- OPNAVINST 1500.76C, Naval Training System Requirements, Acquisition, and Management

CHAPTER 4

- DoD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals
- DoD Instruction 2000.11, Procedures for Handling Requests for Asylum and Temporary Refuge
- DSCA Manual 5105.38-M, Defense Security Cooperation Agency Manual
- DoD Instruction 5132.13, Staffing of Security Cooperation Organizations (SCOS) and the Selection and Training of Security Cooperation Personnel

- DoD Instruction 5410.17, U.S. Field Studies Program (FSP) for International Military and Civilian Students and Military Sponsored Visitors
- SECNAVINST 4650.21, Department of the Navy Government Travel Charge Card Program
- SECNAVINST 5510.34A, Disclosure of Classified Military Information and Controlled Unclassified Information to Foreign Governments, International Organizations and Foreign Representatives
- Department of Navy Foreign Disclosure Manual
- Department of Navy Field Studies Program Handbook
- NAVYIPOINST 4950.1, International Training Policy
- U.S. Navy International Military Student Officer Guide
- NAVMEDCOMINST 6320.3B, Medical and Dental Care of Eligible Persons at Navy Medical Department
- BUMED Resource Management Desktop Guide P-5020
- Following Websites may provide additional policy and guidance for use by the IMSO:

<http://www.nipo.navy.mil/>

<http://www.state.gov/t/pm/c17251.htm>

<http://www.dlielc.edu/>

<http://www.dsca.mil/>

<http://www.fdesolutions.com/>

<http://www.disam.dsca.mil/itm/>

<https://www.netc.navy.mil/Development.aspx>

<https://www.netsafa.navy.mil/>

<http://www.un.org/en/documents/udhr/>

<http://www.state.gov/r/pa/ei/bgn/>

<http://www.embassy.org/>

<http://www.disam.dsca.mil/itm/messages/messages.asp>

<http://www.samm.dsca.mil/listing/esamm>

CHAPTER 5 (None)

CHAPTER 6

- DoD 5400.11-R, DoD Privacy Program
- DoD Instruction 8500.01, Cybersecurity
- MIL-HDBK-61A(SE) Configuration Management Guidance
- DoD 8570.01-M, Information Assurance Workforce Improvement Program
- Defense Information System Agency (DISA)/NSA Security Technical Implementation Guides
- DISA/NSA Security Checklists
- Joint Task Force - Global Network Operations (JTF-GNO) Computer Tasking Orders
- Section 508 of the Rehabilitation Act Department of Navy (DON)
- DON Personally Identifiable Information (PII) Policy
- DON Federal Information Security Management Act (FISMA)
- SECNAVINST 5239.19, DON Computer Network Incident Response and Reporting Requirements
- SECNAVINST 5239.20A, DON Cyberspace/Information Technology and Cybersecurity Workforce Management and Qualification
- SECNAVINST 5239.21, DON Electronic Signature Policy
- SECNAVINST 5239.3C, DON Cybersecurity Policy
- SECNAVINST 5510.30B, DON Personnel Security Program Instruction
- SECNAVINST 5510.34A, Disclosure of Classified Military Information and Controlled Unclassified Information To Foreign Governments, International Organizations, and Foreign Representatives
- SECNAVINST 7320.10A, DON Personal Property Policies and Procedures
- SECNAV M-5239.1, DON Information Assurance Manual
- SECNAV M-5239.2, DON Cyberspace Information Technology and Cybersecurity Workforce Management and Qualifications Manual
- OPNAVINST 2201.2, Navy and Marine Corps Computer Network Incident Responses
- OPNAVINST 5239.1C, Navy Information Assurance (IA) Program
- NAVADMIN 346/11, Information Technology (IT) Procurement Approval and Oversight
- NCDOC Computer Tasking Orders
- NAVNETWARCOM Guidance/Policy
- Navy Telecommunications Directives
- NETCINST 4700.1B, Contractor Operation and Maintenance of Simulators Program

- NETCINST 5211.2C, Naval Education and Training Command Privacy Act Program
- NETCINST 5239.1C, Naval Education and Training Command Cyber Security Policy
- NETCINST 5200.3C, Information Technology Configuration Control

CHAPTER 7

- NAVSUPINST 4200.99B, The Department of Navy (DON) Instruction Prescribing Policies and Procedures For the Management, Use and Oversight of the DON Purchase Card Program
- NAVSUPINST 4200.85D, Department of the Navy Simplified Acquisition Procedures (Provides guidance for activities acquiring supplies or services using appropriated funds in which the aggregate amount does not exceed the Simplified Acquisition Procedures (SAP) threshold.)
- Fund Administration and Standardized Document Automation System (FASTDATA) User Manual
- SECNAVINST 7320.10A, Department of the Navy (DON) Personal Property Policies and Procedures
- Joint Travel Regulations
- SECNAVINST 4650.21, Department of the Navy Government Travel Charge Card Program
- DON EBUSOPSOFFINST 4650.1, Policies and Procedures for the Administration and Use of the Government Travel Charge Card
- DoD Financial Management Regulations (DoDFMR) Vol 5: Disbursing Policy and Procedures (DTS/Travel)
- DoD Financial Management Regulations (DODFMR) Vol 9: Travel Policy and Procedures GTCC, DTS and Non-DTS
- The NAVSUP Contracting Knowledge Site (CKS) is a collection of guides, templates, toolkits, forms, links to regulations, and forms regarding NAVSUP policies and procedures at website: <https://www.navsup.navy.mil/cks>

CHAPTER 8

- Fund Administration and Standardized Document Automation System Fund Administrator (FASTDATA FA)/Site Training Manual
- Standardized Accounting Record System-Field Level (STARS-FL) manual

CHAPTER 9

- eNTRS Users Web Guide

- NETCINST 1500.7B, Missed Training Opportunity Reporting Policy and Procedures
- OPNAVINST 1500.47C, Navy Training Quota Management
- OPNAVINST 1510.10D, Corporate enterprise Training Activity Resource System (CeTARS) Catalog of Navy Training Courses and Student Reporting Requirements

CHAPTER 10

- COMNAVAIRFORINST 3500.20C, Aircraft Carrier Training and Readiness Manual
- COMNAVAIRFORINST 3500.1D, Squadron Training and Readiness
- COMNAVAIRFORINST 3500.71C, CVN Flight Deck/Carrier Air Traffic Control Center Certification following repair availability/overhauls and extended non-flying periods
- COMNECCINST 3502.1A, Navy Expeditionary Combat Command Training Manual
- COMNAVSURFORINST 3502.1E, Surface Force Training Manual
- NAVEDTRA 135C, Navy School Management Manual
- NETCINST 1500.7B, Missed Training Opportunity Reporting Policy and Procedures
- NETCINST 1510.1A, Navy Training Management

CHAPTER 11

- NAVPERS 15560 - Naval Military Personnel Manual (MILPERSMAN)
- JAGINST 5800.7E, Manual of the Judge Advocate General (JAGMAN)
- BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel and the U.S. Navy and U.S. Navy Reserve
- JAGINST 5810.1, Management Goals for Processing Navy Courts-Martial
- SECNAVINST 1050.1A, Appellate Leave
- SECNAVINST 3820.3E, Oversight of Intelligence Activities within the Navy
- SECNAVINST 5211.5E, Department of the Navy Privacy Act Program
- DoD Directive 5500.7-R, Joint Ethics Regulations
- SECNAVINST 1740.2E, Solicitation and Conduct of Personal Commercial Affairs
- NETCINST 5211.2B, Naval Education and Training Command (NETC) Privacy Act Program
- NETCINST 4001.1A, Acceptance of Gifts
- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation Programs

- SECNAVINST 5822.2, Service on State and Local Juries By Members of the Naval Service
- JAG/COMNAVLEGSVCCOMINST 5813.1B, Standardization of GCM and SPCM Verbatim and Summarized Records of Trial

CHAPTER 12

- OPNAVINST 5100.12J, Navy Traffic Safety Program
- OPNAVINST 5100.25C, Navy Recreation and Off Duty Safety Program

CHAPTER 13 (None)

CHAPTER 14

- SECNAVINST 5200.35F, Department of the Navy Managers' Internal Control Program
- NETCNOTE 5200, Managers' Internal Control Program
- SECNAVINST 5370.5B, DON Hotline Program
- SECNAVINST 5040.3A, Inspections Within the Department of the Navy
- SECNAVINST 5740.26B, Relations with the Legislative Branch Audit Agency
- SECNAVINST 5740.25D, Relations with the Office of the Assistant Inspector General for Auditing (AIG (A)), Department of Defense (DoD)
- SECNAVINST 7510.7G, Department of the Navy Internal Audit
- SECNAVINST 5740.30, General Accounting Office (GAO) and Inspector General Department of Defense (DODIG) Audit Follow-up Requirements for the Department of the Navy (DON)
- SECNAVINST 5200.34E, Management of Audit Decision and Follow-up Functions
- NETCNOTE 5040, Naval Education and Training Command Area Visit and Training Schedule

CHAPTER 15

- SECNAVINST 1730.7D, Religious Ministry Support within the Department of the Navy
- SECNAVINST 1730.8B, Accommodation of Religious Practices
- SECNAVINST 1730.9, Confidential Communication to Chaplains
- SECNAVINST 1730.10, Chaplain Advisement and Liaison
- SECNAVINST 5351.1, Professional Naval Chaplaincy

CHAPTER 16

- NAVEDTRA 135C, Navy School Management Manual
- OPNAVINST 1500.47C, Navy Training Quota Management

CHAPTER 17

- SECNAVINST 3300.2B, Department of the Navy (DON) Antiterrorism (AT) Program
- OPNAVINST 5530.14E, Physical Security and Law Enforcement Program
- USFF OPORD 3300-09, United States Fleet Forces (USFF) Antiterrorism (AT) Operation Order
- NTTP 3-07.2.1, Antiterrorism/Force Protection
- NTTP 3-07.2.3, Law Enforcement and Physical Security
- DoD 5200.08-R, DoD Physical Security Program
- NETCINST 5530.1B, NETC Antiterrorism Planning

CHAPTER 18 (None)

CHAPTER 19

- DoD Instruction 6400.1, Family Advocacy Program (FAP)
- DoD-M 6400.01-M, Family Advocacy Program (FAP)
- OPNAVINST 1752.2B, Family Advocacy Program (FAP)
- DoD Instruction 1342.24, Transitional Compensation for Abused Dependents
- NAVADMIN 234/04, Implementation of the Domestic Violence Misdemeanor Amendment
- NAVADMIN 155/12, Navy Family Advocacy Review Program Case Review Committee Procedural Changes
- NAVADMIN 231/13, Physical Readiness Program Policy Changes
- SECNAVINST 6120.3, Periodic Health Assessment for Individual Medical Readiness
- SECNAVINST 1752.4B, Sexual Assault Prevention and Response
- SAVI-003, Navy Confidential Policy for Victims of Sexual Assault and Collection of Forensic Evidence

CHAPTER 20 (None)

CHAPTER 21

- NETCINST 5450.3A, Mission, Functions and Tasks Assigned to Naval Education and Training Command Activities