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LETTER OF PROMULGATION FOR NAVEDTRA 140C

1. This guidance manual has been extensively revised. The revisions are an outcome of the inputs provided by the training support Naval Education and Training Command (NETC) functional area leads and training support organization and users. NAVEDTRA 140C supersedes and replaces NAVEDTRA 140B.

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 cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

4. Corrections and comments concerning this manual are invited and should be addressed to NETC (N3).

5. Reviewed and approved.

J. J. CZEREWKO

Naval Education and
Training Command

NAVEDTRA 140C
April 2024

TRAINING SUPPORT MANAGEMENT MANUAL

Naval Education and Training Command
Training and Support Organization

Training Support

Distribution Statement A: Approved for public release; distribution is unlimited.

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.

RECORD OF CHANGES

Number and Description of Change	Entered By	Date
CH-1 Update to Forward and Scope headers.	Amanda Calhoun, NETC Directives	10 Apr 2025
CH-1 Removal of gender and diversity verbiage throughout manual.	Amanda Calhoun, NETC Directives	10 Apr 2025

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 (FL)), 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 learning centers (LC), learning sites (LS), and other NETC activities. This collective support structure (LC, LS, 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 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 and the NAVEDTRA 140 point of contact (POC) (NETC N3) for change management and coordination. Table 1 of this NAVEDTRA identifies the NETC FLs, who are also identified in each chapter.

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 (EVAL) 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 (CNETC) 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.

TABLE 1: NETC Functional Leads

CHAPTER:	FL or POC:
1) ADMINISTRATIVE PROGRAMS AND PERSONNEL MANAGEMENT	NETC N1
CAREER DEVELOPMENT PROGRAM	NETC N008
COMMAND MANAGED EQUAL OPPORTUNITY	NETC CCS **Note: 2**
PERSONNEL CASUALTY ASSISTANCE	NETC N5 **Note: 2**
SUICIDE PREVENTION COORDINATOR	NETC **Note: 1**
DRUG AND ALCOHOL PROGRAM ADVISOR	NETC ADCO
FAMILY ADVOCACY PROGRAM	NETC N3, N5
URINALYSIS PROGRAM	NETC ADCO **Note: 1**
PHYSICAL FITNESS ASSESSMENTS	NETC HQ PFA POC **Note: 1**
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 N04 NETC VAO
2) INFORMATION AND PERSONNEL SECURITY	NETC HQ Security Manager
3) STUDENT MANAGEMENT	NETC N3 (N34 POC)
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(N6612 POC) **Note: 2**
7) LOGISITICS MANAGEMENT	NETC N4 and N8 (N41 POC) **Note: 2**
8) BUDGET PLANNING AND EXECUTION	NETC N8
9) CENTRALIZED QUOTA CONTROL	NETC N3 (N31 POC)
10) FLEET TRAINING LIAISON	NETC N34 (N34 POC)
11) RECLASSIFICATION	NETC N3
12) LEGAL SUPPORT SERVICES AND SERVICES	NETC N00J **Note: 2**
13) SAFETY	NETC N00X **Note: 2**
14) PUBLIC AFFAIRS	NETC N00P **Note: 2**
15) COMMAND EVALUATION AND INSPECTOR GENERAL	NETC N00G **Note: 2**
16) RELIGIOUS SUPPORT AND SERVICES	NETC N1(Chaplain Center) **Note: 2**
17) DATA MANAGEMENT	NETC N6 **Note: 2**
18) FORCE PROTECTION	NETC ATO
19) EMERGENCY MANAGEMENT	NETC EMO
20) NAVY MILITARY TRAINING	NETC Force Master Chief
21) NON-NETC TRAINING SUPPORT	NETC **Note: 2**

Notes:
1. Assignment per NETCSTAFFNOTE 1300
2. FL's POC

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

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

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CHAPTER 1

ADMINISTRATIVE PROGRAMS AND
PERSONNEL MANAGEMENT

CHAPTER 1
GUIDING REFERENCES

a. OPNAVINST 1040.11F
b. NAVPERS 15878L
c. OPNAVINST 5354.1H
d. CNICINST 1770.2BC
e. OPNAVINST 1720.4B
f. SECNAVINST 5300.28F
g. OPNAVINST 5350.4E
h. SECNAVINST 1752.3B
i. OPNAVINST 1752.2C
j. OPNAVINST 6110.1K
k. OPNAVINST 6000.1D
l. OPNAVINST 1752.1C
m. OPNAVINST 5800.7A
n. OPNAVINST 1742.1C

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 (COC) 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 NETC commands in addressing student career development support issues.

LCs and LSs will have resident on their staff, professionally trained and qualified as command career counselors (CC), holding the 806R Navy Enlisted Classification (NEC) to provide oversight and training for CC programs within their supported activities.

LC command CCs shall utilize designated collateral duty CCs to assist in the application of their assigned duties. Collateral duty CCs shall be trained and qualified utilizing the Career Development Training Course via https://www.mynavyhr. navy.mil/Career-Management/Career-Counseling/Resources/ or attending a locally provided course prior to independent assignments.

1.2. Immediate Superior in Command (ISIC) CC. The LC CC shall be designated as the ISIC command CC for training and CC oversight. The LC command CC will manage their area of responsibility per references (a) and (b), and is a direct representative for NETC in all matters pertaining to career information and oversight.

1.3. FL. The FL for command career programs and related support structures is the NETC Headquarters (HQ) Force CC, NETC N008.

1.4. Responsibilities and Action

- ISIC command CCs shall provide the following for all supported activities:

- Execute oversight of the Career Development Program for all echelon 4 and direct reporting commands, to include annual Career Information Program review.
- Provide monthly retention report and brief career information to the Chief of Staff (COS) via command master chief (CMC)
- Conduct monthly CC training with commands under their cognizance.
- Conduct periodic and "upon request" assist visits.
- Review and analyze monthly reenlistment attrition statistics and Career Development Program information of subordinate and supported commands.
- Orovide quarterly retention excellence award updates to FL.

- LC commanding officer (CO) or officer in charge (OIC) shall:

  - Establish and maintain an aggressive and proactive CC Development Program, as outlined in reference (a).

- LC and LS CMC or senior enlisted advisor (SEA) shall:

  - Ensure Career Development Program complies with reference (a).
  - Supervise and support command CCs in the performance of their duties.
  - Chair command level career development boards (CDB).

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

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

1.6. Fleet Reserve and Retirements (Staff). For LS detachments not co-located with a supporting LS, fleet Reserve and retirement requests will be submitted via Navy Standard Integrated Personnel System (NSIPS)through the LS detachment COC, then forwarded to the LS for submission. Upon command approval, the request is forwarded to Navy Personnel Command (NPC) for final disposition.

1.7. Career Waypoint-Reenlistment (C-WAY) (Staff). For any LS detachments not co-located with a supporting LC, C-WAY applications will be submitted via the LS CC and forwarded to the serving LS command CC for submission into C-WAY database.

1.8. C-WAY (Students). Student (C-WAY) applications will be submitted to the LS detachment command CC and forwarded to the serving LS command CC for submission into C-WAY database.

1.9. Reenlistments (Students). Reenlistments will be forwarded through the LS COC via the LS command CC and forwarded to the LC for final disposition with Transaction Service Center (TSC) and customer service desks.

SECTION 2 - COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)

2.1. Introduction. The objective of NETC's Military Equal Opportunity (MEO) Program is to promote an environment free from personal, social, or institutional barriers that prevent service members from rising to the highest level of responsibility possible. Commanders are responsible for ensuring MEO for all assigned personnel.

The CMEO Program is one of many of the commander's tools for the prevention of unprofessional behavior and for ensuring MEO goals are attained. Leadership has the authority and responsibility to ensure that the Navy core values are integrated into our daily business. Service Members must be evaluated only on individual merit, fitness, capability, and performance. NETC is comprised of men and women who work together to accomplish the mission. Each member of the Navy is entitled to be treated with dignity and respect and to work in an environment free of harassment and prohibited discrimination. Additionally, each member is expected to abide by the Navy core values of honor, courage, and commitment, which are exhibited through signature behaviors.

An effective MEO Program is critical to fostering a positive command climate, organizational effectiveness, and military readiness. Harassment and prohibited discrimination are fundamentally at odds with the obligation of service members to treat others with dignity and respect, and must never be ignored or condoned.

Any service member, to include foreign military, who believes they have been subjected to harassment or prohibited discrimination is encouraged to seek resolution. The service member should contact the LC or LS command climate specialist (CCS) to determine available resolution options. Policy guidance or assistance is also available by contacting the Navy Harassment and MEO Advice Line at (800) 253-0931 or MILL_EO_Advice@navy.mil. All complaints must be treated sensitively. All complaints will be processed per reference (c).

2.2. FL. The NETC FL for the CMEO Program is the CCS. The CCS shall be notified in advance of reportable incidents, as well as pending unit situation reports (SITREP) that pertain to MEO.

2.3. Destructive Behaviors Covered by the CMEO Program. Harassment is behavior that is unwelcome or offensive to a reasonable person, whether oral, written, or physical that creates an intimidating, hostile, or offensive environment. Harassment may include, but is not limited to, unwanted physical contact, offensive jokes, epithets or name-calling, ridicule or mockery, insults or put-downs, displays of offensive objects or imagery, non-verbal gestures, stereotyping, intimidating acts, veiled threats of violence, threatening or provoking remarks, racial or other slurs, derogatory remarks about a person's accent or displays of racially offensive symbols. Types of harassment include, but are not limited to, discriminatory harassment, sexual harassment, hazing, bullying, and stalking. Harassment can occur in person or through electronic communications, including social media and other forms of communication. Activities or actions undertaken for a proper military or governmental purpose, such as combat survival training, creating work assignments and conducting performance counseling, are not considered harassment.

a. **Discriminatory Harassment**. Unwelcome conduct based on race, color, religion, sex (including pregnancy), national   CH-1
origin, or sexual orientation. Discriminatory harassment occurs when the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Discriminatory harassment can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

b. <u>Sexual Harassment</u> is:

(1) Conduct that:

(a) Involves unwelcome sexual advances or requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career;
- Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment; and

(b) Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.

(2) Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence or affect the career, pay, or job of a member of the armed forces or a civilian employee of the Department of Defense (DoD).

(3) Any deliberate or repeated unwelcome verbal comment or gestures of a sexual nature by any member of the military services or civilian employee of the DoD.

(4) There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as hostile or offensive.

(5) While it is not possible to list all of those additional circumstances that may constitute sexual harassment,

paragraphs 2.3b(5)(a) through 2.3b(5)(g) provide some examples of conduct, which, if unwelcome, constitutes sexual harassment:

(a) Sexual epithets or jokes, written or oral references to sexual conduct, comments regarding one's own or another person's sex life, sexual activity, experiences, deficiencies or prowess or sexually suggestive comments regarding one's own or another person's body.

(b) The display of inappropriate sexually oriented material (e.g., displaying sexually suggestive objects, pictures, cartoons, images on a computer, phone or other electronic device, etc.).

(c) Leering, whistling, sexual gestures, suggestive or insulting comments, threats or innuendos of a sexual nature. The person observing such behavior need not be the object of such conduct for this to constitute sexual harassment.

(d) Physical contact such as touching, hugging, brushing against a person's body, impeding, or blocking movements. Depending on the circumstances, any unwanted physical contact could elevate the offense.

(e) Persistent requests for dates, inappropriate letters, telephone calls, messages via social media applications or messaging platforms, e-mail, text messages, graphics, and other communications or gifts.

(f) Direct or implied threats that indicate that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.

(g) Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, e-mail, text messages, social media, etc.).

c. **Hazing**. A form of harassment that includes conduct through which service members or DoD employees, without a proper military or other governmental purpose, but with a nexus to military service, physically or psychologically injure or create a risk of physical or psychological injury to service members for the purpose of: initiation into, admission into, affiliation with, change in status or position within or continued membership in any military or DoD civilian

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organization. Hazing can be conducted through the use of
electronic devices or communications, and by other means
including social media, as well as in person.

  (1) Hazing is evaluated by a reasonable person standard
and includes, but is not limited to, the behaviors listed in
paragraphs 2.3c(1)(a) through 2.3c(1)(i) when performed without
a proper military or other governmental purpose:

   (a) Any form of initiation or congratulatory act
that involves physically striking another person in any manner
or threatening to do the same.

   (b) Pressing any object into another person's skin,
regardless of whether it pierces the skin, such as "pinning" or
"tacking on" of rank insignia, aviator wings, jump wings, diver
insignia, badges, medals, or any other object.

   (c) Oral or written berating of another person with
the purpose of belittling or humiliating.

   (d) Encouraging another person to engage in illegal,
harmful, demeaning, or dangerous acts.

   (e) Playing abusive or malicious tricks.

   (f) Branding, handcuffing, duct taping, tattooing,
shaving, greasing, or painting another person.

   (g) Subjecting another person to excessive or
abusive use of water.

   (h) Forcing another person to consume food, alcohol,
drugs, or any other substance.

   (i) Soliciting, coercing, or knowingly permitting
another person to solicit or coerce acts of hazing.

  (2) Hazing does not include properly directed command or
organizational activities that serve a proper military or other
governmental purpose, or the requisite training activities
required to prepare for such activities (e.g., administrative
corrective measures, extra military instruction (EMI), or
command-authorized physical training (PT)).

(3) Service members may be responsible for an act of hazing even if there was actual or implied consent from the victim and regardless of the grade or rank, status, or service of the victim.

(4) Hazing is prohibited in all circumstances and environments, including off-duty or "unofficial" unit functions and settings.

d. <u>Bullying</u>. A form of harassment that includes acts of aggression by service members or DoD civilian employees, with a nexus to military service, with the intent of harming a service member either physically or psychologically, without a proper military or other governmental purpose. Bullying may involve singling out of an individual from his or her coworkers or unit, and for ridicule because he or she is considered different or weak. It often involves an imbalance of power between the aggressor and the victim. Bullying can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

(1) Bullying is evaluated by a reasonable person standard and includes, but is not limited to, the behaviors listed in paragraphs 2.3d(1)(a) through 2.3d(1)(j) when performed without a proper military or other governmental purpose:

(a) Physically striking another person in any manner or threatening to do the same.

(b) Intimidating, teasing, or taunting another person.

(c) Oral or written berating of another person with the purpose of belittling or humiliating.

(d) Encouraging another person to engage in illegal, harmful, demeaning, or dangerous acts.

(e) Playing abusive or malicious tricks.

(f) Branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting another person.

(g) Subjecting another person to excessive or abusive use of water.

(h) Forcing another person to consume food, alcohol, drugs, or any other substance.

(i) Degrading or damaging another's property or reputation.

(j) Soliciting, coercing, or knowingly permitting another person to solicit or coerce acts of bullying.

(2) Bullying does not include properly directed command or organizational activities that serve a proper military or other governmental purpose, or the requisite training activities required to prepare for such activities (e.g., command-authorized PT).

(3) Service members may be responsible for an act of bullying even if there was actual or implied consent from the victim and regardless of the grade or rank, status, or service of the victim.

(4) Bullying is prohibited in all circumstances and environments, including off-duty or "unofficial" unit functions and settings.

e. <u>Stalking</u> is conduct that is:

(1) A wrongful course of conduct directed at a specific person that would cause a reasonable person to fear death or bodily harm, including sexual assault to himself or herself, to a member of his or her immediate family, or to his or her intimate partner;

(2) Carried out by someone who has knowledge, or should have knowledge, that the specific person will be placed in reasonable fear of death or bodily harm, including sexual assault, to himself or herself, to a member of his or her immediate family, or to his or her intimate partner; and

(3) When the conduct induces reasonable fear in the specific person of death or bodily harm, including sexual assault, to himself or herself, to a member of his or her immediate family, or to his or her intimate partner.

(4) Paragraphs 2.3e(4)(a) through 2.3e(4)(e) define terms utilized in section 2 of chapter 1.

(a) **Conduct**. Means conduct of any kind, including use of surveillance, the mail, an interactive computer service, an electronic communication service, or an electronic communication system.

(b) **Course of Conduct**. A repeated maintenance of visual or physical proximity to a specific person; a repeated conveyance of verbal threat, written threats, or threats implied by conduct, or a combination of such threats, directed at or toward a specific person, or a pattern of conduct composed of repeated acts evidencing a continuity of purpose.

(c) **Repeated**. With respect to conduct, means two or more occasions of such conduct.

(d) **Immediate Family**. In the case of a specific person, immediate family means that person's spouse, parent, brother or sister, child, or other person to whom he or she stands in loco parentis, or any other person living in his or her household and related to him or her by blood or marriage.

(e) **Intimate Partner**. In the case of a specific person, intimate partner means a former spouse of the specific person, a person who shares a child in common with the specific person, or a person who cohabits with or has cohabited as a spouse with the specific person, or a person who has been in a social relationship of a romantic or intimate nature with the specific person, as determined by the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

(5) Stalking must be reported to the appropriate Military Criminal Investigative Organization.

2.4. Prohibited Discrimination. Discrimination, including disparate treatment, of an individual or group on the basis of race, color, national origin, religion, sex (including pregnancy), or sexual orientation that is not otherwise authorized by law or regulation and detracts from military readiness.

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2.5. Wrongful Broadcast or Distribution of Intimate Visual Images. Service members that perpetrate the actions outlined in paragraphs 2.5a through 2.5d are guilty of wrongful distribution of intimate images or visual images of sexually explicit conduct:

a. Who knowingly and wrongfully broadcasts or distributes an intimate visual image of another person or a visual image of sexually explicit conduct involving a person who:

(1) Is at least 18 years of age at the time the intimate visual image or visual image of sexually explicit conduct was created,

(2) Is identifiable from the intimate visual image or visual image of sexually explicit conduct itself, or from information displayed in connection with the intimate visual image or visual image of sexually explicit conduct, and

(3) Does not explicitly consent to the broadcast or distribution of the intimate visual image or visual image of sexually explicit conduct.

b. Who knows or reasonably should have known that the intimate visual image or visual image of sexually explicit conduct was made under circumstances in which the person depicted in the intimate visual image or visual image of sexually explicit conduct retained a reasonable expectation of privacy, regarding any broadcast or distribution of the intimate visual image or visual image of sexually explicit conduct.

c. Who knows or reasonably should have known that the broadcast or distribution of the intimate visual image or visual image of sexually explicit conduct is likely:

(1) To cause harm, harassment, intimidation, emotional distress, or financial loss for the person depicted in the intimate visual image or visual image of sexually explicit conduct, or

(2) To harm substantially the depicted person with respect to that person's health, safety, business, calling, career, financial condition, reputation, or personal relationships.

d. Whose conduct, under the circumstances, had a reasonably direct and palpable connection to a military mission or military environment.

e. Paragraphs 2.5e(1) through 2.5e(7) define terms utilized in section 2 of chapter 1:

(1) Broadcast. Electronically transmit a visual image with the intent that it is to be viewed by a person or people.

(2) Distribute. To deliver to the actual or constructive possession of another person, including transmission by mail or electronic means.

(3) Intimate Visual Image. A visual image that depicts a private area of a person.

(4) Private Area. The naked or underwear-clad genitalia, anus, buttocks, female areola, or nipple.

(5) Reasonable Expectation of Privacy. Circumstances in which a reasonable person would believe that a private area of the person, or sexually explicit conduct involving the person, would not be visible to the public.

(6) Sexually Explicit Conduct. Actual or simulated genital-genital contact, oral-genital contact, anal-genital contact, or oral-anal contact, whether between persons of the same or opposite sex, bestiality, masturbation, sadistic, or masochistic abuse.

(7) Visual Image. Any of the following:

(a) Any developed or undeveloped photograph, picture, film, or video.

(b) Any digital or computer image, picture, film, or video made by any means, including those transmitted by any means, including streaming media, even if not stored in a permanent format.

(c) Any digital or electronic data capable of conversion into a visual image.

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 2 years on active duty, or one trained enlisted member (E-6 – E-9) assigned. For LSs supported by a LC, the staff collateral duty CACO at the servicing LC will be responsible for all student incidents, and will coordinate with the region CAPM until they are relieved of those duties. If a LS is not supported by a LC, then the LS collateral duty CACO is responsible to the region CAPM in the same manner as the LC 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 reference (d). For incidents involving NETC student personnel, the LC will retain full responsibility under the region CAPM for all permanent change of station (PCS) personnel until relieved of their duties by the region CAPM. For incidents involving temporary additional duty (TAD) students, as well as students from other military branches and countries, the LC will retain full responsibility under the region CAPM until relieved of their duties by the region CAPM or the parent command or service branch. For a TAD student whose parent command is deployed, or otherwise unavailable, the LC shall continue to act on behalf of the parent command until relieved.

3.2. FL. There is no echelon 2 role or responsibility in the CACO process; however, for personnel casualty assistance, the CACO can contact Navy Casualty Office, PERS-13.

3.3. CACO Responsibilities. A uniformed LS or LC representative will be designated to assist the primary next of kin (NOK) and secondary NOK 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 primary NOK may be entitled. Stand-by CACOs are assigned in all active duty cases when the student is placed on the very seriously ill or injured list, in imminent danger of loss of life, or hospitalized overseas and away from the primary NOK.

The stand-by CACO will be assigned through the responsible Casualty Assistance Calls and 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 or appropriate Casualty Assistance Calls and 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 and command, produce the required reports, and begin CACO equivalent assignments and actions.

The command will transmit a Personnel Casualty Report (PCR) within 4 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 navy casualty@navy.mil.

For initial primary NOK 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 LC CO or 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 LC CO or OIC, as well as the decedent's command, will provide full assistance to the CACO in completion of their duties.

LS or other LC activity CO or OIC shall write a letter of condolence to the primary NOK within 48 hours of the service member's death.

SECTION 4 - SUICIDE PREVENTION COORDINATOR

4.1. Introduction. All NETC subordinate commands will aggressively pursue a Suicide Prevention Program (SPP) by adhering to the requirements of reference (e). All NETC subordinate COs will designate a collateral duty SPP coordinator and an assistant coordinator to ensure the SPP is conducted, per reference (e) and other applicable references.

The goal of the Navy Suicide Prevention Program is to reduce suicides by enabling Sailors — through knowledge, personal responsibility, and resources —to thrive as a psychologically healthy, resilient, and mission - effective force.

LCs and LSs have an expanded SPP mission for the specific purpose of providing oversight and program assistance within their geographic support area. Although LC and LS suicide prevention coordinators (SPC) are responsible for the administration of their own internal SPPs, this expanded role allows NETC to ensure the Navy Command Inspection (CI) Program is active within the NETC domain - by providing staff support, guidance, oversight, and assistance as the needs exist. It is paramount to note that utilizing LC or LS SPC support does not relieve the LC or LS from implementing a SPP of its own.

4.2. FL. The NETC FL for the SPP and related support structures is the NETC SPC.

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

4.3. Responsibilities. LC and LS COs may appoint an officer, chief petty officer (CPO), or a petty officer first class as the SPC. Per reference (e), all commands are required to include the following as part of their SPPs: training, intervention, response, and reporting. LC and LS SPCs are responsible for providing oversight and program assistance to all subordinate commands within their geographical area. The role of the LC or LS SPC is to provide program assistance and help establish and maintain a robust program, which meets the requirements of reference (e). In addition to the internal LC or LS SPC responsibilities, additional requirements are required:

- Complete the Applied Suicide Intervention Skills Training (ASIST) class as soon as possible.
- Identify a cadre of staff personnel for collateral duty assignment as ASIST qualified personnel.
- Conduct periodic assist visits within the geographical support area.
- Upon request, provide SPC and staff training as needed.
- At the request of NETC, conduct suicide prevention process reviews, and report findings to NETC Inspector General (IG).
- Regarding student suicide-related incidents, establish a cooperative agreement between the LS and the LC, to

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transfer SPC responsibilities to the supporting LC, or utilize the LC SPC to pursue each case through its completion.

- In the event of a LS or LC student suicide-related incident, and where the LS or LC SPC assumes responsibility for the case, coordinate with NETC to promote adherence to proper situation reporting: OPNAV voice reporting, DoD suicide event reporting, personnel casualty reporting, and other applicable requirements to include Sailor Assistance and Intercept for Life (SAIL) reports. SAIL is a program available to active duty Sailors who experienced a suicide ideation or attempt (suicide-related behavior). SAIL is an evidence-based intervention that provides rapid assistance, ongoing risk assessment, care coordination, and reintegration assistance. Risk is assessed at key intervals using the Columbia Suicide Severity Rating Scale and managed using the Veterans Affairs Safety Plan through a series of contacts over 90 days following suicide-related behavior. SAIL does not replace needed mental health services and is not a form of treatment. SAIL case managers are Fleet and Family Support Center (FFSC) counselors who maintain contact with Sailors, healthcare providers, and command leadership, assisting with care coordination and engaging additional resources as needed. Sailors are automatically referred to SAIL by their command, however, a referral can also be made by contacting FFSC. Participation in this program is voluntary.
- In the event of a LC or LS staff member or student suicide-related incident that requires a command investigation, provide assistance to the NETC-appointed investigating officer.

SECTION 5 - DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)

5.1. Introduction. The NETC 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 (f) and (g) of this chapter with respect to the implementation of an effective drug and alcohol program. LCs and LSs will designate a qualified military or civilian staff member to aggressively manage this vital program.

5.2. FL. The Navy Alcohol and Drug Abuse Prevention (NADAP) Program is implemented through the use of Alcohol and Drug Control Officers (ADCO), DAPAs and Urinalysis Program (UP) Coordinators (UPC), collectively referred to as NADAP personnel. The NETC FL for the NADAP Program is the NETC ADCO.

All NETC echelon 3 commands must provide a unified and consistent coordination of alcohol and drug abuse prevention program policy to their 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 (f). The ADCOs primary duties shall be to provide program implementation guidance, EVAL, and assistance as required to all of your activities' DAPAs and UPCs. Echelon 3 ADCOs must take a proactive approach and closely monitor all of their activities and ensure compliance with all requirements of the NADAP program.

> **Note:** Command DAPA may also serve as the ADCO and fulfill those additional responsibilities. The DAPA cannot be the UPC and consequently, the UPC cannot be the ADCO.

5.3. Primary DAPA. The primary DAPA should be an E-7 or above or a civilian employee (GS-7 or above), and the assistant DAPA should be an E-5 or above. DAPAs are to be designated per the provisions of reference (f). The designation letter shall be provided to their echelon 3 ADCO and the NETC ADCO. Commanders, COs, and 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 300 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 100 personnel assigned is recommended.

5.4. Policy. Per reference (g), your command should have a command NADAP instruction that contains the following:

- Provide specific guidance to the command regarding responsible use of alcohol.
- Establish a command policy that mandates all personnel selected for urinalysis will report to a specified area within a period of time after notification and remain until a sample is provided.

- Explain the punitive consequences for failure to obey NADAP policies with emphasis on deglamorization, responsible use, treatment of driving under the influence and driving while intoxicated offenses, prohibitions against drinking during normal working hours, and illicit use of inhalants.

5.5. Screenings. All personnel involved in a drug or alcohol related incident will be referred to the DAPA for screening. 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.

5.6. 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 (f). 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:

- 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 or require treatment, shall be re-screened for overseas duty. The DAPA will notify the appropriate 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.

5.7. Alcohol Detection Devices (ADD). The use of hand-held ADDs is 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 (g). The following are requirements for personnel administering ADDs:

- Must be an E-7 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, 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 EVALs.

5.8. Substance Abuse Prevention Program Oversight. Per reference (g), the DAPA is responsible to the CO for management of the command's substance abuse prevention program. The DAPA shall access the internet Forensic Toxicology Drug Testing Laboratory (iFTDTL) portal in order to provide appropriate oversight for the command's drug abuse program.

The iFTDTL portal gives access to the test results that are reported by the Navy Drug Screening Labs (NDSL). This provides the DAPA with the capability to monitor the program by reviewing key metrics:

- Number of random test days conducted each month.
- Percentage of personnel tested each month.
- Number of discrepancies reported by the NDSL.
- Number of positive test results reported.

Ensure quarterly inspections are conducted by an E-7 or above and provide results to the CO when the UPC assigned for command UPC is an E-6 or below.

SECTION 6 – FAMILY ADVOCACY PROGRAM (FAP)

6.1. Introduction. The FAP provides for a consistent, standardized response to incidents of domestic violence and child abuse or neglect. Abuse of any type and magnitude has a negative effect upon military eadiness and effectiveness, good order, 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 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 LC will utilize the LC FAP POC or Family Advocacy Assistants (FAA) for all family advocacy issues involving students. LC 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.

6.2. FL. There is no echelon 2 role or responsibility in the FAP process; however, for FAP assistance, contact NPC PERS 833/834. More guidance can also be found in references (h) and (i).

6.3. FAP POC. LCs and LSs will designate, in writing, an E-7 or above to serve as a collateral duty command FAP POC. The FAP POC is required to attend command leadership training, quarterly FAP meetings offered through FFSC, and follow-on FAP training. The FAP POC has direct reporting authority to the LC or LS CO or OIC.

6.4. FAAs. For very large or dispersed LC supported activities, an appropriate number of FAA will be assigned to serve and report directly to the FAP POC. The FAA will be an E-6 or above and designated in writing by the CO.
The FAA is required to attend FAP command leadership training, FAP POC quarterly meetings offered through FFSC, and all follow-on training.

6.5. Situation Reporting. In the event of alleged domestic violence or child abuse or neglect incident, the LS shall notify the LC 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 (i) specifically states, "The appropriate law enforcement (LE) 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 LE agents."

FAMILY ADVOCACY CASE PROCESS

```
FAP
receives
report of Abuse
        │
        ▼
  Case involve ──No──► SITREP ──No──► Command
  Child Sexual Abuse?   completed          Family Advocacy Rep.
        │               by CDO?            prepares
       Yes                │                SITREP
        │               Yes
        ▼                │
   FAP                   ▼
   ensures          Notify
   PERS-833/834     Command's Legal CMC/
   notified by message   XO/CO
   about incident        │
        │                ▼
        ▼           LC FAP POC
   PERS-833/834     conducts Intake Interview
   flags service record   │
   until issue is resolved ▼
                     LC FAP POC
                     briefs CMC/XO/CO and
                     releases Message
                          │
                          ▼
                     SITREP ──Yes──► Notify
                     sent out within       FFSC with
                     24 hours?             Intake Report
                          │
                         No
                          ▼
                     Document
                     circumstances
                          │
                          ▼
                     Case Manager
                     performs Intake Interview
                     with FFSC
                          │
                          ▼
                     FFSC ──► Case Worker
                     assigns     investigates and prepares
                     Case Worker case report
                          │         for
                          │      Incident Determination Committee
                          │      (IDC)
                          │         │
                          │         ▼
                          │      Case Worker
                          │      sends
                          │      FAP Letter of Incident
                          │      Determination to
                          │      Service Member and Command
                          │         │
                          │         ▼
                          │      LC FAP POC
                          │      notifies CO
                          │         │
                          │         ▼
                          │      Family Advocacy IDC
                          │      Meeting: Findings/Treatment
                          │      Recommendations to CO
```

```
  Service Member ──Yes──► FAP POC notifies
  still onboard?              Service Member
        │                     of IDC Board
       No                     Findings/Treatment
        │                     Recommendations
        ▼                        │
   FFSC                          ▼
   transfers case to        Service Member
   gaining command          signs statement of rights
        │                   (outlines the right to a review)
        ▼                        │
   Command transfers            ▼
   Service Member          LC FAP POC
        │                  prepares CO's endorsement
        ▼                  (concurring or non-concurring)
   FAP                     with treatment recommendations
   tracks case                  │
   until transferred/closed     ▼
        │                  FAP POC
        ▼                  routes letter
   Closed                  through CoC for CO's
                           approval and signature
                                │
                                ▼
                           LC FAP POC
                           mails/hand carries
                           signed letter to
                           FFSC Regional Coordinator
                                │
                                ▼
                           LC FAP POC
                           files copy of letter in
                           Service Member's
                           FAP File
                                │
                                ▼
                           FFSC
                           tracks progress of
                           Service Member's
                           treatment every 90 days
```

Figure 1-1: Family Advocacy Case Process

SECTION 7 - UP

7.1. 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 UP and appoint a UPC to ensure that the command UP is conducted per the applicable references cited in section 7.2 of this chapter.

7.2. FL. The NADAP Program is implemented through the use of ADCOs, DAPAs, and UPCs, collectively referred to as NADAP personnel. The NETC FL for the NADAP Program is the NETC ADCO. Supplemental UPC guidance can be found in reference (g).

All NETC echelon 3 commands must provide a unified and consistent coordination of the NADAP Program policy to their subordinate commands and ensure that a military member (E-7 or above) or civilian employee (GS-7 or above) shall be assigned primary duties as the ADCO per reference (g). The ADCOs primary duties are to provide program implementation guidance, EVAL, and assistance (as required) to all their activities' DAPAs and UPCs. Echelon 3 ADCOs must take a proactive approach in closely monitoring all their activities, and to ensure that their activities are compliant with all requirements of the NADAP Program.

> **Note:** Command DAPAs may also serve as the ADCO and fulfill those additional responsibilities. ADCOs provide guidance oversight to DAPAs and UPCs; DAPAs are the the COs advisor on all matters relating to alcohol and other drugs, and are responsible for the management of the command's Substance Abuse Prevention Program. The DAPA cannot be the UPC and consequently, the UPC be the ADCO.

7.3. Responsibilities. COs appoint an officer, CPO, or GS-7 or above to serve as the command UPC. For larger commands where UPC duties may negatively impact training or training support, an assistant UPC may be assigned. Assistant UPCs are an E-5 or above, or civilian equivalent. Unless manning constraints dictate otherwise, observers are an E-7 or above, or civilian equivalent. All assistant UPCs and observers must be fully trained. 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 the instruction. Ensure quarterly inspections are conducted by an E-7 or above and provide results to the CO when the UPC assigned for the command UPC is an E-6 or below.

7.4. Command UPC. The UPC shall be designated in writing by the CO. The designation letter shall be provided to their echelon 3 ADCO and the NETC ADCO. Per reference (g), it is strongly recommended that observers are an E-7 or above. In cases where E-7 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 serves 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:

- Ensure their command has appropriate written policy regarding the consequences of drug use and when and where personnel are to report once notified they have been selected for urinalysis testing.
- Execute an unpredictable random urinalysis testing program.
- Ensure samples are collected, packaged, and shipped while maintaining a strict chain of custody of all samples.
- Utilize the proper testing codes, which in most all cases is the sub-unit sweep "IU" for all newly reported personnel and random selection "IR" for all monthly random urinalysis tests.
- Complete UPC training on Navy e-Learning (NeL) and are familiar with reference (g).
- Ensure the assistant UPC and observers are properly trained in urinalysis testing procedures and have competent knowledge of the iFTDTL portal and the Web Based Drug Testing Program (WebDTP).
- Ensure the assistant UPC is designated in writing by the CO.
- Create, update, and maintain standard operating procedures for urinalysis specimen collection.

- Ensure the CO, XO, CMC, 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.

7.5. Testing Requirements. As part of the urinalysis testing program, there are two different "minimum" metrics that must be met each month:

- Four different random test days.
- Fifteen percent of available personnel.

For random testing, conduct at least four different random test days each month (ideally one each week) for all personnel (staff and students) when planned to be on board for 30 or more calendar days, unless you have obtained a waiver approved by CNETC per reference (g). The number of different check-in test days (or any other tests) in a month have no bearing on the minimum requirement of four random test days each month.

A main objective of random testing is that it serves as a deterrence. Consequently, your personnel (staff and students) need to understand that you are running multiple random test days every month, and they need to realize that they can potentially be randomly selected to provide a sample at any time.

To give you better control over when to conduct your random tests, all NETC activities are authorized to choose which days to conduct the random testing. If you choose your specific testing days, the testing days must be irregular to ensure unpredictability and prevent any establishment of a testing pattern. Additionally, planned test dates must be held in strict confidence.

To meet the minimum requirement of 15 percent of available personnel, add up all the samples collected (random, check-in, CO directed, etc.) for the month and for the specific pool. The total needs to be a minimum of 15 percent of available personnel in the pool. The minimum must be met for each pool you are testing (e.g., staff pool or student pool).

For OPNAV UP policy compliance purposes, the UPC conducting urinalysis may consolidate co-located unit identification codes (UIC) 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. When UICs are consolidated, all personnel from all consolidated UICs are subject to being randomly selected on a random test day. Consequently, only UICs that are in the area where the test is conducted can be consolidated.

Staff and students must be entered in separate pools in WebDTP and must be reported in iFTDTL under their respective UICs. Anyone with a common access card (CAC) needs to be tested under their DoD identification number and not their social security number.

Refer to Table 2: Basic Urinalysis Testing Requirements for a ready reference of basic testing requirements. Detailed testing requirements are listed below and are also outlined in reference (g).

Although reference (g) 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 (FY).

All commands are required to conduct a unit sweep during the final quarter of the FY for all staff personnel, who were not tested in the course of the current FY.

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

All students will undergo urinalysis testing within 2 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 and officer students in warfare or staff specialty entry schools are authorized to exceed the maximum testing limit of 40 percent in order to achieve these requirements.

UPCs are required to conduct urinalysis tests for all NETC staff and students when planned to be onboard for 30 or more calendar days. Personnel planning to be onboard for less than 30 calendar days are excluded from testing.

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 preferred collection premise is a member's consent test "VO" when there is sufficient probable cause to suspect drug use, a probable cause "PO" test may be conducted. As a last option, use command-directed "CO" test premise which shall be ordered by a member's CO or OIC.

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 and reenlistments shall be tested and evaluated in conjunction with their enlistment or 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.

Table 2: Basic Urinalysis Testing Requirements

PERSONNEL TYPE	CLASS	COURSE LENGTH	FREQUENCY	NOTE(S)
STUDENT	APPRENTICE TRAINING	N/A	WITHIN 2 WEEKS OF REPORTING and 15% OF ASSIGNED PERSONNEL MONTHLY	1, 2, 3
STUDENT	"A" SCHOOL	N/A	WITHIN 2 WEEKS OF REPORTING and 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 and 15% OF ASSIGNED PERSONNEL MONTHLY	1, 2, 3
STUDENT	"C", "F", and "T" STUDENTS	< 21 DAYS	NOT REQUIRED	
STUDENT	"C", "F", and "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

Note 1: Random urinalysis testing shall occur at least four times per month and target 15 percent of personnel. 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 LC that fails to meet the monthly testing requirements, must notify their echelon 3 commander or CO in writing specifying the reason for failure. Echelon 3 commands then notify the NETC ADCO and OPNAV N170 regarding the failure to comply. Echelon 3 commands that fail to comply notify CNETC in the same manner.

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

7.6. Program Guidance. Reference (g) 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 WebDTP or DTP Lite
- is mandatory.
- NETC activities are authorized to manually choose their random testing days. If this is done, testing days must be irregular to ensure unpredictability and prevent any establishment of a testing pattern. 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.
- Establish a limited collection window. Personnel selected should provide a specimen within 4 hours of notification, and commands should take all precautions to ensure members are not provided any opportunity to flush their system.
- Ensure strict adherence to the observation policy.

7.7. Positive Results. Per reference (g), 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 the member has any valid prescriptions, and the date of prescription coincides with the date the sample was taken, the CO must request a technical review from the appropriate drug screening lab in order for the lab to determine whether the prescribed medication caused the positive urinalysis result.

- The CO must use all information available, including self-referral, medical records check, Sexual Assault Prevention and Response (SAPR) screening, results of the technical review from the lab, etc. to make a determination on whether the member's drug use was wrongful or legitimate:

  - If the CO determines that the 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 the 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 complete a Determination Letter and submit it to OPNAV N173A via official correspondence with a copy to the echelon 2 and echelon 3 ADCOs, as appropriate.
  - It is the policy of CNETC that the CO's determination of drug abuse or non-drug abuse, including the letter to OPNAV N173A 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 ADCOs.

- **Positive urinalysis results received after the member transfers.** In the event the member has transferred, the transferring CO must forward the documentation pertaining to the positive urinalysis results, including the urinalysis register and ledger showing the member's signature, signed observer brief sheet(s), front and back of associated DD-2624, and iFTDTL print out of positive result to the gaining command within 5 days of receipt, as well as to the NETC ADCO. If the member was transferred temporary duty (TDY) under instruction (UI) (TEMDUINS) and ultimate activity is known, transferring CO must provide urinalysis result to both the TEMDUINS and ultimate activity. Positive urinalysis results will

remain under the UIC of the activity that performed the test, regardless of the 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 8 – PHYSICAL FITNESS ASSESSMENTS (PFA)**

8.1. 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, (e.g., 50 minutes three times per week or 75 minutes two times per week; plus perform strength training exercises at least two 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 reference (j).

LS staff shall coordinate to establish a physical readiness program (PRP) whenever feasible for courses of instruction lasting greater than 10 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 PFAs. 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 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 PFAs and physical readiness testing (PRT). Coordination with the LS should occur early on in the assessment cycle to identify PFA and PRT support requirements.

8.2. FL. There is no echelon 2 role or responsibility in the PFA process; however, for PFA assistance, contact the Navy's PRP Office or the NETC Command Fitness Leader (CFL) as designated in the most recent NETCSTAFFNOTE 1300.

8.3. Program Responsibilities. LS COs and OICs shall appoint, in writing, a CFL to oversee the command's PRP. The CFL must meet all qualifications and training requirements as set forth in reference (j). An assistant CFL will be assigned at an optimal ratio of one 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 or OIC on all PRP and PFA matters. The CFL, as well as all assistant CFLs, will maintain a current cardio-pulmonary resuscitation certification. CFLs will also complete the CNIC approved CFL training course as soon as practical, following appointment, but no later than (NLT) 1 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 NeL, http://learning.nel.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 30 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 web site, https://www.mnp.navy.mil/group/performance/prims?utm_source=mnp%20public, prior to PRP and PFA participation.

8.4. PFA 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 (j), Navy personnel are not exempt from taking the PFA, if they did not receive a PFA notification, and as long as they are medically cleared and acclimatized.

8.5. 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 and PFA participation.

Students without a current physical examination, as required by reference (j), 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 and reports a change in health or other risk factors, they shall not participate in the PRP or PFA until cleared by the AMDR. LS 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 and PFA. Qualified members of the medical department who will conduct medical waiver EVAL shall be appointed in writing.

Students shall be medically waived from participation in all or part of PFA or 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 LS (CO or OIC) approval and shall be closely reviewed and evaluated upon the student's transfer to a follow-on command or anytime there is a LS 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 6 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 servicewoman will not be mandated to participate in command or unit PT or the 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 EVAL by a health care provider is required to determine when the student may participate in the BCA, PRP, PT, and regularly scheduled PFA.

8.6. PFA 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 one CPR-certified monitor shall be present for every 25 students and staff participating in PRT, with a minimum of two 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 (EAP) that includes telephone numbers, 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 EVAL. All student withdrawals must be cleared by appropriate medical authority prior to re-test.

8.7. PFA for Students. Students, single-sited at a NETC training command for greater than 10 consecutive weeks, will be required to complete a PFA. LS will periodically conduct PFA to afford students maximum opportunity to take the assessment without negative impact to their training regimen. LS will conduct at least one open PFA per month. Students may also take

the PFA during the regularly scheduled LS staff semi-annual PFA. Students, under extended training schedules, will be tested 4 to 6 months after their report date, or no greater than 8 months after their previous PFA date.

8.8. PFA Failure Process for Students. A failure of either the BCA or PRT component of the PFA constitutes a PFA failure. The LS CO or 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 LS CO or 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 NAVPERS 1070/613. The LS CO or OIC will provide officers a letter of notification within 30 days following the completion of the PFA cycle. FEP is mandatory for any member who fails any portion of the PFA.

8.9. FEP. Students shall be placed in a FEP if they do not meet, or are in jeopardy of not meeting, BCA standards. Assignment to FEP is mandatory for any member who fails any portion of the PFA and is available, at the discretion of the CO, to any member who desires to improve their fitness. The emphasis of the FEP will be placed on decreasing body fat percentage 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.

LSs will be responsible for implementing the FEP for their supported LS. Applicable staff will be notified of FEP participants, in order to provide continuous monitoring during the training day. Violation of any elements of the FEP shall be reported to the LS FEP coordinator.

SECTION 9 - SAPR

9.1. 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 (l) for amplification and promatic details.

9.2. FL. The NETC HQ SAPR Officer (SAPRO) is the FL for SAPR in the NETC domain. In per reference (l), the SAPRO ensures implementation with subordinate commands in all aspects of the SAPR Program. The SAPRO coordinates with SAPR stakeholders and higher echelon commands when required. Unit SAPR POCs will change to SAPR Administrative Victim Advocate (VA) (SAPR AVA) to realign with NAVADMIN 329/20 and updated policy guidance.

NETC LCs 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 may utilize the installation sexual assault response coordinator (SARC) and the LC or LS SAPR VA for all student related sexual assaults. LCs 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 the 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 LCs SAPR VA or the on-call (24/7) SAPR VA, immediately via phone. Additionally, unrestricted sexual assault incidents require LCs to submit an Operations Event or Incident Report (OPREP-3) Navy Blue or SITREP. Reference (l) 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 may utilize their installation SARC or own command collateral duty SAPR VA to address unrestricted student sexual assault incidents. LSs are encouraged to contact the NETC SAPR FL for additional information and guidance.

9.3. SAPR AVA. LC CO or OICs will designate, in writing, a SAPR AVA. The SAPR AVA will successfully complete SAPR VA training prior to assuming duties as the SAPR AVA. The SAPR AVA 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 AVA and SAPR VA, if the command can support it. Those LSs that do not have the manning to support a VA will have a memorandum of understanding or memorandum of agreement with other activities to provide SAPR VA services.

9.4. VA. 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 and 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. Commands are encouraged to have a sufficient number of trained male and female advocates to provide effective and efficient coverage for this function.

9.5. Naval Military Training (NMT) Program and LifeSkills Course of Instruction (COI). SAPR Program training is mandatory during the initial phase of the NMT Program and the LifeSkills course delivery for Accession Sailors prior to "A" or "Pre- A" school enrollment. This training is critical; it provides an opportunity to engage and educate newly, reporting personnel on the importance of combating sexual assault.

SECTION 10 - VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)

10.1. Introduction. The function of the NETC 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 and witnesses understand and

participate in the military justice system; and to ensure victims and witnesses are aware of local and military resources; including, POCs, websites, and phone numbers.

10.2. Compliance. NETC training commands will comply with and support the policies contained in reference (m). The LCs and LSs will designate in writing, a qualified staff member (E-5 or above, or civilian equivalent) to serve as the Command Victim and Witness Assistance Coordinator (VWAC).

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

The LCs and LSs shall designate in writing a qualified staff member (E-5 or above, or civilian equivalent) to serve as the LC or LS VWAC. The LC VWAC shall provide guidance to the LS regarding the establishment, facilitation, and monitoring of their VWAP. LC VWAC shall notify all LS VWACs of any changes to the references above. The LC VWAC and LS VWAC shall be responsible to educate all command personnel about the rights of crime victims and witnesses. All designated VWACs shall ensure close coordination between legal, security, health care providers, correction facilities, Chaplins, and FFSC.

The LC VWAC shall at all times maintain an updated list of all VWACs serving at LC and LS. The LS VWAC shall notify LC VWAC of any changes to the position and provide all relevant contact information.

10.3. FL. The NETC HQ VWAC is the FL for the NETC domain.

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

- Ensures staff involved in criminal investigations, LE, and security matters are trained in VWAP policies and requirements.

1-40

- Ensures crime victims and witnesses are provided a DD 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 (NJP)), administrative separation (ADSEP), or judicial disposition has been completed per reference (m).
- 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 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 11- VOTING ASSISTANCE PROGRAM

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

11.2. Compliance. NETC training commands will comply with and support the policies contained in reference (n). 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 (n).

11.3. FL. The NETC HQ VAO is the FL for the NETC domain.

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

- Notify NETC HQ VAO of changes in LC VAO.
- Maintaining all documentation associated with voting assistance per reference (n).

- 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 members 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 ISICf.
- 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.
- Develop and maintain measures of performance.
- Conduct a command level voting assistance program EVAL at the conclusion of every election year and forward EVAL to CO or OIC for review.
- Establish and maintain a Federal Voting Assistance Program (FVAP) web account with program metrics.
- Attend Installation Voting Officer FVAP hosted training every 2 years.
- Monitor subordinate command voting assistance process using Table 3: Voting Assistance Program Inspection Checklist.

Note: This same table is used during NETC HQ area visits to LCs and should be considered resources for training new VAOs.

Table 3: Voting Assistance Program Inspection Checklist

<table>
<tr><td colspan="2" align="center">

NAVY VOTING ASSISTANCE PROGRAM INSPECTION CHECKLIST

Inspected Organization: _____   Inspector: _____   Date: _____

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Reference:
• OPNAVINST 1742.1C, Navy Voting Assistance Program; CNICINST 1742.1, Establishment of Installation Voter Assistance Offices;
• DoDI 1000.4, Federal Voting Assistance Program of 12 November 2019;
• Public Law 111-84 (FY10 NDAA) Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act);
• 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; Section 7(a)(2) of Public Law 103-31—National Voter Registration Act‖ (NVRA), May 20, 1993; Section 1566 (f)(1), Title 10, United States Code;
• Memorandum for Senior Service Voting Representatives of the Military Departments Oct 15, 2013.

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Part I: VAO Program Administration

</td></tr>
<tr><td>

1. Is the VAO designated in writing?
(OPNAVINST 1742.1C para 3h)
Remarks:

</td><td>☐ Yes ☑ No</td></tr>
<tr><td>

2. Does the VAO have electronic or hardcopies of the following items:
(1) The current Voting Assistance Guide?
(2) SF 76 Federal Post Card Application?
(3) SF 186 Federal Write-in Absentee Ballot?
(OPNAVINST 1742.1C Encl (1), para 1.c.)
Remarks:

</td><td>☐ Yes ☐ No</td></tr>
<tr><td>

3. Has the VAO registered current command information in the FVAP portal and has the VAO ensured that contact information is current and correct for subordinate commands?
(NAVADMIN 078/15)
Remarks:

</td><td>☐ Yes ☐ No</td></tr>
<tr><td>

4. Has the VAO completed training prior to designation and on even numbered years at FVAP workshops?
(OPNAVINST 1742.1C para 3.i.(1))
Remarks:

</td><td>☐ Yes ☐ No</td></tr>
</table>

5. Is the VAO included in personnel check-in and check-out activities? This must be listed on personnel check-in and check-out form.
(OPNAVINST 1742.1C para 3.l.(11))
Remarks:

☐ Yes   ☐ No

6. Did the VAO ensure and track that all service members receive annual training on absentee registration and voting, and maintain documentation on file?
(OPNAVINST 1742.1C para 3.l.(11))
Remarks:

☐ Yes   ☐ No

7. Does the VAO have a continuity folder or program binder that includes program instructions and references, training records, FVAP and NVAP directives, and other pertinent information as recommended on the FVAP Web site?
(OPNAVINST 1742.1C Encl (1) para 1.i.)
Remarks:

☐ Yes   ☐ No

8. Does the VAO conduct a program review using this form or other suitable checklist at the conclusion of each election year (even-numbered years) and forward the evaluation and detailed corrective action taken to the commanding officer or officer in charge? Are reviews maintained on file for 3 years?
(OPNAVINST 1742.1C para 3.l.(13))
Remarks:

☐ Yes   ☐ No

9. Does the VAO have adequate time to perform duties?
(OPNAVINST 1742.1C Encl (1) para 1.m.)
Remarks:

☐ Yes   ☐ No

10. Does the VAO ensure that VAOs at all subordinate commands maintain current contact information in the FVAP web portal?
(OPNAVINST 1742.1C 3.h.(3); NAVADMIN 146/16)
Remarks:

☐ Yes   ☐ No

11. Does the echelon 2 VAO ensure voting program compliance of subordinate commands and ensure they are submitting voter assistance metrics via the FVAP portal on a quartlery basis? *(OPNAVINST 1742.1C para 3.h.(3))* Remarks:	☐ Yes	☐ No
12. Does the VAO ensure that quarterly reports are filed on the FVAP portal denoting numbers of personnel assisted within their command? *(OPNAVINST 1742.1C para 3.l.(7))* Remarks:	☐ Yes	☐ No
13. Does the VAO ensure that performance of his or her duties is indicated in the collateral duty or comments section of his or her evaluation or fitness report? *(OPNAVINST 1742.1C para 3.l.(18))* Remarks:	☐ Yes	☐ No

Part II: Installation VAO Program (Area Assessments)

14. Is there a standard email address of the form Vote@(unit).(Service).mil, Vote.(unit)@(Service).mil or similar format? Does the VAO reply to emails sent to this address within 72 hours? *(DoDI 1000.04, Section 3, paragraph 3.1.a.(7))* Remarks:	☐ Yes	☐ No
15. Does the installation VAO maintain current contact information (phone number, office location description, address, and email address) with FVAP and the service voting action officer? *(OPNAVINST 1742.1C para 3.j.(5))* Remarks:	☐ Yes	☐ No
16. Is the installation voter assistance office email and primary phone number voicemail returned within 3 business days of receipt, but within 24 hours if less than 45 days prior to a general election? *(DoDI 1000.04, Section 3, para 3.2.f.(2))* Remarks:	☐ Yes	☐ No
17. Does the installation VAO maintain a file of previous quarterly reports? *(OPNAVINST 1742.1C Encl (1) para 2.c.)* Remarks:	☐ Yes	☐ No

18.	Is the installation voting assistance office in a well-advertised and fixed location? (OPNAVINST 1742.1C para 3.j.(3)) Remarks:	☐ Yes	☐ No
19.	Does the installation Web site include a link to the FVAP Web site?? *(OPNAVINST 1742.1C para 3j(4))* Remarks:	☐ Yes	☐ No

Part III: Region VAO Program (Area Assessments)

20.	Does the region VAO actively monitor cognizant installation VAOs and installation voter assistance offices, to ensure program compliance by maintaining VAO contact information within the FVAP web portal, and ensuring those subordinate units' VAOs are submitting assistance metrics via the FVAP portal on a quarterly basis. *(OPNAVINST 1742.1C para 3.i.(3); NAVADMIN 146/16)* Remarks:	☐ Yes	☐ No
21.	Did the region VAO work with the inspector general via Commander, Navy Installations Command, headquarters to ensure that NVAP compliance is assessed during routine inspections? *(OPNAVINST 1742.1C Encl (1) para 3.b.)* Remarks:	☐ Yes	☐ No

Part IV: Feedback to Program Owner

22.	Do you have any suggestions about how the Voting Assistance Program/instruction could be modified to make the program more effective?
23.	Are there any additional Voting Assistance Program issues that you would like to address?

Additional Notes:

Inspecting Official (Print Name, Title, Phone)	Inspecting Official Signature	Date (DD MMM YYYY)

CHAPTER 2

INFORMATION AND PERSONNEL SECURITY

CHAPTER 2

GUIDING REFERENCES

a. DoD Instruction 5200.48 of 6 March 2020
b. SECNAVINST 5510.30C
c. DoDM 5200.02-M, Procedures for the DoD Personnel Security Program (PSP) of 3 April 2017
d. DoD Instruction 5200.02 of 21 March 2014
e. Director, Military Personnel Plans and Policy (N13) ltr 1130 Ser N13/114 of 3 Jun 21
f. SECNAVINST 5510.36B
g. DoDM 5200.01-M, Volumes 1-3, DoD Information Security Program of 24 February 2012
h. NETCINST 5530.2B
i. DoDM 1000.13-M, Volume 1, DoD Identification (ID) Cards: ID Card Lifecycle of 23 January 2014
j. DoDM 5220.22-M, National Industrial Security Program Operating Manual of 28 February 2006
k. SECNAVINST 5500.38
l. ICD 704: Personnel Security Standards and Procedures Governing Eligibility for Access to SCI and Other Controlled Access Program Information of 1 Oct 2008
m. DoDM 5105.21-M Volumes 1-3, Sensitive Compartmented Information SCI) Administrative Security Manual of 19 October 2012

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 basic security functions shared across NETC for both student management and command security programs. Activity Security Managers (ASM) (also known as command security manager) should also expect to either manage or work with other security related programs not discussed here. All COs and 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.

With few exceptions, all of the security requirements in this chapter are the same for both staff and students. However, security issues with students should be managed as outlined in Chapter 3 (Student Management) of this NAVEDTRA.

Each CO and OIC should 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 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 security requirements may need to be met by the command itself using command resources. While in other cases, some or all of the security requirements may be met or shared between the LC or LS or another command.

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 have sensitive information otherwise known as controlled unclassified information (CUI); which while not as easily defined, still requires a level of protection per reference (a). CUI is information created or held by or on behalf of the government that requires safeguarding or dissemination controls pursuant to and consistent with applicable laws, regulations, and government-wide policies. CUI does not include classified material. There are two types of CUI, basic and specified. The CUI Registry is an online

repository for all information, guidance, policy, and
requirements for handling CUI; it also identifies the CUI
categories and subcategories. The CUI Registry is located at
https://www.archives.gov/. Individuals with access to CUI
require a determination of trustworthiness in the form of a
favorable background investigation.

Examples of information generally considered CUI:

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

While this chapter provides an overview of security
functions, it is important to note, and directed by reference
(b), that every command is required to have a written security
instruction to document who and how the command accomplishes the
security requirements listed in the guiding references of this
chapter. Additionally, memorandum of understanding (MOU) or
memorandum of agreement (MOA) or security servicing agreement
(SSA) the command enters into for security functions must be
kept with security instruction(s).

1.1. FL. The FL for information and personnel security is the
NETC 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 EVAL of staff and student
personnel with regard to their eligibility for access to
classified or sensitive material. References (b), (c), and (d)
are the guiding directives for PSP.

Personnel security investigations (PSI) are the DoD's method
for determining the trustworthiness of individuals who have
access to classified or sensitive material. Students and staff
members will not be granted access to classified information, or
be assigned to sensitive duties, until a favorable personnel
security determination is made, or temporary access granted.

Military, civil service, and contract personnel who require a CAC are required to have, at a minimum, a favorable background investigation:

- Military: All military personnel are required to have a Tier 3 (T3) or higher PSI upon entry into the military. Reference (c) requires military members to maintain favorable eligibility throughout their careers. Based upon the military member's duties and need-to-know, a higher level of investigation may be required.
- Civil Service: The position sensitivity codes (PSC), listed on the Optional Form (OF) 8, Cover Sheet for Position Description, and Block 12, determines the level of background investigation required for civil service employees. OF 8, Block 12 PSC options:

  - Non-Sensitive: Requires a Tier 1 (T1) investigation.
  - Non-Critical Sensitive: Requires a T3 investigation.
  - Critical Sensitive: Requires a Tier 5 (T5) investigation.
  - Special Sensitive: Requires a T5 investigation.

- Contractors: Requiring access to a DoD network requires some type of PSI. Commands are encouraged to include the level of PSI required into the statement of work (SOW):

  - 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. Defense Information Security System (DISS). The DISS is the automated system of record for personnel security management within the DoD that provides a means to record and document personnel security actions. The DISS is the only authorized system to validate staff and student investigations and adjudications.

Commands that manage students should include in their local command security instruction a specific section on how students will be managed in the DISS. Commands shall pull students into

their DISS network to monitor and track potential issues and to be able to respond to requests for information.

Some tasks associated with DISS:

- Validate investigation and adjudication dates.
- Make entries for access levels, attestations, classified information non-disclosure agreements (NDA), and sensitive compartmented information (SCI) NDAs, etc.
- Manage various reports to track clearance requirements.
- Submit requests to research and upgrade eligibility.
- Report incidents under the Continuous EVAL Program (CEP).
- Search and respond to tasks.

Note: If the DISS is inaccessible, there are two temporary, alternative methods to validate students for classes. The two alternative methods are Corporate enterprise Training Activity Resource System (CeTARS) or Fleet Training Management and Planning.

2.2. National Background Investigation Services (NBIS). NBIS is currently the only authorized program to initiate and submit a PSI for military, civil service, and contractor personnel.

Tasks associated with a PSI submission:

- Determine correct type of 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.
- Obtain electronic fingerprints (e-fingerprints) for initial investigations.
- Electronically release the investigation package to the investigation service provider (Defense Counterintelligence and Security Agency (DCSA)) for initial investigations, or continuous vetting (CV).

- Make interim access determination, if required.
- Deliver and manage statements of intent or notification and assist with a response to the DCSA Adjudication Vetting Services (AVS), and appeals to Personnel Security Appeals Board.
- Coordinate with DCSA AVS to resolve issues.

2.3. Secure Web Fingerprint Transmission (SWFT). The SWFT program enables commands to submit e-fingerprints and demographic information through SWFT to DCSA's fingerprint transaction system. The Navy's only authorized method to submit fingerprints is through SWFT:

- Fingerprints are required whenever a T1, T3, or T5 investigation is submitted.
- Fingerprint submissions are not required when submitting to CV. Reinvestigations are no longer authorized, unless in specific situations.

2.4. Required Security Manager and Assistant Accounts: Depending on your command or ISIC, security policies, business rules, personnel security managers, and assistants or clerks may require some or all of the following accounts. All forms and documents for requesting the below accounts should be requested from the command's ISIC security manager:

- **DISS:** Serves as the enterprise-wide solution for personnel security, suitability, and credentialing management for DoD military, civilian, and contractors. DISS replaced the Joint Personnel Adjudication System as the system of record on 31 March 2021. DISS accounts are created by the local command security manager. Assistance with creating DISS accounts should be directed to the command's ISIC security office.
- **NBIS:** NBIS accounts shall be created at each command by the respective ASM.
- **SWFT:** Used to capture and submit e-fingerprints. SWFT accounts are created by the NETC Security Office, but must be requested through the command's ISIC activity security office.
- **Personnel Investigations Processing System (PIPS) 12:** Used to identity security managers and assistants who may contact DCSA regarding

investigations. Requests must be submitted through the command's ISIC security office to NETC, who will forward to DCSA for approval and processing.

- **PIPS 11:** Used to identity security managers and assistants, who may contact DCSA and obtain additional information about an investigation. The PIPS 11 list is limited, and reserved for full time ASMs. Requests must be submitted through the command's ISIC security office to NETC, who will forward to DCSA for approval and processing.

SECTION 3 – CLASSIFIED INFORMATION

All NETC commands will not have a requirement to process or maintain classified material. Those NETC commands with a requirement to maintain classified material will have various requirements based on the level of classified material held by the command. The commander, CO, or 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 an ASM in writing.

3.1. Access. Grant access to classified material based on an individual's national security eligibility, their need-to-know, and the individual must have executed a Standard Form (SF)-312, Classified Information NDA. Once those three criteria are established, populate DISS with the authorized access.

> **Note:** SCI access will also require a signed SCI NDA (Form 4414)

Tasks associated with granting access to classified material:

- Complete or verify SF-312 is annotated in DISS.
- Complete or verify personal attestations are entered and annotated in DISS for top secret (TS) and SCI access.
- Form 4414 entered and annotated for SCI access only.
- Badge issuance for access to classified areas when required.

- Complete part 3 for security validation on DD Form 2875, System Authorization Access Request (SAAR) when required. The ASM or assistant is required to sign the SAAR form after validating information in DISS.
- Submit, receive, and process visit requests via DISS or successor system.
- Issue courier cards when required.
- Maintain a CV program.
- Submit and follow-up on incident reports via DISS or successor system.
- Remove access when required and notify others as necessary.
- Complete OPNAV 5511/14, Security Termination Statements when required.

Temporary (Interim) Access: References (b) and (c) provide guidance on temporary access. Reference (e) supplements and provides additional policy guidance for granting temporary access to new accessions students.

3.2. Handling and Storage. Handling and storage of classified material must be accomplished per references (f) and (g). Implement procedures to account for and track all classified material. Classified material must be properly marked and stored in a General Services Administration (GSA) approved container or safe, or in a room designated for open storage. When classified material is removed from storage, it must be under constant surveillance and the appropriate classified document cover sheet must be used:

- SF-703: TS Cover Sheet
- SF-704: Secret Cover Sheet
- SF-705: Confidential Cover Sheet

Classified material must be destroyed per references (f) and (g) 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 (f) and (g) 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 EAP.
- Establish and maintain a self-inspection program.
- Establish and maintain end-of-day security checks using SF 700/701/702s.
- Initiate preliminary investigations on security incidents or electronic spillages following guidance in reference (g). 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 (JA) General investigation when required for security incidents.
- Submit operational reports for security incidents or electronic spillages.

SECTION 4 – PHYSICAL SECURITY (PS)

PS 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 PS requirements for anti-terrorism (AT) and force protection (FP); however, this chapter deals specifically with PS requirements for the protection of classified material. References (f) and (g) are the guiding directives for PS of classified information.

Some tasks associated with the PS of classified material:

- Validate that security containers (safes) meet minimum requirement for storage of classified material per reference (g).

- Ensure all GSA containers and vault doors have an up-to-date SF-700, Security Container Information, and are inventoried at least annually.
- Complete SF-702, Security Container Check Sheet, on security containers and vault doors.
- Inspect and certify secure rooms, controlled access areas, restricted access areas, and protected distribution systems (PDS); including, electronic classrooms (ECR) when required.
- Implement end-of-day procedures; includes SF-701, 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 the Foreign Clearance Guide (FCG) at https://www.fcg.pentagon.mil/ 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 to request a theater, country, or personnel clearance approval prior to travel. Some countries require AT and FP plans and completion of the DD-1833, Isolated Personnel Report (ISOPREP). Most countries require a minimum of 30 days lead-time for approval of theater, country, and personnel request. All FCG requirements should be met prior to submitting requests.

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 (h).
- Provide current threat and intelligence information on the country to the traveler.

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Note:
- An entry in DISS is required for all foreign travel, for personal leave, foreign relationship visits, non-governmental organization, missionary service, and official trips for non-DoD purposes, regardless of the person's level of eligibility or access.
- All foreign travel, noted above, must be noted on the individual's next PSI questionnaire (SF-86 or e-App).
- Personnel with SCI access are required to notify their local Special Security Office prior to travel.

SECTION 6 – CONTRACTORS

6.1. Contract Security Classification Specification, 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 and COR.

The basic rule for contractor's investigation:

- Contracting companies (vendors) are responsible for completing background investigations on contactors, who require classified access.
- The Navy command is responsible for initiating and submitting background investigations on contractors, who only require base or network access (no classified access).

6.2. CAC. Applications for a contractor CAC is applied for by a command designated mission partner affiliation sponsor (MPAS) (formerly known as trusted agent) using the Mission Partner Identity, Credential, and Access Management (MP-ICAM) web based system (formerly known as Trusted Associate Sponsorship System). A military or civil service supervisor must approve and submit the Application for Identification and Deers Enrollment (DD 1172-2) form to the MPAS. The MPAS enters the information into MP-ICAM and provides completion instructions to the contractor.

Every 6 months the DD 1172 must be re-submitted to the MPAS to verify the contractor has a continued requirement for access to government networks or facilities. Reference (i) provides guidance on CAC issuance. References (b) and (j) are the guiding directives for the National Industrial Security Program.

Some tasks associated with servicing contractors:

- Assist COR with completing DD-254.
- Maintain a copy of DD-254 in the security office.
- Obtain and monitor visitor access requests on contractors.
- Monitor contractor's investigations to ensure they remain current.
- Initiate and submit PSIs when required.

SECTION 7 – TRAINING

Commands 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 national security classified and sensitive information. Reference (b) is the guiding directive for the security education programs.

Some tasks associated with training:

- Developing command and 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 with access to classified systems.
- 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.

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SECTION 8 – MISCELLANEOUS

8.1. Security Professional Education Development Program (SPeD). Per reference (k), SPeD certification is a condition of employment for all Department of the Navy (DON) employees hired into a security functional position (occupational series 0080) where the position performed as a primary duty. Although not required, military personnel performing security management functions are highly encouraged to take advantage of the certification program.

8.2. Command Instruction. All commands are required to have a command security instruction. The command security instruction should document the procedures used to complete the requirements as listed in the guiding references of this chapter.

8.3. Security Self-Inspection. Commands are required to complete an annual self-inspection. The results of the annual inspection should be endorsed by the commander, CO, or OIC and a copy provided to the ISIC security manager. Security managers can request self-inspection checklist from their ISIC security manager.

8.4. Security Managers. Per reference (b), all security managers designated in writing (whether a full time position or a collateral duty) must attend a formal COI (e.g., Naval Security Manager's Course) 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. ASMs should expect to either manage or work with several security related programs and disciplines to include:

- PS
- AT and FP
- OPSEC
- Communication Security
- Information Assurance
- PDS
- Naval Warfare Publication Library
- Insider Threat

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 with classified holdings are required to designate in writing an ASM, and maintain a security program with a command security instruction. Per reference (f), other specified security functions may be performed on their behalf by other commands.

9.1. SSAs. In order to reduce duplication of task and efforts, NETC commands should establish an SSA as discussed in references (b), (c), and (d). The SSA must be specific and 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:

- Provide DISS 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.
- Provide PSP support for LC or LS staff that do not maintain classified information.
- 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. TS and SCI Requirements. References (l) and (m) provide SCI program guidance.

Commands with TS and SCI requirements will retain responsibility for performing all security functions for both students and staff required by references (l) and (m).

It is important to note for officer re-designations or Sailors being rerated or reclassified, a SCI Personnel Screening Interview is required to determine SCI sponsorship approval prior to submitting a T5 or allowing access to SCI material, if an SCI adjudication already exists.

CHAPTER 3

STUDENT MANAGEMENT

CHAPTER 3
GUIDING REFERENCES

a. NETC N3 SCGM #20-001 of 23 Jan 20
b. NETCINST 1306.1A
c. OPNAVINST 3006.1

> **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, student management functions are the responsibility of the LCs.

1.1. Concept of Operations. The general concept of operations is for the LC student management organization to serve as the single POC 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 and out, student screening (security, overseas, and sea duty), student performance EVAL and performance information memorandums (PIM), special request (pay, personnel, and personal), transportation, appointment and escorts (for legal, medical, and dental), messing and berthing, liaison concerning student watch standing, quality of life issues, critiques, and education services officer (ESO).
- Security clearance processing.
- Holding company (HC) operations.
- Reclassifications and orders negotiations.
- PFAs.
- CeTARS data management.
- NSIPS processing.

1.2. SMO. 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 LC, 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 (FCA) 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. Supplemental procedures and management guidance maybe warranted and should not contradict this document.

1.3. FL. NETC N3 is the FL for student management. For matters not fully addressed in this chapter, contact the FL for further guidance.

SECTION 2 – STUDENT CHECK-IN AND PROCESSING

Upon reporting, the SMO will verify that each student has a valid course and quota reservation. If a student does not have a valid quota, but there is an open seat in the class, 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: 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 LC is responsible for the health and welfare of every student until final disposition has been achieved.

PCS students are held on station in a hold status until such time that the SMO completes coordination with the applicable rating detailer for placement into a future class and issuance of an order modification. The student will remain in 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 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.

All NETC, systems command (SYSCOM), and fleet training commands conduct mandatory leave policy review and require signed policy acknowledgements from all students within 30 days for current students upon receipt of this directive, and within 1 week of all new students reporting.

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 guidance in reference (a).

2.2. Student Electronic Service Record. LC and TSC perform required administrative matters and updates to the electronic service record while the student is assigned to NETC training. They will be responsible for assisting students in updating their service record, record of emergency data, dependency application, completion of transfer packages, per diem requests, travel claims, and other pay and allowances. The SMO will facilitate the students' availability for such actions by direct representation for the student through Salesforce or by coordinating with the servicing TSC.

Figure 3-1: Student Management Student Check-In Process provides a notional flow chart to better detail the student check-in process.

Student Management - Student Check-In Procedures

```
                        ┌──────────────────┐
                        │ Student arrives for │
                        │  class check-in    │
                        └──────────────────┘
                                 │
                                 ▼
┌──────────────┐          ╱────────────╲
│ SMO directs   │◄──NO──  ╱ Is student    ╲
│ student to    │         ╲ at correct     ╱
│ correct       │          ╲ command?    ╱
│ command       │           ╲──────────╱
└──────────────┘                 │
                                YES
                                 │
                                 ▼
                           ╱───────────╲                              ┌──────────────────┐
                          ╱  Is student  ╲                            │ SMO directs student to │
                          ╲  PCS or TAD? ╱──TAD──╱──────────╲         │ return to parent     │
                           ╲───────────╱         ╱ Does class ╲──NO──►│ command until class start │
                                │               ╲ start today?╱        │ date; all other students │
                               PCS               ╲──────────╱          │ placed in Holding     │
                                │                     │                │ Company until final   │
                                ▼                    YES               │ disposition          │
┌──────────────────┐     ╱───────────╲                │               └──────────────────┘
│ SMO places student in │◄─NO─╱ Does class  ╲           │
│ Awaiting Instruction │    ╲ start today? ╱           │
│ status           │      ╲───────────╱              │
└──────────────────┘           │                    │
         │                    YES                   │
         ▼                     │                    │
┌──────────────┐               ▼                    │
│ SMO makes     │        ┌──────────────────┐◄──────┘
│ CeTARS entries│        │ Students complete  │
└──────────────┘        │ check-in package   │
                        └──────────────────┘
                                 │
                                 ▼
                           ╱───────────╲          ┌──────────────────┐
                          ╱ Does class   ╲         │ Student  directed  │
                          ╲ require a security ╱──YES──►│ to Command        │
                          ╲ clearance?  ╱         │ Security for       │
                           ╲───────────╱          │ security badge     │
                                │                 └──────────────────┘
                               NO                          │
                                ▼                          │
┌──────────────┐          ╱───────────╲          ┌────────────┐    ┌──────────────┐
│ SMO verifies/ │◄──PCS──  ╱  Is student  ╲──TAD──►│ Student     │───►│ SMO makes     │
│ collects reporting│     ╲  PCS or TAD? ╱         │ directed     │    │ CeTARS entries│
│ documents  for │       ╲───────────╱           │ to class     │    └──────────────┘
│ PSD          │                                 └────────────┘
└──────────────┘
```

Figure 3-1:   Student Management Student Check-In Process

SECTION 3 – HC

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 UI (NUI). 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 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 or II has been resolved. The SMO will use the appropriate CeTARS man-hour types (HL, HM, II, etc.) 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 accession distribution branch detailer and the appropriate detailing office at NPC. 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 NJP punishment shall be included in HC composition records, but must be separated from routine HC operations and berthing.

3.1. HC Operations. The HC will ensure all students are mustered daily and hold status is validated. Once validated, students may be made available for additional training or labor of opportunity requirements.

Labor of opportunity requirements may be submitted to the LC by a local LS. Requesting LS is responsible for all logistics and student accountability requirements to, from, and 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, UIC, activity, category, event date, last name, first name, course title, course data processing (CDP) code, class number, convene date, graduation (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 3-11 at the end of this chapter.

SECTION 4 – GENERAL DUTIES AND RESPONSIBILITIES

4.1. Central Billeting Office Liaison. The LC serves as the NETC liaison to the respective region central billeting office for all issues pertaining to student berthing.

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

> **Note:** All personnel transactions and student requests are routed through the LS COC and forwarded to the SMO for further processing. Students are not authorized direct liaison with TSC for any pay and 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 and 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 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 SMO for processing in NSIPS and E-Leave.
- If a student's leave request places them at risk of not successfully completing training on time, the LS CO or OIC should disapprove the request and forward to LC CO for review and final disposition. Leave requests disapproved for reasons other than those noted above should also be forwarded to the LC CO. As a courtesy to the LS CO or OIC, the LC CO will coordinate all intended dispositions that are contrary to the LS CO or OIC decision. Once coordination is complete, SMO will complete processing in NSIPS and 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. 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 SMO.

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

> **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. SMO will generate a Student Action Request form that best fits the LS support structure for their supported activities. This form shall be used by the supported LS to initiate a student drop, setback, or reclass (rating change) process. A notional example of a Student Action Request is available in Figure 3-2 (Student Availability Process). Upon receipt of a Student Action Request, the LC 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 TSC is also initiated for order modification.

4.5.1.1. Order Modifications (ORDMOD). As a result of students being setback, the SMO should coordinate with NETC N3 and NETC N33 when requesting ORDMODs. Depending on pipeline courses, NETC N31 may be required to remove or add reservations to prevent double bookings. The SMO is only authorized to make reservation adjustments once the course has convened. All future reservations shall be modified by NETC N31 and NETC N33.

4.5.2. Reclassifications. See Chapter 11, Reclassification.

4.6. Medical, Dental, and 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 LS will submit all student rosters and changes to their prospective accession distribution detailer or TSC. The following process steps for instructor-led and self-paced (refer to Figure 3-2 (Student Availability Process) and reference (b)) are as follows:

> **4.7.1. Instructor-led training greater than 8 weeks.** NLT 8 weeks prior to graduation, the SMO will submit student roster(s) to their respective TSC for orders availability processing and provide a copy to the applicable NPC detailer.
>
> **4.7.2. Instructor-led training less than 8 weeks.** During the first week of instruction the SMO will submit student roster(s) to their respective TSC for orders availability processing and provide a copy to applicable NPC detailer.
>
> **4.7.3. Self-paced training.** NLT 8 weeks prior to graduation or sooner, the SMO will develop student roster(s) by rating within current graduation windows across all classes, and will submit to their respective TSC for orders availability processing. The SMO will also 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 TSC 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 TSC for system update and copy to applicable NPC detailer as required.

4.7.4. Reservists. Special attention should be paid to reservists (e.g., MN "A" school). Every effort should be made to class up a reservist per their orders, even if this means jumping ahead of a student in holds awaiting the same class. Reservists are only funded and assigned active duty time to cover their orders. When delayed, pay stops, orders expire, and extension of end of active obligated service is required. This typically takes long processing times and results in Navy-Marine Corps Relief Society assistance.

- In a situation where there is a reservist on the vessel travel service roster, availability (Avail) spreadsheets shall be submitted to the following and is needed to return to Navy Operational Support Center:
- NETC N33 accession detailer.
- PERS-4012T (processes reservists).

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, 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 assets (vehicles and drivers) are insufficient to meet the transportation demand, recommend communicating through COC. Rescheduling may be necessary if transportation is not worked out. Further guidance for command vehicles can be found in Chapter 5.

4.9. Student EVALs. When applicable, the SMO will prepare and process Student EVALs or PIMs for submission per Bureau of Naval Personnel (BUPERS) guidance.

STUDENT AVAILABILITY PROCESS

Instructor Led Training Greater Than 8 Weeks
NLT 8 weeks prior to graduation date, SMO sends Grad Avail roster to Detailer and PSD

Instructor Led Training Less Than 8 Weeks
NLT the first week of instruction, SMO sends Grad Avail roster to Detailer and PSD

Self-Paced Training
Once graduation date is determined, SMO sends Grad Avail roster to Detailer and PSD
(per the Greater or Less Than 8 Week timelines)

Upon receipt of roster, PSD designates Sailor via Salesforce

3 - 4 days after designation, PSD confirms designation via Salesforce

If designation has not posted, PSD reprocesses or fixes designation

When designation posts, PSD submits Avail request via Salesforce, and notifies Detailers/SMO

Weekly graduation status reports will be provided to PSD for Salesforce update

PSD checks for orders via Salesforce (for Avails on the AdTake list)

If no orders in Salesforce, PSD confirms with PERS-40's Avails Coordinator before resubmitting Avail

If Avail does not appear on AdTake list, orders have been released

Two weeks prior to projected graduation date, SMO confirms graduation roster with highlighted changes, and sends to Detailer and PSD for system update

One week prior to graduation, Detailers verify orders in system; PSD checks Salesforce for orders and prints them

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

Figure 3-2: Student Availability Process

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 5211.5F. 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 ☐	TAD ☐

Action Required: Please check applicable boxes
Setbacks also require an additional action, please check appropriate box for Remedial Training.
☐ Setback Academic ☐ With Remedial Training ☐ Without Remedial Training
☐ Setback Non-Academic ☐ With Remedial Training ☐ Without Remedial Training
☐ Legal ☐ Medical ☐ Administrative
☐ Drop Academic ☐ Drop Non-Academic ☐ Reclassify
Select the code from "PEVT Drop-Down" which best describes the Student Status
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			
CPC (entry complete)			
SMO LCPO/SEA			
TSO Site Manager			
* Commanding Officer			

Figure 3-3: Student Action Request

4.10. Convene and Graduation Date Changes. When it becomes necessary for a change to the scheduled convene and graduation date, a deviation memorandum, or suitable form of written notification reflecting the new date, should be coordinated with NETC N3 for approval. Once approved, the LC will make the change in CeTARS notifying NETC N3 and TSC to ensure that all orders, port calls, transfer dates, etc. 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. CeTARS Reports. When requested, the SMO will provide technical assistance to LSs when generating selected CeTARS reports (e.g., reservation and class rosters, graduation rosters, no show report).

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 AND SEVERE WEATHER STUDENT MANAGEMENT

5.1. CeTARS Student Management. There are times when weather conditions will impact ability to keep schoolhouses open and force an II 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 AND 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 and events of less than 24 hours duration. For periods less than 24 hours maintain the status quo regarding the student's status.

5.2. PEVT Descriptions:

- 925 -- II WTHR -- INTERRUPTION OF INSTRUCTION WEATHER. This PEVT 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 PEVT places a student UI after instruction has been interrupted.
- 944 -- HOLD PVNT ENRL NTRL DSTR -- HOLD PREVENTING ENROLLMENT NATURAL DISASTER. This PEVT 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 and events of less than 24 hours duration.

5.2.1. Schedule Changes. LCs, NETC N3, TSCs, and CeTARS managers shall be kept informed of any changes in course schedules to ensure student management functions (CeTARS, Avails, ORDMODs, port call requests, etc.) remain timely.

SECTION 6 – FP STUDENT MANAGEMENT

6.1. Exercise FP 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 FP 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. CeTARS Student Management. 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 or 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 FP 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 FP exercises.
- Students NUI (e.g., AI, AT, HL, and 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 FP Student Management. Similar to FP exercise conditions, real world FP student management will follow the same procedures as outlined above, except PEVT 968--INTERRUPTION OF INSTRUCTION REAL WORLD FP 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 17 of this manual for detailed guidance regarding CeTARS management.

SECTION 8 – NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS) 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 NFAAS accounting, Navy accountable personnel are defined as uniformed (active and reserve), civilian, all dependents, and OCONUS contractors.

8.1. PA. The PA procedures contained in reference (c) 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. LC (includes LSs with a co-located student support function) shall establish a POC 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, LSs will ensure communication with the PA reporting chain is maintained throughout a scheduled exercise, an actual natural disaster, or catastrophic event.

When directed, LC (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.
- In cases where NFAAS is not available, results of the muster will be provided to the CNIC - identified PA reporting POC 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 COR in NFAAS to the number required to effectively meet the mission, but should not exceed 6 personnel per command.

8.2. COR. Each LC (includes LSs with a co-located student support function) will:

- Assign CORs and report that designation in NFAAS.
- Ensure each COR is familiar with reference (c), CNIC implementing guidance, and the NFAAS User Guide.
- Ensure personnel designated as CORs in NFAAS are accurate and updated whenever changes occur.
- Notify NETC N1 when CORs change.
- Coordinate efforts with CNIC designated reporting POCs 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 CORs log into NFAAS and account for the students in their UICs.
- Ensure the CORs keep their COC updated on the progress of accounting for personnel.

8.3. SMOs. SMOs will:

- Maintain updated emergency contact information for all students.
- Ensure all students are trained, aware, and comply with the requirements in chapter 2 of reference (c).
- 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.
- 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 LC or LS to complete the mustering of unaccounted for students.

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

- Muster assigned students.
- Provide the LC updated student musters until all students are accounted for.

8.5. Staff Mustering of LSs. The mustering of staff personnel at the LS is an LC or LS responsibility. To comply with chapter 2 of reference (c), each LS shall:

- Designate a COR to account for LS staff personnel in NFAAS.
- Ensure the CNIC-designated reporting POCs 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 – LS COLLABORATIVE RESPONSIBILITIES

A dedicated effort to properly prioritize training support functions is necessary to preserve the effectiveness and efficiency to process students. To mitigate the potential negative impact to training production, it may be necessary for LSs to provide the following collaborative support to student management operations. Although specific support shall be coordinated with supported LC, 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 NLT 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 (c).

Note: The SMO is responsible for accounting of 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 19, Emergency Management (EM), 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 1, section 7, UP.
- Provide observers as may be required by chapter 1, section 8, PFA.

AWAITING INSTRUCTION (AI)

Student reports to Student Management
Office (SMO) with orders for class.

↓

Student completes Holding Check-in
Package.

↓

SMO makes appropriate
CeTARS entries.

↓

Student assigned room in
no-cost barracks.

↓

Student musters with SMO daily
(for work assignments or other training
opportunities)
until scheduled class convening date.

↓

Student checks out of
Holding Company the Friday, prior to
scheduled class convening date.

↓

On scheduled class convening date,
student checks in at SMO for class.

↓

SMO makes appropriate
CeTARS entries.

Figure 3-4: Awaiting Instruction Process

Awaiting Transfer (AT)

Student Management Office (SMO) notifies and monitors Student's AT hold status.

↓

Student reports to SMO and completes Holding Check-in Package.

↓

SMO makes appropriate CeTARS entries.

↓

Student musters with SMO daily, until resolution of hold status.

↓

SMO sends message (notification of hold status) to detailer and ultimate command.

↓

SMO, TSC, and MTF resolve student issues that delays a student's transfer (i.e., Overseas Screening, Port Call, no orders).

↓

SMO makes appropriate CeTARS entries.

↓

SMO sends message (notification of release from Holding) to detailer and ultimate command.

↓

SMO contacts PSD/TSC for transfer date.

↓

Student checks out of Holding Company and transfers on assigned date.

↓

SMO makes appropriate CeTARS entries.

Figure 3-5: Awaiting Transfer Process

Hold Medical (HM)

Student reports to Student Management Office (SMO) with hold memo

↓

Student in class or graduated?
— In class → **Is student physically capable to attend class?**
— no → SMO makes appropriate CeTARS entry → See Interruption of Instruction (II) flow chart (Figure 3-9)

— graduated → Student Completes Medical Hold Check-In Package

Is student physically capable to attend class? — yes → Student completes course of instruction → Student Completes Medical Hold Check-In Package

↓

SMO makes appropriate CeTARS entry

↓

SMO sends message (notification of medical holding status) to detailer and ultimate command

↓

SMO assigns student to work assignments

↓

SMO tracks medical appointments for student

↓

Has Medical cleared student?
— No → Students attends Physical Examination Board → SMO receives message of Physical Examination Board results
— Yes → SMO updates CeTARS

Results of PEB?
— Separation → Medical Separation processed through TSC → Student is medically separated → SMO updates CeTARS
— LIMDU → LIMDU avail submitted to PERS-454 → Student receives orders

SMO updates CeTARS ↓

Does student have orders?
— No → SMO negotiates orders with detailer → Student receives orders
— Yes → SMO notifies/coordinates with TSC for transfer date/package

SMO notifies/coordinates with TSC for transfer date/package ↓ SMO issues transfer package and student checks out of holding company and transfers on assigned date

Student receives orders → SMO updates CeTARS

Figure 3-6: Hold Medical Process

3-24

Security Hold

Student reports to SMO with security hold memo → Student in class or graduated?

— In class — Class require security clearance? — yes — SMO makes appropriate CeTARS entry for Interrupted Instruction (II)

↓ graduated

Class require security clearance? — no — Student completes course of instruction

SMO makes appropriate CeTARS entry for Interrupted Instruction (II) → See Interruption of Instruction flow chart (Figure 3-9)

Student completes Holding Check-In Package ← Student completes course of instruction

Student completes Holding Check-In Package → SMO makes appropriate CeTARS entry

↓

SMO sends message to detailer and ultimate command notifying of security hold status

↓

SMO assigns student to work assignments

↓

SMO tracks security hold status via Command Security

↓

Student retains required security clearance? — No — Student force converted

↓ Yes

Student force converted → Student directed to Classifier for Reclassification

SMO updates CeTARS

↓

Does student have orders? — Yes — SMO notifies TSC of transfer date

↓ No

SMO notifies TSC of transfer date → Student checks out of holding company and transfers on assigned date → SMO updates CeTARS

SMO negotiates orders with Detailer

↓

Student receives orders ← Student directed to Classifier for Reclassification

Figure 3-7: Security Hold Process

Administrative Hold

SMO notified of student's holding status by TSC or student reports to SMO

↓

Student completes Holding Check-In Package

↓

SMO makes appropriate CeTARS entries

↓

Student muster with SMO daily until resolution of Hold status

↓

SMO sends approved message to Detailer and ultimate command, if necessary, for notification of hold status.

↓

SMO. TSC, and MTF correct student issue (e.g., Overseas Screening, Port Call)

↓

SMO makes appropriate CeTARS entries

↓

SMO sends message to Detailer and ultimate command to notify release from Holding Company

↓

SMO contacts TSC for transfer date

↓

Student checks out of Holding Company and transfers on assigned date

↓

SMO makes appropriate CeTARS entries

Figure 3-8: Administrative Hold Process

Interruption of Instruction (II)

SMO receives Interruption of Instruction memo from schoolhouse

SMO makes appropriate CeTARS entries

Will student be reinstated in current class?

— Yes → SMO makes appropriate CeTARS entries → Student returns to class

No ↓

Will student be setback?

— No → See Non-grad flow chart (Figure 3-10)

Yes ↓

SMO makes appropriate CeTARS entries

Is setback class currently in session?

— No → Student Completes Holding Check-In Package → SMO assigns student to work assignments → SMO sends message to Detailer and ultimate command to notify of setback and ORDMOD request → Student reports to class on assigned date

Yes ↓

Does student have follow-on orders?

— No → Student reports to class

Yes ↓

Does setback affect report date?

— No → Student reports to class

Yes ↓

SMO sends message to Detailer and ultimate command to notify of setback and ORDMOD request

Figure 3-9: Interruption of Instruction Process

Non-grad

```
Student reports to
Student Management Office (SMO) with
non-grad memo from schoolhouse
          |
          v
SMO makes appropriate CeTARS entries
          |
          v
      Is                          SMO notifies parent        Student directed
  student PCS or  --TAD-->      command of non-grad  ----->   back to parent
      TAD                                                        command
          |
         PCS
          |
          v
Student completes
Holding Check-In Package
          |
          v
SMO sends message
(notification of non-grad) to
detailer and ultimate command
          |
          v
SMO assigns student to work assignments
          |
          v
SMO negotiates orders/ ORDMOD
with detailer
          |
          v
SMO receives orders/ ORDMOD
for student
          |
          v
SMO updates CeTARS
          |
          v
SMO notifies TSC of transfer date
          |
          v
Student checks out of holding company
and transfers on assigned date
          |
          v
SMO updates CeTARS
```

Figure 3-10: Non-Grad Process

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
b.   NETCINST 4950.2F
c.   DLIELC Instruction 1025.15 of 1 July 2017
d.   NETCINST 4950.1F
e.   DoD Instruction 5410.17 of 15 September 2006

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 NETC courses of instruction to include administrative, logistical, and programmatic support. An IMS 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 (SC) 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 POC 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. IMSO Responsibility. In geographic areas serviced by a lead LC, the lead LC will assume IMSO responsibilities for all IMSs in their respective regions. The IMS office will be a subordinate department under the lead LC student management directorate. Lead LC 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, LSs may be permitted to perform IMSO duties, as required.

Per reference (b), NETC LCs are to designate a POC to coordinate international training matters with the lead LC IMSO.

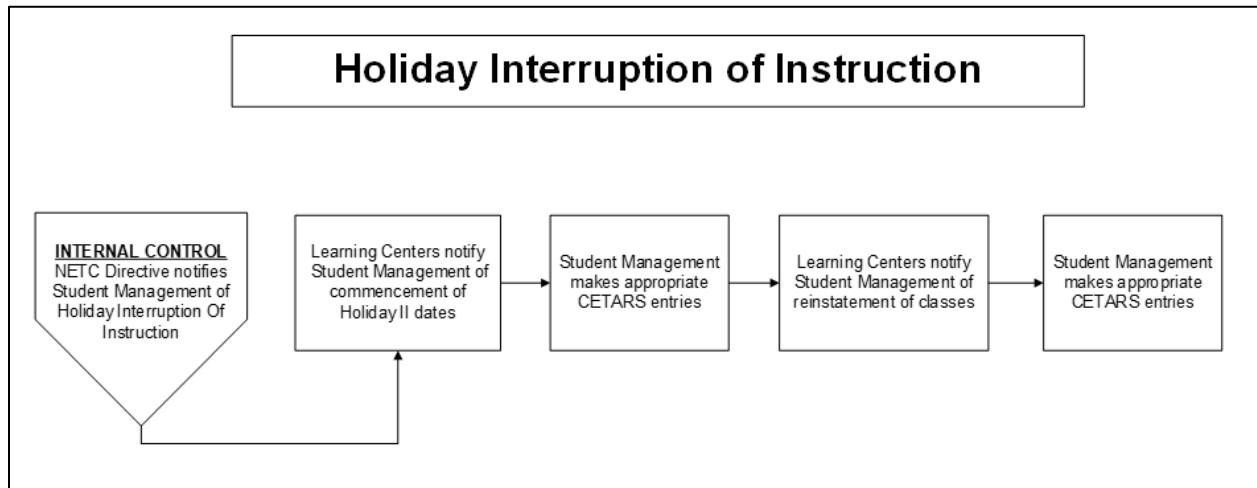**1.2. FL.** Navy International Program Office (NIPO), under the Secretary of the Navy, is responsible for overall management of the DoD and DON policy and guidance regarding international military education and training (IMET) within the DON. NETC is responsible for ensuring that international education and training at all commands, under its authority, is conducted per DoD and DON policies and procedures. NETSAFA functions as NETC's executive agent for execution of the DON SCETP. Lead LCs are responsible for all administrative, logistical, and programmatic support for IMS in training at NETC commands.

SECTION 2 – IMSO

As delineated in references (a) and (b) under the lead LC command structure, the IMSO will be assigned to oversee the daily management of IMSs in their areas of responsibility.

2.1. IMSO Functions. 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 and SC Workforce Development Program (SCWDP) (e.g., NETSAFA, NIPO, fleet commands, LCs and LSs, as well as Naval attaches of foreign embassies, country liaison officers, federal, state, and local government personnel).
- Ensure all interagency agreements adequately reflect and support SCETP and SCWDP objectives and requirements.
- Routinely log into the SC training management system (SC-TMS) to review and verify IMS projections.
- Provide projected class information to instructors and LC personnel as required.
- Interface with SC officers (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.
- Arrange berthing and messing for IMS, as well as assist in the arrangement of housing for married IMS and dependents, if applicable.
- Arrange credentialing procedures for IMS and dependents, if applicable.
- Serve as the Defense Language Institute Testing Control Officer for their region. Ensure secure storage, maintenance, and destruction of English language test inventory and assist in resolution of English language comprehension waiver issues.
- Ensure photographs of each IMS are loaded onto SC-TMS to support SCETP security measures.

- Prepare IMS arrival and enrollment reports at the beginning of course and IMS completion reports at the end of the course in SC-TMS.
- Review IMET Program 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 and disciplinary problems. Become thoroughly familiar with SC regulations and instructions relating to IMS issues and prepare timely reports, as required.
- Counsel IMS regarding academic and disciplinary issues.
- Advise the COC 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.
- Ensure DoD Insider Threat video is shown to all IMS during arrival briefs and documented on briefing form or in SC-TMS.
- Arrange pick-up and departure transportation for IMS and dependents, if applicable, in the region.
- Prepare all SCETP administrative reports and correspondence per directives (e.g., arrival and departure reports, commencement and completion reports, academic reports, ITO amendments, and endorsements, etc.). These reports are critical to SCETP management.
- Attend Academic Review Boards as necessary. Coordinate IMS mail distribution.
- Arrange IMS ticketing and transportation to home country or follow-on LS for IMET-Regional Defense Fellowship Program, Section 333, Global Peace-Keeping Operations Initiative, and foreign military sales (FMS) and foreign military financing when TLA is paid from the FMS case and other programs as appropriate.
- Provide follow-on LS and home country of IMS travel itinerary.
- Maintain IMS arrival and onboard recall lists.
- Perform periodic IMS bachelor enlisted quarters inspections.
- Assist IMS in resolution of student related problems and quality of life issues.

- Provide logistical support to IMS, when applicable (e.g., bank accounts, car rental, car purchase, driver license).
- Manage the regional DoD Field Studies Program (FSP) to ensure it complies with appropriate DoD directives. The regional FSP should be comprehensive with the specific objective of providing IMS with an awareness and functional understanding of the 11 facets of the FSP, including 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.
- Implement 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, according to policy.
- Submit copy of funding liquidation package, IMS critiques, and escort officer critiques for each FSP event to NETSAFA FSP Manager and NETSAFA N84.
- Prepare and maintain complete personnel and training records for IMS. Forward IMS records to follow-on LS or to SCO upon departure, per applicable guidance.
- Verify IMS retainable instructional materials are legitimate and arrange for shipment to SCO with proper markings for any classified materials.
- Ensure DD-2496 (International Student Academic Report) is uploaded into SC-TMS within 60 days after course completion.
- Meet the certification requirements for an IMSO, including attending the Intermediate IMSO Course (XSPT-221) at the Defense SC University (DSCU) and obtaining SC Workforce Development Level 2 qualification as soon as practical, preferably within 6 months of initial assignment as IMSO.

Funding is provided by DSCU and quotas are available through NIPO. IMSO is responsible for registering for XSPT-221 and requesting their individual quota.

- Attend the annual DON Maritime IMSO Workshop. Funding for one IMSO per command is provided by NETSAFA. Complete details will be provided by NETSAFA message and e-mails.
- IMSO offices at San Diego, Hampton Roads, and Great Lakes serve as SCETP and SCWDP policy consultant and advisor to regional LCs and LSs on issues relating to IMS issues and problems and manage SC training in their respective regions.
- Coordinate IMS arrival with appropriate base security office to ensure base access.
- IMSO will coordinate with appropriate CeTARS data entry contacts for IMS entry into this system. IMSO will complete a DD-1172 and escort IMS to their TSC to procure a Next Generation United States Identification Card for installation access.
- IMSO will collect and submit electronic data interchange personal identifier, or DoD identification number, for IMSs who require a non-classified internet protocol router network enterprise alternate token system token for learning management system access, if required.

2.2. IMSOs at Lead LC. IMSOs at the lead LC are responsible for the following:

- Direct regional SCETP policy adherence, administration, operation, and support.
- Serve as SCETP policy consultant.
- Advisor to regional NETC LCs and LSs on issues relating to IMS issues and problems.
- Manage SC training in their region.
- Monitor and update an International Training Instructor Workshop in their region, as required.

SECTION 3 – ENGLISH COMPREHENSION LEVEL (ECL) TESTING

Lead LC 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 3 to 5 days of IMS arrival, ensure secure storage, maintenance, destruction of ECL inventory, and assist in resolution in ECL waiver issues.

SECTION 4 - FSP

Lead LC 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 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. Specifically, the 11 objectives and facets of the FSP are: human rights, American life, U.S. Government institutions, political processes, the judicial system, the free market system, education (values, institutions, and opportunities), health and human services, media, international peace and security, and law of war. CH-1

CH-1

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 and escort EVALs, and security assistance network web entries to NETSAFA.

SECTION 5 - DISCIPLINARY AND ACADEMIC INFRACTIONS AND MEDICAL ISSUES

As directed in references (a) and (e), 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. NETC has to provide situational awareness reporting to echelon 1 leadership regarding events involving the force development domain. This requires timely and comprehensive notification by echelon 3 commands per reference (e). Additionally, 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 lead LC COC. 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 lead LC will make reports via their COC.

For issues related to failure to attain academic minimum standards, the IMSO will participate with the LS in academic review boards to seek resolution and advise the lead LC, LS, and NETSAFA of pending actions regarding the IMS.

IMSs are not under the authority of the Uniform Code of Military Justice (UCMJ). 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 AND OFFICIAL FOREIGN VISITS

The IMSO will assist with orientation tours and 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 functions.

CHAPTER 5

FACILITIES AND INFRASTRUCTURE SUPPORT

CHAPTER 5
GUIDING REFERENCES

a. UFC 2-000-05N
b. OPNAVINST 11010.20J
c. CNICINST 11000.3A
d. NAVFAC P-1205
e. NETCINST 1540.1J
f. NAVFACINST 11010.45A
g. OPNAVINST 11010.33C
h. OPNAVINST 1500.76D
i. CNICINST 11010.1A
j. OPNAVINST 5090.1E
k. NAVFAC P-300
l. NAVFAC P-307
m. OPNAVINST 5100.23H
n. 29 CFR 1910
o. 29 CFR 1926
p. NAVSUP P-538

SECTION 1 – INTRODUCTION

1.1. FL. NETC N43 Training Readiness is the echelon 1 FL for facilities and infrastructure support across OPNAV N1 MyNavyHR and echelon 2 commands. Organizations should contact NETC N43 for further guidance. NETC's LCs and LSs will work with local installation and regional planners to address facility and infrastructure issues, as well as report to NETC N43 any unresolved issues through SERENA Business Process. If impacting training or requires a long term planning action, LCs and LSs will report to NETC N43 through the Global Shore Infrastructure Plan (GSIP) process. This will include coordination and planning actions required under Facilities Sustainment Restoration and Modernization (SRM) (FSRM) Programs for project development and funding.

1.2. CNIC. CNIC, region and installations, are the host as facility owners and service providers, and local support is the installation public works departments (PWD) responsibility. CNIC, regional providers, and the installation PWD are responsible for the maintenance and repair of shore facilities and the provision of base operating support (BOS) services. CNIC oversees the Navy's SRM Program. NETC's LCs and LSs will not establish or maintain billets to accomplish these CNIC responsibilities.

SECTION 2 – INFRASTRUCTURE PLANNING AND MASTER PLANNING

2.1. Infrastructure Planning and Master Planning Overview.
Infrastructure planning is the process through which training mission requirements are translated into facility requirements, which are then reconciled against available facility assets. It identifies current and projected future requirements per reference (a), and provides a plan to address shortages and surpluses. Facility planning ranges from very broad global plans to focused studies that identify requirements only for specific situations, as when developing a project for an installation. It is a cooperative effort between host installation and tenant command to ensure that tenants have the proper mix of administrative and mission oriented space to complete their respective missions. Additional objectives within NETC 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 and savings, mission requirements, and installation and facility capacities and conditions.

2.2. GSIP. The MyNavyHR GSIP identifies capability gaps as well as facility projects that can resolve the gaps. NETC N43 oversees the GSIP development and management process, supported through the SERENA Business Program as a living document and includes an annual report for each program objective memorandum (POM) cycle.

Capability gaps are identified in the GSIP as a result of facility shortfalls and deficiencies in infrastructure capacity, configuration, condition, location, or a combination of the sort. These gaps are grouped by the following NETC's shore capability areas:

- Training
- Sailor and Family Readiness (e.g., dormitories, galleys)
- Base Support (e.g., administration)
- Research, Development, Test, and EVAL

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

Additionally, NETC N43 prioritizes, scores, and submits facility projects to CNIC to correct these capability gaps. LCs identify infrastructure capability gaps directly to NETC N4 through the SERENA Business Program, GSIP module.

2.3. NETC N43 Training Readiness Responsibilities. To ensure optimum utilization of all NETC facilities and training space resources, NETC N43 serves as NETC's policy lead and regional, CNIC, and OPNAV liaison with respect to infrastructure planning and space management. NETC N43 will continually assess LC and LS requirements through the basic facility requirement (BFR) and facility planning document (FPD) process to achieve the most effective and efficient solution for NETC training. Working with the LC and LS, NETC N43 will validate facility and infrastructure shortfalls, excesses, future requirements, and advocate for the LC's and LS's space allocation requests to the host installation PWD for planning and action. This also includes OPNAV N1 and subordinate commands within the MyNavyHR enterprise. NETC N43 compiles these facility and infrastructure issues (gaps) to produce the annual MyNavyHR GSIP report to present to CNIC, regions, and installation for POM consideration for military construction (MILCON), special project, or unspecified minor construction (UMC) for project funding. NETC N43 oversees and manages ongoing assessment of training readiness capabilities in support of POM feasibility study analysis, supply chain command and control, accession demand planning (ADP) processs, and other special initiatives (such as Ready Relevant Learning (RRL)) working with installation-training readiness aligned investment (I-TRAIN) models and analysis tools. I-TRAIN capacity, cost and optimization modules are managed by NETC N43, but coordinated across the NETC and LC training program owners.

2.4. LC and LS Responsibilities. LCs and LSs will follow installation policies as per CNIC and Naval Facilities Engineering SYSCOM (NAVFAC) instructions with infrastructure planning and space management. LCs and LSs are significant stakeholders in this process and must be in constant liaison with the LC and LS N4 representatives and local PWD. LCs and LSs that have additional space requirements beyond their existing assigned footprint, shall first validate their BFR and FPD data is accurate and justifies additional space. To the extent possible, LC and LS N4 should evaluate if sufficient space is available within their currently assigned footprint. If unresolved, LC and LS N4 will need to submit a space request to PWD planning. LC and LS N4 shall provide NETC N43 with space request and BFR and FPD justification for review and validation. 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.

LCs and LSs performing training space integration and space planning with their respective SYSCOM and training resource sponsors will continue to perform these functions for their respective commands; coordinating with the responsible NETC N43, N4, and local PWDs.

LCs and LSs that employ the use of SCI facilities (SCIF) as part of their NETC training mission shall retain all management functions specific to the SCIF and other facilities and infrastructure elements directly related to include space management, security systems, specialized SCIF telephone systems, TEMPEST inspection discrepancies, and SCIF accreditation submissions. LCs and LSs are responsible to report changes to the space mission assignment to NETC N43. LCs and LSs may provide augmenting support in the planning phase for SCIF development or disestablishment.

SECTION 3 – DORMITORY PLANNING

3.1. Dormitory Planning Overview. OPNAVINST 11010.37 assigns OPNAV N1 MyNavyHR responsibility to report current and projected accession enlisted and officer student berthing requirements at NETC LSs for use in planning and programming of Navy shore activities. This is managed by NETC N43 training readiness through the MyNavyHR dormitory master plan (DMP) and the I-TRAIN analysis tools and modules, which informs Navy and other military services of these requirements based on current and planned training throughput, historic trends, and student flow dynamics required to meet the fleet's demand signal. This determines both long-term (POM and beyond) and near-term (within 2 years of execution) student berthing issues.

3.2. Long-term Planning. The DMP and analysis tools informs OPNAV N1 and MyNavy HR GSIP of Sailor and family readiness capabilities for enlisted and officer dormitories through the POM cycle. The DMP also informs OPNAV N46 and provides input to CNIC N9 unaccompanied housing (UH) master plan. This document prioritizes investments in dormitories needed to correct long-term gaps that impact the MPT and NETC training mission.

3.3. Near-term Planning. The I-TRAIN analysis supports NETC N43 in determining impact of OPNAV N1 ADP process, which sets the tempo of student flow through the training phasing matrix in response to the fleet demand signal for the Navy's rating and skills supply chain. Focus is on levels of risk to student flow and health as well as facility stress resulting from bed capacity shortfalls. These may require un-programmed execution year funding to temporarily mitigate bed capacity shortfalls for expected student loading until permanent capacity expansion projects are completed.

3.4. NETC N43 Training Readiness Responsibilities. Develops and submits NETC annual input to CNIC N9 housing for Navy student base loading R19 report for long-term and near-term requirements. This student data is entered into the Navy's enterprise Military Housing (eMH) system for dormitory planning and programming. The eMH system for Navy UH operations tracks dormitory building inventory, as well as assignment, occupancy and utilization. The system is used to identify current UH capacities by dormitory and the annual housing requirements by installation. NETC N43 coordinates collection and submission of student data with NETC, CNIC and regional, echelon 2 and 3 commands, and installation echelon 4 commands to ensure data is accurately reflected in the reporting systems. This includes review of planned and actual student data from NETC's CeTARS.

3.5. LC and LS Responsibilities. LCs and LSs will monitor student flow and student berthing demand across all respective LSs and coordinate any issues with installation housing to address. Issues that cannot be resolved at the local level should be brought to NETC N43's attention and request should be made by LC or LS to installation housing to inform CNIC Region housing management to address. LC or LS should also notify NETC N3 production line manager of any berthing capacity shortfalls, processing delays, or training constraints in order to coordinate corrective actions in the supply chain and mitigate impacts. There is a direct relationship in student training and processing constraints, generating a higher demand for dormitory capacity, while students are in a man-hour type AI and AT status.

SECTION 4 – FACILITY PROJECTS

4.1. Facility Projects Overview. The term "facilities projects" can be understood to cover the full spectrum of maintenance, repair, renovation, construction etc., of Navy

facilities or other real property. CNIC is overall responsible for Navy shore facilities and is guided by chapter 1 of reference (b) for the classification, preparation, submission, review, approval, and reporting of facility projects. Facility projects estimated at costs under the below listed funding thresholds are typically locally funded by the host installation FSRM program. Positive communications between the host and tenant activities with respect to the severity and impact to mission of facility deficiencies is essential to the proper scoping and prioritization of installation funded projects. Projects above the below listed thresholds are centrally managed by CNIC. CNIC, regions, and installations preside over mission integration groups to consolidate various enterprise and domain project priorities into one Navy integrated priority list. NETC N43 manages the annual development, prioritization, and submission of facility projects to CNIC and regions on behalf of the MyNavyHR domain. Coordination with local PWD, regional engineer staff, LCs, and NETC N4 are required to document infrastructure capability gaps, and appropriately program and budget the facility projects intended to correct them.

Figure 5-1: Facility Project Coordination provides the notional process for facility project coordination. Project documentation (DD-1391) is required for facility projects to identify scope of work, cost estimate, and project justification. Facility projects to provide adequate infrastructure to support mission requirements and correct capability gaps include MILCON, UMC, minor construction, special projects, and regional or installation funded SRM projects as briefly described below:

- MILCON projects are new construction or additions with a cost exceeding $4 million.
- UMC projects are a subset of construction projects funded with MILCON dollars, where the cost of new construction falls between $4 million and $9 million.
- Minor construction projects cover new work construction that is equal to or less than $4 million.
- Special projects include any repair and restoration work that exceeds local authority ($750,000) in Operation and Maintenance, Navy (O&MN) funding and can include construction when new work cost does not exceed $4 million.

- Region or installation-level repairs and minor projects or repairs, restoration work, or construction work that exceeds local authority, but are within regional authority, ($2 million) in O&MN funding.

SECTION 5 – SPACE MANAGEMENT AND REQUEST

5.1. Space Management and Request Overview. Space management identifies current training space requirements per reference (a), predicts future requirements, and develops courses of action (COA) to support new, or changes to training missions. NETC N43 will continually assess LC and LS requirements through the BFR and FPD process to achieve the most effective and efficient solution for NETC training. Space management of existing footprint previously assigned by the region to a specific training command (LC or LS) is accomplished by the individual LC or LS, and projects can be submitted and funded to modify or upgrade spaces (see section 4, Facility Projects). A valid requirement for any additional space beyond existing assigned footprint to support new or changing requirements is submitted formally to NETC N43 (via SERENA) to review and validate and possibly re-allocate underutilized footprint assigned to other NETC commands.

Effective space management includes performing due diligence to identify possible consolidation opportunities to create adequate space in existing assigned NETC footprint in order to optimize utilization. An updated BFR document for a training command requesting new space allocation is required, and is used to justify additional space over and above existing assigned footprint.

Any room(s) or space no longer required to support a LC or LS training mission due to a programmed cessation of training or a change in mission, and for which the LC or LS does not have a near term plan to reutilize, should be identified to NETC N43 to ensure there are no other NETC LC or LS requirements that may be supported, prior to returning to the installation via the established process. Close coordination between NETC N43, LC and LS N4s and installation planners will enable NETC to more efficiently facilitate transfer of space to other LCs and LSs as needed, as well as keeping the installation planners aware of constantly changing training requirements, and ensure accuracy of internet Navy Facilities Asset Data Store documents and data.

5.2. NETC N43 Training Readiness Responsibilities. To ensure optimum utilization of all NETC facilities, the local NETC N43 serves as NETC's "fair broker," policy lead, and regional, CNIC, and OPNAV liaison with respect to space management. NETC N43 will assess all existing underutilized footprint assigned to NETC commands within the requested installation and region, and identify any options and COA to resolve valid space requirements. Working with the LC or LS, NETC N43 will review and validate facility and infrastructure shortfalls, excesses, future requirements, and advocate for the LC's and LS's space allocation requests to the host installation PWD for planning and action. This also includes OPNAV N1 and subordinate commands within the MyNavyHR enterprise.

5.3. LC and LS Responsibilities. LC and LS will follow region and NETC N4 instructions with respect to space management requests and returns. LCs and LSs are significant stakeholders in this process and must be in constant liaison with NETC N43, LC or LS N4 representatives, and local PWD planners. LCs and LSs that have additional space requirements beyond their existing assigned footprint, shall first validate their BFR and FPD data is accurate and justifies additional space. To the extent possible, LC or LS N4 should evaluate if sufficient space is available within their currently assigned footprint. In support of NETC N4 Space Management Directive (Infrastructure Planning and Master Planning, section 2.3), LC or LS will coordinate with other LC or LS N4s and NETC N43 to explore opportunities for shared use of other assigned NETC spaces in order to minimize NETC training footprint without negatively affecting training missions.

LC or LS N4 shall submit all new and additional space allocation requests to NETC N43 (via SERENA), and associated updated BFR and FPD justification for review and validation. If LC or LS and NETC NETC N43 are unable to resolve within existing assigned NETC footprint, LC or LS N4 will submit a formal space request to the region. Updates to BFR shall include new course(s) and student throughput data, personnel loading, and equipment specifications.

SECTION 6 — BUILDING MANAGERS (BM) AND MONITORS

6.1. FL. LC or LS are the FLs for the BM and Monitor Program. Per reference (c), installation CO (ICO) provides tenants with facilities and common installation operating services (e.g., security) in support of

their missions. In turn, tenants have basic responsibilities, including building oversight, building outage coordination, safety, cleanliness, assignment, and resourcing of BMs and monitors and building energy monitors. These individuals are responsible for conducting zone inspections, reporting and tracking service calls, and coordinating with the assigned PWD FMS and facilities operations specialist (FOS) for facility issues. The Zone Inspection Program strengthens the host-tenant relationship by ensuring parties have adequate visibility of existing facility conditions, and are actively involved with preserving the integrity of the installation infrastructure.

6.2. LC and LS Responsibilities. BMs responsible to cover facilities occupied by NETC LC or LS personnel are to be assigned by the respective LC or LS, which should be at least one per facility or a collateral duty BM from the preponderant NETC tenant command LC or LS, per this NAVEDTRA manual and applicable local directives. BMs should seek training from local PWD, as necessary, to clarify and streamline processes to identify and report facility issues and support requirements to the PWD to ensure that emergency trouble calls are properly addressed and resolved in a timely manner. The host installation PWD is responsible for oversight of the BM Program. 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.

The installation PWD is responsible for the maintenance, repair, and operation of all installation facilities. The PWD is supported in this effort by BMs, who are assigned by tenant commands and departments in each building, to act as the local liaison for reporting and coordinating maintenance and repair of assigned facilities via PWD. The BM is a collateral duty position, designated in writing by the CO. Assigned BM's will have a minimum of 1 year or more remaining onboard and should have a technical and mechanical background, or familiarity with all tenant spaces. NETC tenant commands (e.g., LC or LS) will assign a BM per reference (d) for each functional area, building, or department. The tenant command with the largest footprint by property record card is the preponderant user, the preponderant user's BM usually serves as the primary POC between the tenants of the assigned building and the host installation PWD. Each command should designate a BM for their respective

functional area, command, or department. In facilities with
multiple NETC commands the preponderant user is the lead BM and
primary reporting agent for reporting discrepancies to PWD. If
a facility has more than one occupant, the major tenant will
assign a BM. The other occupants will designate
representatives, who will coordinate with the assigned BM.

The BM will coordinate with PWD to ensure the safety,
structural integrity, and environmental acceptability of
assigned facilities and those assigned facilities satisfy
mission infrastructure requirements. The BM carries out a
variety of functions that include requesting facility
maintenance, repair actions, coordinating facility services
(e.g., custodial, refuse, pest control), and escorting in common
and unclassified areas related to facility service calls. LCs
and LSs are responsible to provide escorts in secure spaces for
self-help or other customer funded projects (e.g., training
system installations, upgrades, modifications). Other duties
assigned may include assisting in identifying and resolving
environmental or encroachment challenges, requesting excavation
permits, monitoring and conserving utilities and energy
consumption, utility outage coordination, participation in ICO
zone inspections, energy conservation, and recycling.

SECTION 7 – FACILITY MAINTENANCE

7.1. FL. The 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 SRM funds in the
execution of maintenance and repair activities on behalf of the
ICO. Reference (d) provides detailed definitions of facility
maintenance categories (e.g., trouble calls, minor work,
specific work, and recurring work) used by PWD to classify
facility maintenance and repair work, along with job
prioritization criteria.

7.2. NETC N4 Responsibilities. In the event that an Impaired
Training and Education Report (ITER) is filed for facilities
related issues, NETC N4 will track the progress on any
requirements to rectify the issue. In extreme cases, NETC N4
will coordinate with the region planners if a special project is
required to correct the discrepancy.

7.3. LC and LS Responsibilities. The LC or LS BM will notify
the local PWD of facility maintenance and repair requirements
per local PWD reporting procedures. LC or LS will provide

escorts as needed for PWD to accomplish maintenance and repair work. LC or LS will submit an ITER, per reference (e), for facility problems that lead to degradation, cessation, potential of cessation of training, or negatively impacts training production. LC or LS will notify NETC N4 of facility issues that affect availability of training spaces or adversely impact ability to meet mission requirements.

SECTION 8 – SELF-HELP PROGRAM

8.1. Self-Help Program Overview. 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, ensure that complete funding is available and is aligned with the timeline. Confirm with the PWD their level of support for materials, supervision, labor, or which resources are to be provided by the tenant command requesting the work. Dependent upon the planned scope of work, a site approval or work permit may be required. Self-help projects that involve modifications to, or the addition of, electrical components and systems may not be approved unless the work is accomplished by PWD shops personnel or approved contractors. Reference (f) provides details on site approval requirements for facility projects. Organizations should check with the local PWD for site approvals, work permit requirements, and submission procedures.

8.2. LC and LS Responsibilities. LCs and LSs are responsible to provide funding for all required self-help projects. BM will coordinate self-help projects with installation PWD per local PWD policies and procedures. When initiating a self-help facility repair or construction project, BM will notify the LC or LS COC for assistance and guidance.

SECTION 9 – FACILITY SERVICES

9.1. Facility Services Overview. Facility services include BOS services, such as custodial service, pest control, refuse collection, recycling, elevator maintenance and certification, grounds maintenance, and street sweeping. Snow removal is typically managed by the local PWD for primary roads, streets and parking lots 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 or LS mission, the

additional funding for this COLS may require NETC funding. All
requirements for higher COLS must be coordinated with NETC N4.

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

9.2. LC and LS Responsibilities. LC or LS BM will coordinate
facility service requirements with installation PWD per local
PWD policies and procedures. BM will also notify LC and LS COC
when initiating changes to facility services, problems, or
shortfalls in facility services provided that impact the
training mission due to service deficiencies.

SECTION 10 – RELOCATABLE BUILDINGS

10.1. Relocatable Buildings Overview. Relocatable buildings
typically require more maintenance and are not energy efficient.
Therefore, their use is considered unacceptable to meet long-
term needs and highly discouraged by DoD and DON leadership and
policy. Within the NETC domain, the only readily foreseeable
justification for relocatable facilities is as a temporary stop-
gap measure until projects for permanent facilities can be
programmed and executed.

Procurement of relocatable buildings is strictly regulated
via reference (g). The process starts with the installation CO
submitting a comprehensive request letter to CNIC via the
applicable region. Robust coordination between the NETC
activities and the installation is critical to ensure the issues
and impacts are adequately captured in the request letter. The
actual process to procure the relocatable facilities cannot
commence until final approval from CNIC is received. It can be
reasonably expected that the temporary facilities will have to
be funded using NETC's training dollars. Cost will include site
preparations, as well as the cost to either lease or purchase
the facilities. Maintenance costs will also be the
responsibility of the LC.

Due to their mobility, relocatable buildings are normally
accounted for as personal property (class 3); however,
relocatable facilities acquired with MILCON or O&MN 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.

10.2. LC and LS Responsibilities. LC and LS will notify the local PWD 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 or LS shall notify PWD of a possible relocatable building requirement 3 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.

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SECTION 11 — TRAINING EQUIPMENT PROGRAM

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11.1. Training Equipment Program Overview. Reference (h) establishes policy for new acquisition and modernization programs with the resultant production of a Navy Training System Plan (NTSP) and the installation of new training systems with the resultant production of a Training System Installation Plan (TSIP). Reference (d) 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.

All initial classroom and trainer outfitting such as furnishings, training equipment, ECR assets, other similar furnishings and equipment to include heating, ventilation, and air conditioning (HVAC), electrical studies, related funding, and installation of ancillary and infrastructure upgrades needed to establish and support new training are the responsibility of the resource sponsor, training support agency.

Existing classroom furnishings, training equipment, ECR assets, other similar furnishings, and equipment needed for training are personal property. NETC or the associated training support agency is responsible for the life-cycle costs of this property. This includes 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.

11.2. NETC N44 Force Development and Training Equipment Program. NETC N44 will maintain NETC's oversight and management of associated N4 and N44 program and projects planning and budgeting for the following:

- Integrated Logistics Support Program
- The Technical Training Equipment (TTE) Overhaul and Maintenance Program for associated TTE, training devices, and training unique equipment overhaul and maintenance.
- The Contractor Operation and Maintenance of Simulators (COMS) – "COMS" Program pays for associated COMS. These contracts and SOW agreements pay for preventative maintenance and minor repair to simulators.
- The Boat Overhaul Program. For the phased maintenance and lifecycle replacement requirements of all training support watercraft, including the maintenance and upkeep of yard diving tenders and small boats. Includes oversight of the periodic material inspections of all boats in the custody of NETC LCs.
- Tech Support. Pays for the overhaul of training devices. These are costs of overhaul and repair that are not covered on a COMS contract including the calibration of radar equipment. Also part of Tech Support is the General Purpose Electronic Test Equipment Program (GPETE). The calibration, replacement and configuration control of GPETE is critical to the support of numerous NETC technical curriculums. GPETE is maintained via NETC owned or sponsored metrology and calibration laboratories.
- Depot Level Repairables (DLR). Central requisitioning for DLR materials to ensure discount credit for carcass turn in and monitoring of supply availability.
- Visual Augmentation Systems (VAS). N44 serves as NETC program manager, POC, and representative for the VAS Program Office - PMS 340 VAS Integrated Project Team. All LC allowance change requests are also processed by N44 and approved "By direction" by N4 on behalf of NETC.

NETC N44 will represent force maintenance and training equipment programs assessment for RRL implementation in all related programs and projects. NETC N44 will be prepared to analyze and recommend force maintenance and training equipment programs and projects data to NETC N4 and N8 for review and inclusion in the Training and Education Future Year Defense Program data.

11.3. LC and LS Responsibilities. LC or LS will serve as the
primary training agency representative in the preparation and
implementation of NTSP and TSIP documents. LC or LS will
identify facility requirements needed to support the new
training system to NETC N4 for coordination with the local PWD,
where applicable, or to the local PWD when located outside NETC
supported activities. LC or LS must include NETC N4 and 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 site approvals. LC or LS must validate that funding is
available to install equipment. LC or LS is also responsible to
fund HVAC and electrical surveys to ensure adequate power and
cooling exists, or to identify any shortfalls or deficiencies.
LC or LS is responsible to fund installation or upgrades
identified in the surveys to support installation of the
training course or equipment. LC or 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 12 – ENCROACHMENT MANAGEMENT

12.1. Encroachment Management Overview. 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
and 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.

12.2. NETC N4 Responsibilities. NETC N4 will coordinate with
region CPLOs and possibly the installation CPLO on the impact of
ongoing or potentially new encroachment issues to NETC training
interests. The NETC N4 will maintain close communication with
the LC and LS as to the status and impacts of all encroachments.

12.3. LC and LS Responsibilities. LC or LS will provide input to the local PWD and NETC N4 regarding any potential threat to the training mission. The LC or LS will also serve on the local installation encroachment management group, led by the CPLO, as required. For more complex impacts, NETC N4 may be invited by the LC or LS or the local CPLO to participate directly in the local encroachment management group to ensure a complete and accurate representation of the potential impact. The LC or LS will 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.

SECTION 13 – ENVIRONMENTAL COORDINATION

13.1. Environmental Coordination Overview. CNIC, regions, and 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, natural resources management, cultural resources management, and environmental assessments and environmental impact statements. 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.

13.2. NETC N4 Responsibilities. Coordinate with region project managers (PM) ensuring all National Environmental Policy Act assessments and documentation requirements are complied with for MILCON and special project submissions.

13.3. LC and LS Responsibilities. LC and LS shall comply with all environmental laws and regulations and has the lead for environmental coordination with the host installation and NETC N4. They shall notify NETC N4 of any mission changes that will require an environmental permit, modification to an existing permit, or any adverse environmental enforcement actions. This includes cooperating with National Environmental Policy Act environmental assessment efforts associated with any proposed projects. LC and LS will meet their obligations per reference (j) and applicable local directives. LC and LS will also ensure that HAZMAT 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 14 – CLASSROOM FURNITURE, FIXTURES, AND EQUIPMENT (FF&E)

14.1. Classroom FF&E Overview. The type of classroom (electronic with and without student workstations and instructor workstations (IWS), whiteboard, etc.) will dictate what type of furniture is required and how the classroom is configured. 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. If conducted during the second quarter of the FY, surveys of training spaces can identify support priorities, and allow sufficient time to execute the planned use of end-of-year funding for procuring replacements. Since storage space for replacement furniture is at a premium in assigned NETC footprint at FCAs, purchases should be limited to actual need and near term replacement. Replacement of projectors, computers, and other ECR items are addressed in chapter 6.

14.2. LC and LS Responsibilities. LC and LS may purchase and install replacement furniture, and will notify other LCs and LSs in the area of all FF&E replacement activities, as another LC and LS may be able to re-use furniture or fixtures being replaced. Replacement and procurement contract scope will include the removal and disposal of existing FF&E being replaced from rooms, unless appropriately re-purposed in other NETC training spaces.

SECTION 15 – VEHICLES AND TRANSPORTATION SUPPORT

15.1. Vehicles and Transportation Support Overview. Vehicle and transportation support includes coordination of transportation consignment requirements and services between the regional provider and LC or 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 (WHE). The region may provide a vehicle or lease upon request.

15.2. LC and LS Responsibilities. Unless supported by the region or in addition to the current CNIC-PERS MOA, funding requirements for vehicle transportation are the responsibility of the LC or LS. The LC or LS is responsible for arranging and funding their own long and short term vehicle rentals directly from PWD transportation division or from GSA. Vehicle service,

daily pre-operational inspections, key control, fueling, fuel card, vehicle documentation, and cleanliness of each vehicle are the responsibilities of the LC and LS and authorized drivers. The LC or LS is required to contact PWD transportation to coordinate delivery or towing for maintenance and repair of the vehicle. As required by the regional provider, LC and LS must provide fuel receipts, vehicle use (mileage), and operation logs to PWD on a monthly basis.

SECTION 16 – WEIGHT AND MATERIAL HANDLING

16.1. Weight and Material Handling Overview. 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 and mobile cranes), rigging gear (e.g., slings and shackles), and associated equipment (e.g., chain falls and dynamometers).

Navy crane operations must comply with relevant portions of references (l), through (o). Subpart N of reference (n) provides requirements for the maintenance, inspection, test, certification, repair, alteration, operation, and use of WHE and related equipment under the technical cognizance of NAVFAC.

Overhead cranes that are part of the facility are considered class 2 property, which is along with maintenance and inspection BOS functions performed by the host installation. Otherwise, maintenance and periodic inspections are the responsibility of the owner.

Material Handling Equipment (MHE) means all self-propelled and conveyor equipment used in storage and material 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, conveyor systems, and straddle carrying trucks. Naval Supply SYSCOM (NAVSUP) has cognizance over MHE and manages fleet assets per reference (p). Initial procurement of MHE is the

responsibility of the requirement holder. It involves obtaining an allowance through NAVSUP and the initial purchase of the equipment using other procurement, Navy dollars. Once in inventory, the equipment becomes the property of NAVSUP (assigned to the requirement holder) with NAVSUP assuming responsibility for sustainment and periodic replacement of the MHE.

SECTION 17 – TELEPHONE SERVICES

17.1. Telephone Services Overview. Telephone service for the purposes of this document covers only administrative telephones and does not include cellular phones, personal digital assistants, calling cards, or other electronic communication devices or services. Recent changes in Naval Computer and Telecommunications Area Master Station (NCTAMS) procedures and policies require commands to establish telephone communication officers for the purpose of managing move add and change request for tenant commands and service call reporting. Telephone communication officers must be designated by the command in writing with the letter and authorization documents provided to and accepted by NCTAMS before the telephone communication officers will be authorized to submit request via the Configuration Accounting Information Retrieval System (CAIRS), and review billing via the new Billing Information and Processing System (BIPS). Contact your local base communications officer for CAIRS' and BIPS' access requirements.

17.2. LC and LS Responsibilities. LC and LS shall submit telephone service changes and requirements with adequate justification to service provider. As necessary, LC and LS shall review the service and toll charges (long distance) billing for accuracy, and notify NCTAMS of errors or corrections via BIPS. Calls identified as unauthorized will be investigated and the originator will submit a U.S. money order to the U.S. Department of the Treasury 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. NCTAMS Atlantic services provide for dial tone and limited repairs to Integrated Services Digital Network and digital components. The requesting activity may be required to obtain funding for repairs, to include materials, parts, and labor by contractor in some situations. Cost for new installations and equipment, including handsets needed to support new footprint or mission growth, remains the

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responsibility of the requesting activity. LC and LS will
coordinate telephone service requirements and charges directly
with the service provider.

**FACILITY PROJECT COORDINATION
(MILCON & Special Project Scope)**

Facility Casualty Gap Identified

LC/LS coordinate with PW planners on project scope, impact, and justification

LC submits request for MILCON or Special Project to PWD

PWD confirms if proposed project is valid

Is project accepted?

Can LC/LS implement workaround

Revisit next programming cycle

End

PWD generates 1391 Project documentation, links to jNFADS IPL as appropriate

LC ensures capability gap and project are entered in SERENA GSIP information store, and informs NETC N4

NETC N4 provides domain prioritization, and champions project through CNIC Programming Cycle(s)
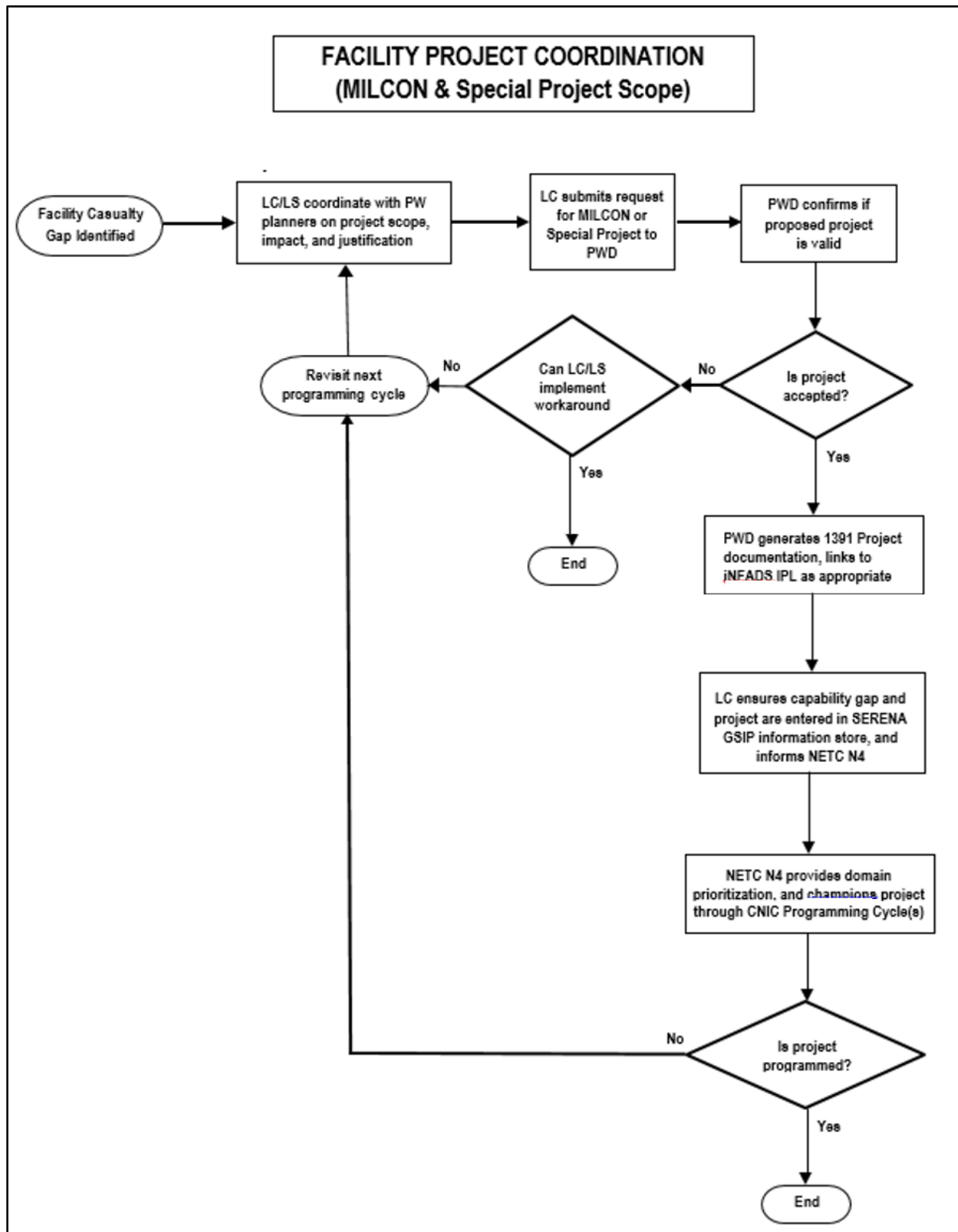
Is project programmed?

End

Figure 5-1: Facility Project Coordination

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CHAPTER 6

INFORMATION TECHNOLOGY

CHAPTER 6
GUIDING REFERENCES

a. NETCINST 5200.3D
b. NETCINST 1500.17D
c. NETCINST 5200.2C
d. NETCINST 5200.4E
e. NETCINST 5239.1E

> **Note:** Other guidance not mentioned but pertinent to this chapter is located in Appendix A.

SECTION 1 – INTRODUCTION

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 (CSWF) 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 and CS resources (e.g., personnel, equipment, and financial) required to provide supported customers with the essential IT and 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. FL. NETC N6 is the echelon 2 FL for IT and CS support under the mission established by OPNAV N1. Via the POM process, OPNAV N1 funds NETC N6 to provide mission IT and CS services for NETC LCs and most LSs. NETC N6 does not accept new IT and CS customers outside of the POM process, since NETC financial systems do not operate on a fee-for-service model similar to Navy working capital fund. The scope of NETC N6 IT and CS services does not include support for all Navy activities that conduct training (e.g., Special Warfare (SPECWAR), Naval Nuclear Propulsion Program, and Navy Information Operations Command). Organizations should contact NETC N6 for further guidance.

   1.1.1. Property Management. NETC N6 serves as the accountable property officer (APO) for ECR and associated IT equipment. NETC N6 provides central funding for IT contractor support, new ECR and IT equipment, annual hardware and software maintenance, and spare and replacement parts. Because of this unique arrangement, NETC N6 does not transfer property to site UICs within Defense Property Accountability System (DPAS) and other asset management systems, as is often done.

   In alignment with the NETC N6 central lifecycle management model, UIC 33589, NETC IT property tags remain on all NETC N6 IT government "GE" for its lifetime. For equipment with initial purchase price of $5,000 and greater, NETC N6 assigns DPAS property tags including

alphanumeric characters "N33589D." NETC N6 utilizes an
automated asset management system to track equipment with
initial purchase price of $5,000 and under (minor property),
and assigns property tags including alphanumeric characters
"N33589A."

1.2. NETC N6 Training Support Responsibilities. Effective and
efficient IT support is essential to the sustainment of
uninterrupted training production. IT directors of ECR field
support teams (former TSCs) and LC and LS training support
detachments (TSD) serve as NETC N6's local liaison for all IT
requirements and support issues and gaps. IT directors and
local IT and CS personnel manage and coordinate ECR common core
functions such as IT planning, maintenance, repair, and services
for supported LC and LS activities. Other related common core
services include CS management, information assurance
vulnerability management (IAVM), network management assistance,
network security, systems installation and integration,
corrective maintenance, life cycle and CM, asset management and
inventory, video teleconference operations, and Navy and Marine
Corps intranet (NMCI) liaison support for staff and instructors
(e.g., move, add, change (MAC) request). IT directors of ECR
field support teams and TSDs are responsible for ensuring
enforcement of CM per reference (a) of this chapter.

1.3. LC and LS Responsibilities. For new classroom
requirements, ECR seat MAC in existing classrooms or classroom
decommissioning, the LC and LS shall submit clearly defined and
documented requirements per the appropriate configuration
control board and change advisory board (CAB) process for NETC
validation and approval prior to execution. In addition, each
LC and LS must work collaboratively with NETC N6 ECR field
support teams or applicable TSDs to provide and coordinate
approved routine and special project support (e.g., network
connectivity, wireless, mobility, and facilities upgrades).
NETC N6 funds instructor podium furniture, but LCs are expected
to fund classroom furniture. The ECR change management process
is discussed in chapter 6, section 3, below and in reference
(a). LC and LS have the responsibility to compose and maintain
their TTE and TTE IT and CSWF. Mission exigencies may require
collaborative support across the common core and TTE workforce
to meet emerging or time critical requirements. The LC and LS
shall assume lead role for all TTE issues with ECR field support
teams and TSDs retaining the same for common core NETC ECR
issues. The LC and LS will retain lead, in coordination with

NETC, for establishing interface and collaboration with the
appropriate warfare sponsors or program managers and their
supporting vendors for all platform IT, program of record,
government-off-the-shelf, and commercial-off-the-shelf training
software. LC IT support directors shall establish a centralized
structure for managing approved projects required by LC and LS
and directed by NETC N6. The 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
project delivery. In support of ECR requirements, technical
assessment, and execution, 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.

NETC N6 provides overarching management of ECR and IT
equipment shipped to LC and LS locations, to include enterprise-
level funding for IT contractor support, new ECR and IT
equipment, annual hardware and software maintenance costs, and
spare and replacement parts support. In coordination with LC
and LS leadership, the NETC N6 DPAS APO will appoint LC and LS
personnel to serve as DPAS property custodians who receive,
inspect, and inventory IT and ECR equipment as needed.
Military, civilian, or contractor personnel may serve as DPAS
property custodians and will be designated by the NETC N6 APO
via letters sent through the COC. NETC N6 property custodians
may also serve as general DPAS property custodians at their
commands since the duties are considered to be separate and
distinct.

The ECR field support team and TSD shall respond to global
distance support center (GDSC) service requests (e.g., 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).

1.4. Exceptions – Sites not Supported by TRANET. It is the
responsibility of the LC and LS to establish adequate IT service
level agreements between the host facility and the LC and LS.
The agreement shall stipulate the training delivery requirements
for LC and LS mission accomplishment.

SECTION 2 – COMMON CORE IT AND CS SUPPORT DUTIES AND RESPONSIBILITIES

The NETC N6 ECR field support teams and TSDs shall be the primary POC for the local area IT and CS program, and direct technical support matters for the supported LC and 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, IAVM, network management assistance, network security, systems installation and integration, corrective maintenance, life cycle and CM, video teleconference operations, NMCI support for staff and instructors, MAC request support, logistics and supply, and asset management and inventory.

SECTION 3 – ECR CHANGE MANAGEMENT AND CONFIGURATION MANAGEMENT (CM)

References (a) and (b) outline NETC N6 CM and change governance policies.

3.1. NETC Training Requirement Submission Process. NETC N9 will be responsible for ensuring that training needs have been validated, program impacts have been identified, resource status has been determined, utilization of existing equipment warrants the need for additional resources. NETC N9 provides NETC N6 with prioritization of existing call for work issues and implementation candidates.

3.2. ECR Change Management. NETC N6 ensures information resources are managed in an efficient and effective manner through the ECR change management process, which utilizes the SERENA business management tool. LCs and stakeholders submit change requests for ECR seat MAC and removals and ECR equipment changes (e.g., central video displays, desktop monitors) for approval and scheduling within SERENA to include:

- Initial documentation of change requests by LC.
- Initial assessment of existing resources by LC.
- Validation of training requirement by NETC N7 and N9.
- Validation of space allocation by NETC N4.
- Full assessment of existing resources by NETC N6 ECR field support teams or TSDs.
- Funding validation and control.

3.3. ECR CM. NETC N6 centrally manages ECR configurations (shown in Table 4: ECR Resources and Definitions) which includes, but are not limited to servers, computers, monitors, peripherals, and cabling. Central management and standardization of these items ensures proper equipment compatibility within the classroom, proper maintenance of a systematic and well-organized training space, and leverages compatibility testing to prevent the loss of productive manpower and training funds. ECR configuration changes must be vetted and authorized via the NETC N6 CAB process.

SECTION 4 – IT OPERATIONS AND INFRASTRUCTURE SERVICES

NETC N6 is responsible for establishing support for common enterprise-wide IT services. NETC N6 ECR field support team and TSD IT directors will provide ECR direction and priorities in support of IT systems and services specific to and within their respective area. They shall provide representation at the NETC N6 weekly, stand-up meeting and bi-monthly CAB, which includes development, support, and technical management of complex, inter-connected computer systems that make up the NETC IT environment. The ECR field support team and TSD shall provide customer technical support; execute cyber IT, CS, computer network defense technical requirements; support software integration and upgrades for NETC ECRs and servers; and develop and manage opereating system baseline images. The ECR field support teams and TSDs shall 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.

NETC N6 NMCI Program Office will work with ECR field support Team and TSD IT directors to ensure there are adequate numbers of assistant contract technical representatives to serve as the primary coordinator(s) for all NMCI matters for supported LC and LS activities to include execution of MAC requests.

SECTION 5 – CS MANAGEMENT

NETC N6 ECR Field Support Teams and TSDs shall assist NETC N6 in establishing a centralized structure for managing IT asset installation, daily operations, and patching and updating functions for common core equipment and systems, providing CS monitoring and reporting, and ensuring IT assets under their supported activities operate per the NETC Chief Information

Officer (CIO) and CS PM guidance. NETC N6 CS Program Office, in
conjunction with the LCs and LSs shall appoint the information
system security manager (ISSM) and information systems security
officer (ISSO) in writing per NETC CIO and 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. ISSMs and ISSOs or TAs are
responsible for NMCI access management (SAAR-Navy (SAAR-N)),
local NMCI CS investigations and verification of personnel cyber
awareness training completions. Additionally, ISSMs and ISSOs
shall establish TRANET user accounts utilizing Navy form, SAAR-
N, and submit trouble tickets via GDSC or similar ticketing
system for account creation. The ISSM and ISSO must provide
security oversight for ECR field support team and TSD security
measures including analysis, periodic testing, EVAL,
verification, accreditation, and review of information system
installations. Individuals performing functions in multiple
categories or specialties must hold qualifications and training
certifications appropriate to the functions performed in each
category or specialty.

Table 4: ECR Resources and Definitions

ECR RESOURCE TYPE	CONFIGURATION DATA	USE AND CAPABILITY
LEVEL 1 ECR – INSTRUCTOR AND STUDENT WORKSTATIONS	IWS with presentation capability and inter-networked with multiple student workstation (SWS). Will have a NETC-approved central video display, classroom control and polling software (NetSupport School) capability, and access to a networked printer (based on courseware requirements). Workstations possess baseline load plus DON Application and Database Management System (DADMS)-approved, CS-certified, tested, and accredited training productivity applications. Desired end-state is to connect all ECRs to TRANET Unclassified or Classified (U/C) depending on NMCI and CNETC COI availability. Standalone ECRs will be assessed on a case-by-case basis for migration to TRANET.	Enable instructors to project training materials for wide-area viewing by students and to manage interactive training with students via the SWSs. Will also provide students with instructor-controlled or independent access to training materials (computer-based training, Navy eLearning, and My Navy Portal shared files and content via network servers).

ECR RESOURCE TYPE	CONFIGURATION DATA	USE AND CAPABILITY
LEVEL 3 ECR – IWS	IWS with presentation capability, typically a NETC-approved central video display, and access to a networked printer. Workstations possess baseline load plus DADMS-approved CS-certified, tested, and accredited training productivity applications. Desired end-state is to connect all ECRs to TRANET U/C depending on NMCI and CNETC COI availability. Standalone ECRs will be assessed on a case-by-case basis for migration to TRANET.	Enable instructors to project training materials for wide-area viewing by students.
LEVEL 4 ECR – DISTRIBUTED LEARNING INSTRUCTOR ROOM	IWS (one – several) with TRANET_U, TRANET_C, or TRANET_C Naval Nuclear Propulsion Information (NNPI) connectivity located in an instructor space, but segregated via sound dampening walls or cubicles. Single or dual monitor configurations are supported. NetSupport School Tutor application installed to allow instructor setup and control of distributed classroom environment. Workstations possess baseline load plus DADMS-approved, CS-certified, tested, and accredited training productivity applications.	Enable Instructors to facilitate courses in a collaborative environment across multiple sites. Multiple instructors in a room can conduct various courses during same time periods.
LEVEL 5 ECR – DISTRIBUTED LEARNING STUDENT ROOM	SWS (one – several) with TRANET_U, TRANET_C, or TRANET_C NNPI connectivity located in a student classroom space, but segregated via sound dampening walls or cubicles. Single or dual monitor configurations are supported. NetSupport School Student application installed to allow instructor setup and control of the distributed classroom environment. Workstations possess baseline load plus DADMS-approved, CS-certified, tested, and accredited training productivity applications.	Enable students to attend courses in a collaborative environment across multiple sites. Multiple students in a room can be attending the same or different courses during same time periods.
LEARNING RESOURCE CENTERS (LRC)	Multiple SWSs. Workstations possess baseline load plus DADMS-approved CS-certified, tested, and accredited training productivity applications.	Enable students to have access to computer-based materials for study. LRCs can be used for remediation or homework, individual exams or surveys, or for non-instructor-led general military training completions.

ECR RESOURCE TYPE	CONFIGURATION DATA	USE AND CAPABILITY
MOBILE ELECTRONIC PUBLICATIONS (MOEP)	Standalone Notebooks with a restricted baseline load plus interactive electronic tech manuals (IETM). Program offices, LCs, and LSs are responsible for the life cycle management of MOEPs.	Enable students with the ability to access IETMs in labs, mock-ups, and trainers.
INSTRUCTOR PREP STATIONS	Workstation located in LC or LS office with TRANET U/C services. May be provided with printing and scanning capabilities. Workstations possess baseline load plus DADMS-approved, CS-certified, tested, and accredited training productivity and development applications.	Curriculum (AIM) production and non-Integrated Learning Environment (ILE) content development such as PowerPoint slideshows, student handouts, and other training tools.
ECR CYBER AND TECH SUPPORT SEAT	Workstations located in LC or TSD IT offices with TRANET U/C services. Workstations possess baseline load plus DADMS-approved, CS-certified, tested, and accredited maintenance, security and productivity applications.	Dedicated resources to be used by CSWF personnel in support of Cyber IT and CS requirements and to provide tech support.
ECR FILE OR APPLICATIONS SHARE SERVER	Located in LC and TSD-controlled rack or space with TRANET U/C services. Servers possess baseline load plus DADMS-approved, CS-certified, tested, and accredited training applications.	Provides access to instructor and student shared applications and an instructor or student shared file volume.
ECR CYBER DEFENSE AND MAINTENANCE SUPPORT SERVER	Located in LC and TSD-controlled rack or space with TRANET U/C services. Servers possess baseline load plus DADMS-approved, CS-certified, tested, and accredited security applications.	Host all services ISO the cyber defense (Information Assurance-Computer Network Defense) and maintenance support missions.

CHAPTER 7

LOGISTICS MANAGEMENT

CHAPTER 7
GUIDING REFERENCES

a. NAVSUP P-485
b. NAVSUPINST 4200.99C
c. NAVSUPINST 4205.3F
d. Federal Acquisition Regulation (FAR)
e. NETCINST 4200.5A
f. NETCINST 4650.2A

> **Note 1:** 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://my.navsup.navy.mil/apps/ops$cks.home.

> **Note 2:** Other guidance not mentioned, but pertinent to this chapter is 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 LCs will serve as the primary POC to NETC with the awareness of community issues across the domain. LC and LS logistic support will be accomplished in the most effective and efficient manner. Each LC and LS is ultimately responsible for the logistic support of their command.

1.1. FL. The echelon 2 FL responsibilities are a shared endeavor in this chapter between NETC N4 and NETC N8. NETC N4 is the FL and process lead (PL) for logistics management issues and concerns, and NETC N8 is the FL and PL for financial management issues and concerns.

SECTION 2 – SUPPLY SUPPORT AND MATERIAL RECEIPT, STOWAGE AND SHIPPING

Volume 1 of reference (a) establishes policies and procedures for the operation and management of supply activities and components. These procedures are considered the minimum essential acceptable supply management procedures and are mandatory unless specifically stated by NAVSUP as being optional. The NETC LC or LS CO or supply officer may prescribe additional control measures and policies, when circumstances require more stringent control.

LC or LS must arrange for service, store bulk items, receive issuing, ship material, and process DLRs through automated tracking and control.

SECTION 3 – PURCHASING SUPPORT

Volume 1 of reference (a) directs activities to utilize the Defense Supply System as the primary source of supply via Military Standard Requisitioning and Issuing Procedures transactions, to include detailed instructions for initiating, updating, following-up, and cancelling supply requirements.

Upon a command's request, and when practical and efficient, LC will provide purchasing support for LC or LS within their supported activities. LC will utilize Command Financial Management System (CFMS) to process requirements entered into the Automated Supply Request Program (ASRP) by the LC or LS. If

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a LC is not able to accept via ASRP, requests may be sent via e-mail or hard copy. The following guidelines apply to purchase support provided by LC:

- Micro-purchases below the $10,000 threshold are accomplished utilizing the Government-Wide Commercial Purchase Card (GCPC) Program.
- Requirements at or above $10,000 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. Charges are reallocated to the correct LOA within 2 business days.
- LC 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 NETC HQ, NETC N6, or NETC N8 monthly, when requested.

To facilitate the LC effort, the LS will provide LC with access to the appropriate LS CFMS accounts as required. 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 LS leadership approval.

Prior to purchasing any IT related equipment, coordinate with NETC N6 for current guidance on IT and multi-functional devices.

SECTION 4 – GCPC PROGRAM

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, which is documented in the GCPC cardholder's letter of delegation.

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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 and orders valued below $25,000 (using DD Form-282), unless Defense Logistics Agency directly bills for the order.
- Placing delivery and task orders (e.g., DoD Electronic Mail) 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 – CONTRACTING SUPPORT

5.1. NAVSUP Contract Authority. Per reference (c) 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 that exercises contracting authority, delegated from NAVSUP as HCA. NFCS activities include NAVSUP Weapons System Support, Navy Exchange Service Command, other field contracting activities, and Navy fleet activities, having contracting authority delegated by NAVSUP. NAVSUP, through the NFCS, is responsible for contracting supplies and services throughout the DON for which no other 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 logistics centers.
  - 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.

- Delegation of authority to other 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, is limited to ordering suthority level I or II for placement of delivery and task orders up to the SAP threshold against established government, DON, and DoD vehicles, including GSA federal supply schedules (FSS) and 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:

  - 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 suthority to individual activities. Ordering officers are appointed in writing on a SF-1402, which sets forth any limitations of the ordering authority as may be established by the AO.
  - Procuring contracting officers (PCO) 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 with designating "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.

5.2. NETC 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 requirement owners, program managers, contracting, legal and finanace to evaluate projected requirements, target acquisition consolidation when appropriate, and assist with multiple award contracts for enterprise-wide use.
- Acquisition Planning. Assists in the development of long-term acquisition strategies that are efficient and cost effective, matches requirements with best contract servicing agency, and serves as a liaison to the applicable servicing contract office to facilitate award of special interest or complex acquisitions.
- Governance. Disseminates acquisition guidance and instructions; provides advice, recommendations, samples, tools, and templates; conducts contract requirement reviews; and assists with IG area visit and internal audits.

5.3. Service Requirements Review Board (SRRB) Process. NETC activities will implement an internal SRRB process for service contract requirements consistent with the guidance in reference (e) 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, execution decisions, and report contract "tripwires" as they occur throughout the acquisition cycle.

SECTION 6 — COR

The COR is a representative of and 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, which monitors the cost and 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, and training requirements by the applicable contracting office. Reference (c) provides the specific requirements for COR appointments, and details DoD standards for qualification. The required competencies and experience and training requirements are established based on the complexity of the contract and are categorized as type A, B, or C work. Training must be completed, at a minimum, once every 3 years while serving as a COR. However, a COR who has the required experience and training, but has not performed as a COR in the last 24 months, must take the refresher training before appointment.

6.1. Contract Administration Plan (CAP). The PCO will develop a CAP, tailored to the dollar value, and 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, the COR, and required activity personnel.

6.2. COR Limitations and Restrictions. Requiring activities shall be aware of the limitations and restrictions of COR assignments per reference (c), 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; however, they do not have authority to provide technical direction or clarification directly to the contractor.

6.3. Procurement Integrated Enterprise Environment (PIEE). All COR nomination and appointment functions can be found in the Joint Appointment Module, a web-based application designed to nominate, appoint, and track COR assignments. Requiring activities shall ensure COR and COR supervisors are registered in PIEE. All COR monitoring and contract surveillance functions can be found in the surveillance and performance monitoring module located within PIEE.

6.4. Procurment Tracker Tool (ProTrack). The NAVSUP ProTrack is a web based application that allows requiring activities to submit procurement ready requirement packages to the NAVSUP contracting workforce while providing visibility and feedback to the requiring activities through the acquisition process. All NAVSUP requirements are required to be submitted through ProTrack.

SECTION 7 – DEFENSE PROPERTY ACCOUNTABILITY

The 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 or LS CO or OIC and is responsible for the following: Performing the command's property accountability and management responsibilities, implementing the policies and procedures established by reference (d), scheduling training for personal property personnel, ensuring personal property system data security and integrity, and coordinating physical inventories.

7.1. Inventory. Inventories will be completed and certified per reference (e) and as directed by NETC HQ or higher authority.

SECTION 8 – GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM AND DEFENSE TRAVEL SYSTEM (DTS)

Per the DoD policy, the GTCC will be used by DoD personnel to pay for costs related to official government travel, to include PCS 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 TDY.

8.1. GTCC Agency Program Coordinator (APC). Reference (f) provides travel card guidance for the NETC domain. 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 BUPERS hierarchy level 3 APC with status updates which will include, but are not limited to, delinquency reports and documentation for any incident of misuse and abuse with a monthly GTCC report due on the 20th of each month.

8.2. DTS. 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 (DTA) are appointed and terminated in writing, per reference (f). DTAs are responsible for oversight of trip requests and claims for reimbursement by command travelers. Policy and guidance are set in reference (f) for use of DTS. Commands will ensure all local policies are in compliance with procedures provided in above references. Commands will ensure that APCs, GTCC cardholders, and personnel utilizing DTS receive the mandated initial training and required refresher training, per established guidance in reference (f). 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.

CHAPTER 8

BUDGET PLANNING AND EXECUTION

CHAPTER 8
GUIDING REFERENCES

a. DON Financial Management Policy Manual (FMPM) of July 2020
b. DoD 7000.14-R, DoD Financial Management Regulations, December 2021
c. Financial Management Systems (FMS), Command Financial Management System, 2018

SECTION 1 – INTRODUCTION

References (a), (b), and (c) prescribe the DON budgetary policies, procedures, and technical direction necessary for 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. FL. NETC N8 is the FL for business and financial management issues.

SECTION 2 – BUDGET EXECUTION

Budget execution is defined as the commitment, obligation, and liquidation 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 the command's N8, Comptroller in coordination with the CO and NETC N8, Comptroller.

Fund Administrators (FA) will ensure batches are processed via the financial system of record for the applicable FY. 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. OPNAVINST 1500.47D
b. Catalog of Navy Training Courses (CANTRAC), Volume 2
c. NETCINST 1510.2E

> **Note:** Other guidance not mentioned, but pertinent to this chapter is located in Appendix A.

SECTION 1 - INTRODUCTION

Centralized Quota Control (CQC) was established for the specific purpose of centralizing the quota control (QC) functions for NETC COIs within a designated FCA. This creates a single POC for fleet units while reducing the unnecessary overhead costs associated with each LS, operating its own QC system. Fleet and shore-based training officers are able to access a single automated system to make quota requests for their unit's training requirements as shown in Figure 9-1. 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. CQC work can be augmented by QC personnel at NETC N31 as needed.

A CQC will be located in each of the two FCAs (San Diego and Norfolk) and managed from within the NETC N3 directorate of the servicing NETC sites. LCs may petition NETC N3 to retain QC for certain course identification number (CIN) and CDP, where the NETC site CQC office has determined that they cannot adequately perform the QC function due to the unique screening and approval process required for a specific CIN and CDP. Where such approval is granted, it shall remain the responsibility of the supporting LC to perform the quota screening confirmation process.

1.1. FL. Per reference (a), NETC N3 is designated as the quota management authority for the Navy and the FL for CQC. For matters not fully addressed in this chapter, the user of this manual should contact the FL for further guidance.

SECTION 2 – QUOTA RESERVATION RESPONSIBILITIES AND PROCESS OVERVIEW

2.1. QC Authority (QCA). Prior to reviewing this process, it is important to note that the CQC is the QCA for most, but not all, NETC COIs. For QCA coordination, please refer to the QCA identified in reference (b).

2.2. QCA Designation. QCA designation is the responsibility of the LC that exercises authority over that COI. The QC UIC assignment will be the staff UIC of the organization that the QCA resides in. QCA assignment is made via the INSTR043 Form within CeTARS and will be reviewed and updated annually at a minimum to ensure accuracy. QC 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 and 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 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 ISIC or type commander (TYCOM) and then to the LC responsible for the COI for final approval. The LC will make the final determination for all waiver requests notifying both requestor and servicing CQC. The LC may delegate this function to their LS with notification to the servicing CQC office.

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). In order to ensure seats are still available for emergent training needs, while the waiver is being approved, CQC may 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.

2.5. BUPERS Controlled Courses. QC for BUPERS controlled courses (type C1, C2, and some D1) are shared with CQC for approval of reservations and based on percentages of available active, enlisted and officer quotas service category (SCAT) U.S. Navy Active Regular (USNARG) via the 90, 60, and 30 day rules with eNTRS software per reference (c).

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

2.5.1. 90, 60, and 30 Day Rule. Per reference (c), this rule initially allocates SCAT USNARG type C1 school quotas in eNTRS to the detailers for PCS order writing. These quotas are initially not available in eNTRS for fleet or CQC office 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 offices.
- 60 days prior to the class convene date, eNTRS makes 50 percent of the remaining unused USNARG quotas available to the fleet and CQC offices.
- 30 days prior to the class convene date, all unused USNARG quotas are available to the fleet and CQC offices.
- Use of Foreign National (FNATN) within 30 days of class convene date (start date). E-mail the following to NETSAFA_QUOTA_MGR@navy.mil: course title, CDP, and class date needed. If approved, the LC will convert the FNATN quota to a USNARG quota.
- Use of U.S. Marine Corps (USMC) C1 quotas within 30 days of class convene date. Coordinate through the Training and Education Command. E-mail the following to TECOMTQMREQUEST@USMC.MIL: course title, CDP, and class date needed. If approved, the USMC production line analyst (PLA) will convert the USMC quota to a USNARG quota.

2.6. eNTRS. CQC receives and approves or disapproves quota requests through eNTRS, a web-based computer reservation system, by e-mail, and telephone. 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 CANTRAC: Student's SCAT, rating, pay grade, formal course prerequisites, and security requirements). This takes a significant amount of time and often delays seat reservations. The units training officer has the ultimate responsibility to ensure prerequisites are met or a waiver is requested.
- Notify commands with confirmed quotas whenever a convening is being canceled by the LC.
- Communicate with the LC and LS CeTARS managers as required to request dynamic quota changes, use of functional excess quotas, CANTRAC course information, and resolve quota assignment issues.

2.6.1. eNTRS 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 accuracy issues within eNTRS and may result in a class being over booked.

Centralized Quota Control (CQC) Reservations Process

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.

Acronyms Used
BUPERS – Bureau of Naval Personnel
eNTRS – enterprise Navy Training Reservation System
SCAT – Service Category
DYNQ – Dynamic Quota
QCA – Quota Control Authority

Reservation request received
(Via e-mail, eNTRS, or walk-in)

Quota controlled by BUPERS?

YES → Detailer released seats?

NO → Notifiy Requestor advising BUPERS is the QCA

NO / **YES**

Available Quota Based on the SCAT/DYNQ?

YES → **Internal Control**
Check the prerequisites for the course

Prerequisite met?

YES → Quota Reservation Granted

NO → Send Notification to Requestor advising nominees of quotas non-availability

Fleet Training Liaison can assist in Fleet Concentration Areas (FCAs) (see Chapter 10-4)

Learning Centers may also be able to assist outside of an FCA

NO → Pre-Requisite Waiver Request Form approved?

YES → Send Notification to Requestor

NO → Send notification to deny Quota Reservation

Advise Requestor on not meeting the prerequisite

Advise Requestor of Pre-Requisite Waiver Request Form
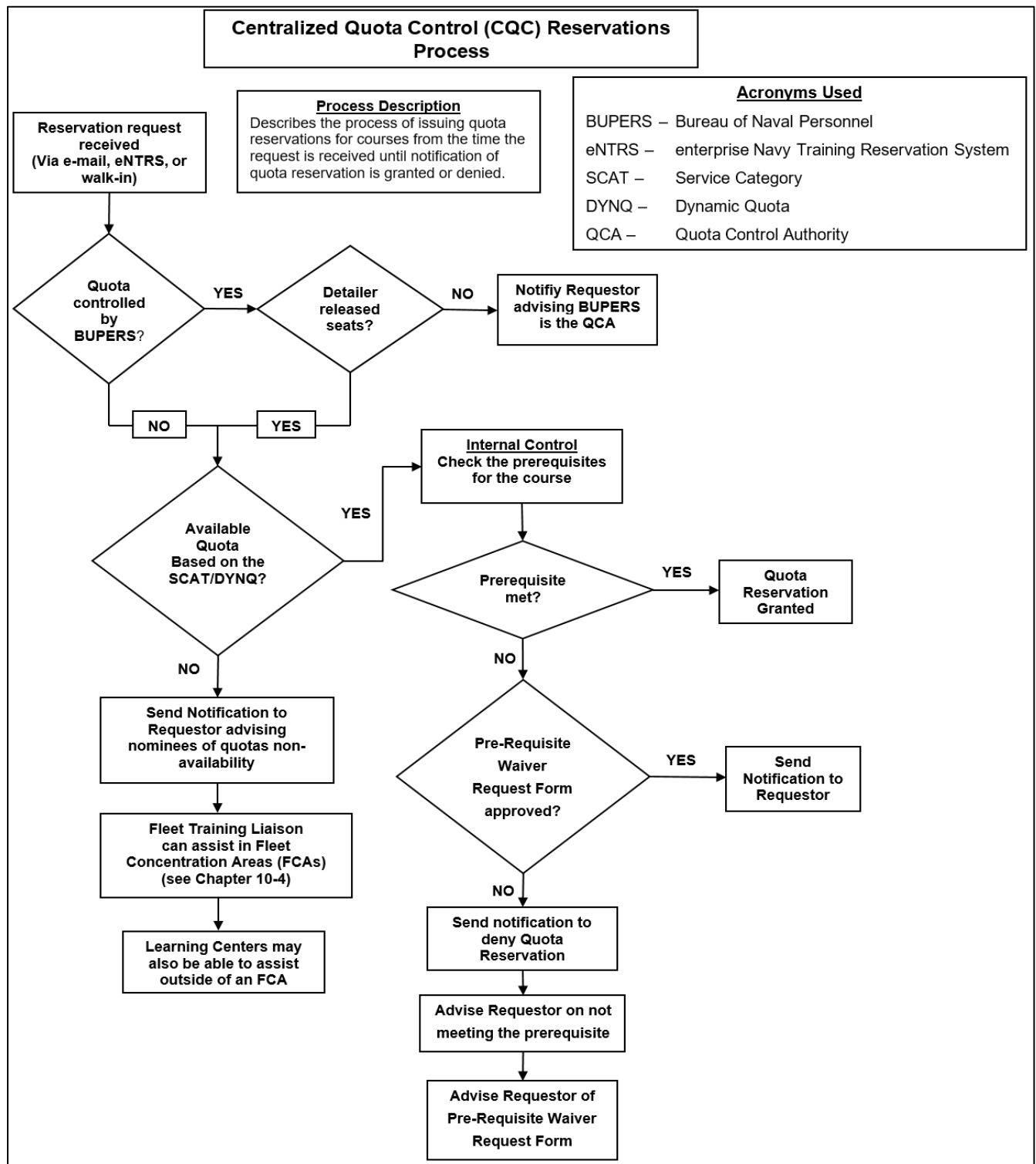
Figure 9-1: CQC Reservation Process

SECTION 3 – PROCEDURES FOR REQUESTING A QUOTA

3.1. CQC Office. The CQC office is the single POC 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. The sections are listed in priority order.

> **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 web site for specific details.

3.2. eNTRS Access Request. eNTRS is the most efficient means to submit a quota request and receive a confirmation. Figure 9.2 provides a window view of the CeTARS web site. The web site can be accessed from the following link (CAC capability is required) https://main.prod.cetars.training.navy.mil/cetars/.
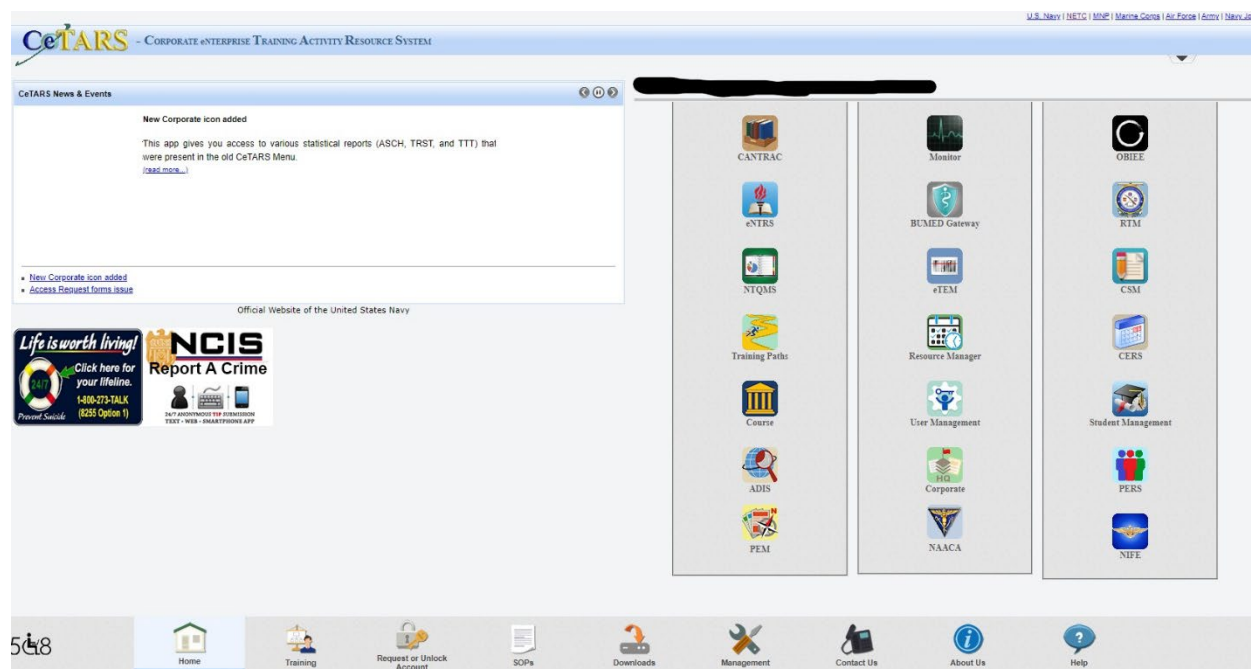

Figure 9-2: Requesting Access to eNTRS

3.3. eNTRS 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, class convene begin date, and class convene end date (default date range is 90 days).
- Click the submit button.
- Select class or classes to request the reservation.
- Enter DoD identification in "DoD ID" field and select request type.
  Helpful Hint: You may also select search and enter the DoD identification, last name, first name, or the UIC as search parameters.
- Click the submit button.
- Enter student's e-mail and one additional e-mail (e-mail addresses are separated by a comma, no space)
- Enter any other requested information 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.

> **Note:** Refer to the sample in Figure 9-3 to request a class via eNTRS.

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 and CDP
- Course location
- Course convening date: Primary and secondary (if applicable)
- Student's UIC
- Student's full name
- Student's rate and rank or civilian grade and series
- Requesting command
- POC name
- POC phone number and 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-NEC 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 30 days prior to the class convene date. Failure to do so will result in quota cancellation without further command notification. If at the 30 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:

- Log in to enTRS; navigate to the main menu and select "Request Menu".
- Under "Find Quotas", enter the CDP, class convene begin date, 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's UIC, e-mail address, and one additional e-mail address (e-mail addresses are separated by a comma, no space) if desired.
- Enter comments to the QCA; enter prerequisites if applicable. Ensure this area is completed before moving to next step.
- Click the submit button.

SECTION 5 — WAITLIST REQUEST

The requestor has the option of using the waitlist request function when classes are full. The requestor should select "Yes" from the drop down menu when creating the initial request to indicate they would like to be placed on the waitlist. If one of the confirmed reservations is canceled, then the first waitlist request will fill that available quota, unless there is a higher priority for the seat. Waitlist reservations may be transitioned to confirmed seats until 2 working days prior to convening. Waitlist reservations may stay on the roster as "waitlist" until the day of convening, and will not result in a missed training opportunity (MTO), if the seat is not confirmed.

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 SCAT (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, class convene begin date, and class convene end date.
- Click the submit button to display total quotas per class for all classes within the date range.

   Note: Refer to Figure 9-4: Total Quotas Per Class.

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

- Click the quotas button of a course in order to view the available quotas for a class convening.

    Note: Refer to Figure 9-5: Dynamic 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

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 30 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, e-mail, or phone call NLT 5 working days prior to the class 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 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 LC or 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: Training Availability Message Template.

```
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 30 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/Schools Coordinators are requested to use eNTRS,
if avail, or contact the servicing CQC office. 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 / A-531-
0009/7443/2779     ISSM                        120305 /
A-531-0045/6252/2781     Adv Net Analyst          120312 /
     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 quotasin their designated training locations. 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 COR, not the contractor. The COR should
contact the NETC N3 contractor PLA for further information.
Excess quotas will be assigned to contractors on a "first come,
first serve" 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 directly to ascertain the cost of the
course and how to disburse the funds, if necessary.

SECTION 12 — FNATN QUOTA REQUEST

12.1. FNATN Requirements. NETSAFA enters out-year requirements for IMS into training requirements manager, which are then spread in CeTARS and eNTRS as FNATN quotas.

12.2. NETSAFA Quota Manager (QM). NETSAFA QM requests quotas that are not available as FNATN quotas in eNTRS and CeTARS through the appropriate LC. Depending on the LC, NETSAFA's QM will contact the PLA to obtain the quota. If available, the PLA will place the quota in eNTRS and CeTARS for FNATNs. NETSAFA's QM will confirm the quota in eNTRS and CeTARS. For all FNATN quota concerns, contact NETSAFA (N3QD) at [NETSAFA QUOTA MGR@ navy.mil](mailto:NETSAFA QUOTA MGR@navy.mil).

SECTION 13 - MOBILE TRAINING TEAM (MTT) REQUEST

13.1. MTT Requests. Regularly scheduled MTT request information is contained in the CANTRAC. Lead time for requests should be sufficient to allow leadership to plan and execute the MTT. Rosters shall be supplied with names NLT 30 days prior to class convening. This ensures a commitment of the requesting organization to supply the required number of students.

13.2. Special MTT 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 CANTRAC. Rosters shall be supplied NLT 5 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. COMUSFLTFORCOMINST/COMPACFLTINST 3501.3E
b. NETCINST 1500.7F
c. NAVEDTRA 135D of August 2018
d. Catalog of Navy Training Courses (CANTRAC), Volume 2
e. NETCINST 1510.2E
f. OPNAVINST 1500.47C
g. OPNAVINST 1510.10D
h. COMUSFLTFORCOMINST 1500.1

> **Note:** Other guidance not mentioned but pertinent to
> this is located in Appendix A.

SECTION 1 - INTRODUCTION

The fleet TLO directly supports TYCOMs and their operational units in resolving shortfalls between fleet training requirements and LS quota availability. The fleet TLOs are located within NETC Site East and NETC Site West in FCAs. RRL block one (BL1) quota and travel orders management is also part of this function.

Fleet training liaison, outside the FCAs, is performed by the LC and LS staff to stay abreast of customer requirements and feedback. For the 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 and 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 LIASION OFFICERS

Training liaison officers are the NETC's POC for fleet units and squadron training officers and school coordinators regarding quota availability, class convening dates, and training facility locations in support of training requirements. Fleet training liaison officers provide individualized training to prospective COs, prospective XOs, group and unit training officers, and school coordinators. Training may consist of NETC support services (to include POC information), TMS overview, understanding of various systems, such as FLTMPS, eNTRS, CANTRAC, and how each supports their individual unit long range training plan. Fleet training liaison officers develop a strong working relationship with all levels of fleet training officers and school coordinators to ensure they remain abreast of changes in the training environment.

Fleet training liaison officers also provides ongoing training and assistance for training management for eNTRS, CANTRAC, CeTARS, and FLTMPS.

2.1. Emergent Training Requirements. Fleet training liaison officers will validate emergent training requests from near term deployers and re-prioritize training seats based on TYCOM prioritization requirements for the requested course.

Fleet training liaison officers will use FLTMPS and TYCOM operational schedules to independently validate the training request. Once the request has been validated, fleet training liaison officers will conduct a review of the committed seats in the particular course. If functional excess is available, fleet training liaison officers 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 units may be prioritized.

If the unit with the emergent requirement is from a different TYCOM than the unit currently holding seats, fleet training liaison officers will coordinate between TYCOMs to attempt to resolve the shortfall.

If the emergent requirement cannot be met with existing resources, fleet training liaison officers will inform the unit to request a special convening from the LC or 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 requests will be routed through the requesting unit's COC, the servicing NETC fleet liasion office, and TYCOM to the LC responsible for the course for approval. LCs may delegate approval to their LS with notification to their servicing NETC fleet liaison office.

2.2. Special Convening MTT. Fleet training liaison officers will review training requirements for their supported activities and coordinate MTTs when appropriate:

- Fleet training liaison officers will use FLTMPS to review projected training deficiencies in their supported activities.
- Fleet training liaison officers will coordinate with ISICs and LSs to ensure training is planned around operational schedules.
- In overseas locations, where training spaces may be shared with host country, fleet training liaison officers will coordinate with designated representative to ensure training space is available.

10-4

- Fleet training liaison officers will submit a formal request to the appropriate LC. Once approved, fleet training liaison officers will submit funding request to TYCOM.
- Fleet training liaison officers will coordinate with the supporting QCA to block seats for specific commands.
- Fleet training liaison officers 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 training liaison officers 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 training liaison officers will provide individualized training for PCOs, prospective XOs, and fleet training officers requiring training. This training will include NETC training management policies, procedures, and related training and readiness programs (eNTRS, FLTMPS, CeTARS, etc.).
- Fleet training liaison officers will assist unit training officers in aligning their unit's training requirements with available quotas and the quota request process. Specifically, the fleet training liaison officer 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 training liaison officers 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, when requested, to unit training
officers during wardroom and other command level
briefings and training sessions regarding NETC training
operations and utilization of the fleet training
liaison officer, CQC, RRL BL1 quota, and cost orders
execution process.

SECTION 4 – IMPACTED COURSES

Throughout the year, fleet demand for specific courses may
exceed capacity. These courses are considered impacted and as
such will be managed by the fleet training liaison officers.

Fleet training liaison officers who are assigned to manage a
course will:

- Conduct a review of fleet deficiencies for the course.
- Review current and future (next FY) seats capacity.
- Prioritize seats by TYCOM.
- Notify units needing training as seats become available.
- Encourage local commands to send standbys.
- Depending on the course, prioritize standbys.

Courses will be reviewed every 6 months to ensure they meet
the need to be defined as impacted. Courses no longer requiring
individual higher level attention will be returned to the CQC
for quota processing.

SECTION 5 – FLEET UNIT TRAINING OFFICER CONFERENCES

Fleet training liaison officers will host regularly
scheduled training officer conferences to discuss issues and
concerns affecting fleet readiness. Normally conferences will
occur quarterly and will not exceed 1 day. Topics include
additional course convenings, quota allocations, quota
priorities, and changes to NETC training management policies.
In order to keep material relevant to fleet requirements, fleet
training liaison officers will solicit conference topics from
fleet training officers for each conference.

Fleet training liaison officers will request participation from LSs depending on areas of concern addressed by the fleet during the previous quarter.

Fleet training liaison officers will send advance notification message at least 30 days prior to conference date to all supported fleet units regarding conference date, location, and request input on agenda topics. Refer to Figure 10-1 for an example of the quarterly training officers conference announcement message template.

```
FM NETC SITE XXXX
TO AIG XXXX
BT
UNCLAS
SUBJ/NETC SITE XXXX QUARTERLY TRAINING OFFICER SCHEDULING CONFERENCE/
REF/A/DOC/ CQC GUIDANCE MSG 281953Z JAN 21
POC/XXX/FLEET LIAISON/XXX/-/COM: XXX-XXX-XXXX/DSN:XXX-XXXX/
EMAIL: XXX(AT)NAVY.MIL//
RMKS/1. THE PURPOSE OF THIS MESSAGE IS TO ANNOUNCE THE QUARTERLY
TRAINING OFFICER SCHEDULING CONFERENCE, HOSTED BY NETC SITE XXXX ON
DAY & DATE. FOR ISICS: PLEASE PASS TO YOUR AFLOAT COMMANDS.
2. XXX WILL HOST THE XX QTR FYXX TRAINING OFFICER SCHEDULING
CONFERENCE, IOT ASSIST SHIPS IN ESTABLISHING LONG-RANGE
CONTINUOUS TRAINING READINESS PLANS. THIS
EFFORT WILL ASSIST SHIPS IN OBTAINING SURFACE FORCE EXERCISE MANUAL
(SFEM) REQUIRED SCHOOL QUOTAS WHILE MAXIMIZING COURSE UTILIZATION.
XXX WILL ALLOCATE SCHOOL QUOTAS IAW REF A. XXX, LEARNING
CENTER, AND TYCOM REPRESENTATIVES WILL ALSO BE PRESENT TO DISCUSS
PERTINENT TRAINING UPDATES AND CHANGES.
3. PARTICIPATION: COMMAND TRAINING OFFICERS, ISIC TRAINING OFFICERS, AND
COMMAND SCHOOLS COORDINATORS ARE REQUIRED TO ATTEND IF NOT UNDERWAY.
DATE: XX MONTH YEAR 2021 (WEEK DAY)
TIME: XXXX-XXXX
LOCATION:  NAME OF BUILDING, BLDG XXXX
PARKING: AVAILABLE IN XXXX
RSVP: IF YOU HAVE SPECIFIC TOPICS YOU WOULD LIKE TO BE ADDRESSED,
PLEASE RSVP VIA EMAIL TO XXX POC LISTED ABOVE NLT XX XXX XXXX
4. TRAINING OFFICERS BRING THE FOLLOWING DOCUMENTATION:
   A. LONG RANGE FORMAL SCHOOLS PLAN
   B. FULL NAMES OF THOSE NEEDING QUOTAS
   C. LIST OF CRITICAL SHORTFALLS FOR SCHOOL QUOTAS
NOTE: TO PRECLUDE A COMPROMISE OF SHIPS SCHEDULE, TRAINING OFFICERS
ARE ENCOURAGED TO BRING A LIST OF TRAINING OPPORTUNITY DATES VICE A
CLASSIFIED SHIPS SCHEDULE IOT FACILITATE QUOTA SCHEDULING.
5. XXX LOOKS FORWARD TO ASSISTING SHIPS IN MEETING SFEM
SCHOOLS COMPLETION AND CONTINUOUS CERTIFICATION REQUIREMENT GOALS.//
BT
```

Figure 10-1: Quarterly Training Officer Conference Message Template

Fleet training liaison officers will send out a conference reminder via e-mail to supported fleet units 1 week prior to conference date.

SECTION 6 — FLEET OUTREACH

Fleet training liaison officers will assist fleet unit, ISIC, and TYCOM training officers in meeting the required training requirements early in the training cycle. The first outreach will include basic information such as fleet training liaison officer POC information, overview of services, and options to correct any training deficiencies noted on their FLTMPS report. In doing so, the fleet training liaison officers will:

- Fleet training liaison officers shall produce a training newsletter to assist fleet units in maximizing NETC training opportunities.
- Support the ISIC, group commander, and 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 training liaison officers will coordinate with the appropriate ISIC, group commander, and TYCOM for resolution. Refer to Figure 10-2 for basic guidance in resolving disconnects between fleet unit requirements and the LC or LS master training schedule. References (a) through (g) of this chapter provide training requirements that cross TYCOM boundaries or are of an emergent nature in which Commander, U.S. Fleet Forces Command (FFC) will coordinate training requirements with NETC.
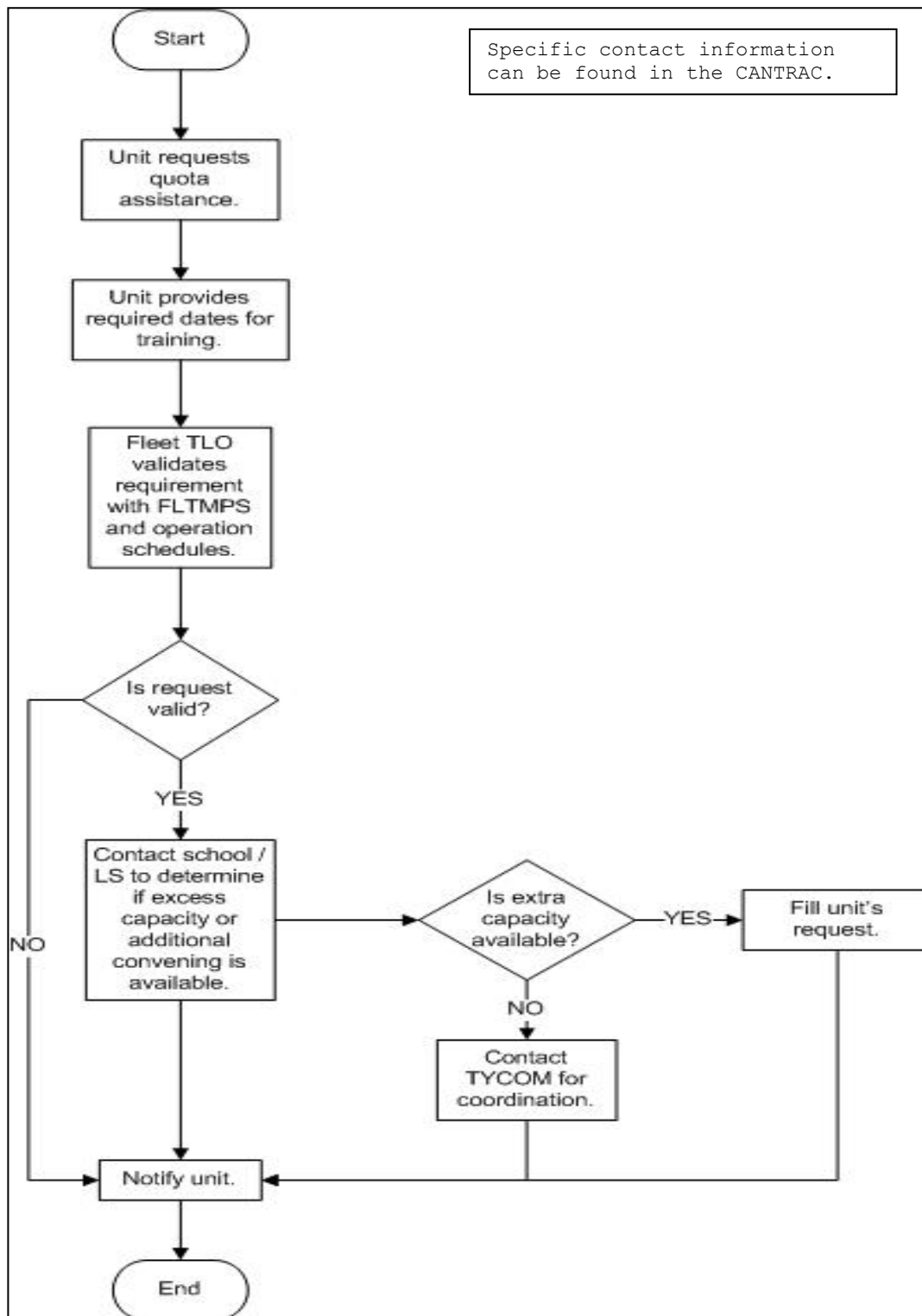
Quota Assistance

Figure 10-2: Quota Assistance Process

SECTION 7 – TRAINING NEWSLETTERS

Fleet training liaison officers 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 training liaison officers, 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 and LS, training liaison officer and CQC 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 8 - eNTRS and FLTMPS TRAINING

As noted in section 2 of this chapter, the fleet training liaison officers 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 training liaison officers, will conduct eNTRS and FLTMPS training to ensure proficiency in areas, such as obtaining an eNTRS or FLTMPS account, requesting quotas, 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 the fleet TLO) to ensure minimal disruption; however, may be held onboard the requesting unit if so desired by the Unit.

SECTION 9 – MTO

TYCOMs request that 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 training liaison officers will track and report MTOs per reference (b).

 The RRL BL1 initiative is the ability for the Navy to provide available training to Sailors at the most meaningful time in their careers while most advantageous to the fleet in applicable blocks of training; instead of, receiving the training all at one time prior to going to their first fleet assignment.

10.1. RRL BL1 Scheduling. The accomplishment of BL1 training is targeted for completion at or by the 24th month after the Sailor reports to their duty station. Current guidance from FFC, detailed in reference (h), allows for a 12-month window prior to the targeted date to completion, with priority given to the latter 6 months of that window. For planning and scheduling, training officers and NETC will use 12 to 24 months post-report date as the primary training period for BL1 completion, and 12 to 18 months post-report date as the secondary training period following the Sailor's report date to their duty station.

   Deviations to the 12-month window are permissible, but must be avoided whenever alternatives exist in order to preserve the integrity of a curriculum that is dependent upon the job training and personnel qualifications. For BL1 quota scheduling purposes, it is assumed that BL0 graduates, reporting aboard after "M" date minus their BL1 course length, will not complete BL1 training prior to or during deployment. Deviations to the 12-month window will be reported to NETC and the respective TYCOM. NETC will report all deviations to the 12-month window to the respective TYCOM for use in future BL1 planning.

10.2. RRL BL1 Modules. BL1 course modules will be between 2 and 7 weeks in duration. During this period of training, students will not be available for unit duties. Multiple BL1 modules will be separated by at least 15 months.

10.3. Travel. DTS is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (e.g., TDY travel orders, prepare reservations, receive approvals, generate travel vouchers, receive travel reimbursements in their personal bank account, and submit payments to the GTCC vendor). It is DoD policy that DTS is the single online travel system used by the DoD. As such, NETC will use DTS for all BL1 cost-TAD processing. DTS regulations may be found at http://www.defensetravel.dod.mil/Docs/regulations/DTS.pdf. The DoD policy states that the GTCC will be used by

all DoD personnel (military or civilian) to pay for all costs related to official government travel. See Section 0406 of the GTCC Regulations for exemptions to mandatory use. Official government travel is defined as travel under official orders, while performing duties pertaining to official government assignments, such as TDY and PCS. GTCC Regulations may be found at http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf. GTCC and DTS training require the use of a government computer. Sailors must be given the time and access to complete the training.

10.4. Quota Acquisition and Cost Orders Execution. Unit training officers attend the training officer course and receive instructions on RRL BL1 quota request and TAD orders management.

- **Unit action:** After a new accession sailor reports aboard, training officer reviews BL1 training requirements using the FLTMPS RRL report. Contact RRL teams for FLTMPS RRL report downloads and procedure reviews at netcwest.rrl.fct@navy.mil for west coast units and netceast.rrl.fct@navy.mil for east coast units.
- **Unit action:** If BL1 training is required, Sailor completes DTS and GTCC training. Upon completion, unit creates and activates DTS and GTCC accounts for the Sailor.
- **Unit action:** Request BL1 quota in eNTRS for the Sailor for a target training period beginning at 18 months from report date. Training has to be completed by 24 months from report date. Training can start at 12 months after report date to accommodate unit employment schedule, if needed.

    Note: If unsure of which course to request, contact RRL teams at netcwest.rrl.fct@navy.mil for west coast units and netceast.rrl.fct@navy.mil for east coast units for guidance.

- **RRL team action:** Review BL1 quota request and approve if all course prerequisites are met.
- **RRL team action:** Send e-mail to unit with travel details for the BL1 course that specifies convene and graduation dates, arrival and departure dates at training location, lodging and rental car information, and restriction of movement requirements for vaccinated and non-vaccinated Sailors.
- **Unit action:** Reply to e-mail sent with travel details and provide status of DTS and GTCC.

- **RRL team action:** Issue cross-organization LOA to Sailor's profile in DTS to fund the travel.
- **Unit action:** Make travel and lodging arrangements, prepare travel authorizations using travel details provided, and submit to NETC for approval NLT 3 working days prior to the scheduled travel date.
- **RRL team action:** Review travel authorization and forward for approval if no errors are found; reject for correction if needed.
- **Unit action:** Provide travel orders to the Sailor prior to travel, and submit travel voucher upon completion of travel. Refer to Figure 10-3: BL1 Figure Scheduling Process.
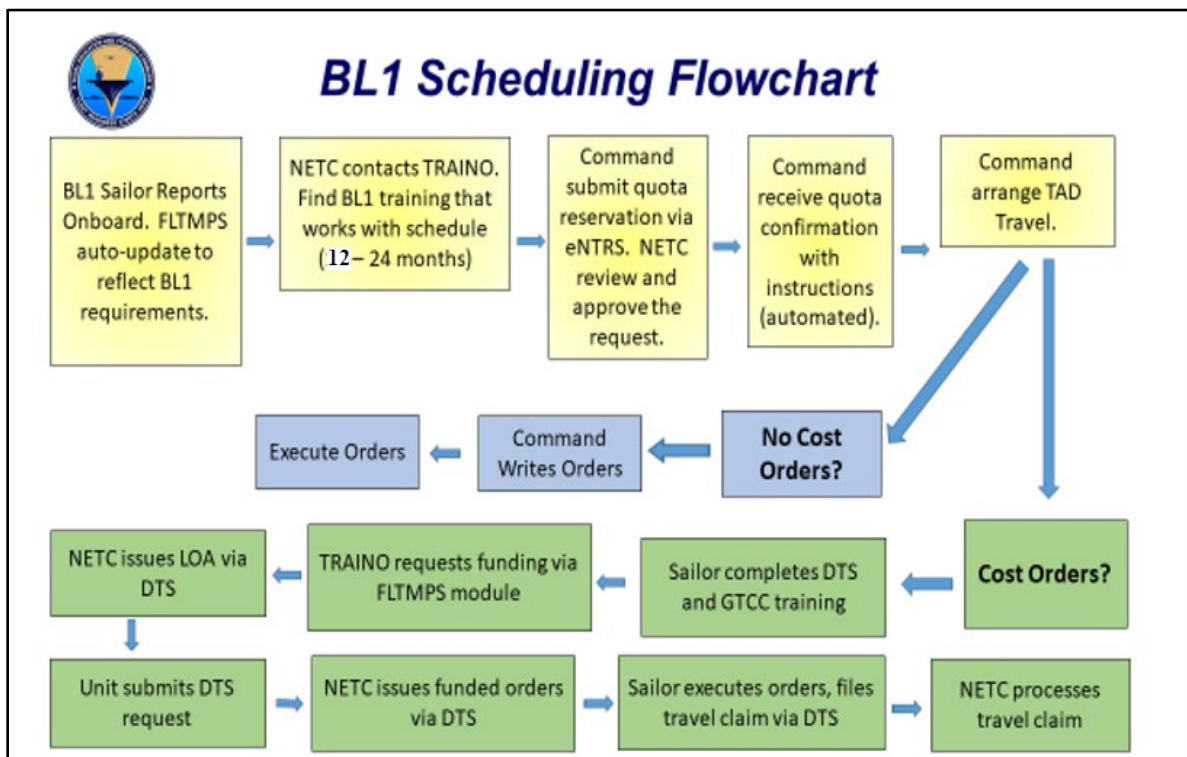

Figure 10-3: BL1 Scheduling Process

CHAPTER 11

RECLASSIFICATION

CHAPTER 11
GUIDING REFERENCES

a.   MILPERSMAN 1236-020
b.   COMNAVCRUITCOMINST 1130.8K

    Note: Other guidance not mentioned but pertinent to this chapter is located in Appendix A.

SECTION 1 – INTRODUCTION

Per reference (a), this guidance pertains to any accession Sailor defined as, rated or non-rated, in their initial Navy skills pipeline training (e.g., "A" school preparation courses, "A" school, and "C" school) who has not reached their first Fleet assignment in accounting category code 100 since initial entry into Naval service. Any conflicts between this guidance and other Navy directives are to be referred to NETC N3 for clarification.

NETC N3 Reclassification (N313) was established to provide administrative policy and guidance to support and refine Navy reclass strategies for post-accession reclassification of Sailors and Recruits at Navy Recruit Training Command (RTC) Great Lakes, Illinois and other initial skills training sites.

NETC N3 manages the reclass process, ensuring that Navy-wide reclass actions are targeted in support of BUPERS military community management, BUPERS-3, enlisted community manager requirements. NETC N3 is responsible for the execution of the enlisted reclass process, and optimization of fleet production through the Navy enlisted supply chain to meet Navy needs. NETC N3 will host a semi-annual production drumbeat, where the monthly NETC N3 production tracker and year group (YG)-to-date execution versus total planned reclass goal will be reviewed. NETC N3 will provide appropriate classifiers and CPPA with customized qualified job lists for Sailors that have dropped from their current COI and are eligible for reclassification. RTC Great Lakes will continue to receive reclassification priorities via the weekly reclassification matrix (WRM).

1.1. FL. OPNAV N13 has delegated NETC N3 as the FL for reclassification, waiver, and quota management. For matters not fully addressed in this chapter, the user of this manual should contact the FL for further guidance.

SECTION 2 - RECLASSIFICATION RESPONSIBILITIES AND OVERVIEW

2.1. Roles and Responsibilities

OPNAV N13 (via Force Shaping Plans and Policy (OPNAV N132)) provides policy, guidance, and oversight for the Enlisted Reclassification Program.

NETC (via NETC N3) approves reclass targets per the approved enlisted accession plan and community health requirements.

BUPERS-3 (via BUPERS-32 and BUPERS-35) determines the enlisted community's requirements through analysis of force management variables. BUPERS-3 will submit appropriate enlisted community requirement requests to NETC N3 to ensure that enlisted community requirements are reflected in the reclass plan.

2.2. NETC N3. In order to execute the reclass process, NETC N3 creates an executed reclass report, reclass seat availability report, and WRM to ensure the Navy's needs are met. Once a NETC interview sheet is received from a CPPA at a schoolhouse, NETC N3 goes through the reclass process (outlined in section 3) of assigning a Sailor a new rate.

2.3. Classifier. Classifiers for accession Sailors are located in Great Lakes, and will correspond and collaborate with NETC N3 for all matters related to reclassification. Responsibilities include:

- Classifiers will copy and paste the rating options selected by the Sailor and the rating the Sailor was selected for into the "Notes" area of the Sailor's C-WAY record after the classifier has a confirmed "A" school seat (if applicable) or program quota for which the Sailor was selected.
- Classifiers will enter "Refused to Sign" on the program annex for Sailors refusing to select a rating or sign the program annex. The Sailor will then be placed in a rating as determined by the reclass analysts at NETC N3.
- Classifiers will ensure the appropriate specialty program code or program enlisted for code (PEFC) is updated via the NSIPS the same day of reclass. Reference (b) contains the current listing of PEFCs.

2.4. CPPA. The CPPA is the direct liaison between NETC N3 and the Sailor. When a Sailor drops from their training pipeline, they sit down with a CPPA and fill out a NETC reclass interview sheet. When completed and signed, a CPPA will scan the interview sheet and send it to NETC N3 with the appropriate classifier carbon copied.

Other CPPA Responsibilities include: CPPAs will immediately advise NETC N3, when a Sailor is no longer "fit for transfer" after being reclassified. CPPAs will communicate to appropriate stakeholders when Sailors that require a delay in reporting of greater than 60 days, ensuring order modification is released with updated class convene. If a Sailor is being reclassified and sent directly to the fleet via Professional Apprenticeship Career Track (PACT) Program or direct convert, they will be allowed one delay in reporting only. In all scenarios the CPPA shall ensure the correct PEVT code is reflected in the NSIPS.

SECTION 3 – RECLASSIFICATION PROCESS OVERVIEW

Figure 11-1 outlines the basic reclass process of a post-accession Sailor dropped from their training pipeline.
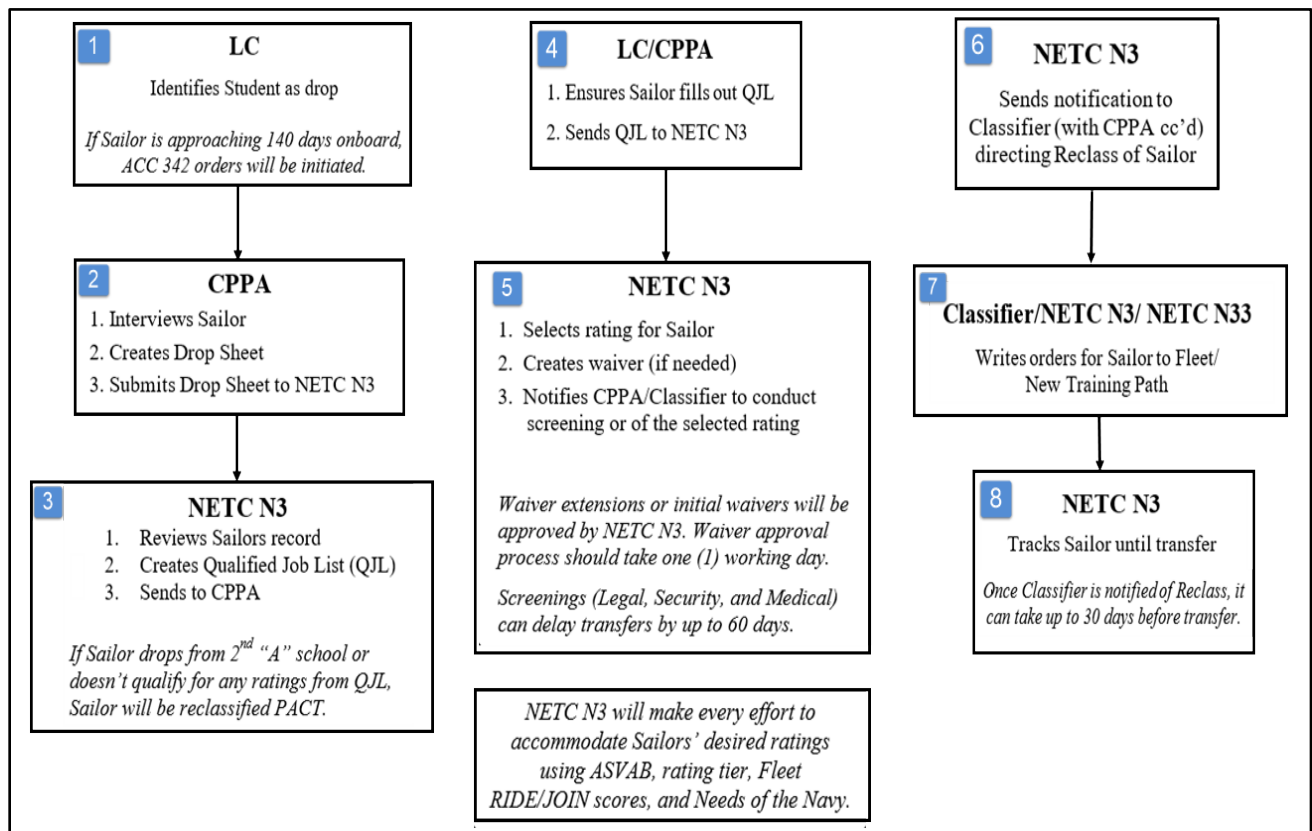

1 LC
Identifies Student as drop

If Sailor is approaching 140 days onboard, ACC 342 orders will be initiated.

2 CPPA
1. Interviews Sailor
2. Creates Drop Sheet
3. Submits Drop Sheet to NETC N3

3 NETC N3
1. Reviews Sailors record
2. Creates Qualified Job List (QJL)
3. Sends to CPPA

If Sailor drops from 2ⁿᵈ "A" school or doesn't qualify for any ratings from QJL, Sailor will be reclassified PACT.

4 LC/CPPA
1. Ensures Sailor fills out QJL
2. Sends QJL to NETC N3

5 NETC N3
1. Selects rating for Sailor
2. Creates waiver (if needed)
3. Notifies CPPA/Classifier to conduct screening or of the selected rating

Waiver extensions or initial waivers will be approved by NETC N3. Waiver approval process should take one (1) working day.

Screenings (Legal, Security, and Medical) can delay transfers by up to 60 days.

NETC N3 will make every effort to accommodate Sailors' desired ratings using ASVAB, rating tier, Fleet RIDE/JOIN scores, and Needs of the Navy.

6 NETC N3
Sends notification to Classifier (with CPPA cc'd) directing Reclass of Sailor

7 Classifier/NETC N3/ NETC N33
Writes orders for Sailor to Fleet/ New Training Path

8 NETC N3
Tracks Sailor until transfer

Once Classifier is notified of Reclass, it can take up to 30 days before transfer.

Figure 11-1: Reclass Process Overview

Figure 11-2 is to be filled out by the CPPA and sent to NETC N3.

NETC N3 RECLASSIFICATION INTERVIEW SHEET

STUDENT NAME (LAST, FIRST, MI)	UIC	DOB (MM-DD-YYYY)	RATE/RANK	TOTAL CALENDAR DAYS IN TRAINING

BRANCH OF SERVICE	CDP	DROP RATING	COUNSELOR/CLASSIFIER	TOTAL WEEKS ADV TRNG (SUB/NUC ONLY)
USN ▼				

DROP DATE (MM-DD-YYYY)	REASON FOR DISENROLLMENT (Select all that apply)	ACTIVE DUTY SERVICE DATE (MM-DD-YYYY)
	☐ Academic ☐ Legal ☐ Medical ☐ Performance ☐ Security Clearance ☐ Drop on Request (DOR) ☐ NJP/UCMJ/Article 15 ☐ Lack of Motivation	

Commanding Officer or Designated Approving Authority to Dis-enroll Service Member.		
	NAME (LAST, FIRST, MI), RANK, TITLE	SIGNATURE AND DATE

SERVICE MEMBER DEMOGRAPHIC INFORMATION (REQUIRED FOR RECLASSIFICATION)
Check Yes or No unless otherwise directed

1. Are you a U.S. Citizen? ☐ Yes ☐ No
2. Are your immediate family members US Citizens? ☐ Yes ☐ No
3. Were both of your parents born in the US? ☐ Yes ☐ No
4. Highest education level attained. (Check One) ☐ GED ☐ H.S. Diploma ☐ 2-YR Degree (AA/AS) ☐ 4-YR Degree (BA/BS) ☐ Graduate Degree or Higher

5. Are you color blind? ☐ Yes ☐ No
6. Do you have Stereoscopic Vision? (Perception of 3D Images) ☐ Yes ☐ No
7. Is your vision 20/20? ☐ Yes ☐ No
7a. Is your vision corrected? ☐ Yes ☐ No If yes, how? ☐ PRK/LASIK ☐ Glasses ☐ Contacts
8. Do you have hearing problems? ☐ Yes ☐ No
9. Do you have a speech impediment? ☐ Yes ☐ No
10. Are you fluent in a language other than English? ☐ Yes ☐ No

10a. If fluent in a second language, what language: ____/____/____
10b. If fluent in second language, have you taken DLAB assessment? ☐ Yes ☐ No

10c. If DLAB assessment has been conducted, please provide test results as an attachment.

11. Have you had any police involvement (i.e., arrests, tickets, court appearances), either PRIOR TO ENLISTMENT or SINCE YOU ENLISTED? (If yes, elaborate. If no, proceed to 12): ☐ Yes ☐ No

12. Did you need any waivers to join the Navy? (If yes, elaborate. If no, proceed to 13): ☐ Yes ☐ No

13. Do you have a history of drug usage? ☐ Yes ☐ No
14. Do you have a history of alcohol abuse? ☐ Yes ☐ No
15. Have you had any civil judgments against you? ☐ Yes ☐ No
16. Have you ever been convicted of a UCMJ article at Captain's Mast or in any other service? ☐ Yes ☐ No
(SO Only)
17. Did you make it to Hell Week? ☐ Yes ☐ No

RECOMMENDATIONS:

I understand that the "Desired Ratings" I provide below will be considered but are **NOT GUARANTEED**. A tailored job list will be provided to me by the Naval Education Training Command (NETC N3) Reclassification Office. I also understand that the ratings offered to me are based on: Ride Score, Join Score, and needs of the Navy.

I hereby acknowledge the Ratings I am requesting and understand they ARE NOT GUARANTEED.

_____
Member's Signature and Date

DESIRED RATINGS:

1	▼	
2	▼	
3	▼	
4	▼	
5	▼	
6	▼	
7	▼	
8	▼	**CPPA/Witness Signature and Date**
9	▼	
10	▼	

Figure 11-2: NETC N3 Reclassification Interview Sheet

Figure 11-3 is the Reclass Waiver Form, which is filled out by NETC N3 for any ratings selected where the Sailor requires a waiver.

POST ENLISTMENT – RECLASSIFICATION – WAIVER FORM

PRIVACY ACT NOTIFICATION: This document contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions.

Reset Form

NAME (LAST, FIRST, MI):	CURRENT RANK/RATE:	RECLASS RATE:	LAST FOUR OF SSN:

DRUG USE AND CIVIL WAIVER(S)	1. PRE-SERVICE NEW AND EXTENDED WAIVER(s)	2. ASVAB – AFQT WAIVER FOR TEST SCORE COMBINATIONS GS AR WK PC MK EI AS MC AO VE
DRUG USE	☐ EXTENSION ☐ NEW	NOT FOR SINGLE SCORE COMBINATION. (e.g., WK = 45)
TRAFFIC VIOLATION	☐ EXTENSION ☐ NEW	2a. 6 POINTS FOR 2 SCORE (e.g., VE + AR):
NON-TRAFFIC OFFENSE	☐ EXTENSION ☐ NEW	2b. 9 POINTS FOR 3 SCORE (e.g., VE + ME + GS):
MISCONDUCT	☐ EXTENSION ☐ NEW	2c. 12 POINTS FOR 4 SCORE (e.g., AR + MK + GS + EI):
ALCOHOL RELATED	☐ EXTENSION ☐ NEW	
MAJOR MISCONDUCT	☐ EXTENSION ☐ NEW	

3. THE FOLLOWING DOCUMENTS AND PROGRAMS WERE USED FOR WAIVER DETERMINATION:

3a. ☐ DROP SHEET ☐ OFFICIAL MILITARY PERSONNEL FILE (OMPF) ☐ PRIDE ☐ C-WAY ☐ EAIS ☐ DISS

3b. OTHER:

4. NETC N313 DISPOSITION:

4a. ☐ APPROVED ☐ FORWARDED TO HIGHER AUTHORITY

4b. COMMENTS:

(1) NAME (LAST, FIRST, MI):	(2) SIGNATURE:	(3) DATE SIGNED:

5. NETC N312 DISPOSITION:

5a. ☐ APPROVED ☐ DISAPPROVED ☐ FORWARDED TO HIGHER AUTHORITY

5b. COMMENTS:

(1) NAME (LAST, FIRST, MI):	(2) SIGNATURE:	(3) DATE SIGNED:

Figure 11-3: Reclass Waiver Form

3.1. Additional Reclassification Information. Accession Sailors will be reclassified into an open rating for which they are qualified and a vacancy exists. If the Sailor does not qualify for reclass into another rating where a vacancy exists or into the PACT program, NETC N3 will make every effort to find a suitable rating for the Sailor. Separation from naval service based on a Sailor's dissatisfaction with rating or program determined by NETC N3 will not be considered. A Sailor, who refuses to sign an annex for new rating or program, will be assigned based on the needs of the Navy.

Sailors dropped from their initial guaranteed "A" school pipeline for non-disciplinary reasons will be reclassified based on available quotas in C-Way, and the Sailor's YG. When offering the Sailor's rating options, NETC N3 will consider talent management, the Sailor's desires, and the needs of the Navy.

Sailors disenrolled from training for disciplinary reasons will be reclassified to an appropriate PACT program. In cases where the Sailor does not qualify for reclass into any PACT program, the Sailor will be directly converted to a rating that does not require "A" school.

Sailors dis-enrolled from two initial skills pipelines will not be offered a third "A" school. The Sailor will be reclassified to an appropriate PACT program for which they qualify and a vacancy exists. If the Sailor does not qualify for reclass into the PACT program, NETC N3 will make every effort to find a suitable rating for the Sailor.

Accession Sailors in pay grades E-3 and below who have successfully completed "A" school, but fail to complete "C" school will remain in that rating, if the Sailors remains qualified in all other respects, and will receive orders with no NEC. This does not apply to the Hospital Corpsman (HM) or Advanced Technician Field (ATF) program. Submarine accession Sailors E-4 and above who fail to complete training will, in most cases, be direct converted to a surface equivalent rating. Sailors who drop from a COI for non-disciplinary reasons, have not received NJP, possess critical and specialized skill sets, and qualify in all other respects may be given special consideration for ratings outside their current path (e.g., Cryptologic Technician (CT) – Interpretive (CTI), Information

Technician, – Submarines. In all cases, when vacancies do not exist, NETC N3 will make every effort to find a suitable rating for the Sailor.

3.2. Training Pipeline Specific Information. Sailors holding a rating designation, and who are disenrolled from the nuclear field (NF) or submarine pipelines will be reclassified as follows:

- Sailors dis-enrolled from Culinary Specialist Submarines, Logistics Specialist Submarines, or Yeoman Submarines after completion of the surface "A" school will normally be reclassified and made available to the fleet in the surface equivalent rating, providing a vacancy exists. If a vacancy does not exist, the Sailor will be reclassified to an open rating for which they qualify.
- Sailors disenrolled from NF who are rated Machinist's Mate or Electrician's Mate will be reclassified and made available to the fleet in the surface equivalent rating, providing a vacancy exists. If a vacancy does not exist, the Sailor will be reclassified to an open rating for which they qualify.
- Sailors who are submarine volunteers that remain otherwise qualified for duty involving submarines will be reclassified to a submarine rating for which they qualify and a vacancy exists. If no vacancy exists, they will be reclassified to any open rating for which they are qualified.
- Sailors failing to complete aviation (A)-PACT, will be reclassified to surface (S)-PACT.
- Any Sailor reclassified to S-PACT (post-RTC) will be issued orders directly to the fleet. Sailors reclassified to S-PACT from RTC will receive orders to S-PACT training en route to the fleet.
- Sailors dropped from an aviation school will have their drop sheet annotated as to whether or not they require A-PACT training (if subsequently reclassified to A-PACT). Aviation drops not requiring training en route will be issued orders directly to the fleet. All other Sailors (non-aviation) reclassified to A-PACT will receive orders to A-PACT training en route to the fleet.
- Only SPECWAR rating (Explosive Ordnance Disposal Technician (EOD), Navy Diver (ND), SPECWAR Operator (SO), SPECWAR Boat Operator (SB) drops or Sailors screened at RTC may reclassify into Aircrew Program (AIRC) unless they have

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been found "not aquatically adaptable." SO and SB drops
from basic underwater demolition and SEAL training may
reclassify into Aviation Rescue Swimmer (AIRR); second
class swimmer and flight physical are not required for
reclass from these two source ratings. Completion of the
AIRC Statement of Understanding (NAVPERS 1070/613) is
required.

- SPECWAR ratings (EOD, ND, SO, and SB) and AIRR or AIRC
  drops may reclassify to the HM-ATF rating.

3.3. Training and Administration of the Reserve (TAR) Sailors.
All TAR Sailors dropped for a non-disciplinary reason will be
reclassified into a valid open TAR rating. There are no valid
billet requirements for TAR undesignated seamen, airmen, or
firemen. If there is no rating vacancy for which they qualify,
the Sailor may be administratively separated.

3.4. New Accession Training (NAT) Sailors. NAT Sailors will be
reclassified into an open NAT rating for which they qualify.
There are no valid billet requirements at Navy Operational
Support Centers (NOSC) for NAT undesignated seamen, airmen or
firemen. If there is no rating vacancy for which they qualify,
the Sailor may be administratively separated.

3.5. Navy Veterans (NAVETS) or Other Service Veterans (OSVETS).
NAVETS and OSVETS dropped from training for any reason will be
reclassified into a rating or PACT program for which they
qualify and a vacancy exists.

3.6. Sailors selected for ratings which require screenings. If
a Sailor is selected for a rating which requires a screening,
NETC N3 informs the CPPA of the rating that the Sailor needs to
be screened, ensures the appropriate paperwork is filled out,
and contacts the specific person to conduct the screening and
interview.

3.6.1. TS and SCI Ratings. It is critical that Sailors being
considered for reclass to TS and SCI ratings (Aerographer's
Mate, Intelligence Specialist, Information Technician, CTI,
CT- Technical, CT - Maintenance, CT - Collections, or CT –
Network receive a sponsorship from the Intelligence Community
Directive 704 pre-screening and have a T5 personnel security
investigation initiated prior to transfer. This will reduce
AI time at the next training location, as well as AT time.

3.6.2. EOD and ND Ratings. EOD candidates must be screened and interviewed by EOD group one. ND candidates must be screened and interviewed by South West Regional Maintenance Command.

3.6.3. SB Rating. Reclass into SB will not be offered or accomplished without prior approval from NETC N3, and will be on a case-by-case basis only. Reclass into the SB will strictly be from SO candidates, who demonstrate superior performance in the SO training pipeline, but are unable to complete training due to reasons other than voluntary disenrollment (e.g., dive physical disqualification, jump disqualification) and remain eligible for the SB rating. Candidates must be recommended by Naval SPECWAR Center and NETC N3 approves and opens reclass based on production shortfalls.

SECTION 4 – WAIVER APPROVAL PROCESS

Waivers for specific rating requirements may be granted by NETC N3. Extension of Command, Navy Recruiting Command (NRC) enlistment waivers, or requests for initial waivers for entry into a new rating shall be generated by NETC N313, reclassification, for consideration (approval or disapproval). Waiver requests will be considered based on original enlistment documentation with emphasis on needs of the Navy, talent management, and the desires of the Sailor. Waivers to policy can only be granted for policies and procedures controlled by NETC N3. Exceptions to law, DoD, medical, or DON policies are not authorized and will not be granted.

Waivers will be granted for the following reasons:

- Highly favorable traits or mitigating circumstances exist which outweigh the reason for disapproval; or
- The wavier approval is clearly in the best interests of the Navy.

4.1. Waiver Responsibilities. The responsibility of determining whether or not waiver requests warrant favorable consideration rests with NETC N3.

Upon receipt, all requests will be checked for accuracy and completeness. The information required is dependent upon the nature of the request. In all cases, required information must

be up-to-date and clearly presented. When the information needed to act on a request is incomplete, NETC N313 will request clarification or additional details.

All waiver recommendations will be the result of a thorough and careful review. The specific merits or liabilities of each request will be carefully weighed. The "whole person" concept is the general rule followed in making waiver determinations; however, specific information may take precedence depending on the nature of the waiver and rating being requested. An important factor in all deliberations is the relative competitiveness of applicants requiring similar waiver consideration. Waivers are modeled after the Navy Recruiting Manual. The approval authority from the recruiting manual has been translated to NETC N3 personnel in alignment with reclass waivers.

4.2. Documentation of Waiver Approval or Disapproval. NETC N313 shall document and maintain a record of the waiver dispensation for two years by both of the following methods:

- D18 Note in Enlisted Assignment Information System annotating whether the request was approved or disapproved.
- A signed copy of the waiver briefing sheet in a residual file.

SECTION 5 – POCs

5.1. POCs. All inquiries regarding reclass should be directed to NETC N313.

5.2. Additional References. Additional references are provided for awareness of rating specific qualifications, clearance requirements, and separation guidance are located in Appendix A.

CHAPTER 12

LEGAL SUPPORT SERVICES

CHAPTER 12
GUIDING REFERENCES

a. NETCINST 5800.2B
b. OPNAVINST 3120.32D
c. SECNAVINST 5430.25F
d. Manual for Courts-Martial (2019 Edition)
e. OPNAVINST 5350.4E
f. SECNAVINST 5300.28F
g. SECNAVINST 1920.6D
h. OPNAVINST F3100.6K
i. SECNAVINST 5820.7C
j. SECNAVINST 5720.42G
k. OPNAVINST 5800.7A

Note: Other guidance not mentioned but pertinent to
this chapter is located in Appendix A.

SECTION 1 - INTRODUCTION

Every LS or LC is required to have a designated command legal officer (LO), unless they have a JA or legalman (LN) assigned.

A staff JA (SJA) or limited duty officer may be assigned as a full time staff member at the LC. When this is not the case, an LN or civilian paralegal may be assigned full time, with attorney support provided by the local region legal service offices (RLSO) as required. RLSO commands consist of a legal assistance department, which will be responsible for the drafting of wills, as well as many similar types of legal issues such as contract complaints, landlord tenant issues, and issues with the Servicemembers' Civil Relief Act. The RLSO will also consist of a command services department, which will be responsible for providing SJA services, as well as many of the ADSEP and administrative discipline issues commands face, and a trial department which will be primarily responsible for court martial issues. In addition to the RLSO, the Defense Service Office (DSO) will provide services to military personnel who need representation at court martial, ADSEP boards, or for legal guidance on how to handle potential criminal or administrative disciplinary issues. 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 CO or 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 Force JA (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 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. FL. The FL for legal support and services is the NETC FJA, which currently consists of two attorneys. Understanding that the staff is limited, it is critical that LOs maintain proper channels of communication with all NETC FJA staff.

This chapter provides a general overview of roles and responsibilities of a LO; however, greater detail regarding legal procedures and processes are contained in reference (a).

SECTION 2 – GUIDING PRINCIPLES AND POLICIES

Reference (b) prescribes the standard organization applicable to Navy units and organizations. Chapter 3 of reference (b) provides for a LO. The primary function of the LO is as an advisor and staff assistant to the CO or OIC and XO concerning the interpretation and application of the 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 LO, refer to section 4 of this chapter.

Non-lawyer LOs are required to attend the LO course hosted by the Naval Justice School. It is critical that non-lawyer LOs have strong communication with NETC legal and the RLSO in their given geographical location. The breadth and depth of legal issues is expanding rapidly and maintaining a working knowledge requires consistent vigilance of changing rules and regulations.

SECTION 3 – LO DUTIES, RESPONSIBILITIES, AND AUTHORITY

The LC LO will perform the following duties, 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 JA 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 NJP for students. Refer, as necessary, appropriate cases to trial by courts-martial
- Review courts-martial records and prepare recommendations, per the MCM, to assist the convening authority (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, 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. SJA. LCs, without assigned SJA, are provided lawyer support from the local RLSO and from the Office of the NETC FJA. LSs may contact these supporting offices directly or may use the LC as a liaison to obtain appropriate services.

4.2. OGC. Within the NETC domain there are OGC offices located at NETC, Naval Service Training Command (NSTC), and NRC HQ. OGC will be the primary ethics counselor at NETC as they have a larger staff to deal with the numerous ethical and standard of conduct questions commands faced within the NETC domain. A non-inclusive list of ethics and standard of conduct issues for which OGC provides support includes: gifts or donations, relations with non-federal entities to include questions of limited logistical support, travel, conferences hosting, conference travel or conference exemption questions, communications with industry, confidential financial disclosure reports, conflicts of interest, contractor relations and communications, and post government employment counseling. The services provided by OGC are set forth in reference (c). For personnel or other issues involving civilian staff, NETC OGC should be consulted.

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

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SECTION 5 – NJP

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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. NJP authority and all subsequent aspects of procedures and regulations are found in Part V of the MCM or reference (d) and Article 15.

5.1. Processing Standards. NETC policy is for NJP cases to be resolved as expeditiously as possible, generally within 7 days from the date of discovery of the last offense or from the accused's return to the command following unauthorized absence. As the 7-day turnaround is desirable, often it is simply not possible, particularly with the need for some type of investigation occurring with most offenses. The LO needs to know that this is the goal and not the requirement.

For higher volume judicial operations such as that conducted at a LC, 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, XO's Inquiry, or Mast. Every effort should be made by the LC to mitigate lost training time for the student. Students may remain in a UI status while being processed for NJP, as long as it is understood that the potential punishment will not result in ADSEP or disenrollment from the scheduled COI. 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 LC 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 NJP. In the case of NJP imposed on officers, review the requirements in reference (a) and follow the provisions of MILPERSMAN 1611-010 and JAGMAN 0119b. The report of NJP in such cases is to be forwarded to Commander, 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. NJP Appeals. The MCM Part V paragraph 7 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 (a).

SECTION 6 – SUMMARY COURTS-MARTIAL (SCM)

When determining what type of court martial is most appropriate in a given circumstance, it is critical that the CO reach out not only to the RLSO trial department, but also the NETC FJA. Numerous times this basic level of discussion was not conducted and resulted in a very inefficient administering of justice. LC COs have authority to convene a SCM for students within their designated geographic area. The SCM may be composed of LS personnel if LC personnel resources will not permit effective and efficient processing. The LC should solicit support from 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 ADSEP or disenrollment from the scheduled COI. Appendix 8 of reference (d) provides guidance for the proper conduct of a SCM. Use of this trial guide by NETC commands is mandatory. SCM is an excellent and too often underutilized tool for COs. It is encouraged for the LO to reach out to the NETC FJA for guidance.

SECTION 7 – SPECIAL COURTS-MARTIAL (SPCM)

LC COs have the authority to convene 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 LC from the nearest RLSO and DSO, their detachments, or their branch offices. Refer to reference (a) Chapter 2, for further guidance regarding professional legal services.

SECTION 8 – ARTICLE 32 PRELIMINARY HEARING

Article 32 of the 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 LC CO will convene preliminary hearings in coordination with RLSO Trial Counsel's advice, recommendations, and support services pursuant to Article 32 of the UCMJ. Generally, the nearest RLSO will coordinate to provide a JA for this purpose upon request.

SECTION 9 – GCM

Pursuant to Articles 32 and 33 of the UCMJ as well as JAGMAN 0128, When a GCM is considered appropriate for a NETC domain student, the LC CO shall forward the charges, preliminary hearing results, or written waiver thereof and allied papers recommending trial by GCM to the cognizant GCM CA, which is the local CNIC region commander for NETC commands. Refer to reference (a) 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 and reviews. For issues such as pretrial restraint or confinement should be communicated to NETC FJA.

SECTION 10 – EMI

The use of 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 or conduct. EMI for non-academic and classroom related issues may be conducted by the LC 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 (a) and the JAGMAN.

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SECTION 11 – INSPECTIONS

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

SECTION 12 – NAVAL CRIMINAL INVESTIGATIVE SERVICE INVESTIGATIONS (NCIS)

Direct liaison by appropriate LC staff with NCIS field components is authorized in the investigation of crimes committed by NETC students. The LC 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 (per JAGMAN 0201). Best practice is prior to engaging in any investigation involving potential criminal activity is to have an LO, who is inexperienced or unsure to reach out to NETC FJA or RLSO. All command investigations are prohibited while any NCIS investigations are 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, LC and LS COs shall conduct frequent inspections in barracks and NETC training facilities. Coordination between LC and LS is paramount to a successful inspection program. Refer to references (e) and (f) for current guidance regarding the use of urinalysis and drug detection dogs.

Note: It is recommended to contact the base CO as well as the LC and LS COs prior to conducting inspections in barracks to see who has jurisdiction over inspections in the barracks. Also, whenever there is a question regarding jurisdiction, it needs to be reviewed by an attorney or a very experienced LO or LN.

The wrongful use, possession, distribution, or introduction of drugs into the NETC training environment by any service member is a violation of Article 112a of the UCMJ. When presented with cases involving the wrongful use or 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 or use of drug paraphernalia may be punished as a violation of a lawful general regulation, to wit: reference (f). Note that this list is ever expanding and it is the responsibility of the LO to know which substances are currently being tested for.

Per MILPERSMAN 1910-146, ADSEP 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 ADSEP. The LC administrative personnel are directed to review references (a) 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. NETC FJA deals with nearly 20 to 25 ADSEPs every 2 weeks. There are several guideposts and requirements that the front office will have for the LO processing these claims. It is critical for the LO to process the claim as required for continued efficiency.

14.2. Enlisted ADSEP. Involuntary ADSEP of enlisted personnel is governed by the provisions of MILPERSMAN Chapter 1910, per requirements also contained in reference (a), Chapter 5.

SECTION 15 — MILITARY GRIEVANCES

The LC and LS shall promulgate written instructions describing the procedures for student personnel to request Mast. For students in a training environment, the front office highly encourages COs to always meet with any student or personnel who requests Mast. The LO should always be notified of the request and the request should always be done in writing.

These instructions will be promulgated during student indoctrination and posted in common areas accessible to students. Students should request Mast via their LS CO or OIC for all academic and training matters. Non-academic and training staff related grievances should be addressed to the LC CO via the LC student management director. Reference (b) 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 for appropriate action or distribution.

SECTION 17 – CIVIL ARREST

The LC CO shall submit a unit SITREP, per reference (h), in each case in which a student is arrested by civil authorities for a serious offense (e.g., an offense punishable by confinement for one year or longer, or any offense with possible media interest). The affected LC or LS will be included in the unit SITREP address group. In the event of the need for a SITREP involving media interest, the LO or LC or LS should notify the NETC FJA who will also be in contact with the PA office.

SECTION 18 – DELIVERY OF PERSONNEL TO CIVILIAN AUTHORITIES

18.1. Regulations. JAGMAN, Chapter VI, and reference (i) 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 reference (i) and 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. LC and LS cooperation with civil authorities concerning the attendance of student personnel is essential. Such a request should not be denied by the LC or LS without prior approval of NETC. Generally, student personnel properly subpoenaed to appear before a civilian court or other tribunal will be authorized II status to appear in response to such subpoena and shall be granted leave or liberty to do so. The LC staff may provide escort for student participation in proceedings within the LC'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; 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 service members Civil Relief Act of 2004, if applicable. Punitive and administrative actions may be taken by the LC 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. Service members who need assistance as it relates to any debts or civil legal actions should seek assistance from the RLSO legal assistance department in their geographical region. Upon receipt of a letter of indebtedness, the LS CO or OIC will refer the matter to the LC. The LC 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 LC per MILPERSMAN 1754-030 guidance. While the LO may be able to provide some baseline guidance matters such as non-support should be viewed by those in legal assistance with the higher degree of expertise.

SECTION 21 – FREEDOM OF INFORMATION ACT (FOIA)

The LC and LS CO shall designate a 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 (j). The LC and LS should seek the assistance of the NETC FJA with any questions concerning FOIA requests or responsibilities. NETC currently has a civilian staff member who is responsible for FOIA inquiries. It is strongly encouraged to consult with the civilian staff member whenever FOIA issues arise.

SECTION 22 – JAGMAN INVESTIGATIONS

JAGMAN investigations shall be convened, conducted, reported, and processed per the provisions of the JAGMAN by the LC 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 (a) provides guidance for NETC commands. LCs should seek the assistance of the local RLSO if the incident requires anything beyond a command investigation.

SECTION 23 – REQUIRED REPORTS

Reference (a) 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. LC CO will ensure timely submission of all student related reports. The NETC FJA (N00J) or NSTC SJA (N00J) will be an information addressee on all reports.

23.2. VWAP. Reference (k) requires submission of an annual report via DD- 2706 for compilation by DoD. 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 LC 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 cases will be withheld at the 06 SPCM CA-level advised by an active duty JA. 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, sexual assault, 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

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of a sexual assault were drinking underage, the initial disposition of these allegations would also be decided by the SA-IDA, in addition to the sexual assault allegations.

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

23.5. Required Reports. Refer to Tables 5 through 8 for required reports.

Table 5: 1ˢᵗ Quarter Required Reports

DATE DUE	ITEM	COLLECT FROM:	REPORT TO:	AUTHORITY (if applicable)
OCT				
1	Quarterly FOIA report for 1 July - 30 September.	NETC commands	NETC	DON CIO and 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	DON CIO GENADMIN MSG 032009ZOCT08, DODD 5400.11, SECNAVINST 5211.5E, DON CIO MSG 291652 FEB 08
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				

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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 U.S. Government to foreign individuals that were not obtained using appropriated funds.	NETC commands	NETC	5 U.S.C. 7342, DoDD 1005.13, SECNAVINST 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) and 2634.905(d)

Table 6: 2nd Quarter Required Reports

DATE DUE	ITEM	COLLECT FROM:	REPORT TO:	AUTHORITY (if applicable)
JAN				
1	Quarterly FOIA report for 1 October - 31 December.	NETC commands	NETC	DON CIO/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 and Privacy Act designation letters (annually).	NETC commands	NETC	SECNAVINST 5720.42G
31	LO 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) and 192(e)(1) 5 C.F.R. 2638.602(a)
MAR				
1	Annual FOIA and Privacy Act designation letters.	NETC commands	NETC	SECNAVINST 5720.42G

Table 7: 3rd Quarter Required Reports

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	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	DON CIO/DON FOIA, DNS-36
15	Quarterly Criminal Activity report for period covering 1 January - 31 March. (Negative reports are required).	NETC commands	NETC	JAGINST 5800.9C
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	PII semi-annual spot check	NETC commands	NETC	DON CIO GEN ADMIN MSG 032009ZOCT08, DODD 5400.11, SECNAVINST 5211.5E, DON CIO MSG 291652 FEB 08
JUN				
30	Annual VWAP designation letters.	NETC commands	NETC	OPNAVINST 5800.7A

Table 8: 4th Quarter Required Reports

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	DON CIO/DON FOIA, 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				

CHAPTER 13

SAFETY

CHAPTER 13
GUIDING REFERENCES

a. OPNAV M-5100.23 of 20 September 2023
b. OPNAVINST 3500.39D
c. OPNAV M-5102.1 of 27 September 2023
d. OPNAVINST 1500.75D
e. NETCINST 1500.13C
f. CNIC M-5100.1 of 11 December 2023
g. OPNAVINST 5450.336D
h. NETCINST 5100.1B

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 and moderate risk training safety). Since the EM coordinator has been added to Norfolk, Great Lakes, San Diego, and Mayport, EM has been added to this chapter for only those four locations.

NOTE: This chapter acts as a directional placeholder for all safety instructions, policy, guidance, and manuals associated in the referenced material. Directional processes can be found in the references above or contacting NETC N00X.

Separate policy, specific roles, 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 the references cited in this chapter. 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. FL. NETC N00X is the echelon 2 FL for high and moderate risk training, SOH programs, and HQ pass-through for EM coordinators at the four forward deployed areas, and NETC N4.

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 and supervisor role are required to be familiar with references (a), (b), and (c). Those personnel identified as a full time or collateral duty safety professionals are required to be familiar with the references cited in this chapter. Those personnel involved in high-risk training shall be familiar with references (d), (e) and (f). Reference (g) has been included to address second echelon control and oversight over management, support programs, and functional areas of subordinate organizations, which include SOH and training safety (staff and students) responsibilities. NETC specific roles and responsibilities are contained in reference (h).

CHAPTER 14

PUBLIC AFFAIRS

CHAPTER 14
GUIDING REFERENCES

a. SECNAVINST 5720.44C
b. NETCINST 5720.1G
c. Associated Press Style Book
d. DoD Instruction 5040.02 of 27 October 2011
e. DoD Visual Information Style Guide of 28 January 2020
f. 87 FR 68140
g. Navy Social Media Handbooks

SECTION 1 – INTRODUCTION

COs and OICs are accountable for the PA Program at their LCs and LSs, including identifying requirements and resources to establish and manage PA programs. Efforts should focus on bringing about greater appreciation and understanding of NETC's role in supporting the Navy's mission to both external and internal audiences. PA Officers (PAO) are directed to seek opportunities to enhance recognition and appreciation for the force development mission, NETC activities, and assigned personnel. Commands will designate a command PAO or collateral duty PAO. While contracted personnel may perform PA functions, they are not authorized to act as official Navy spokespersons their work must be approved and released by authorized uniformed or civil service staff. PA is part of the NETC IG Assist Visit Program and as such is subject to formal process reviews. See reference (a) for further guidance.

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

SECTION 2 – PA PROGRAM

The mission of DON PA is to provide strategic counsel, contribute to operational planning, bolster Marine and Sailor morale and readiness, and execute communication activities in support of national objectives and the naval mission. The NETC PA Program is aligned with commander's intent and provides an overarching framework for subordinate commands to support NETC's communication strategy in addition to their own specific communication requirements. The PA Program is designed to provide the following functions: news media engagement, generation of PA and visual information (VI) content, public digital web presence management, support for command community relations projects and events, use of the American Connections Media Outreach Program, and other duties as may be assigned by the NETC PAO.

2.1. LC and LS Responsibilities. Collateral duty PAOs shall be designated at all LCs and LSs where a full-time PAO is not already assigned as per reference (a). PA activities from the LS level will be coordinated with the parent LC PAO or collateral duty PAO to ensure command message alignment. The LC or LS CO or OIC is responsible for directing PA efforts designed

to bring out greater appreciation and understanding of training's role in developing and sustaining fleet readiness. PAOs are typically delegated public release authority by their CO or OIC, taking into account and consulting with subject matter experts (SME) for OPSEC and privacy aspects. If a full-time PAO or collateral duty PAO is not available when an event or issue arises, it is incumbent upon each CO or OIC to communicate any information that may be used to tell the Navy training story to the NETC PAO. As part of the reporting process, 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 will submit a weekly PAO report, which includes at a minimum future planned PA activities and published content for their domain's program.

SECTION 3 – COMMUNICATION THEMES AND PRODUCTS

Commands will create a wide range of content (social media posts, photos, video, graphics, articles) suitable for public release and that will further NETC's and the Navy's PA goals and objectives, including showing how NETC builds trust, increases performance, and closes gaps in support of creating warfighters. Core topics for coverage include:

- The Training Command Mission – What you train and its importance to fleet readiness.
- Changes and updates to curriculum – Inform the fleet on how the command works with the fleet's SMEs to create or change training, in order to meet fleet-identified needs.
- Updates and changes to learning roadmaps and personnel qualification standards.
- Fleet Leadership Visits - Provides an opportunity to highlight training and to include quotes from visitors regarding the quality of the programs and the quality of training personnel.
- Quality Training Personnel – Highlights instructors and other staff, positively supports the morale of the members, and shows fleet Sailors the benefits of for training duty.

3.1. Timeliness. Planning PA content in advance is a key factor for event-focused content in today's communication

environment; material released more than several days past an event or change loses its relevance and may negatively impact credibility with audiences.

3.2. Content Creation Support. The NETC PAO provides support to collateral duty PAOs, as well as LC PAOs when there is a need to augment PA coverage and for high-profile activities. The NETC PAO, when required, will also provide editing services for collateral duty PAO products where there is no full-time PAO support in the chain to ensure they follow the Associated Press and DoD standards per references (b) and (c). LC PAOs should likewise be supporting their subordinate commands to ensure quality products are disseminated in the public domain. In FCAs, support may be requested via Navy PA support elements for newsworthy activities. Defense Media Activity may also be an avenue for helping to tell the training story.

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SECTION 4 – VI

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Quality imagery, both photos and video, showing "training in action" is critical to telling the Navy's training story. VI is now considered a function of PA; however, within the NETC domain, VI is also created to support the training mission. Any VI created for both internal and external release, whether for PA or training, must comply with policy and records management requirements. All DoD military, civilian and contract personnel designated to create VI products as part of their official duties must adhere to requirements outlined in references (d) and (e), including using a unique vision identification number (an identification number for DoD personnel who create VI) as issued by Defense Media Activity.

4.1. Publicly-Released VI for Training. Commands producing VI training material intended for public release must follow records management requirements and public release policy, which may include a PA and OGC review. Per reference (h), non-DoD-controlled electronic messaging services (such as social media sites) should not be used as primary sources of DoD information. See section 5 for information on the Defense Video Imagery Distribution System (DVIDS) as a platform to host publicly released VI training content.

SECTION 5 – DIGITAL PRESENCE

Command digital presences must have a clear purpose, have CO or OIC's approval, and support the command's mission. All NETC subordinate commands will comply with applicable policies, guidelines, and procedures. The internet, including social media platforms, and the NETC public flagship web site at https://www.netc.navy.mil are tools for both internal and external use to communicate with target audiences as a way to improve trust and advance missions. Commands must establish a review and approval process before publicly releasing content via any digital presence.

5.1. NETC Public Flagship Web Site. Web site content will be vetted through the LC PAO before uploading. NETC PAO retains final approval authority for NETC public flagship web site content; the web site is hosted by Defense Media Activity and must comply with DoD web policy. The site is also connected to www.navy.mil, with the ability to push content to the Navy flagship web site for further sharing of material.

5.2. DVIDS. DVIDS serves as an enterprise-shared service for collecting, storing, and distributing VI and PA information to the internal DoD audience. Https://www.dvidshub.net is DoD's system of records for publicly released PA and VI content, including news articles, photos, video, and graphics. Managed by Defense Media Activity, it serves as the DoD archive that is then submitted to the National Archives. Since publicly released content is a government record, whether it is created for PA or the training mission, it is required by policy to ensure that content is collected and captured within this system. Many LCs and some LSs already have unit pages, and NETC PAO can provide guidance and support in establishing new unit pages, where there is a need and requirement. This is an area requiring increased attention to comply with policy. See reference (f).

5.3. Social Media. LC PAOs will monitor and continually evaluate their command's digital presences on social media as well as provide oversight for LS presences. Commands must stay current on social media policies, including the Navy handbooks as promulgated in reference (g), and ensure that content being released via social media is evaluated per records management requirements. Poorly managed official social media presences without a strategy or constant engagement can reflect poorly

upon the Navy. COs and OICs must understand how the use of
social media supports their PA program and must ensure they can
dedicate the proper consistent level of engagement through
content creation and management.

SECTION 6 – NEWS MEDIA ENGAGEMENT

Media queries from national news media are required to be
coordinated with and approved via NETC PAO, Chief of Naval
Personnel PAO, and Navy CIO prior to engaging. All collateral
duty PAOs will coordinate through their LC PAO and NETC PAO
immediately upon receiving media queries. Media inquiries are
considered the highest priority to ensure that media 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, the reporter's name, affiliation, as well as all
questions and notify NETC PAO prior to providing a response.

If the media query pertains to an accident or incident
involving injury, death, or significant property damage, the PA
goal is to report information to higher authority via COC by the
fastest means available. A briefing card may need to be
generated for incidents or legal matters.

6.1. Media Visits. 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. Coverage of high-risk training needs to be
coordinated with safety representatives.

6.2. American Connections Media Outreach Program. This program
is managed by the Navy Office of Community Outreach to share the
Navy story in media across the country serving markets that
generally do not receive Navy news and information. It
leverages local connections to communities across America –
hometown, location of high school or college attended, family
members' hometown, etc., to help Americans throughout the
country better understand their Navy, its mission, and its
contribution to national security. For additional guidance
visit http://outreach.navy.mil/Media-Outreach/.

SECTION 7 – COMMUNITY OUTREACH

Effective community outreach activities not only increase exposure to and understanding of DON personnel, facilities, equipment, and programs, but also create and sustain local community relations, earn public trust and support, and even lead to indirect support of recruiting goals. These events generally support schools, neighborhoods, and local organizations supporting the overall needs of a community. 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's economy. Commands must ensure support for community events are 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 community relations event should be reviewed via PA and legal SMEs 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 should create suitable PA products in line with the PAO Program goals.

CHAPTER 15

COMMAND EVALUATION AND INSPECTOR GENERAL

CHAPTER 15
GUIDING REFERENCES

a. NETCINST 5000.1C
b. NETCINST 5200.1A
c. NETCINST 5370.1D
d. NETCINST 5040.1C

SECTION 1 – INTRODUCTION

The command EVAL (CE) and IG function is resident at all NETC echelon 3 LCs and other training commands. Although the scope of responsibility may vary according to the command mission, the primary purpose of this billet is to assist the CO in enhancing mission accomplishment by evaluating and monitoring select command functions and internal controls, including the detection and elimination of fraud, waste, abuse, and mismanagement within the command.

CE and IG officers are typically responsible for the management of the CE Program, audit liaison and follow-up coordination, Managers' Internal Control Program (MICP) integrated risk management (IRM), Hotline Program, and CI Program within their commands. For certain LCs and LSs that do not have a full time primary CE and IG billet, the NETC CE or another LC CE can provide technical guidance and training for LC and LS staff personnel on the various CE and IG functions and compliance requirements. LC CE and 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 CI team.

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

SECTION 2 – CE 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 other training commands shall implement a CE Program per reference (a) guidance. LCs and other training command CE and IG Officers are responsible for ensuring reviews and EVALs are conducted by subordinate commands, when required or requested.

In all cases, CE and IG reports, observations, etc. related to LC and LS operations will only be reported internally to the LC and LS CO or OIC applicable program managers, unless otherwise directed by the NETC IG. See reference (a) for further information regarding CE support.

SECTION 3 — AUDIT LIAISON AND FOLLOW-UP

The NETC IG is the initial POC for all external agencies desiring to visit NETC domain activities to conduct audit work. LC and other training command CE and IG Officers may be designated to represent NETC's interests in coordinating and executing external audits of an LC and LS where a CE and IG Officer is not permanently assigned. Audit liaison responsibilities include coordinating entrance and exit conferences, in- and 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.

The LC or other training CE and IG Officer will ensure management responses addressing reviews of audit reports and which address any findings are forwarded to the audit agency by the requested due date. The LC or other training command CE and IG Officer will maintain an active follow-up tracking system for ongoing corrective actions for assigned LC and LS or other commands, and will ensure completion of external reporting requirements to the appropriate audit agency. Refer to reference (a) for further details.

SECTION 4 — MICP IRM

The MICP IRM is a manager's self-assessment tool used to gauge the effectiveness of work processes document risks and provide reasonable assurance that management safeguards or internal controls to mitigate risks are established and monitored. All LCs and other NETC echelon 3 training commands will designate an MICP IRM 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 and IG Officer serve as the Command's MICP IRM coordinator.

A MICP IRM coordinator must complete MICP IRM training per the NETC MICP guidance. See reference (b) for additional guidance.

A MICP IRM coordinator will provide technical training, guidance, and coaching on the MICP IRM Program to command department heads (DH) and special assistants (SA), as well as appropriate department POCs and managers. Command MICP coordinators (to include LCs and LSs and other echelon 3 training commands) will ensure that the appropriate command POCs and managers have received documented MICP training. This can be accomplished via the NeL DON MICP 101: MICP Overview (OASN-MICP101-2.0) and the MIC) 2.0: Internal Controls Over Operations Lifecycle (OASN-MICP102-1.0) courses. Other MICP IRM training venues can also be used to educate command MICP IRM coordinators regarding annual MICP IRM reporting requirements. MICP IRM coordinators can provide annual briefings or one-on-one individual training. A record of MICP IRM training, such as training certificates or other appropriate documentation, shall be retained by the command MICP IRM coordinator.

The command MICP IRM coordinator will ensure annual program requirements, as well as training information, are distributed to process owners well in advance of the scheduled annual review. MICP IRM coordinators will ensure annual requirements are completed for each work process or assessable unit. Command DHs and SAs must submit a signed annual IRM certification statement to the CO via the command MICP IRM coordinator, to include an explanation of any material weaknesses and significant deficiencies, if applicable. A verbal debrief to the CO is also recommended. The statement should focus on discussing the internal control improvements to command processes and their direct association with command programs of record. An MICP IRM coordinator shall prepare for CO signature a consolidated IRM certification statement, which is submitted to the NETC MICP IRM 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, LC and other NETC training command CE and IG Officers will distribute Hotline Program information to supported LSs and subordinate commands. Information should include the

current NETC hotline poster and the hotline complaint procedure available on the Naval IG (NAVINSGEN) web site, http://www.secnav.navy.mil/ig. See reference (c) for more information.

The NETC IG will ensure LCs and other NETC training commands have a certified investigator available to investigate hotline complaints. Hotline investigators will complete all investigations per the NAVINSGEN Investigations Manual. For specifics, see the NAVINSGEN web site. All hotline case information will be entered into the NAVINSGEN Hotline Tracking System (NIGHTS), https://nights.ncdc.navy. mil/Main/Main.aspx. For access to NIGHTS, contact the NETC IG Office. Upon request, a qualified command hotline investigator may provide technical training, guidance, and assistance to local training command hotline investigators. See reference (c) for additional information.

SECTION 6 – CI PROGRAM

The NETC CI Program provides NETC domain activities with mission relevant process evaluations and timely, objective recommendations. Typically, an LC or other NETC training command CE and IG Officer will serve as the command liaison for the NETC CI Program. Responsibilities include coordinating inspection preparations with selected LCs or other NETC training commands, arranging CI logistics, and tracking CI follow up implementation status reports, when required. The LC or other NETC training command will also establish a CI Program for subordinate commands and activities.

The command CE and IG Officer may also be requested to augment the NETC CI Team. See reference (d) for more CI Program details. A LC or other NETC training command CE and IG Officer may be requested by the NETC IG to augment a NETC CI Team. This individual will normally be asked to provide subject matter expertise and process advisor support in evaluating IG processes.

CHAPTER 16

RELIGIOUS SUPPORT AND SERVICES

CHAPTER 16
GUIDING REFERENCES

a.   NETCINST 1730.1

SECTION 1 – INTRODUCTION

NETC staff and students often have spiritual needs that can only be addressed with the professional support and services provided by the Navy Chaplain Corps and Religious Ministry Team (RMT) members. Under normal circumstances, religious support and services are provided by the host installation. Where available, it is expected that most NETC subordinate commands will make use of the facilities and services provided by the installation RMTs.

In circumstances where a large student population exists and the majority of those students are accessions-level ("A" school or equivalent) Sailors and Marines, NETC will determine whether a dedicated, organic support team will be provided to the LC to address the needs of NETC students and LC staff. History shows that having an assigned Chaplain in these situations is an advantage to the NETC mission. In most instances, a RMT consists of one Chaplain and one Religious Program Specialist (RP). This RMT should be located as close as feasible to student barracks and high volume transit areas.

1.1. FL. Per reference (a), the FL for religious support is the Deputy Force Chaplain for NETC at the Naval Chaplaincy School.

SECTION 2 – CHAPLAIN RESPONSIBILITIES

Chaplains will focus their student and staff support efforts in four core capabilities (advisement, facilitation, provision, and care):

- **Advisement.** Chaplains advise NETC COs, OICs, and other leaders on religious accommodations and issues relating to morals, ethics, spiritual well-being, and morale. Chaplains also advise leaders at all levels of the COC in moral and ethical decision-making, cultural awareness, conflict resolution, and cross-cultural communications. When advising the command, chaplains shall not violate their status as non-combatants or the confidentiality of individuals counseled. In command advisement, RPs are often able to provide a critical perspective from staff and students.
- **Facilitation.** Chaplains and RPs manage and execute a Command RP, which effects diverse religious ministry

requirements and includes, but is not limited to, scheduling, coordinating, budgeting, and contracting.

- **Provision.** Chaplains provide religious ministry according to the manners and forms of their endorsing religious organization. This includes, but is not limited to, the conduct of worship services, sacraments, rites, and ordinances, faith group specific religious and pastoral counsel, scripture studies, prayer and meditation, and religious education. RPs are trained in the unique requirements for rigging and supplying appropriate support in a wide range of religious traditions.

- **Care.** Chaplains are uniquely chartered to deliver institutional care, and especially relational counseling, which attends to personal and relational needs outside of a faith group's specific context. This relational counseling is distinguished by confidentiality, proximity to the training staff and students, professional wisdom, and a genuine respect for all. It is most effective when strong connections have been developed between RMT, staff, and students in their shared training experiences. Other examples of care, include deck plate ministry, coaching on military life, stress-management training, personal and family wellness training, deployment cycle support, crisis prevention and response, command events with religious components, memorial services, and other casualty ministries. RPs are uniquely trained and positioned to support throughout all aspects of the care capability.

SECTION 3 — REGION RESPONSIBILITIES

Whenever feasible, 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 and RP duties and responsibilities.

CHAPTER 17

DATA MANAGEMENT

CHAPTER 17
GUIDING REFERENCES

a.   OPNAVINST 1510.10D
b.   OPNAVINST 1500.47D

    Note: Other guidance not mentioned, but pertinent to this chapter is located in Appendix A.

SECTION 1 - INTRODUCTION

The purpose of this chapter is to focus on the support role that LCs and LSs provide in the management and implementation of courses, as well as maintaining accurate and timely student training database information.

As noted in Chapter 3, Student Management, an accurate depiction of our training readiness is only achievable through accurate management of our training production data. 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. FL. Per reference (a), NETC provides centralized program management for governance, compliance, training, and monitoring of CeTARS. For matters not fully addressed in this chapter, the LC CeTARS Manager will contact NETC N6 as the FL for further guidance.

SECTION 2 – CeTARS DATA INTEGRITY

The LC CeTARS Manager will be identified by name and will be the primary liaison with NETC N6 for CeTARS Data Integrity purposes and functions. The CeTARS Manager is responsible for the integrity of the information entered into CeTARS by any CeTARS workforce personnel assigned to the LC or its satellite LS. The CeTARS Manager will ensure quality assurance reports are processed on an as-required basis and corrective action is taken immediately upon discovery or notification of any discrepancy. NETC N6 will manage and publish the consolidated CeTARS Manager listing to the domain.

CeTARS student data entries are the responsibility of LS student management clerks and CPPA Command Pass Coordinators. All student management transactions shall be made per prescribed time limits per reference (a).

The LC has the responsibility for the establishment of annual and out-year class schedules, and will comply with the guidance contained in reference (b) regarding the performance of course data management functions within CeTARS.

CHAPTER 18

FORCE PROTECTION

CHAPTER 18
GUIDING REFERENCES

a. NETCINST F5530.1D
b. CNIC M-5530.1 of 8 April 2020
c. DoD Instruction 2000.12 of 1 March 2012
d. OPNAVINST F3300.53D

SECTION 1 - INTRODUCTION

The Navy PS and LE Manual identifies three core lines of effort necessary for protection:

- Critical Infrastructure Protection (CIP)
- Continuity of Operations Planning (COOP)
- FP

AT, LE, and PS are pillars, which complement, integrate with, and support the core lines of effort. As tenant activities on host installations, 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. FL. The NETC Force AT Officer (ATO) is the FL for NETC domain AT instructions and policy as well as the NETC facility PS policy.

SECTION 2 – BASIC AT PLAN REQUIREMENTS

Per reference (a), 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 are based on the policies and guidance established by the applicable references, which are identified in this chapter, with particular attention and compliance given to local Navy region and host installation instructions. Per reference (b) tenant command AT plans must be coordinated with the host installation ATO to ensure compatibility and all tenant command AT plans are on file with the installation's security department and incorporated into the installation's AT plan. 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. The ATO is trained according to reference (b):

- AT plan signed by the CO or designated representative per reference (c).
- ATO designated in writing by the CO or designated representative, and serve as the command SME on the AT Program per references (b), (c), and (d).
- ATO is a commissioned officer, a CPO or civilian staff officer (GS-11 or higher), who has completed minimum required ATO training, and has an active security clearance and SIPR access per references (c) and (d).
- Coordinated and integrated security plans and measures with the host installation per reference (c).
- Comprehensive annual review completed, signed by the CO or designated representative, and records maintained for a minimum of 3 years per references (b) and (d).
- AT Exercises - The unit ATO will coordinate with the host installation and respective Navy region for directed AT exercise actions. NETC units are required to exercise the AT plan annually.

SECTION 3 - AT 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 DoD civilians) to complete AT Level I training annually. The ATO ensures that compliance and report completion to the installation ATO and CO. Training completion reports are 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, are given a country specific Foreign Travel AT 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.

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- FP Conditions (FPCON).
- Site-specific 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.
- Countering the insider threat per reference (d).
- AT Measures. Critical assest security, logistics, other contracting, and high risk personnel, where applicable per reference (d).
- Restricted Areas. Include a consolidated list of all designated restricted areas and mission essential and vulnerable areas. A list of these areas must be provided to the host installation per reference (d).
- Mutual Aid Agreements. If applicable (e.g., unit is located outside the fenceline such as a recruiting station, capabilities, and security response procedures for any agency that the unit or command has a MOU or MOA for security and police response). MOU and MOAs shall be exercised and documented. Since NCIS, along with the local LE agencies, are the Navy's interface, ensure to consult with NCIS prior to writing any MOAs and ensure the MOA specifies the role(s) as well as the implementation of this standard.
- Corrective Actions. Develop and incorporate measures to correct or mitigate vulnerabilities identified during assessments and inspections (per SECNAVINST 3300.2B, para. 5.l).
- Risk Management. Process based on the principles outlined in the DoD AT Guide and applied in all aspects of the AT Program (implementation and planning). Establish a risk management process, identify risk management efforts, and specify risk mitigation measures to reduce the vulnerability of DoD critical assets per references (b) and (d).
- Pre-Planned Responses and Emergency Action Planning. Procedures for suspicious package(s), unattended baggage(s), bomb threat(s), protective clothing and individual equipment, vehicle-borne improvised explosive device, and active shooter.
- Mailroom operating procedures.
- Chief of Naval Operations (CNO) Standard 31 Comprehensive AT Program reviews per reference (d):

- Every 3 years, the AT Program review is conducted by higher HQs (ISIC or higher):

    - Navy region commanders may use an installation's CNO Master-at-Arms (MAA) or joint staff MAA to satisfy the higher HQs AT Program review requirement of an installation.
    - Navy region commanders conduct AT Program reviews for off-installation NOSCs every 3 years.
    - Navy recruiting O-5 commands (Navy Talent Acquisition Groups and ESH5) conduct recruiting stations' AT Program reviews every 3 years.
    - NSTC conducts Navy Reserve Officer Training Corps unit AT Program reviews every 3 years.

SECTION 4 — PS

NETC units are required to develop a PS Program, which will safeguard our students and staff; prevent unauthorized access to training facilities, TTE, course materials, and documents; and safeguard against espionage, sabotage, damage, and theft. Within the NETC domain, PS instructions are contained within the unit AT plan as a separate annex. AT plans must take PS of facilities into consideration. For PS of classified material, classified spaces, classrooms, and classified IT assets, see 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 and AT Program.

The plan should specify, at a minimum, special and general guard orders, such as quarterdeck procedures, access and material controls, loss prevention plan, and requirements for protective barriers and lighting systems, locks, and IDSs. PS Program shall also include the following:

- Designate an arms, ammunition, and explosives (AA&E) key and lock or access control custodian if applicable per reference (d).
- Conducting periodic unannounced openings of facilities to set off an alarm to exercise and evaluate alarm

monitoring. This MUST be coordinated with host installation security per reference (d).

- Site-specific risk mitigation measures implemented to maintain positive control of DoD contractor and sub-contractor access to and within the units' sensitive facilities and classified areas per reference (c).
- Drilled and evaluated alarm response semi-annually in response to threats to AA&E storage areas. This MUST be coordinated with the host installation security per reference (d).
- Participation within computer desktop notification system or AtHOC Emergency Warning Notification System (Per COMUSFLTFORCOMINST 3300.2B).
- Designated restricted areas appropriately patrolled or observed per reference (d).

SECTION 5 – FACILITY PS 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 HQs as applicable. DD-2637 is the only form authorized for the survey.
- **Building Security Procedures**. Building and facility security is a unit responsibility. Technical questions should be directed to the host installation or higher HQs.
- **IDS**. IDSs are classified as PS equipment. IDS 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 HQs as applicable.

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- **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 HQs and the host installation.

CHAPTER 19

EMERGENCY MANAGEMENT

CHAPTER 19
GUIDING REFERENCES

a.   OPNAVINST 3440.17A
b.   CNICINST 3440.17
c.   OPNAVINST 3030.5C
d.   NETCINST 3030.2A

SECTION 1 - INTRODUCTION

The purpose of this chapter is to provide general guidance regarding the EM responsibilities among NETC subordinate units. The cessation and resumption of training and student and staff evacuations due to the onset 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 EAP that includes disaster recovery and COOP designed to prepare, protect, and evacuate students and staff, and in certain instances, government property as needed.

CO and OIC will be responsible for the efficient and safe relocation and recovery of NETC students to and from a designated safe haven. Commands will address this requirement within their unit EAP through the addition of student specific guidance, as well as, amplifying information and site specific measures and procedures. The elements of the 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 re-establish the training environment. Further, requirements for the EAP are detailed throughout the remainder of this chapter.

The EAP shall include a concept of operations and actions taken during the actual execution of the EAP. The EAP should be fully coordinated with the host installation, and NETC forward deployed SOH specialist and EM coordinator (EMC), 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 and from the safe haven. The EAP instructions and notices will identify the specific support elements necessary to complete the evolution.

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 EM Officer (EMO), host installation EMO and NETC forward deployed SOH Specialist and EMC.

1.1. FL. The NETC EMO is the FL for NETC Domain EM instructions and policy. All NETC units will, at a minimum, designate in writing a collateral duty EMC, who will coordinate EM, disaster recovery, and COOP efforts for the unit. The EMC shall register this job duty task in the Enterprise Safety Applications Management System and shall complete all required training. A NETC forward deployed SOH Specialist or EMC will be stationed in Norfolk, Great Lakes, and San Diego and will serve as the region coordinator for LCs and LSs.

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, HAZMAT 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 PS 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, NETC forward deployed SOH Specialist or EMC and the host CNIC region or installation.
- Coordinate emergency maintenance and repair services for all NETC facilities and support systems with the host installation.
- Coordinate the transfer or delay of students that would otherwise travel to the impacted area.
- Execute remaining elements of the EAP, disaster recovery, 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. EAP 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.

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

EMC will establish and maintain a working relationship with the NETC EMO, NETC forward deployed SOH Specialist or EMC region and installation EMO. 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 — EM 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 or installation commander responsible for tenant support and the composition of the NETC training footprint in the particular geographic region.

A NETC forward deployed SOH Specialist or EMC will serve as NETC's regional authority for the implementation of and compliance with region and installation EM, disaster recovery, and COOP plans, programs, and policies.

Primary duties may include, but are not limited to:

- Coordinate emergency planning, exercise, and execution with installations (both host installations and evacuation destinations, as applicable), contracting offices, transportation offices, and medical treatment facilities with assistance from supported LSs and LCs collateral duty EMC.
- Validate requirements for transportation, food and water, life support services (berthing, heads and handwashing stations, showers), and other goods and services established by NETC.
- Coordinate MOUs and MOAs with service providers and supporting entities.
- Produce command briefings.
- Coordinate performance work statements, as required.
- Review and test EM EAPs to ensure viability in the event of an emergency (monthly by phone, and quarterly walk through).
- During emergency, act as primary POC to coordinate support and services plans and maintain liaison with higher HQ.

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 NETC forward deployed SOH Specialist or EMC. These may include, but are not limited to, data collection, class musters, and escort services. Guidance regarding the scope of this augmentation shall be specifically detailed in the unit EAP. Most significant among these areas requiring detailed guidance is 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.
- Although ratios will vary based on the student population, transportation assets, safe haven configuration, and etc., ratios should not exceed 1:40 to ensure adequate supervisory assets. Specific ratios shall be identified in local 5140.1 (series) instructions as well as command EAP.
- Escorts must be E-5 or above.

SECTION 4 – BASIC EAP REQUIREMENTS

The NETC unit EAP will be coordinated with the host region commander or host installation EM programs as outlined in host-tenant agreements or applicable inter-service support agreements, MOUs, and MOAs. Coordination shall include active participation in EM preparedness, mitigation, response, and recovery efforts, as required by CNIC regional 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 and installation mass warning and notification systems.
- Completion and participation in public awareness programs.
- Evacuation and shelter-in-place planning, coordination with regional and installation evacuation and safe haven procedures.
- Active shooter planning.
- Destructive weather planning.
- Disaster recovery.
- COOP.
- Integration with region and 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 NETC forward deployed SOH Specialist or EMC, where applicable, and their respective host region and installation.

- Evacuation Policies:
  - Students in a 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, and recovery operations.
- Other TAD and PCS 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 3 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 NETC forward deployed SOH Specialist or EMC 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 emergency procedures for employees.

CHAPTER 20

NAVY MILITARY TRAINING

CHAPTER 20
GUIDING REFERENCES

a.   NETCINST 1500.11B

SECTION 1 – INTRODUCTION

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 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. FL. The FL 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. LSs within the area of a LC 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:

- Life skills will be taught at RTC.
- 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.

LC and LS will establish and implement a local NMT instruction (1500 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 and Student Management
- Curriculum Delivery and Training
- General Watchstanding Requirements
- NMT Instructor (NMTI) Certification

SECTION 3 – "A" SCHOOL BARRACKS AND STUDENT MANAGEMENT

Each LS 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
- EMI
- Personnel Inspections
- Barracks Inspections
- PT

LSs with "A" school students under their charge will include "A" school barracks watch requirements as a function within their general command watch organization. Although NMTI qualifications are not required to stand NMT related watch assignments, familiarity with reference (a) is strongly encouraged.

SECTION 4 – CURRICULUM DELIVERY AND TRAINING

The delivery of the curriculum content is the responsibility of the LS. Delivery includes all elements related to student check-in, CeTARS data entry to a UI status, daily musters, content delivery, and finally, upon course completion, CeTARS data entry to an AI status. Curriculum delivery will be per prescribed methods by NMTI. See section 6 of this chapter for further guidance regarding NMTI qualifications and certifications.

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 LC and LS 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 their assigned bachelor quarters. Specific watch stations and requirements shall be contained in reference (a) for each supported "A" school.

Bachelor enlisted quarters will be manned 24 hours a day by LS watch organization personnel to levels appropriate for the onboard student population.

SECTION 6 – NMTI CERTIFICATION

LC and LS 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. All instructors should be encouraged to qualify as NMTI.

In all cases, NETC instructors and NMTIs must maintain the highest standards in military bearing, conduct, and personal appearance.

Upon certification, NMTI will be designated in writing by the LS or LC CO or OIC.

CHAPTER 21

MUTUAL AND NON-NAVAL EDUCATION AND TRAINING COMMAND SUPPORT

CHAPTER 21
GUIDING REFERENCES

a. DoD Instruction 4000.19 of 16 December 2020
b. OPNAVINST 4000.84C
c. NETCINST 4000.1C

> **Note:** Other guidance not mentioned but pertinent to this chapter is located in Appendix A.

SECTION 1 – INTRODUCTION

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 LCs and from Non-NETC training and operational commands, whenever synergy is to be gained from combined operations.

1.1. FL. The NETC FL for all Support Agreement requirements is NETC Administrative Officer (N04).

SECTION 2 – PROCESSING NON-NETC SUPPORT REQUESTS

LCs, and on occasion, LSs may receive a request for training or training support from a non-NETC command. History has shown that the most frequent request involves the desire by other training or operational entities to either temporarily utilize or permanently transfer an existing NETC training facility to the non-NETC command. Training facilities include personnel, barracks, labs, ECRs, storage lots, and on occasion, entire buildings. The second highest request is in the area of training support services, such as safety, QC, and CeTARS entries. 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 whether the support is within their capability and capacity. The request will be forwarded to NETC N04 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 N04 will coordinate with the appropriate Deputy Director or SA, LC, or activity to determine whether NETC will support the non-NETC request.

2.2. Interservice and Intragovernmental Support Agreements (ISA), MOAs, and MOUs. All support arrangements between NETC activities and or non-NETC commands will be documented using a MOA, MOU, or FS Form 7600A/B General Terms and Conditions (if the agreement contains reimbursements or payments). ISAs are

defined as an agreement to provide recurring support to another 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. Refer to reference (a) for minimum content requirements and additional guidance. Agreements for NADAP support have several specific requirements and templates which can be obtained by contacting NETC N04.

2.2.1. ISAs, MOAs, and MOUs Signature Authority. ISA, MOA, and MOU involving NETC HQ requires final approval by CNETC; who may delegate signature to the executive director. NETC comptroller approval is required for all agreements with financial obligations. ISA, MOA, and MOU involving NETC's echelon 3 commands and the subordinate activities assigned to these commands require final approval by the CO, who may delegate signature authority to the ED, COS, or XO. Per reference (b), if the support agreement is between the DoD (including DON) and another non-DoD federal activity, the approving authority shall be a flag or general officer or senior executive service. Approval by the command's comptroller is required for all agreements with financial obligations.

2.2.2. ISAs, MOAs, and MOUs Review and Coordination. Per reference (c), all NETC activities shall forward all draft ISAs, MOAs, and MOUs to NETC N04 for review before any party signs the agreement. NETC N04 will staff the draft ISA, MOA, and MOU within the NETC HQ and provide final comments to the NETC activity. Allow 30 business days for support agreement staffing.

- **NETC N04 (Administrative Officer)** serves as NETC's primary program manager and POC for all ISAs, MOAs, and MOUs within the NETC domain; to ensure all ISAs, MOAs, and MOUs are consistent with NETC strategic and business plans prior to final approval and signature.
- **NETC N4 (Logistics)** serves as NETC's lead staff element for the review of all BOS services related to the ISA, MOA, and MOU.
- **NETC N6 (CIO)** serves as NETC's lead staff element for the review of all IT related services related to the ISA, MOA, and MOU.

- **NETC N8 (Resource, Requirements and Assessment)** reviews all ISAs, MOAs, and MOUs to ensure that recurring, reimbursable, and one-time funding requirements are per the applicable regulations and laws.
- **NETC N00D (General Counsel)** performs legal review of all ISAs, MOAs, and MOUs to ensure there are no legal issues with the support arrangements.

It is the responsibility of the NETC echelon 3 commands to ensure a Portable Document Format (PDF) copy of the signed ISA, MOA, and MOU is forwarded to NETC N04, who maintains a file copy of all active ISA, MOA, and MOU for the domain. Cancelled agreements shall be kept for 3 years following termination of the agreement. All agreements that contain reimbursements will be reviewed on or around the anniversary of its effective date annually for financial impacts. If non-reimbursable, the agreement will be reviewed no less often than mid-point on or around the effective date.

APPENDIX A
OTHER GUIDANCE

CHAPTER 1
- DoDM 6400.01, Volume 3, Family Advocacy Program (FAP): Guidelines for Clinical Intervention for Persons Reported as Domestic Abusers of 2 March 2015
- DoD Instruction 6400.1 of 1 May 2019
- DoD Instruction 1342.24 of 23 September 2019
- DoD Directive 1020.02E of 8 June 2015
- OPNAVINST 5370.2E
- OPNAVINST 1752.2C
- SECNAVINST 6120.3A
- SECNAVINST 1752.4C
- SECNAVINST 1730.8B
- SECNAVINST 5350.16A
- SECNAVINST 1610.3
- CNICINST 1770.2C
- SECNAVINST 5300.26E
- SECNAVINST 5800.11B

CHAPTER 2
- BUPERSINST 1430.16G

CHAPTER 3
- OPNAVINST 1500.47D
- OPNAVINST 1500.76D
- OPNAVINST 1510.10D
- BUPERSINST 1610.10F
- NAVEDTRA 135D of August 2018

CHAPTER 4
- DoD Instruction 1000.13 of 23 January 2014
- DoD Instruction 2000.11 of 13 May 2010
- DoD Instruction 5132.13 of 9 January 2009
- DoD Instruction 5410.17 of 15 September 2006
- DON Field Studies Program Handbook
- DON Foreign Disclosure Manual
- SECNAVINST 5510.34B
- DoD 5105.38-M, Security Assistance Management Manual of 3 October 2003

- NETSAFA U.S. Navy International Military Student Officer Guide
- BUMED P-5020: Resource Management Desk Guide
- NAVMEDCOMINST 6320.3B

CHAPTER 5 (None)

CHAPTER 6
- DoD Instruction 8500.01 of 14 March 2014
- DoD Instruction 5400.11 of 29 January 2019
- DoD MIL-HDBK-61A (SE), Military Handbook Configuration Management Guidance of 2 February 2001
- OPNAVINST 2201.3C
- OPNAVINST 5239.1D
- SECNAV M-5239.3 of 22 April 2022
- SECNAVINST 5510.30C
- SECNAVINST 5510.34B
- SECNAVINST 5239.19A
- SECNAVINST 5239.24
- SECNAVINST 5239.25
- SECNAVINST 5239.3C
- SECNAV M-5239.2 of 27 June 2016
- NETCINST 5239.1E
- NETCINST 5211.2D
- NETCINST 4700.1B
- NETCINST 5200.3D
- Navy Cyber Defense Operations Command Computer Tasking Orders: https://www.navifor.usff.navy.mil/ncdoc/
- DON Issuances: https://www.secnav.navy.mil/doni/ directives/_forms/allitems.aspx/
- Defense Information System Agency (DISA)/National Security Agency (NSA) Security Technical Implementation Guides: https://public.cyber.mil/policies-guidance/
- DISA/NSA Security Checklists: https://public.cyber.mil/ policies-guidance
- United States Cyber Command Computer Tasking Orders
- 29 U.S.C. 794d, Section 508
- SECNAVINST 5211.5F
- DON Federal Information Security Management Act: https:// www.cisa.gov/federal-information-security-modernization-act

CHAPTER 7
- Joint Travel Regulations of 2022: https://www.defense travel.dod.mil/site/travelreg.cfm
- DoD Instruction 7000.14 of 10 August 2020
- SECNAVINST 5200.44
- SECNAVINST 5200.42
- DON Simplified Acquisition Procedures Guide of April 2018
- NAVSUPINST 4200.99B
- NAVSUP CKS: https://www.navsup.navy.mil/cks
- NAVSUPINST 4650.7A

CHAPTER 8 (None)

CHAPTER 9
- OPNAVINST 1510.10D
- OPNAVINST 1500.47D
- NETCINST 1500.7F
- eNTRS Users Web Guide of 2022: https://denix.osd.mil/cecos/entrs-guides/

CHAPTER 10
- NETCINST 1500.7F
- NETCINST 1500.11B
- NAVEDTRA 135D of August 2018
- COMNAVAIRFORINST 3500.20E
- COMNECCINST 3502.1C
- COMNAVSURFORINST 3502.7C

CHAPTER 11
- DoDM 5200.01, Procedures for the DoD Personnel Security Program (PSP) of 3 April 2017
- OPNAVINST 1220.2B
- MILPERSMAN 1910-125
- OPNAVINST 6110.1K
- NETC N3 SCGM #20-001 of 23 Jan 20
- MILPERSMAN 1910-154
- MILPERSMAN 1910-156

CHAPTER 12
- SECNAVINST 3820.3F
- SECNAVINST 5211.5F
- SECNAVINST 1740.2F

- SECNAVINST 5822.2A
- BUPERSINST 1430.16G
- NETCINST 5211.2D
- DOD Directive 5500.7 of 29 November 2007
- JAG/COMNAVLEGSVCCOMINST 5813.1D
- JAGINST 5800.7G
- NAVPERS 15560D

CHAPTER 13 (None)

CHAPTER 14 (None)

CHAPTER 15
- SECNAVINST 5200.35G
- SECNAVINST 5370.5C
- SECNAVINST 5040.3B
- SECNAVINST 7510.7G
- SECNAVINST 5200.34E
- SECNAVINST 5740.26B
- SECNAVINST 5740.25D
- SECNAVINST 5740.30
- NETCINST 5040.1C
- NETCINST 5200.1A

CHAPTER 16
- SECNAVINST 1730.7E
- SECNAVINST 1730.10A
- SECNAVINST 1730.8B
- COCINST 5351.1

CHAPTER 17
- OPNAVINST 1500.47D
- NAVEDTRA 135D of August 2018

CHAPTER 18
- DoDM 5200.08-R, Physical Security Program of 9 April 2007
- OPNAVINST 5530.14E
- SECNAVINST 3300.2C
- NETCINST F5530.1D
- NTTP 3-07.2.3: Law Enforcement and Physical Security of 2011
- NTTP 3-07.2.1: Antiterrorism/Force Protection of 2009

CHAPTER 19 (None)

CHAPTER 20 (None)

CHAPTER 21
- NETCINST 5450.3B