NETCSTAFFINST 3120.1
N1
23 Mar 2023

NETC STAFF INSTRUCTION 3120.1

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND STAFF ORGANIZATION
       MANUAL

1. Purpose. To issue the Naval Education and Training Command
(NETC) Staff Organization Manual (SORM).

2. Cancellation. NETCSTAFFINST 5400.1F.

3. Scope. The NETC SORM is the official compilation of mission
and function statements depicting the approved organizational
structure of the NETC staff. The next revision will include NETC
Headquarters (HQ) staff policies and regulations.

4. Policy

    a. The staff is the commander's extension for the purpose of
managing the command's mission. This involves the headquarters
(HQ) staff in the following four distinct roles:

        (1) The first role is represented by functions unique to
this command for the ashore training mission, less the
responsibilities assigned to the Bureau of Medicine and Surgery
(BUMED), Commandant of the Marine Corps, systems commands, and
others. These functions pertain to the trust placed upon this
command as expert educator and trainer with responsibility for
training standards, contracts, curriculum, and ability to
influence the training efforts of others.

        (2) The second role is performed through the functions
associated with specific education, training, and support programs
as defined by the Commander, NETC. These functions pertain to
planning for program results, programming requirements, budgeting
for program resources, formulating program direction, monitoring
execution, and evaluating performance toward objectives.

(3) The third role is exercised through the budget submitting office functions where the totality of the command resources are processed for planning, programming, budgeting, and control purposes. Such functions serve individual staff program officers with functional knowledge for proper decisions in matters relating to factors of production (e.g., people, funds, and material).

(4) The fourth role is achieved through functions that are typical of an echelon 2 HQ in areas where Navy command responsibilities call for specialized knowledge and achievement in matters of command.

b. The functions assigned to various staff offices have been assigned in recognition of the need for working interrelationships between the above four roles, and to underscore the need for the staff to work together in a complementary manner, with expert functional knowledge, in order to resolve managerial issues properly addressed at the echelon 2 level of command. In that context, the staff is to be an effective conduit between NETC echelon 3 commands and external higher echelon commands in matters pertaining to establishment of policy, mission direction, and acquisition of resources.

c. In performing the above, the NETC staff will be structured at all times in a manner that will allow it to be effective yet efficient in terms of manpower and other resources.

5. Action. Proposals for organization changes will be submitted directly to NETC Total Force Manpower Division (NETC N1). Proposals will be subject to objective analysis for their effect on overall staff and command organization. NETC N1 will provide guidance and assistance to staff directors and special assistants in the preparation of organization change requests and will endorse and obtain approval of such changes or appropriate modifications thereto from the chief of staff. Requests to transfer incoming and outgoing staff functions will be similarly processed. NETC N04 will publish the NETC SORM and approved changes.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and

dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

C. COLLINS, JR.
Chief of Staff

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

NAVAL EDUCATION AND TRAINING COMMAND

STAFF ORGANIZATION MANUAL

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SECTION 1
FLAG STAFF

N00 – COMMANDER, NAVAL EDUCATION AND TRAINING COMMAND (CNETC)

Commands and coordinates NETC and such other activities as may be placed under NETC cognizance, and provides other detailed tasks in support of the mission assigned by the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (DCNO N1) or Chief of Naval Personnel (CNP). Responsibilities include:

    1. Establishes policies, procedures, techniques, and operation of assigned education and training programs.

    2. Plans, develops program requirements, and budgets for support of assigned education and training activities and programs.

    3. Directs education and training programs through appropriate subordinate HQs and commands.

    4. Ensures the quality of training is consistent with the needs of the fleet and that training responsibilities remain responsive to fleet requirements.

    5. Initiates, conducts, and coordinates research and development (R&D) in education and training methods.

    6. Directs or conducts periodic inspections of activities under NETC cognizance.

N00B – DEPUTY COMMANDER, NETC (DNETC)

Responsibilities include:

    1. Assists and advises CNETC on all matters of policy to include recommendations for new policies and modifications to existing policies necessary for the effective operation of NETC and force development (FD) domain-wide.

    2. Assists CNETC in the supervision and management of NETC.

    3. Reviews and advises CNETC on the development and implementation of NETC strategic initiatives.

    4.   Assists CNETC in developing and executing policies,
procedures, and techniques for the establishment and operation
of assigned education and training programs.

    5.   Assists CNETC in planning and developing program
requirements and budgets to support assigned education and
training activities and programs.

    6.   Assists CNETC in directing education and training
programs through appropriate subordinate HQ and commands.

    7.   Assists CNETC by ensuring the quality of training is
consistent with the needs of the fleet and that training
responsibilities remain responsive to fleet requirements.

    8.   Assists CNETC in directing R&D in support of education
and training methods.

    9.   Assists CNETC by directing or conducting periodic
inspections of activities under NETC cognizance.

    10.   Acts as CNETC in the commander's absence.

    11.   Serves as the NETC Reserve enterprise lead, responsible
for establishing the vision and direction of the enterprise.

N00B1 – RESERVE CHIEF OF STAFF

Responsibilities include:

    1.   Leads the NETC Reserve enterprise units to achieve and
maintain maximum warfighting readiness (mobilization readiness
and mission readiness).

    2.   Guides NETC Reserve enterprise unit leaders in all
manner of unit leadership (mission execution, manpower
management, personnel development, unit administration, etc.).

    3.   Liaises between NETC HQ staff and NETC Reserve
enterprise.

    4.   Coordinates enterprise communications, reporting, and
meetings in conjunction with the NETC Reserve Program Director
(RPD).

5. Reviews Reserve component award inputs and correspondence requiring CNETC approval for proper format and content.

6. Acts as DNETC in the deputy's absence.

N001 – EXECUTIVE DIRECTOR (ED)

Serves as the principal executive to CNETC. Responsibilities include:

1. Provides direction and oversight of NETC.

2. Acts for CNETC in the commander's absence for matters not specifically reserved by law or regulation to CNETC or to a military officer.

3. Reviews the NETC budget and providing justification to CNETC.

N002 – CHIEF OF STAFF (COS)/COMMANDING OFFICER, HEADQUARTERS FLAG UNIT (CO, HFU)

Serves as principal advisor to CNETC on HQ staff personnel and issues. Responsibilities include:

1. Manages the NETC staff, coordinating meetings, and directing the staff in daily operations.

2. Acts as liaison between division directors (DD) and special assistants (SA) and direct reporters, learning centers (LC), and CNETC in matters that do not require meetings.

3. Reviews all correspondence and messages requiring CNETC approval or signature. Reviews award recommendations from both staff and subordinate commands for proper level, format, and content.

4. Coordinates collateral duty assignments of staff military and civilian personnel.

5. Acts for CNETC in his absence for matters in which the ED cannot act due to laws or regulations.

6. Ensures the safety, well-being, and efficiency of HQ military personnel.

7. Conducts non-judicial punishment or other disciplinary measures for HQ enlisted personnel.

8. Approves and disapproves all personnel requests from HQ military personnel.

9. Attends various meetings pertaining to HQ military personnel issues.

10. Consolidates the DD and SA monthly report submissions for submission to CNETC.

N003 – DEPUTY FOR TRAINING OPERATIONS (DTO)

Responsible for the efficient and effective operation of NETC LCs. Serves as a liaison between the LC commanding officer (CO) and NETC staff. LC issues requiring CNETC decision will be staffed by the appropriate N-Code(s) with the action coordinated through the DTO, COS, and ED. Responsibilities include:

1. Works with the COS and DDs and SAs, provides day-to-day leadership, management, oversight, and operational direction necessary to ensure that LCs have standardized processes, proper operational controls, and clear reporting procedures.

2. Consolidates the LC monthly report submissions for submission to CNETC.

3. Facilitates special project coordination and agenda development for the LCs' participation in the NETC Commander's leadership sync.

4. In coordination with NETC DDs, SAs, LCs, Navy Recruiting Command (NRC), and Naval Service Training Command (NSTC) operationalizing the supply chain to ensure that NETC is doing everything possible within NETC authorities to eliminate "A" and "C" school backlogs, and getting to a point where potential backlogs are identified before they occur.

N004 – EXECUTIVE ASSISTANT (EA)/DEPUTY EA

Provides direct support to CNETC. Responsibilities include:

1. Advises and assists in consideration of policies and issues affecting NETC staff and domain.

2. Serves as principal front office contact point for both NETC staff and external entities.

3. Controls daily appointments for CNETC.

4. Attends major and routine policy meetings, providing background information, and serving as recorder.

5. Supervises CNETC's aide in planning for long-range travel schedule and associated or follow-on tasking.

6. Attends meetings, conferences, and working groups. Serves as principal assistant for execution of off-sites, steering committees, and strategic events.

7. Serving as principal liaison between NETC staff and external entities on routine and executive-level tasking, visits, and key leader engagements.

8. Receives and consolidates DD, SA, and LC monthly reports to generate the NETC monthly report to DCNO N1/CNP.

N005 – FLAG SECRETARY/EXECUTIVE OFFICER (XO), HFU

Assists the COS and CO, HFU in the management of the NETC staff, coordinates all meetings, and directs the staff in daily operations. Responsibilities include:

1. Reviews correspondence from the staff and domain destined for CNETC, ED, and COS.

2. Reviews and ensures the timely routing of correspondence, policy documents, decision papers, messages, taskers, point papers, and other executive-interest items.

3. Coordinates on the assignment of NETC staff officers and enlisted members.

    4.   Assists the COS in the assignment of collateral duties to staff personnel.

    5.   Reviews award recommendations from both staff and subordinate commands for proper level, format, and content.

    6.   Coordinates and emcees award ceremonies for staff personnel.

    7.   Ensures the safety, well-being, and efficiency of staff personnel.

N0051 – PROTOCOL OFFICER

Serves as principal advisor on protocol matters. Responsibilities include:

    1.   Plans and executes NETC-hosted conferences and social functions, to include retired flag conferences, spouse itineraries, dinners, and receptions.

    2.   Arranges all matters of protocol, including honors, the display of flags, ceremonies, entertainment, visitors, appointments, and schedules in support of CNETC.

    3.   Maintains social rosters for local retired flag officers and community leaders.

    4.   Provides executive-level administrative support and scheduling for the ED.

N0052 – ANTI-TERRORISM OFFICER (ATO)/FIRST LIEUTENANT

Responsibilities include:

    1.   Serves as ATO for the NETC domain. Ensures policy, oversight, and implementation of the NETC HQ and domain AT programs.

    2.   Ensures policy, oversight, and implementation of the NETC HQ Continuity of Operations (COOP) program.

    3.   Serves as advisor on all law enforcement (LE), facility physical security, and AT matters.

4.   Coordinates with DCNO and echelon 3 commands in the planning and implementation of LE, facility physical security, and AT Programs.

5.   Serves as security officer for the NETC HQ staff, fulfilling facility physical security and LE functions. Monitors criminal activity trends, liaisons with base security personnel, Naval Criminal Investigative Service, local and federal LE agencies, and attends or convenes required AT working group meetings.

6.   Serves as COOP coordinator, responsible for planning, coordinating, and re-establishing staff mission essential functions in the event of a natural or manmade COOP event.

7.   Coordinates the development of NETC HQ and domain instructions for all AT, emergency action plans (EAP), facility physical security, and COOP programs.

8.   Advises NETC leadership on EAP and COOP execution requirements. Schedules and conducts staff training and briefings on EAP and COOP requirements and actions.

10.   Provides NETC HQ First Lieutenant functions, including maintaining and overseeing the upkeep of NETC HQ.

11.   Coordinates and tracks work requests. Maintains liaison with the installation public works department.

12.   Coordinates, assigns, and monitors staff parking and locker room requirements.

13.   Coordinates setup of audio and support equipment for retirements, award ceremonies, all hands calls, and other events.

14.   Provides transportation support for staff personnel.

15.   Coordinates preparation of NETC facilities for destructive weather, including removal and stowage of equipment and loose items located outdoors.

16.   Supervises and manages the key control program, including inventory, issuance, and control.

17. Manages space allocation and assignments within NETC HQ.

18. Oversees receptionist services for the NETC Quarterdeck. Issues access badges to visitors.

19. Programs common access cards into the security system for permanently assigned staff personnel.

20. Monitors and maintains facility physical security equipment.

N006 – FLAG AIDE

Provides direct support to CNETC. Responsibilities include:

1. Executes ceremonies, speaking engagements, and visits to subordinate commands by CNETC.

2. Makes all travel arrangements to include air and ground transportation and hotel accommodations.

3. Accounts for government equipment assigned for use by CNETC.

4. Screens distinguished visitor (DV) information and informing CNETC.

5. Manages CNETC's Official Representation Funds account with the assistance of the Force Judge Advocate (FJA) (N00J) or General Counsel (N00D).

6. Assists the NETC Protocol Officer in the oversight and management of all protocol matters.

N007 - FORCE MASTER CHIEF

Serves as primary enlisted advisor. Responsibilities include:

1. Keeps CNETC apprised of existing or potential situations, procedures, and practices that adversely affect the welfare, morale, or well-being of enlisted personnel domain-wide. Recommends actions to eliminate such conditions and further enhance the attractiveness of the naval service.

    2. Serves as primary liaison to the Master Chief Petty
Officer of the Navy (MCPON) and Fleet Master Chief (DCNO N1/CNP)
on matters under NETC cognizance, and provides other detailed
tasks in support of the mission assigned by DCNO N1/CNP. Helps
to establish policies, procedures, and techniques for the
establishment and operation of assigned education and training
programs.

    3. Accompanies CNETC on visits to NETC activities when
requested.

    4. Visits NETC activities to exchange ideas and discuss
suggestions for improvement in matters of housing, welfare,
recreation, general military training programs, etc.

    5. Meets informally with enlisted personnel at their work
sites to exchange ideas and disseminate pertinent information.

    6. Provides a focal point for consideration and
coordination of personal matters of NETC enlisted personnel and
dependents.

    7. Participates as a member of, or advisor to, the
following boards:

        a. Chief of Naval Operations (CNO) and MCPON Senior
Leadership panel.

        b. NETC Shore Sailor of the Year and domain-wide
meritorious advancement program selection board.

        c. Advises CNETC on all enlisted legal matters to
include but not limited to administrative separations and
disciplinary issues domain-wide.

    8. Assists with the reception of official enlisted visitors
to the command.

N008 – FORCE CAREER COUNSELOR

Manages the force career information program within NETC. Serves as subject matter expert (SME) for the command career counselor course. Recommends changes when appropriate. Responsibilities include:

1. Acts as central point of contact (POC) for retention issues. Coordinates with the Navy Personnel Command and type commanders (TYCOM) on policy and planning for retention matters. Provides liaison and guidance to subordinate activities concerning force retention programs with particular emphasis on career development boards and the career information management (IM) system. Monitors force retention trends. Assesses impact of personnel policies and proposed changes to retention of personnel. Evaluates retention programs of subordinate activities. Manages the career counselor of the year and retention excellence award programs.

2. Provides recommendations concerning distribution of Navy Counselor and Navy Enlisted Classification 806R assets within the domain.

3. Provides recommendations concerning the transition assistance program workshop.

4. Serves as lead advisor to the NETC Inspector General (IG) on career counseling policies and issues.

N009 – FLAG WRITER

Provides direct support to CNETC. Responsibilities include:

1. Provides executive-level administrative support to CNETC.

2. Serves as CNETC's scheduler.

3. Manages CNETC's official and personal schedule (to ensure no conflicts with official duty schedules) and ensures the proper coordination of command meetings.

4. Performs receptionist duties and screens incoming calls.

5. Serves as scheduler for CNETC's secure and unclassified conference rooms.

6. Types, proofreads, and publishes all officer fitness reports and enlisted evaluations requiring CNETC signature.

7. Writes, proofreads, and publishes all personal correspondence for CNETC.

8. Manages official schedules for the COS, DTO, and EA.

N010 – SENIOR ENLISTED ADVISOR (SEA)

The SEA is the enlisted advisor to the command on the formulation and implementation of policies pertinent to morale, welfare, job satisfaction, discipline, utilization, and training of all enlisted personnel. Reports directly to the CO, HFU. Works closely with the XO, HFU; flag staff; DDs; and SAs in the execution of their duties. The SEA ensures Sailors are effectively led and developed. Responsibilities include:

1. Assist COS and flag secretary in all matters pertaining to the warfighting readiness of Sailors, their families, and the command. This includes the welfare, health, job satisfaction, morale, utilization, and training of Sailors in order to promote standards and maintain good order and discipline. They will advise on the formulation and implementation of changes in policy that affect the command. Furthermore, they will provide solicited and unsolicited advice and recommendations to the chain of command as well as to their respective immediate superior in command (ISIC) senior enlisted leader.

2. Establish and maintain conditions that ensure the unit is fully prepared for warfighting, while maintaining a productive and positive command climate.

3. Develop a chief petty officer mess climate that serves to develop and maintain the highest levels of material and warfighting readiness, professional excellence, and esprit de corps.

4. Instill a culture of excellence throughout the command, sharing responsibility for successful training, certifications, and assignments.

5. Promote and ensure that official ceremonies, which honor Sailors, are embraced and properly executed.

6. Assist in the management and delivery of proper, accurate, and timely communications throughout the command.

7. Communicate with and support Navy families.

8. Maintain awareness of and assist with command programs designed to ensure a professional command culture and climate.

SECTION 2
SPECIAL ASSISTANTS

N00C – COMPTROLLER

Serves as the principal advisor to CNETC in matters pertaining
to all aspects and facets of financial management. Acts for
CNETC in the management of command financial resources to ensure
compliance with plans and policies of the Secretary of the Navy
(SECNAV) and the CNO.

N00D – GENERAL COUNSEL

Serves as principal legal advisor to CNETC, HQ staff, and
subordinate activities in areas of business, administrative,
civilian personnel, commercial, and fiscal law as outlined in
SECNAVINST 5430.25 series (General Counsel of the Navy;
assignment of responsibilities). Provides legal advice,
assistance, risk assessment, and analysis of issues,
initiatives, policies, and programs designed to facilitate the
delivery of education, training and FD opportunities to the
Department of Navy (DON) personnel.

Represents the Navy and NETC in administrative and federal court
litigation and coordinates policy and legislative initiatives
with other major command or secretariat representatives of the
Office of General Counsel (OGC). Plans for and oversees the
delivery of OGC legal services to NETC and subordinate
activities and ensures consistent application of legal policy
with respect to NETC policies and programs within the OGC areas
of practice. Responsibilities include:

    1. Principal legal advisor to CNETC, HQ staff, and
subordinate activities in matters relating to procurement
programs, including in-sourcing initiatives. Provides legal
advice and assistance on matters related to proposal evaluation,
contract administration, claims, contract termination, and
contract litigation.

    2. Principal legal advisor to CNETC, HQ staff, and
subordinate activities on matters related to civilian personnel
law. Serves as agency representative before administrative
bodies and in federal litigation. Serves as legal advisor for
command administrative investigations, ensuring sound factual

basis is established for management to be fair, reasonable, and consistent in its actions involving civilian personnel.

3. Principal legal advisor to CNETC, HQ staff, and subordinate activities on matters related to fiscal law, including legislation and legal interpretations regarding the authorized use of appropriated funds as to time, purpose, and amount. Provides advice and assistance on matters related to impact of fiscal law principles and restrictions on NETC policies and operations, including limitations on the augmentation of appropriations and the Anti-Deficiency Act.

4. Advises CNETC, HQ staff, and subordinate activities concerning impact of fiscal, procurement, intellectual property, and employment and labor laws and regulations on new, expanded, and current education, training, and FD programs. Identifies and facilitates incorporation of program modifications to enable continued operations, program implementation, and accomplishment of program goals.

5. Serves as designated ethics counselor, in conjunction with the NETC FJA (N00J), and reviews, analyzes, and provides opinions on questions relating to standards of conduct and government ethics. Responsible for implementing, administering, and overseeing all aspects of the ethics program, to include required review of Office of Government Ethics (OGE) 450 (Confidential Financial Disclosure report) and OGE 278 (Public Financial Disclosure report), and all matters relating to ethics throughout NETC HQ and subordinate activities.

6. Provides legal advice and assistance to NETC and subordinate activities in support of NETC N00J on matters relating to the Freedom of Information Act (FOIA) and Privacy Act (PA).

7. Provides legal advice and assistance to CNETC, HQ staff, and subordinate activities in other matters not specifically identified above and not otherwise within the area of responsibility of FJA.

8. Provides oversight and supervision of offices of counsel at subordinate activities. Coordinates legal policy issues with Navy-wide application with assistant general counsel (Manpower and Reserve Affairs).

9. Serves as principal legal advisor to DCNO N1 staff on matters relating to the Navy Voluntary Education program policies.

N00E – DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Serves as the principal advisor to command EEO Officer (CEEOO) and CNETC regarding all matters pertaining to effective EEO program management. Develops and is responsible for executing NETC's civilian EEO requirements. The primary focus is to establish and maintain a model EEO program that includes the identification and elimination of all barriers to equal opportunity in the workplace resulting in an inclusive work environment. Responsibilities include:

1. Ensures the NETC EEO program is compliant with DON policy and applicable EEO laws and regulations, including all EEO program components.

2. Provides oversight on all aspects of the EEO program to ensure effective program execution. Provides advice to managers, supervisors, and employees of the HQ staff and NETC domain on all EEO related matters.

3. Serves as a link between HQ staff and NETC domain and the Office of Civilian Human Resources (OCHR) and the DON Office of EEO (OEEO) to monitor and enforce compliance with EEO policies and regulations and facilitate program assessments and reporting requirements.

4. Coordinates NETC EEO assessment efforts and reports accomplishments in achieving a model EEO program to the CEEOO and DON OEEO for incorporation in the DON report to the EEO Commission.

5. Develops policy and programs in alignment with EEOC and DON policy and directives. EEO programs are designed to advance equality of opportunity. Various methods to accomplish EEO objectives and initiatives are used.

6. Manages the NETC alternative dispute resolution (ADR) program. Serves as link between NETC and DON ADR OGC and OCHR Philadelphia ADR Center of Excellence; dispute resolution specialist; provides guidance and advice to management and

employees related to ADR activities and reporting requirements. Coordinates and convenes ADR mediations and facilitations.

N00G — INSPECTOR GENERAL

Develops policy; coordinates functions, projects and tasks; and conducts oversight of the NETC domain for assigned programs, including command inspections, hotline complaint investigations, military whistleblower and reprisal complaint investigations; command evaluation (CE), audit liaison, audit follow-up, and DON Managers' Internal Control Program (MICP) and integrated risk management (IRM). Responsibilities include:

1. Acts as a focal point for NETC in the assignment of responsibilities to counteract fraud, waste, abuse, mismanagement, and related improprieties within the NETC domain.

2. Conducts periodic command inspections of subordinate activities to assess their ability to perform their primary missions.

3. Liaises directly with the Naval IG (NAVIG) on all hotline matters.

4. Serves as the NETC POC for Department of Defense (DoD) IG, Navy, and congressional hotline complaints. Manages and monitors investigations and coordinates responses and any required follow-up actions.

5. Conducts or coordinates special investigations or inquiries throughout the NETC domain as deemed appropriate, or as directed by CNETC.

6. Manages and monitors the CE program, audit liaison, audit follow-up, and coordinates MICP and IRM for the NETC HQ staff and subordinate activities.

7. Coordinates and liaises with higher echelon commands regarding the development of policy and reporting requirements for audit liaison, audit follow-up, MICP, and IRM.

8. Develops command-wide CE objectives and plans, and monitors program results.

9. Plans, directs, and performs reviews to determine if resources (funds, personnel, material, and property) are properly justified, managed, and monitored. Performs follow-up reviews and on-site verifications, as required.

10. Serves as the focal point for the entry of all external auditors into the NETC HQ and subordinate activities. Establishes command policy and protocol for visits by auditors. Maintains project case files for external audits involving the NETC domain. Prepares and submits claimant reports and responses to the NAVIG, DoDIG, Government Accountability Office, and the Naval Audit Service (NAVAUDIT) regarding the status of corrective actions.

11. Responds to the CNO and Director, Navy Staff (DNS) MICP and IRM tasking, as directed.

12. Provides direction, guidance, and assistance to the NETC HQ and subordinate activities for developing documentation and meeting annual DON reporting requirements associated with the MICP and IRM.

13. Develops, for flag signature, the annual NETC HQ MICP and IRM certification statement to CNO, via DNS, from inputs received from NETC HQ and subordinate activities.

14. Oversees the tracking of material weaknesses identified in the annual NETC MICP and IRM certification statement.

15. Provides orientation briefings to the NETC HQ and periodic training to the domain on the following topics: command inspections, hotline complaint investigations, CE program, audit liaison, audit follow-up, and MICP and IRM.

N00J - FORCE JUDGE ADVOCATE

Serves as principal legal advisor to CNETC in matters pertaining to all aspects of military justice and administrative law. Advises and acts for NETC HQ staff on legal matters within the NETC domain. Advises NETC subordinate activities in matters pertaining to military justice, administrative law, FOIA, PA, and ethics or standards of conduct. Represents CNETC in matters pertaining to military justice, administrative law, policy, and ethics or standards of conduct. Responsibilities include:

1. Serves as ethics counselor and standards of conduct agency designee, in conjunction with OGC (N00D), for NETC. Provides consultation and opinions concerning standards of conduct issues. Annually reviews filing requirements for OGE Form 450 for personnel reporting directly to NETC.

2. Advises, assists, and coordinates the activities of judge advocates and legal officers supporting subordinate commands per Section 806 of Title 10 of the United States Code and Article 6 of the Uniform Code of Military Justice (UCMJ).

3. Program manager for NETC FOIA and PA programs. Coordinates staff activities involving the PA and FOIA. The initial denial authority function of withholding information from release is carried out by appropriately trained N00J staff, with appropriate delegations in place, acting per SECNAVINST 5720.42 (series) and SECNAVINST 5211.5 (series).

4. Interprets and provides guidance or written opinions concerning laws, regulations, and policy for staff divisions and subordinate commands when requested or as needed based on new court decisions, changes in federal statutes, military law, and instructions, directives, and regulations.

5. Reviews Manual of the Judge Advocate General (JAGMAN) investigations from the NETC chain of command including, but not limited to, deaths, injuries, accidents, claims against the government, and breaches of security, per JAGINST 5800.7 (series).

6. Reviews and advises NETC on responses to Article 138, UCMJ and Article 1150, Navy regulations complaints.

7. Coordinates and tracks the annual training requirements for ethics and personally identifiable information for NETC domain.

8. Coordinates various reporting requirements for commands within the NETC domain.

N00P - PUBLIC AFFAIRS

Serves as principal advisor and SA to CNETC for all public affairs matters as a function of command. Advises and acts for

NETC in the management of public affairs programs, including visual information, in compliance with plans and policies of the DoD and DON for the purpose of building and maintaining relationships with key publics through the public release of accurate, truthful, and timely information. Responsibilities include:

    1. Leads NETC HQ and strategic MyNavy HR FD domain communication activities in support of command and mission objectives.

    2. Exercises program control and oversight in the management of public affairs programs. Provides policy, strategic guidance, training, and inspections and assist visits for subordinate command public affairs programs. Serves in an advisory role to Commander, NRC and Commander, NSTC and their flag-level public affairs staffs for their domain programs. Serves in an advisory role for other assigned echelon 3 commands with full-time civilian public affairs personnel. For echelon 3 commands without full-time public affairs personnel and their subordinate activities, serves as the public affairs officer (PAO) in the chain of command, providing advice and support for high-profile issues and guidance regarding compliance with public affairs and visual information policy.

    3. Establishes and maintains personal contact with the public affairs offices for CNP, SECNAV, CNO, Chief of Information (CHINFO), other Navy and NETC activities, and others as appropriate for coordination or mutual assistance.

    4. Plans, directs, and executes the function of public information via media relations efforts. Serves as DON public affairs spokesperson for strategic issues relating to FD in coordination with CNP, CHINFO, and applicable commands. Provides media relations guidance for FD full-time PAOs. For commands without full-time public affairs personnel and their subordinate activities, provides advice and support for national or international media interest issues and requests and those with local media interest when expected to reach the attention of flag officers.

    5. Coordinates feasibility, availability, and participation of training assets for movies, television programs, documentaries, videos, and similar media productions and

provides NETC recommendation to CNP and CHINFO or Navy Office of Information West.

    6. Plans, directs, and executes internal communication activities to keep the internal audience well-informed about the FD pillar; the NETC organization and mission; career development information; and other identified aspects consistent with the Commander's intent.

    7. Develops, edits, approves for public release, and distributes content, such as news and feature material and visual information products.

    8. Plans, directs, and executes public communication on the internet for NETC HQ. Functions as site manager of NETC's DoD-hosted public web site and provides policy oversight approval authority for all hosted subordinate activity content, except NSTC's sub-sites, which are managed by NSTC public affairs staff. Serves in an advisory role for other NETC HQ-level public web sites. Manages NETC HQ non-DoD-controlled external official presences on social media platforms, supporting the public affairs mission.

    9. Manages public-affairs-related content on NETC HQ internal-facing access-restricted web sites.

    10. Reviews community outreach programs coordinated by NETC HQ for propriety. Reviews proposals for community outreach programs exceeding a subordinate commander's purview, local support capability, or scope of public affairs policy. This may include additional coordination via NETC FJA and NETC OGC for legal and joint ethics regulation reviews.

    11. Provides speechwriting support for CNETC for internal Navy events and community outreach activities.

    12. Prepares the annual NETC Command Operations Report.

    13. Provides public affairs support for visiting dignitaries to the NETC HQ.

N00R – READY RELEVANT LEARNING (RRL)

Serves as principal advisor to CNETC in all matters pertaining to RRL. Provides recommendations to CNETC for tasking and implementation of content reengineering with respect to the feasibility, availability, and use of training assets to meet RRL requirements.

    1. Primary liaison between CNETC, U.S. Fleet Forces Command (USFLTFORCOM) Ready Relevant Learning (RRL) executive agent's program management team, Program Executive Office for Manpower, Logistics, and Business Solutions (PEO MLB), and associated working groups for all matters pertaining to RRL.

    2. Provides advice, assistance, and updates to CNETC, managers, supervisors, and key stakeholders on the HQ staff on matters pertaining to RRL.

    3. Manages NETC HQ and assigned LC support staff in daily execution of RRL work, which includes coordination with NETC HQ divisions, Naval Air Warfare Center-Training Systems Division (NAWC-TSD), PEO MLB, and USFLTFORCOM.

    4. Supports implementation of RRL. Ensures compliance with RRL process manual and curriculum data policy. Monitors and evaluates RRL course pilots and Train-the-Trainer events.

    5. Manages NETC RRL work plan and financial execution, including the performance, training, and travel of NETC RRL team members.

    6. Provides overall project management for all aspects of RRL through the Government Master Schedule.

    7. Solicits feedback, analyzes information, and identifies necessary actions for NETC to improve overall communication strategies and plans during RRL execution.

    8. Manages NETC's role in the execution of scoping, analysis, media requirements development, functional requirements development, content conversion and curriculum development processes. Reviews, validates, and endorses all LC final requirement documents (FRD).

9. Coordinates, plans, and facilitates scheduled meetings, and identifies the need for additional meetings, as required, with appropriate RRL stakeholders.

10. Establishes, maintains, and enhances effective working relationships with USFLTFORCOM, PEO-MLB, NAWC-TSD, NETC staff, and all groups involved in the execution of RRL.

N00X – SAFETY AND OCCUPATIONAL HEALTH, HIGH AND MODERATE RISK TRAINING SAFETY, AND EMERGENCY MANAGEMENT

Serves as SA for safety and occupational health (SOH), director of high and moderate-risk training safety and emergency manager to CNETC. Advises Navy executive leadership regarding policies, goals, strategies, implementation, and program development for the NETC domain and Navy-wide SOH, high-risk training safety (HRTS), and emergency management (EM) issues. Represents and supports CNETC in the policy development, implementation, management, and administration of SOH, HRTS, firefighting training safety, explosives safety, diving safety, recreation and off-duty safety, traffic safety, and EM in coordination with Commander, Naval Safety Center; Chief, BUMED; and Commander, Navy Installations Command (CNIC). Coordinates incorporation of applicable provisions of Office of the CNO (OPNAV) M-5100.23 (series) and OPNAVINST 1500.75 (series) into the curricula of all appropriate training courses. Responsibilities include:

1. Issues amplifying policy and provides guidance and support to all subordinate commands conducting high-risk training (HRT).

2. Designates all courses that meet the threshold for HRT as defined in OPNAVINST 1500.75 (series) and NETCINST 1500.13 (series).

3. Manages a customized software application to track NETC domain safety related issues and the HRTS program by using the Enterprise Safety Applications Management System (ESAMS) HRTS module executive summary as well as results of triennial HRTS evaluations (HRTSE) and moderate risk course evaluations (MRCE) to provide a HRTS self-assessment.

4.   Pursues a HRTS program that minimizes the probability of mishaps and related injuries to students, staff, and training equipment during formal training.

5.   Schedules and leads on-site HRTSEs and MRCEs of all traditional and non-traditional high and moderate-risk courses at least every 36 months.

6.   Implements processes that ensure a complete review of all new training evolutions identified as high and moderate-risk, HRT mobile training teams (HRTMTT), major modifications to previously identified high-risk platforms, and elements that introduce additional risk to all courses of instruction.

7.   Ensures standardization of HRTS processes and procedures when practical among all NETC subordinate activities.

8.   Ensures all training platforms, technical training equipment (TTE), devices, training areas, and equipment used to conduct HRT (small arms ranges, firefighter trainers, swimming pools, confidence courses, etc.) are periodically evaluated to ensure they are safe to operate and comply with manufacturer's instructions and applicable directives.

9.   Evaluates all course risk assessments and makes determination on whether a course is to be high or moderate risk.

10.   Provides a NETC-trained safety professional to participate in HRTMTTs.

11.   Designates, in writing, a HRTS administrator in areas that contain multiple learning sites (LS) with different LCs.

12.   Issues policy, guidance, and overall management of firefighting training safety program.

13.   Pursues a firefighting training program that eliminates or minimizes the probability of mishaps and related injuries to students and staff during formal training.

14.   Ensures an on-site evaluation of all firefighting training is conducted in conjunction with a HRTSE at least once every 36 months.

15.   Provides amplifying diving safety policy.

16.   Ensures all NETC commands that conduct diving operations receive diving operational readiness inspections and diving safety assessments.

17.   Provides amplifying policy, technical advice, direction, guidance, and management of the SOH program throughout the NETC domain.

18.   Establishes, coordinates, directs, and evaluates the effectiveness of safety policies, plans, programs, and procedures.

19.   Conducts assessments of the effectiveness of the command's overall safety program by conducting subordinate command management evaluations and reviewing self-assessments.

20.   Solicits, collects, and analyzes safety-related information, as required.

21.   Provides assistance and training to subordinate activities, as needed.

22.   Provides policy, guidance and overall management of ESAMS within NETC domain.

23.   Evaluates ESAMS usage during triennial SOH management evaluations (SOHMEs).

24.   Serves as central source for collecting and disseminating traffic safety information and data calls from higher authority.

25.   Ensures subordinate activities comply with the Navy's traffic safety program and participates in the host installation traffic safety program.

26.   Establishes amplifying policy and overall management of NETC's traffic safety program.

27.   Establishes and maintains a standing mishap investigation board to enable a rapid investigative response to

mishaps within the NETC domain which require an investigation by a safety investigation board (SIB).

28. Initiates a SIB upon notification of a Class A or Class B on-duty mishap per OPNAV mishap investigation instructions, and ensure all reportable mishaps are entered into risk management information streamlined incident reporting, validated, and closed.

29. Provides policy, guidance, and overall management of mishap investigation and reporting across the NETC domain.

30. Analyzes mishap statistical data for all formal and contracted training courses, and ensures courses with statistical irregularities and adverse trends are evaluated for possible improvements to abate and minimize mishap occurrences.

31. Coordinates with Commander, Naval Safety Command, echelon 2 commands, and other technical agencies in providing assistance to SIBs, when requested.

32. Provides operational risk management (ORM) amplifying guidance to enhance domain-wide safety posture.

33. Evaluates implementation of the ORM process during triennial SOHMEs.

34. Provides policy, guidance, and submission criteria for NETC safety award packages.

35. Provides amplifying policy, guidance, and oversight of explosive safety program throughout the NETC domain.

36. Interprets explosives safety standards, regulations, policies, procedures, and provides guidance when regulations are lacking clarity and standards conflict.

37. Performs safety professional community manager functions (i.e., establishes policy, standardizes position descriptions throughout domain, participates as member of hiring boards, and ensures announcements contain OPNAV and NETC formal training requirements).

38. Serves as EM program manager for the NETC domain. Provides policy, oversight, and implementation of the NETC domain EM program.

39. Establishes and coordinates mutual aid agreement or memorandum of agreement (MOA) to ensure safe haven operations for emergency student evacuation.

40. Coordinates with OPNAV and NETC subordinate activities in planning and implementation of EM programs.

41. Serves as NETC's representative on councils, review boards, etc., as required. Assigned as Navy representative to the DoD-level Defense Safety Oversight Council Military Training Task Force.

42. Provides consolidated domain reports and data calls to upper echelons.

43. Ensures sufficient safety support is provided for all subordinate activities.

44. Advises Navy executive leadership regarding policies, goals, strategies, implementation, and program development for the NETC domain and Navy-wide safety, health, and HRTS issues.

N01MC – U.S. MARINE CORPS (USMC) LIAISON (ADDITIONAL DUTY)

Apprises NETC of USMC positions and policies, as required. Responsibilities include:

1. Acts as NETC POC for all USMC matters. Advises and assists CNETC, NSTC, and Director, Officer Development (NSTC N9) in all matters related to USMC issues.

2. Advises HQ Marine Corps of NETC training matters of interest concerning USMC.

3. Maintains liaison with NETC and NSTC staff.

4. Conducts IG and JAGMAN investigations and inquiries for NETC and NSTC (N9), as required.

5.   Serves as the NSTC (N9) assist visit team leader for all Naval Reserve Officers Training Corps (NROTC) units.

6.   Negotiates USMC billet assignments for Marines assigned to NSTC (N9) and NROTC units.

7.   Reviews USMC fitness reports for Marines assigned to NSTC (N9) and NROTC units, as required.

SECTION 3
DIVISION DIRECTORS

N04 – ADMINISTRATION

Serves as the primary administrative advisor to the Commander, HQ staff, and subordinate activities, and provides executive level administrative guidance and quality assurance for administrative operations. Responsibilities include:

1. Ensures that all administrative and executive support services are provided on a timely basis and meet the requirement and expectations of the NETC executive leadership and staff.

2. Serves as proponent for properly executing the CNO guidelines for managing taskers, support agreements, Navy Family Accountability and Assessment System (NFAAS), records management, directives, service treatment records (STR), forms, drug and alcohol prevention program, congressional affairs, military pay and personnel, personnel and information security management, and DON executive correspondence and awards.

3. Primary POC to DCNO N1 for the coordination of tasking's sent to NETC via Enterprise Task Management Software Solution. Once N04 assigns a tasker, direct liaison authorized by DD and SA when additional information is needed or an extension of time is required.

4. Reviews correspondence, awards, messages, and directives requiring CNETC or COS signature.

N041 – ADMINISTRATIVE AND MILITARY SUPPORT SERVICES

Oversees administrative and military support services for the NETC staff. Responsibilities include:

1. Coordinates NETC responses to taskers initiated at the OPNAV level.

2. Responsible for oversight of the NETC awards program and supervision of military personnel services for the NETC staff. Processes personal awards, unit awards, and letters of commendation for military personnel on the NETC staff and within

the NETC domain. Updates the Navy department awards web service database.

3.   Serves as command pay and personnel administrator, serves as the direct POC between NETC HQ military personnel and the Transaction Service Center. Transmits all documents and information required to provide command pay, personnel, and transportation support through the authorized electronic transmission system.

4.   Reviews and determines routing of incoming correspondence and taskers. Determines due date of action correspondence, enters data into the correspondence tracking system, and tracks to completion.

5.   Serves as NETC domain support agreement manager, responsible for monitoring the preparation of support agreements and facilitates coordination and approval.

6.   During personnel accountability exercises, or in the event of a natural or man-made disaster, responsible for ensuring NETC HQ staff personnel and NETC domain commands are accounted for in the NFAAS. Coordinates with CNP and CNIC as the NETC echelon 2 representative for mustering requirements.

7.   Maintains a central repository of unclassified outgoing correspondence.

8.   Tracks personnel tempo of individual Sailors throughout the domain. Monitors compliance of subordinate commands, reports emergent issues with recommended courses of action, and provides monthly reports to CNO.

9.   Serves as education services officer, ensures examinations are ordered for candidates eligible for the Navy-wide advancement exams.

10.   Reviews correspondence practices to make improvements in correspondence preparation and processing. Provides training in correspondence procedures and preparation.

11.   Updates and publishes the NETC staff telephone directory.

N042 – RECORDS MANAGEMENT

Oversees records management within the NETC domain and ensures full implementation and use of the NETC records management storage sites. Responsibilities include:

1. Serves as the echelon 2 records manager for the NETC HQ staff and domain. Coordinates directly with the SECNAV, OPNAV, National Archives and Records Administration, and other echelon 2 records managers on matters pertaining to records management.

2. Inspects subordinate commands to ensure records management program complies with higher echelon policy and guidance.

3. Serves as the echelon 2 program manager for the STR program. Works directly with BUMED to ensure NETC domain compliance with policy for the proper transfer of medical and dental records to the Department of Veterans Affairs of transitioning Navy active and reserve service members.

4. Serves as echelon 2 information management control officer (IMCO). Manages the IMC program for NETC and assists the DON IMCO in conducting reviews and studies of IMC programs.

5. Coordinates annual reviews of NETC directives. Reviews new and revised directives to ensure proper formatting, and coordinates with legal and public affairs to ensure compliance with higher echelon policies.

6. Maintains master files of NETC directives and ensures they are accessible to users.

7. Reviews mail management practices and procedures and evaluates the effectiveness of mail management within the NETC HQ. Provides guidance to staff personnel responsible for handling mail.

8. Manages NETC forms. Assigns form numbers to new forms. Designs new and revised forms. Maintains a forms database and ensures forms are accessible to users. Ensures completion of DD-67 (Form Processing Action Request).

N043 – ALCOHOL AND DRUG CONTROL OFFICER (ADCO)

Performs duties as the echelon 2 ADCO. Monitors and provides guidance to subordinate commands drug and alcohol program advisors and urinalysis program coordinators. Ensures programs are in compliance with governing directives and provides SME support to NETC N00G in reviewing applicable processes during command inspections.

N044 – SECURITY MANAGER

Coordinates with Deputy Under SECNAV, Intelligence and Security Directorate (DUSN I&S), and Defense Counterintelligence and Security Agency (DCSA) to include DCSA consolidated adjudications services on personnel security matters. Directs DUSN I&S tasking to the NETC echelon 3 security managers for consolidation and reporting.

    1. Principal advisor on information and personnel security for the HQ staff and is responsible to CNETC for the management of the program.

    2. Serves as NETC HQ and domain personnel and information security manager and provide executive level guidance for security matters.

    3. Implements policies and procedures for the information and personnel security program within NETC HQ. Ensures all personnel who handle classified information or will be assigned to sensitive duties have the proper eligibility, execute a Classified Information Nondisclosure Agreement (SF 312) prior to granting initial access to classified information, and have a need to know. Reviews, processes, and monitors requests for personnel background investigations.

    4. Coordinates with the command information systems (IS) security manager on matters of common concern.

    5. Serves as the NETC domain system administrator for personnel security programs, defense IS for security or successor system, electronic questionnaire for investigation processing, and secure web fingerprint transaction system. Responsible for hierarchy development, business rules, and access to these programs.

6.   Serves as the NETC advisor and direct representative in matters pertaining to the security of classified information held at the HQ.

7.   Serves as the NETC advisor and direct representative in matters regarding the eligibility of personnel to access classified and sensitive information.

8.   Develops written command information and personnel security procedures, including an emergency plan which integrates emergency destruction bills where required.

9.   Formulates and coordinates the HQ security awareness and education program.

10.   Coordinates the HQ program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.

11.   Ensures security control of visits to and from the HQ when the visitor requires, and is authorized, access to classified information.

12.   Operates the electronic message system. Transmits and receives message traffic. Maintains message files. Ensures personnel who prepare messages receive training. Prepares modifications and recapitulations to NETC address indicating groups and collective address designators.

13.   Maintains liaison with the Pensacola area special security officer concerning sensitive compartmented information personnel and information security policies and procedures.

14.   Ensures that all separating or retiring personnel who have access to classified information have completed a security termination statement.

15.   Ensures personnel security investigations, eligibility, and accesses are properly recorded in the defense IS for security or successor system.

N1 - TOTAL FORCE MANPOWER AND PERSONNEL

Develops policy, coordinates functions, and conducts oversight of manpower and manning, integrated planning and analysis, and total force manpower optimization for the NETC Manpower Budget Submitting Office (BSO 76). Serves as an advisor to CNETC on matters pertaining to total force manpower as they relate to the DON.

N1CP – STRATEGIC ADVISOR/DIRECTOR, HUMAN RESOURCES OFFICE (HRO)

Serves as advisor to CNETC for all civilian human resources (HR) policies, procedures, and programs with responsibility and authority for NETC activities. This includes the following areas: recruitment and retention; employee development; performance management (PM); classification, pay, and allowances; attendance and leave; labor management and employee relations; and employee benefits programs. Responsibilities include:

   1. Provides advice and assistance to managers, supervisors, and employees of the HQ staff on matters pertaining to the civilian workforce.

   2. Manages the PM system; advises NETC subordinate activity PM administrators on matters pertaining to the system; develops and executes HR strategies supporting workforce shaping.

   3. Oversees training for NETC HQ staff personnel, providing guidance to DDs, SAs, and division training coordinators. Responsible for the NETC HQ annual training plan.

   4. Manages the leadership awards board and coordinates award solicitations to, and nominations from, subordinate activities.

   5. Coordinates the total force manpower utilization board to include new hires and compensation for new positions.

   6. Serves as POC for a variety of civilian HR related programs for the NETC HQ (e.g., drug free workplace program, telework, and ADR).

N1R - RESERVE PROGRAM DIRECTOR (RPD)

Coordinates all aspects of Navy Reserve manpower and training into overall NETC policy and programming, including recommended allocation of resources. Responsibilities include:

1. Acts as NETC POC for OPNAV N095; Commander, Navy Reserve Force; Commander, Naval Reserve Forces Command; Navy Personnel Command (PERS-46 and PERS 9); and other DoD and Navy activities on Naval Reserve (NR) training matters.

2. Coordinates with Navy total force executive committee pillar Bureau of Naval Personnel (BUPERS 00R) to request fiscal year (FY) discretionary funding for NETC NR commands.

3. Serves as senior RPD within NETC BSO with oversight of active duty for training funding, inactive duty training travel funding, management of additional drills (reserve management periods and additional training periods), and associated sub-allocation to subordinate activities.

4. Coordinates with NETC sub-command RPDs to allocate discretionary funding and prioritize support within the NETC enterprise.

5. Serves as principal representative on established Navy Reserve boards, committees, and groups to represent NETC interests and objectives.

6. Monitors NR training program execution by subordinate HQ and activities and alerts NETC of barriers requiring action.

N11 – TOTAL FORCE MANPOWER OPTIMIZATION

Optimizes the utilization of total force manpower assets within the NETC domain. Oversees programs that increase the effectiveness and economy of manpower through alignment of proper manpower types to missions and functions and through determining the quantity of workforce required to accomplish assigned tasking and workload. Responsibilities include:

1. Performs manpower BSO functions per OPNAVINST 1000.16 (series). Maintains the inherently governmental and commercial activities (CA) inventory, identifies potential billets for

study, monitors progress of ongoing studies, submits required study documentation to DCNO N12, and tracks implementation and execution of completed studies.

2. Implements the commercial services management program as defined by Office of Management and Budget Circular A-76 for the NETC domain.

3. Develops policy and manages implementation of strategic sourcing initiatives.

4. Validates manpower issues submitted by subordinate activities.

5. Develops and maintains total force strategies and plans, and integrates efforts to align workforce levels and skill sets with changing Navy requirements.

6. Develops NETC total force manpower strategy.

7. Identifies benchmarks and develops metrics to assess NETC total force manpower capability and strategy success.

8. Integrates NETC total force manpower changes as directed by the program objective memorandum (POM).

9. Performs intelligent workbook analysis, data entry, and maintenance.

10. Reviews and updates mission, functions, and tasks statements for NETC HQ and all NETC echelon 3 activities.

11. Coordinates with other NETC staff to ensure total force budgeting and execution stays aligned to total force management strategic goals.

12. Completes special assignments that have wide impact on total force requirements.

13. Conducts analysis and evaluates NETC organizational structures to ensure organizational policy and guidance are tailored to provide the most effective and efficient accomplishment of NETC's assigned mission and functions.

N12 – MANPOWER/MANNING

Exercises direction and control of military manpower resources
and accounting for civilian and contractor resources for the
NETC Manpower BSO (BSO 76) as assigned in OPNAVINST 1000.16
(series). Responsibilities include:

    1. Develops policies, coordinates functions, and conducts
oversight of manpower management.

    2. Advises CNETC in all matters pertaining to assigned
military manpower and programs.

    3. Provides policy and guidance to manning control
authority (MCA), Fleet Readiness Integrator – BUPERS, placement
divisions, and detailers to resolve manning issues that require
BSO level involvement.

    4. Accounts for military, civilian, and contractor manpower
requirements and military authorizations via the official
manpower system.

    5. Balances manpower authorizations and programming and
budgeting systems for the NETC BSO.

    6. Serves as BSO review and approval authority for manpower
changes.

    7. Reviews Navy Officer Occupation Classification System
(NOOCS) and Navy Enlisted Occupational Classification System
(NEOCS) proposals and directs NETC activities to implement
manpower coding changes resulting from approved NOOCS and NEOCS
changes.

    8. Recommends enlisted requisition priority for MyNavy
assignment override requests to Fleet Readiness Integrator -
BUPERS and MCA. Analyzes manning levels and sets policy and
procedures for identifying, tracking, prioritizing, and
reporting critical outstanding requisitions within the BSO.

    9. Directs manning actions for processing migration plans
for transition of both officer and enlisted personnel in
conjunction with migration of training courses. Develops
manning plans and policy in compliance with current directives.

Provides expert advice and guidance to subordinate activities concerning transition of personnel.

    10. Conducts analytical appraisal of military manning requirement requests to determine completeness and adequacy of justification and adherence to BSO policy. Ensures a high degree of consistency and equitability in the distribution of military personnel.

    11. Processes and recommends actions for the establishment, disestablishment, and modification of activities, to include student and individuals account unit identification codes (UIC), within NETC.

    12. Coordinates the individual augmentation program (military) in support of OPNAV and upper echelon commands to meet combatant command individual augmentation requirements.

    13. Serves as the BSO total workforce management services administrative users' accounts manager.

N1CC – MILITARY EQUAL OPPORTUNITY (MEO)

Serves as the principal advisor to CNETC regarding all matters pertaining to the MEO program. Responsibilities include:

    1. Monitors the domain's implementation and adherence to Navy MEO policies and programs.

    2. Responsible for executing NETC's MEO requirements. The primary focus is to establish and maintain a model MEO program that includes the identification and elimination of all barriers and destructive behaviors to equal opportunity in the workplace resulting in an inclusive work environment.

    3. Ensures the NETC MEO program is compliant with DON policy and regulations, including all MEO program components.

    4. Provides oversight on all aspects of the MEO program to ensure effective program execution. Provides advice to managers, supervisors, and employees of the HQ staff and NETC domain on all MEO related matters.

    5.   Serves as the central POC for all MEO and command
climate issues.

    6.   Oversees and evaluates the NETC domain MEO compliance
with program responsibilities and annual reporting requirements.

    7.   Monitors and reviews NETC domain MEO formal complaints
and messages for applicability, timelines, and status.

    8.   Reviews echelon 3 command climate assessment executive
summary, plan of action and milestones, and Defense
Organizational Climate Survey (DEOCS). Provides a report to
CNETC for face-to-face debrief.

    9.   Reviews NETC domain DEOCS and assist all commands, LCs,
LSs, and detachments in conducting climate assessments as
requested.

    10. Ensures subordinate activity command climate
specialists (CCS) and command managed equal opportunity managers
receive up-to-date guidance and training.

    11. Screens prospective CCS candidates as needed.
Communicates NETC CCS billet priorities to Navy EO office.

    12. Ensures that all MEO training is up to date with
current policy.

    13. Provides quarterly congressionally mandated NETC domain
MEO data to include substantiated and unsubstantiated formal,
informal and anonymous reports, climate assessment and enhanced
commander accountability (ISIC debrief) status and UIC listing
to NETC leadership and OPNAV N173.

    14. Serves as command individual augmentation coordinator.
Supports Sailors serving on individual augmentation assignments,
as well as their families.

N3 – SUPPLY CHAIN OPERATIONS

Manages the Navy enlisted supply chain (NESC) from accession
through delivery to first fleet assignment. This scope includes
recruiting, training, reclassification, and first fleet
assignment. Responsibilities include:

1.   Principal advisor to CNETC and NETC activities on supply chain operations, accession demand planning (ADP), supply chain metrics, and development of MyNavy HR performance to plan (P2P).

2.   FD lead to enterprise support comprehensive analytics community of practice.

3.   Develops and communicates the NESC objectives and goals.

4.   Creates NESC process and inventory transparency through the use of analytical tools and metrics and employs process improvement techniques.

5.   Ensures supply chain awareness and accountability by developing and communicating operational guidance and monitoring.

6.   Integrates all NESC production activities and business processes across all enlisted accession production lines.

7.   Conducts continuous examination of current and developing corporate data systems and leverages virtual opportunities to conduct more in-depth virtual audits of transient personnel movements, wait times, and accounting.

8.   Develops and proposes updates to NESC policy.

9.   Assesses and informs CNETC regarding ability to execute recruiting, training, and manpower requirements within known constraints including law, policy, and resourcing strategy.

10.   Leads the enlisted ADP process to produce initial and revised current and future years enlisted accession plan.

11.   Assesses force shaping policy alternatives to maintain enlisted end-strength within Congressional and budgetary constraints.

N31 – OPERATIONS

Maintains executive oversight responsibilities for all quota management, reclassification, long-range, and short-range requirements planning necessary to determine NESC push-and-pull demand signals. Responsibilities include:

1. Acts as senior supply chain expert and facilitates interagency team building with all NESC stakeholders.

2. Oversees and monitors all facets of NESC processes at the rating or product line level.

3. Performs NESC accessions planning and execution analysis to assist leadership in making informed recruiting and training execution decisions.

4. Provides analysis of NESC constraints that limit the ability to execute the proposed accession mission and trimester phasing plan.

5. Provides impact assessments on increased demands exceeding current training capability, recruiting production, Recruit Training Command (RTC) capacity, school schedules, staff manning, space, equipment, berthing, and bottlenecks across the NESC.

6. Oversees the development of rating specific accession plans to coordinate the alignment with LC scheduling.

7. Identifies feasibility in executing rating programs targeted for reclassification within each year group.

8. Provides feasibility for newly created accession rate and programs.

9. Maintains executive oversight responsibilities for all quota management, reclassification, long-range, and short-range requirements planning necessary to determine NESC push-and-pull demand signals.

10. Directs Navy-wide reclassification business processes to ensure proper execution of the program.

11. Issues and implements appropriate reclassification guidance to ensure accession pipeline personnel are reclassified.

12. Provides waivers for rating entry standards as part of the reclassification process.

13. Monitors enlisted accession production and expedites student movement through initial and advanced skills training pipelines.

14. Provides support for issues regarding enlisted accession pipelines, product lines, reclassification, and integrated planning.

15. Monitors and collaborates to mitigate production backlogs, shortages, and overages to ensure needs are met.

16. Establishes and maintains linkages of NESC management within all strategic initiatives (e.g., focus area and business enterprise architecture (BEA)).

17. Serves as principal advisor on NESC policies and process improvement activities.

18. Develops process initiatives to support policies and procedures governing both enlisted and officer student and other transient personnel accounting, processing, and movement.

19. Assesses NESC operations for policy compliance in support of efficient operations.

20. Identifies policy gaps between NESC organizational stakeholders and develops and promulgates appropriate directives, written guidance, and procedures to correct inefficiencies.

21. Develops concepts and strategies for NESC implementation by planning and leading innovative capability development efforts and identifying NESC performance gaps.

22. Produces and develops various production related briefs to senior stakeholders and decision makers.

23. Acts as co-lead for weekly rating review group.

24. Analyzes and develops the entitled cycle time for all enlisted accession training paths.

25. Provides monthly production management issues NESC execution at the supply chain coordination council (SC3).

26. Maintains accuracy and effectiveness of all accession "street-to-fleet" paths, to include: entitlement and minimal cycle times, prescribed sequence of training events, and in coordination with NETC N5, process metric development.

27. Conducts Sailor cancel and rebook from old course data processing (CDP) to new CDP as required for block learning and RRL, rating modernization.

28. Monitors NETC LC planning and production. Identifies personnel, manpower, and training (PMT) and fleet supply chain constraints, coordinate's actions, and provides mitigation options.

29. Inputs and adjusts quotas in the applicable Navy databases in response to NESC production variability and Navy requirements for first-term personnel.

30. Allocates school quotas for all initial skills training.

31. Develops and presents rating health briefs to OPNAV staff.

32. Assesses class scheduling to ensure convening dates and quotas are available to support all customer demand signals and are scheduled when needed during the execution cycle.

33. Provides estimated Student throughput for re-engineered course identification number (CIN) and CDP during RRL, rating modernization.

34. Ensure new CDP is planned for in training resource module across the POM cycle to include any future RRL block learning.

35. Coordinates the submission of emergent training requirements post final student input planning (SIP).

36. Collects, displays, and analyzes standardized operational level, end-to-end PMT enlisted accession metrics ensuring full visibility of all segments of the NESC at the product line level.

37.   NETC representative for fleet and enterprise working groups on matters related to execution year training production and emergent requirements.

38.   Coordinates the submission of impaired training and education (T&E) report (ITER).

39.   Provides supply chain subject matter level training to external agencies.

40.   Facilitates out-year planning process inputs and leads integration efforts for in-year execution changes.

41.   Facilitates "C" school production alignment conferences (PAC) for all ratings.

42.   Tracks and analyzes non-compliance with approved policy, discrepancies, and other production issues; identifies NESC problem areas, initiates policy reviews, and conducts necessary training.

43.   Interacts with key personnel on interservice training class schedule loading to ensure alignment with Navy timelines. Attends training flow conferences to understand changes that could affect Navy training.

44.   Conducts continuous examination of current and developing corporate data systems supporting NESC operations and leverages virtual opportunities to conduct more in-depth virtual audits of transient pipeline personnel movements and wait times.

45.   Designs and integrates alternatives for NESC stakeholders reviewing efficiency, productivity strategies, and cost management or other programs.

46.   Conducts NESC cross-functional process improvement functions and recommends policy changes to enhance NESC performance.

47.   Provides N3 input for new CDP to N9 final feasibility study review as required for RRL, rating modernization.

48.   Provides initial supply chain execution assessment for RRL, rating modernization for draft FRD review.

49. Provides initial supply chain execution assessment for RRL, rating modernization initial feasibility review.

50. Reviews each submitted NEOCS package for feasibility.

51. Provides subject matter level feedback on draft training project plans (TPP).

52. Coordinates missed training opportunity (MTO) reporting procedures.

53. Provides analytical data to support outside agency research efforts.

54. Provides LCs with guidance and support on training mitigation solutions to meet plan changes imposed by policies and leadership decisions.

55. Monitors Corporate enterprise Training Activity Resource System (CeTARS) class schedule loading per OPNAVINST 1500.47 (series) and enforces compliance.

56. Responds to congressional inquiries in reference to reclassification actions.

N32 – PLANNING

Serves as enlisted ADP NETC lead. Performs NESC accessions planning and execution analysis to assist leadership in making informed recruiting and training execution decisions. NETC lead POC for ADP Phase 1A and 1B working groups led by DCNO N13 that determine the aggregate accession mission, trimester phasing, and prioritization of particular ratings. Responsibilities include:

1. Leads the ADP Phase 2 process, coordinating with enlisted community managers, USFLTFORCOM, production line managers (PLM), and reclass to produce rating specific accession and reclassification plans within the aggregate accession mission and trimester phasing constraints provided by DCNO N13.

2. Maintains oversight responsibilities for long-term and short-term NESC requirements to determine push-and-pull demand signals.

3.   Develops rating specific accession plans within the aggregate accession mission and trimester phasing constraints provided by DCNO N13.

4.   Identifies rating programs targeted for reclassification within each year group.

5.   Assesses class scheduling to ensure convening dates and quotas are available to support all customer demand signals and are scheduled when needed during the execution cycle.

6.   Produces, maintains, and refines the revision decision support tool, performing monthly reconciliation of recruiting goals.

7.   Produces weekly cohort recruiting schedule rating phasing matrix. Develops the enlisted recruiting goals, policies, and training guidance letter.

8.   Develops weekly recruiting schedule, monthly and weekly training schedule via the training phasing matrix, and leading indicator for training entry tool.

9.   Provides support for issues regarding enlisted reclassification, integrated planning, and accession pipelines.

10.   Produces, maintains, and publishes the NETC N3 production tracker; tracking production to individual rating production lines.

11.   Produces, maintains, and publishes the weekly accessions recruiting progress report; measures weekly shipping FIT and FILL metrics and glideslope to attainment of aggregate FY accession mission.

12.   Produces, maintains, and publishes the visualization of trimester accession phasing report; tracking aggregate and rating phasing changes throughout the production year.

13.   Produces and publishes the production phasing matrix; providing projected production of the accession mission through delivery to the fleet.

14. Produces and publishes the shipping calendar; providing shipping and RTC arrival signal for efficient Recruit Division Commander load planning efforts.

15. Produces the aggregate shipping tracker; providing indication of shipping FIT and FILL metrics to overall annual accession mission.

16. Produces and publishes the goals exception management report to assist NRC in meeting 100 percent shipping fill.

17. Produces the FD micro assessment input to the SC3; notifying FD leadership of efficiency and effective metrics within the supply chain; tracking attainment of annual aggregate accession mission.

18. Leads NETC N3 P2P initiative and efforts; liaises with LC directors of training to elicit production line delivery to the fleet expectations. Identifies barriers to efficiency and effectiveness of supply chain delivery to the fleet and investigates mitigations during planning phase.

19. Coordinates the stakeholder inputs to the SIP process.

20. Schedules and leads "A" and "C" school PACs for all ratings.

21. Solicits training requirements from planners for PACs and stakeholder meetings.

22. Coordinates with planners, supply chain stakeholders, and resource sponsors to obtain validated training requirements by LC and rating.

23. Provides impact assessments on increased demands exceeding current training capability, recruiting production, RTC capacity, school schedules, staff manning, space, equipment, berthing, and bottlenecks across the NESC.

24. Provides mitigation strategies for anticipated NESC constraints.

25.   Acts as a primary functional representative to the Navy Training Quota Management System (NTQMS) Configuration Control Boards (CCB).

26.   Identifies and communicates NTQMS functional requirements.

27.   Updates and distributes, as needed, inventory and production tools and reports to enhance PLM capabilities.

N33 - ACCESSION DETAILING

Executes NESC distribution policies in the assignment and detailing of active and reserve accession enlisted Sailors through accession training paths onward to the first fleet duty station. Exceptions include the distribution functions assigned to ratings controlled by PERS-403 and those assigned to special warfare. Responsibilities include:

1.   Participates in all PACs in support of the NESC planners' assessment of operational constraints during development and revisions to the street-to-fleet "A" and "C" school training plan.

2.   Coordinates and controls all enlisted accession distribution actions to satisfy the fleet accession requirements as determined by the MCA.

3.   Monitors allocated permanent change of station and temporary duty under instruction funds; coordinates funding requirements and budget execution with PERS-45.

4.   Assesses NESC policies and information technology (IT) systems, and identifies potential solutions to improve efficiency and effectiveness of distribution processes.

5.   Distributes accession Sailors based on prioritized billets per guidance from the MCA, and in alignment with NESC policies and goals, to effectively distribute first-term Sailors to the right place at the right time with required training.

6.   Assists various organizations that require information for fleet-wide distribution decisions.

7. Distributes limited duty accession Sailors as determined by the BUPERS Deployability and Assignment Branch.

8. Distributes naval veterans and other service veterans reclassification actions of recruit and "A" school training attrition in support of MCAs and operational needs of the Navy.

9. Reviews and proposes enhancements to current and future IT systems to improve detailing and placement processes.

N34 – STUDENT MANAGEMENT

Identifies, analyzes, and resolves difficult and complex student flow issues (e.g., CeTARS entries, availability submission, accession orders requirements, screenings, transfers) negatively impacting production. Develops guidance, policy, and processes to aid student flow. Responsibilities include:

1. Provides training support to TYCOMs and operational units via east and west coast sites.

2. Provides quota request training to include obtaining course information, training schedules, and course location information to fleet training officers.

3. Manages quota allocation for C, F, T, and D courses to accommodate fleet training requirement and deployment schedules.

4. Reviews, tracks, reports, and provides guidance to MTOs.

5. Acts as central POC for fleet units for adjustments to F, T, and D class schedules and additional convenes above approved SIP values during current execution year to meet readiness requirements.

6. Identifies, analyzes, and resolves difficult and complex student flow issues (i.e., CeTARS entries, availability submission, accession orders requirements, screenings, transfers) negatively impacting production.

7. Develops guidance, policy, and processes to aid student flow.

8. Serves as student management functional lead providing guidance associated with the proper and effective management of accession students in training and accession student metrics.

9. Collects and analyzes information to identify risks, and develops and employs risk mitigation and enforcement strategies with regard to student flow issues.

10. Prepares action reports identifying personnel security investigation process deficiencies and provides recommendations for corrective actions.

11. Prepares and disseminates statistical data and reports on status of process issues and corrective actions.

12. Receives and responds to inquiries from accession stakeholders on process issues and barrier removal in the accession pipeline.

13. Works with personnel security to obtain information and to resolve issues prior to granting quotas.

14. Provides oversight and guidance of student policy issues for NETC activities. NETC lead to coordinate the review and maintenance of NAVEDTRA 140 (Training Support Management Manual).

15. Serves as central POC for any LC or NESC-identified student management issues that impact the supply chain.

16. Manages and provides oversight and guidance to RRL Block One (RRL BLK 1) quota requisition and confirmation, quota tracking, travel orders, and execution processes for commands with RRL BLK 1 requirements.

N4 – FACILITIES, LOGISTICS, MAINTENANCE, AND TRAINING EQUIPMENT

Develops policy; coordinates functions, projects, and tasks; and conducts oversight of assigned programs within the area of mission support comprising facilities and logistics programs, including facilities capital investment, facilities maintenance and repair, base realignment and closure (BRAC), training readiness, interservice training review organization (ITRO) facilities support, and global shore infrastructure plan

(GSIP); supply and logistics; force maintenance and training equipment program management.

N41 – LOGISTICS/SUPPLY

Supports the DD by providing management and oversight of logistics programs for the NETC domain, with MyNavy HR program management responsibilities for property accountability; government-wide commercial purchase card (GCPC); government travel charge card (GTCC); small arms and conventional ordnance and explosives.

    1. Serves as MyNavy HR and NETC program manager for the oversight and management of property accountability.

    2. Serves as MyNavy HR and NETC program manager for the oversight and management of the GCPC program.

    3. Provides NETC HQ staff supply and GCPC cardholder services. Reviews requests for supplies, services, and printed materials. Ensures funds are available, prepares requisitions, and executes purchases. Reviews monthly statements, verifies charges and funding codes, and corrects discrepancies.

    4. Serves as MyNavy HR and NETC government program manager for the oversight and management of the GTCC program.

    5. Serves as NETC organizational defense travel administrator. Provides defense travel system administration, reviews and processes travel requests, travel orders, travel vouchers, and settlements to ensure compliance with travel regulations. Provides training to domain travel coordinators and authorizing officials and staff travelers.

    6. Serves as MyNavy HR and NETC government program manager for the oversight and management of small arms and conventional ordnance and explosives.

    7. Provides contract oversight and support for the NETC domain, including: acquisition planning support, procurement analysis, governance and compliance, strategic sourcing, and contract requirement reviews. Assists requirement owners and program managers with the planning of contract requirements. Liaisons with the applicable servicing contract activity and

provides coordination for technical assistance for the requirements owner. Collects and maintains contract data for effective management oversight, reporting, and analysis. Serves as the coordinator and central POC for contract review boards.

8. Serves as NETC program manager for the oversight and management of the Defense Acquisition Workforce Improvement Act workforce.

9. Serves as an advisor to MyNavy HR and NETC domain on supply and logistics issues. Represents MyNavy HR and NETC domain supply and logistics interests at meetings, conferences, and related forums. Interfaces with Defense Logistics Agency, Naval Supply Systems Command, and other Government, DoD, and DON systems commands (SYSCOM) and logistics entities.

N43 – TRAINING READINESS

Supports the DD by providing management and oversight of the following programs in support of MyNavy HR and NETC domain: GSIP, military construction (MILCON) and special projects support, space management of training infrastructure, BRAC requirements, ITRO facilities support, coordinating base operating support (BOS) requirements, student berthing facilities support, electronic classroom (ECR) inventory planning, and environmental compliance and encroachment programs. Responsibilities include:

1. Manages and directs the MyNavy HR and NETC facilities support program, BRAC, GSIP, and ITRO facilities support.

2. Provides technical engineering evaluation and advisory services to MyNavy HR and NETC echelon 3 commands to align and upgrade facilities to meet new and updated fleet training requirements. Coordinates facilities and BOS requirements with CNIC regional commands, Naval Facilities Engineering Command (NAVFACENGCOM), and other host services.

3. Establishes and maintains strategic directions and policies to optimize facility utilization and location, and to maximize infrastructure reduction, ITRO training support, mission readiness of training facilities, security and force protection, and quality of billeting and dining facilities.

4. Monitors mission readiness and training readiness condition of MyNavy HR and NETC facilities and evaluates the quality and quantity of training facilities. Coordinates recommended improvements with CNIC regional commands.

5. Establishes and maintains baseline of facilities information for all MyNavy HR and NETC facilities for evaluation and analyses. Plans and directs site visits to assess the capacity, condition, configuration, and location of facilities.

6. Provides services and analytics for developing facility cost estimates and business case analyses associated with alternative training consolidation and realignment options or training collocation with other services.

7. Develops and maintains accurate, relevant, and practical facilities metrics to evaluate progress of facility goals and to support decision-making regarding infrastructure supporting NETC training requirements.

8. Serves as the NETC administrator for BRAC and manages BRAC planning, coordination, and execution for NETC. Coordinates BRAC data call requirements with NETC echelon 3 commands, former host installations, and training sites. Provides NETC echelon 2 review of BRAC data calls, plans, and actions to safeguard the command's training mission capability. Coordinates and oversees the implementation of BRAC-related training migrations and closures. Assists in the development of BRAC budgets for the realignment of training activities and functions.

9. Coordinates, manages, and directs the development of GSIP and training shore infrastructure plans with MyNavy HR and NETC echelon 3 commands. Coordinates and partners with NAVFACENGSYSCOM and CNIC to produce these infrastructure plans to identify capability gaps based on infrastructure shortfalls or deficiencies such as incorrect capacity, condition, configuration, or location of facilities; then recommends facility solutions needed to correct these infrastructure problems.

10. Provides spatial analysis of infrastructure to support scheduling, equipping, and maintenance of training facilities. Assesses utilization and optimization of billeting, classrooms,

labs, training equipment, networks, and resources to validate spaces can support training readiness. Oversight of training readiness cost analysis and modeling tools to forecast capability impacts on berthing and facilities ahead of need based on changes in student loading, training modality and modernization and supply chain phasing.

    11. Serves as liaison between MyNavy HR, NETC, USFLTFORCOM, warfare enterprises, and other providers to ensure training facilities and support requirements are clearly identified.

    12. Reviews and approves NETC annual input to CNIC N9 housing for Navy student base loading and base reporting system. 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.

    13. Acts as Navy's facilities representative on the ITRO facilities analysis committee.

    14. Manages and directs MyNavy HR and NETC special projects and MILCON programs.

    15. Coordinates inputs from MyNavy HR and NETC activities and formulates MyNavy HR and NETC MILCON and special projects priorities for training, student berthing, and other support projects. Works with NETC echelon 3 commands, regional commands, NAVFACENGSYSCOM, CNIC, and OPNAV to ensure project requirements are documented and supported. Serves as provider member of MILCON team planning and programming process to ensure MILCON program adequately supports requirements. Coordinates with MyNavy HR and NETC commands to ensure proposed MILCON and special projects programs satisfy requirements.

    16. Develops integrated priority list (IPL) of facility projects for review and concurrence of NETC. Submits IPL to CNIC and acts as proponent for MyNavy HR and NETC facility requirements.

    17. Represents MyNavy HR and NETC annually at regional MILCON and special projects review boards to act as MyNavy HR and NETC proponent for facility projects.

18. Monitors and reports progress of annual MILCON program through the Navy comptroller, DoD, and congressional review process. Provides supplemental information and reclamas as required.

19. Coordinates with MyNavy HR and NETC commands to ensure required training and support collateral equipment relocation and procurement are funded. Coordinates with CNIC to ensure all initial outfitting collateral equipment requirements for training activities MILCONs are considered and funded.

20. Serves as a voting member of the Navy's Shore Mission Integration Group (SMIG) working group and MyNavy HR proxy member of the SMIG to develop and implement the Navy's shore infrastructure investment strategy.

21. Reviews new ECR proposals to ensure actions are consistent with facility projects, ECR initiatives, and organization relocation actions.

22. Respond to new ITER notifications to evaluate facility driven issues and coordinate possible work-arounds to minimize impact to training.

23. Reviews new TPP proposals to ensure actions do not impact training readiness (classrooms and labs) and sailor readiness (dorms and galleys). If TPPs create capacity shortfalls, to work with LCs on appropriate facility projects, space request, and organization relocation actions as required.

N44 – FORCE MAINTENANCE AND TRAINING EQUIPMENT

Serves as principal advisor on NETC force maintenance and training equipment, policies, and process improvement activities. Supports the DD by providing management and oversight of maintenance programs in support of the NETC domain. Responsibilities include:

1. Serves as NETC program manager for the oversight and management of the integrated logistics support (ILS) program. Develops policies to direct, coordinate, and perform associated ILS planning and budgeting for training systems developed and provided by the applicable Navy SYSCOM, to include

prioritization of requirements for execution year funding and support of NETC N8 budget exhibit development.

2. Serves as NETC program manager for the oversight and management of the TTE overhaul and maintenance program. Develops policies to direct, coordinate, and perform associated TTE, training device, and training unique equipment overhaul and maintenance planning and budgeting, to include prioritization of requirements for execution year funding and support of NETC N8 budget exhibit development.

3. Serves as NETC program manager for the oversight and management of the Contractor Operation and Maintenance of Simulators (COMS) program. Develops policies to direct, coordinate, and perform associated COMS planning and budgeting, to include prioritization of requirements for execution year funding and support of NETC N8 budget exhibit development.

4. Serves as NETC program manager for the oversight and management of the depot level repairables (DLR) program. Develops policies to direct, coordinate, and perform associated DLRs planning and budgeting, to include prioritization of requirements for execution year funding and support of NETC N8 budget exhibit development.

5. Serves as NETC program manager for the oversight and management of the general purpose electronic test equipment (GPETE) program. Develops policies to direct, coordinate, and perform associated GPETE planning and budgeting, to include prioritization of requirements for execution year funding and support of NETC N8 budget exhibit development.

6. Serves as the NETC program manager for the oversight and management of the small boats program, to include boat overhaul and maintenance. Manages boat training resource requirements to oversee the NETC boat and craft program per OPNAV and Naval Sea Systems Command (NAVSEA) requirements directives. Manages and monitors the disposition of unused training boats and craft assets. Ensures required NAVSEA inventories are completed and validated, endorses NETC domain boat and inventory changes, and ensures appropriate paperwork is submitted. Develops policies to direct, coordinate, and perform associated boat overhaul and maintenance planning and budgeting, to include prioritization of

requirements for execution year funding and support of NETC N8 budget exhibit development.

7.   Serves as the NETC program manager for NETC part task trainers located at RTC Great Lakes. Provides oversight and management of a statement of work (SOW) agreement with NETC's in-service engineering agent, the Naval Surface Warfare Command Dahlgren Division, Dam Neck Activity's efforts for the daily scheduled and unscheduled maintenance, update and upgrade planning and execution, and the logistics required to facilitate training on the assigned equipment per the SOW. Develops the annual SOW update, provides necessary internal and external staffing of the agreement, and arranges the processing of the annual resourcing documents required for sustainment of uninterrupted training.

8.   Serves as the NETC FD domain program manager for visual augmentation systems (VAS). Provides VAS equipment policy development, lifecycle sustainment, maintenance, and equipment replacement planning coordination oversight for NETC LCs utilizing VAS equipment. Coordinates LC VAS accounts, new inventory allowance requests, existing allowance change requests, and all other programmatic and resourcing issues and concerns with the Navy's VAS Program Office, PMS-340.

9.   Serves as NETC SME for the apprentice technical training program software contract, including contract development and option year execution actions as required. The software contract services all NETC LCs and LSs providing NETC courses in basic electricity and electronics training for associated occupational specialties. Additionally, serves as contracting officer's representative (COR) for the proper annual resourcing, delivery, and monitoring of services provided by the company awarded the contract.

10. Provides force maintenance and training equipment programs assessment for RRL, rating modernization initial feasibility review. Supports implementation of RRL across all aspects related to force maintenance and training equipment programs.

11. Facilitates comprehensive force maintenance and training equipment programs out-year planning process inputs and leads integration efforts for in-year execution changes in

collaboration with NETC staff counterparts, DDs, and SAs.
Manages all financial aspects in support of the force
maintenance and training equipment programs.

12. Continually monitors the execution of NETC force
maintenance and training equipment program approved budgets by
echelon 3 and 4 commands via constant review and analysis of
costs incurred in comparison to planned estimates. Provides
analysis of probable impact on current year resources caused by
emergent changes in plans or fund flow likely to cause a
difference in spending levels. Recommends changes to improve
efficiencies.

13. Participates in various enterprise working levels to
represent NETC force maintenance and training equipment equities
to include cross functional teams, barrier removal teams,
integrated product teams, and working groups related
subcommittees, working groups or efforts: applicable
interservice and industry training, simulation, and education
(I/ITSEC) subcommittees, Training Systems Program Office (TSPO)
semi-annual meetings, training effectiveness evaluation plan
integrated project team (IPT), NAWC-TSD training and simulation
symposium, NETC technology and learning innovations group.
Serves as NETC POC and representative for PMS-340 VAS IPT.

14. NETC representative for fleet and enterprise
maintenance and training equipment programs working groups on
matters related to execution year training and emergent
requirements. Coordinates with other NETC staff to ensure total
force maintenance and training equipment programs remain aligned
to total force management strategic goals.

15. Conducts analysis and evaluates NETC force maintenance
and training equipment programs to ensure organizational policy
and guidance are tailored to provide the most effective and
efficient accomplishment of NETC's assigned mission and
functions. Provides SME level feedback on draft TPPs.

16. Monitors NETC LC force maintenance and training
equipment program issues. Provides LCs with guidance and
support on training mitigation solutions to meet plan changes.
Identifies associated PMT and fleet constraints, coordinates
actions, and provides mitigation options. Contributes to the

NETC responses and required actions associated with force maintenance and training equipment programs related ITERs.

17. Continually monitors POM decisions, resource management decisions (RMD), and other budget adjustments for their impact upon force maintenance and training equipment programs. Conducts analysis of impacts on budgets caused by emergent changes in plans likely to cause unplanned impacts to programs. Provide force maintenance and training equipment programs liaison across the FD organization to assist in the development of the POM.

18. Analyzes and recommends force maintenance and training equipment programs data to N4 and N8 for review and inclusion in the T&E future years defense program (FYDP) data which is used as the basis for funding during programming and budget cycles. Develops or coordinates major program and resource issues for inclusion in the budget process. Coordinates associated program budget formulation matters with NETC DDs and SAs.

19. Develops requests for appropriate allocation of financial resources to direct reporting activities dependent on force maintenance and training equipment programs for resourcing by NETC N8. Conducts analysis of probable impact on maintenance and training caused by emergent changes in plans likely to cause a difference in various activity spending levels. Assists and coordinates with N8 in the preparation and distribution of resource documents and resources.

20. Ensures all new non-acquisition force maintenance and training equipment related program requirements are accompanied by resource sponsor commitment to funding prior to initiating course development or revision for NETC approval.

21. Serves as NETC representative for all force maintenance and training equipment related programs at various SYSCOMs, USFLTFORCOM, OPNAV, NETC, and enterprise PMT acquisition and life cycle meetings and conferences.

22. Assists NETC N9 in the review of Navy Training Systems Plans (NTSP) and TTE proposals to ensure that they support a standardized maintenance processes, by coordinating work with NETC DDs, SAs, enterprises, TYCOMs, and program sponsors to

ensure the most effective support for TTE training and maintenance.

 23. Coordinates and advises on non-NTSP and non-program of record (POR) new requirements initiated by the DoD, DON, and other agencies for force maintenance and training equipment related programs.

 24. Serves as COR for the NETC HQ administrative support services contract.

N5 – STRATEGY, INNOVATION, AND VOLUNTARY EDUCATION

Principal advisor to the CNETC and FD enterprise for all aspects of strategic planning, future capabilities (innovation and R&D), governance, analytics, education, and certification programs. Principal POC with DCNO N1 and MyNavyHR on strategic planning, strategic communication, the execution of the Navy's education and development, science and technology (S&T), and innovation strategies and programs.

 1. Serves as the FD chief strategy officer, managing all strategic planning efforts for CNETC, to include monitoring and evaluating the progress of the NETC FD enterprise in meeting the strategic goals set by SECNAV, CNO, DCNO N1, and CNETC.

 2. Directs efforts to manage and conduct complex, cross-cutting studies to build and coordinate innovative ideas, emerging solutions and technologies, and new science of learning strategies across the FD enterprise.

 3. Training strategy business design owner, overseeing the NETC S&T and R&D and innovation strategic plan and investment strategies aligning resources that link to NETC, CNO, DON, and DoD strategic goals. Manages the NETC input to the DCNO N1 and MyNavyHR annual research agenda and S&T R&D programs.

 4. Manages the planning and execution of Navy education and development programs. In support of OPNAV, coordinates the formation and review of Navy education policy and program reviews.

 5. Provides management oversight of the Navy credentialing programs; to include Navy Credentialing Opportunities Online

(COOL), United Services Military Apprenticeship Program (USMAP), and MilGears, in coordination with DCNO N13.

6. Leads the quarterly (or as needed) DD, SA, and LC strategic offsite. Tracks, tasks, and follows-up on LC issues and concerns identified during the briefs with the NETC DD, SA, and other stakeholders.

N51 – STRATEGIC PLANNING, STRATEGIC COMMUNICATIONS, AND FUTURE CAPABILITIES

Manages the NETC FD innovation and strategic management processes, which entails strategic planning and implementation, strategic communication, and the process of identifying and executing NETC FD's goals and objectives in support of CNETC, and aligned with SECNAV, CNO, and DCNO N1 strategies. Leads innovation and R&D and S&T efforts. Responsibilities include:

1. Primary NETC FD POC to DCNO N1 for CNO's strategic guidance and planning document coordination, and SECNAV's business operations plan, with associated strategic objectives and goals.

2. Primary NETC FD lead with DCNO N1 for development and annual review and revision of the MyNavy HR strategic plan. Annually, coordinates FD's annual goals for inclusion in the MyNavy HR strategic plan. Monitors progress towards stated goal outcomes and report to CNETC. Gathers quarterly updates to populate FD dashboard.

3. Manages the development and publication of the NETC FD strategic plan in support of CNETC. Provides command-wide guidance and support for strategic planning and associated processes. Schedules, coordinates, and facilitates the FD annual strategic planning off-site. Produces and maintains the FD strategic design infographic. Gathers quarterly updates for FD annual goals and populates dashboard with updated data. Monitors for progress towards stated outcomes and report to CNETC.

4. Manages the development and implementation of NETC T&E corporate and command-wide metrics. Consults on maintenance and development of all analytic tools and models used within the NETC HQ and NETC activities.

5. Conducts critical outreach activity serving as a member of the Office of the Secretary of Defense (OSD) Defense Advanced Distributed Learning Advisory Committee. Attends quarterly meetings as NETC's representative for Navy T&E. Participating member in enterprise digital learning modernization initiatives such as the enterprise learner record repository and enterprise course catalogue working groups and in-progress reviews.

6. Maintains configuration control and controls release of T&E metrics and data information sent or distributed outside of the NETC organization.

7. Serves as the product owner and functional lead of FD Office of Naval Research (ONR) future naval capability (FNC) projects as they transition to production and until they move to the permanent program manager. Monitor ONR and contract performer progress for capabilities. Develops functional requirements, architectural diagrams, and integrated master schedules in support of NETC transition.

8. Conducts outreach and coordination as a core S&T and R&D activity. Liaison with federally-funded R&D centers, university affiliated research centers, the Federal Lab Consortium, ONR, Advanced Distributed Learning CoLab, Naval Postgraduate School, SYSCOMs, and other outside agencies where alignment of resources creates efficiency. Conducts technical activities with military departments, academic, and industry stakeholders to identify common solutions for known T&E gaps.

9. Conducts portfolio management of FD capability gaps as a major supporting S&T and R&D core activity. Coordinates with all relevant MyNavy HR stakeholders throughout the OPNAV S&T business process and ensures alignment with MyNavy HR S&T program management office decision guidance memorandums.

10. Executes the S&T and R&D program to support goals outlined in NETC's FD strategic plan. Coordinates S&T and R&D in three core areas (FNC, MyNavy HR annual studies program (ASP), outreach) across the FD enterprise to include internal NETC codes and subordinate commands. Provides S&T investment strategies and aligns resources that clearly link to NETC, CNO, DON, and DoD level priorities. Guides future learning and development strategies, programs, and planning.

11. Coordinates and advises on research, development, test, and evaluation (RDT&E) investments, including FNC, advanced technology demonstrations, joint capability technology demonstrations, technology transition and open architecture. Attends the DCNO N1 and MyNavy HR S&T annual workshop as the FD 06 or GS-15 representative in developing gaps that influence the BSO-22 RDT&E budget.

12. Serves as the program lead for FD in the MyNavy HR ASP coordinating with the domain on consolidated gaps and proposals for flag approval. FD representative on MyNavy HR ASP 06 or GS-15 board justifying importance of proposals.

13. Serves as the program lead for FD in the FNC process as a core R&D activity. Coordinates with OPNAV to select appropriate gaps to be developed for ONR assisted projects. Coordinates with ONR during project execution with requirements, contracting actions, project management, and transition activities.

14. Coordinates charters and manages working groups, project teams, or communities of practice as a critical outreach activity assisting in the development of NETC future training capabilities.

15. Executes innovation as a primary focus area of FD's strategic design, develops and executes the FD innovation plan, and coordinates innovation as a core activity across FD to include internal NETC codes and subordinate commands.

16. Enables dynamic discovery, spearheads initial review of innovative learning ideas, emerging learning solutions and technologies, learning sciences research or new science of learning strategies for alignment of resources and applicability across the enterprise, and manages targeted, enterprise-level projects in support of rapidly changing fleet requirements.

17. Conducts outreach and coordination as a core innovation activity. Expands partnerships with industry, academia, and non-traditional entities through mechanisms such as the I/ITSEC, National Security Innovation Network, Naval X/Tech Bridges, Defense Innovation Board, Human Systems Community of Interest, Small Business Innovation Research (Navy FST), common augmented

reality and virtual reality environments, Battlespace
Exploitation of Mixed Reality Lab, and ONR Tech Solutions.

18. Builds capacity and spearheads changes within the NETC
FD enterprise as a core innovation activity. Conducts
activities to foster culture, new ideas, collaborative products,
and rapid execution mechanisms that enables NETC to maintain a
competitive advantage in Sailor development and supporting
business processes.

19. Attends and conducts critical quarterly meetings with
the TSPO working groups as a supporting outreach activity to
exchange and coordinate on training innovation and R&D effort,
along with NETC N9.

20. Writes funding requests and POM inputs as a critical
supporting activity to future year budgeting of both innovation
and R&D projects selected for transition. Coordinates proposals
and associated funding with research entities and other
appropriate NETC FD enterprise organizations to ensure alignment
with goals and priorities. Monitors performance and evaluates
innovation and R&D projects funded within the NETC FD enterprise
to assess whether resource allocation is effective and expected
deliverables are achieved.

21. Serves as the program manager for the enterprise
project manager, NETC's business intelligence tool that provides
broader analytic capabilities making relevant information
available, enabling leadership to make effective business
decisions.

22. Supports an analytic capability through the development
and automation of business tools, and identifies key corporate
level performance metrics that define and measure progress
towards the effectiveness and efficiency of NETC's T&E mission.

23. Provides support and coordination with USFLTFORCOM and
TYCOMs to evaluate trainings impact on warfighters readiness
(training effectiveness) and to automate data collection.

24. Collaborates with NETC N9 on the transition of
innovation and R&D capabilities that improve warfighter and
fleet readiness.

25. Composes and distributes the NETC FD command brief. Prepares tailored briefs for DVs as required by CNETC.

26. Serves as the program manager for the learning assessment system (LAS), and as co-chair for the LAS CCB until assessments are transitioned to Moodle.

27. Authors and publishes the NETC and FD annual report. This publication, intended for both internal and external distribution, documents the previous FY's FD strategic plan results for the NETC and FD enterprise. It also provides a compilation of key fiscal, manning, production, and innovation efforts.

28. Produces the NETC FD command brief and issues the NETC directive to publish both the command brief and NETC organization chart. Assists with providing tailored briefings for DVs, public speaking events, defense trade conferences, etc. Advises and assists with developing talking points and speeches for CNETC.

N52 – NAVY CREDENTIALING AND EDUCATION PROGRAMS

Operates and manages the Navy credentialing programs (Navy COOL, USMAP, and MilGears), and coordinates the execution of voluntary certifications and licenses and apprenticeships across the DoD, per DoD Instruction 1322.33, and mandatory certifications for DCNO N2 and N6 and Naval Information Warfare Forces, per OPNAVINST 1540.56 (series). Provides guidance in the planning and execution of Navy education and development programs. In support of OPNAV, coordinates the formation and review of Navy education policy and program reviews.

1. Provides guidance and oversight for Navy credentialing policies.

2. Complies with policies and procedures that align Navy credentialing programs with initiatives on recruitment, retention, lifelong learning, readiness, and transition.

3. Advocates for resources required for Navy credentialing programs during the POM process and makes recommendations for program restructuring in order to stay within fiscal resource constraints.

4. Provides execution oversight of Navy credentialing programs' components, including measures of program performance and strategies for the distribution of resources.

5. Provides a forum for the exchange of information and discussion of issues related to Navy credentialing programs, while adhering to applicable ethics regulations.

6. Ensures job-related Navy credentialing programs are identified for display within future competency models, career roadmaps, and other MyNavy HR initiatives.

7. Serves as the clearinghouse for emerging Navy credentialing programs' requirements.

8. Conducts and publishes studies periodically to assess the impact of Navy credentialing programs on personnel, commands, recruitment, retention, readiness, and transition.

9. Monitors Navy credentialing programs' funding obligations.

10. Complies with credentialing reporting requirements established by higher authority.

11. Develops and coordinates both internal and external communications products in order to gain maximum awareness and use of Navy credentialing programs.

12. Develops and maintains MilGears - Powered by COOL, and provides programming support towards occupational and readiness standards via the learning and development roadmaps.

13. Provides day-to-day oversight of the DoD's credentialing programs (all-Services' COOL programs and USMAP).

14. Represents Office of the Assistant Secretary of Defense for Readiness (Force Education and Training) within credentialing interest working groups (e.g., American Legion, DoD, and DON Chief Information Officer Cyber Workforce Advisory Groups, Interservice Credentialing Working Group; Merchant Mariner Advisory Group; Department of Labor's Office of Apprenticeship; Department of Veterans Affairs, etc.).

15. Serves as NETC program manager for the Advanced Education Voucher (AEV) program. Provides oversight of the enlisted education AEV program, execution, and approval or disapproval authority of all AEV program waivers.

16. Serves as program manager for the enlisted learning and development strategy and enlisted career roadmaps. Acts as the NETC liaison on the update and maintenance of roadmaps across NETC LCs and BUMED.

17. Provides guidance for execution of voluntary education programs to include: Navy College Program, Navy College Virtual Education Center, Navy College Program for Afloat College Education, Academic Skills, GI Bill, and Tuition Assistance.

18. Provides program management and guidance for the execution of base educational needs assessments, requests for proposals, and MOAs for on-base partnerships with educational institutes.

19. Acts as the SME for the education and training management subspecialty (ETMS) code. Conducts curricula reviews for partnering universities. Analyzes fleet requests to obtain ETMS based on educational and experience requirements.

20. Supports OPNAV on Navy language, regional expertise, and cultural awareness strategic implementation plan development, issue shaping, and PMT integration.

21. Serves as lead action officer for CNETC requirements related to the flag and senior executive services planning board for training.

22. Serves as primary NETC POC to support the strategic implementation, development, issue identification, and PMT integration for the Sexual Assault Prevention and Response program.

23. Serves as the NETC action office for the USFLTFORCOM Fleet Resilience and Toughness Executive Steering Committee.

24. Serves as NETC operational activity lead and program manager for "My Education" suite of applications. Co-lead on My

Education CCB. Ensures applications comply with the Federal
Information Security Management Act (FISMA).

    25. Manages the American Council on Education (ACE) and
Council on Education (COE) programs.

    26. Serves as NETC Institutional Accreditation program
manager in coordination with the COE. Provides guidance and
oversight to LCs concerning administrative and procedural
execution of accreditation Self-Studies.

    27. Serves as NETC ACE and Navy service program manager who
liaises with ACE in evaluating qualified education and training
courses and service occupational specialties for civilian
academic credit equivalents.

N6 - INFORMATION MANAGEMENT AND COMMAND INFORMATION OFFICER (CIO)

Principal advisor to CNETC and NETC commands for all aspects of
IM and IT. Manages NETC's IM and IT processes in the areas of
operations and infrastructure, capital planning, and acquisition
and Navy and Marine Corps Intranet, portfolio management, ECRs,
and information assurance (IA). Serves as the NETC focal point
for analyzing and coordinating current and emergent IM and IT
issues. Participates in various enterprise-level IM and IT
working groups, boards, and councils. Designated echelon 2 CIO
with additional reporting relationship to the DON Deputy CIO.
As the NETC central design activity (CDA): plans, designs,
implements, and maintains the training information and training
management support systems; acts as program manager for assisted
systems; and coordinates programming, enterprise architecture,
operations, training community of interest, systems and software
engineering, IT standardization, data management, software
integration, business process improvements, compliance
management, and life cycle management. Serves as the POR
manager and primary management interface with other program
managers, PMT, functional governance boards, and other higher
echelon commands. Responsibilities include:

    1. Provides oversight to NETC activities in the
implementation and management of IM and IT to ensure processes
are efficient and effective in the support of T&E.

2. Evaluates proposed policy changes for impact to NETC strategic direction. Aligns and fully integrates organizational IT strategy with the overarching DON IM and IT strategic plan.

3. Manages and coordinates enterprise IT programs and initiatives mandated or directed by higher authority.

4. Ensures information resources are managed in an efficient and effective manner by developing and monitoring resource investments through a planning and investment control and governance process.

5. Establishes and maintains liaison between NETC and external IM and IT organizations.

N6A – DEPUTY IM/CIO

Assists the NETC CIO in the strategic planning, management, and direction of NETC IT policies, programs, services, manning, and manpower. Advises and supports the CIO on N6 organizational and administrative issues. Represents the CIO in senior manager meetings, conferences, and briefings as primary N6 military liaison and representative with Navy senior leadership. Contributes to executive-level decisions and development of strategies and budgets to achieve N6 objectives and goals.

N6B – CHIEF TECHNOLOGY OFFICER

Supports the NETC CIO by overseeing all technical aspects of the NETC IT program. Works closely with NETC senior management and staff to further Navy and NETC IM and IT capabilities through the use of technical resources. Serves as the primary advisor and counsel to the CIO on technical issues, and provides leadership and management as needed within the department to achieve its strategic IT goals and objectives.

N61 – CAPITAL PLANNING

Creates and maintains the department's policy and plans governing the use of information resources across the enterprise; establishes benefits and justifies planned expenditures in the IT infrastructure and required management and operational capabilities. Responsibilities include:

1. Conducts reviews of IM and IT programs concurrent with POM and program review resource sponsor programming cycles.

2. Coordinates IT budget formulation, inputs, and responses to budget queries.

3. Develops and submits IT budget exhibits. Ensures IT systems for which funding is requested are compliant with statutory, regulatory, and defense business transformation requirements.

4. Performs and coordinates programming activities for NETC IT investments.

5. Provides IT workforce analysis and reporting.

6. Tracks, reports, and maintains enterprise IT financial execution to include developing annual spend plans and monitoring execution of funds.

7. Supports NETC customers in service level agreements (SLA) and contract discussions.

8. Coordinates and oversees the defense business system (DBS) certification process.

9. Manages NETC's IT procurement process, to include Navy IT approval system user account approvals, establishment of echelon 3 command approval workflows, and serves as the NETC echelon 2 customer service representative for all IT procurement request submissions.

10. Oversees and reports on NETC's involvement and use of DoD and DON enterprise licensing agreements.

11. Provides contract management and oversight services for enterprise-wide IM and IT service contracts, to include all administrative actions, reporting, business operations, and financial management.

12. Coordinates and manages the requirements definition and estimation processes for contract and procurement actions supporting the T&E IT enterprise; includes the preparation of

all necessary documentation for use by the contracting office to secure required services.

13. Provides contract and procurement-related analysis and reporting in support of OSD budget estimates; POM submissions; and mid- and end-of-year fiscal reviews.

14. Coordinates execution of funds with NETC and external offices to maintain contract and product or service support for NETC IT programs.

15. Provides and administers processes for managing enterprise IT procurements, hardware and software maintenance, license maintenance, invoice processing and micro and credit card purchasing.

N62 – IT BUSINESS OPERATIONS

Responsible for the oversight and control of IT applications for all users within the training command organization. Responsible for effective management and compliance of the NETC IM and IT portfolio per requirements of DON-authorized data repositories. Serves as the NETC learning stack lead, providing transformation and migration strategies of IT systems and the oversight of core T&E operational activities and business processes which comprise the Navy BEA. Ensures IT support and leading technologies assist in continuous improvement of business processes and training initiatives, and helps establish governance used to plan, create, assess, and balance the delivery of Navy training. Performs PMT T&E IM and IT governance for NETC activities. Provides management oversight of FD chief data steward in establishing FD data governance consistent with the MyNavy HR enterprise data management program. Responsibilities include:

1. Defines, collects, and manages the NETC IT portfolio, benefit and risk optimization, monitoring of portfolio performance, information exchange, and linkage to other associated operational portfolios (infrastructure, application, project, financial, etc.).

2. Serves as the echelon 2 functional area manager (FAM) lead for T&E, responsible for authorizing T&E applications on all Navy networks. Coordinates with the appropriate OPNAV FAM

in the evaluation of processes, review of functional area strategic objectives, and related documentation.

3. Reviews, validates, and maintains data in the DON application and database management system and DoD IT Portfolio Repository DON (DITPR-DON) databases. Facilitates, reviews, and manages the registration of commercial and government owned off-the-shelf software and the application associations on next generation enterprise network (NGEN) or NETC training network (TRANET).

4. Promulgates, coordinates, and enforces higher echelon policies, guidance, standards, and supporting processes throughout the NETC training organization.

5. Coordinates and conducts formal DITPR-DON annual reviews to obtain approval for continued operation on the DON networks.

6. Supports IM and IT portfolio management reporting requirements, data calls, and requests for information from higher echelons.

7. Aligns business processes through the implementation of enterprise architecture. Implements and maintains required architecture products and associated standards. Ensures those architectures and standards are consistent with DON, DoD, and Federal architectures and direction.

8. Manages NETC IT governance structure by identifying functional capabilities, operational activities, systems, and applications that fall under the purview of the board. Serves as lead for the NETC functional review board (FRB) support team which coordinates with functional managers to review current workload and establish priorities for FRB review. Reviews and updates NETC governance instructions as they pertain to both legacy systems and transformed systems utilizing agile methodologies and newly agreed to roles and responsibilities.

9. Performs NETC FRB issue management. Prioritizes IM and IT related workload based on the alignment with strategic priorities, the business value and risk associated with implementing the requested change, and statistical analysis to determine the potential level of effort and return on investment

for the initiative under consideration. Assists service providers on work plan development and prioritization.

    10. Develops policy for production data management and supply chain execution to align and standardize with MyNavy HR and NETC strategic goals and objectives.

    11. Conducts and coordinates IT projects, continuous process improvement (CPI) and formal business process reengineering efforts, system analysis, special projects, capability gap analysis, economic analysis, cost and benefit analysis, trend analysis, risk analysis, needs analysis, and functional requirements to develop effective programs to maximize IT resource use in the achievement of program objectives for the NETC community.

    12. Drafts IT strategic visions, goals, and objectives to define project plans for IT system transformation, migration, and integration to accommodate future and planned capabilities and IT roadmap development.

    13. Provides configuration management (CM) support to the department, including guidance, policy, standards, and coordination of CM procedures. Maintains tools and processes to provide for the identification and control of software and software-related components as they change throughout the software development life cycle. Supports processes throughout the IT business area and software development lifecycle, providing automated process tools used to manage IT related operations, software development, and IT business management.

    14. Provides IT testing support to the department, including guidance, policy, standards, and coordination of IT testing procedures. Supports testing events throughout the system life cycle, including developmental, operational, and integration testing and evaluation. Aligns testing practices and procedures to meet DoD and NETC CIO standards and guidelines. Provides support directly to system teams in areas of test management, test strategy, and test planning.

    15. Provides direct support to NETC CIO and communications tasking orders (CTO) on key strategic initiatives, communications, and plans related to the NETC IM and IT mission area. Serves as the NETC learning stack lead liaison with DCNO

N16/N1 ES. Supports the CIO and CTO, working closely with NETC senior management and staff to further Navy and NETC IM and IT capabilities through the use of technical resources. Supports the CTO serving as a critical advisor and counsel on technical issues, and provides leadership and management as needed within the department to achieve its strategic IT goals and objectives.

    16. Assigns learning stack product owners for NETC transformed systems.

    17. Where appropriate, provides sustainment oversight and support for transformed NETC learning stack systems (e.g., the MyNavy learning (MNL) phase 1 (LMS, learning records store, and LAS) product once in production).

    18. Provides support for MyNavy HR IT solutions and DCNO N1 ES for all learning stack solutions, including regards to requirements preparation documentation in support of IATs, verification and validation testing artifacts, configuration and engineering control boards support (and as voting members for products NETC

    19. Establishes and coordinates the functional requirements and leads the development of all efforts to automate analytic functions in the authoritative data environment (ADE), to include the capture and utilization of data, for the NETC HQ and FD enterprise, working in collaboration with the appropriate NETC FD codes or organizations. Provides training, demonstrations, and orientations on the software and technology used to display performance metrics within the ADE.

    20. Serves as the program manager for the training paths module in CeTARS and the training path association process in Fleet management and planning system. Responsibilities include but are not limited to: configuration control, user role management, business rule management, and data integrity monitoring.

    21. Serves as the FD Chief Data Steward and alternate FD Chief Data Steward, working in concert with the MyNavy HR enterprise architect, data stewards, technical advisors, business line leads, cross functional integrators, and project teams in support of the MyNavy HR enterprise data management program. Establishes data governance within the NETC FD

enterprise consistent with data governance efforts in the MyNavy HR enterprise data management program.

22. Coordinates with MyNavy enterprise data management program on FD data governance when the issues could impact ADE data quality and Sailor permanent records.

23. Defines and directs FD data decisions with enterprise-wide impacts.

24. Provides subject matter, functional, and analytic expertise in FD ISs and associated business rules and processes to support MyNavy HR enterprise IM and domain governance, FD functional governance, and T&E management systems integrity. Coordinates with and fosters cooperation among business lines, process owners, technical service providers, and business intelligence and analytics providers to resolve business problems created by data quality or semantic issues.

25. Serves as FD SME on matters related to T&E enterprise data.

N63 – CYBER SECURITY (CS)

Serves as the CIO's principal advisor for enterprise CS management and compliance requirements for operational IT across all NETC-owned or operated ISs and services (e.g., network operations (NETOPS), data facility, application services, data services, web services, and enterprise services), inclusive of site infrastructures. Serves as the CIO's principal advisor and advocate for U.S., DoD, DON, and other echelon 1 or 2 liaisons on all CS matters affecting operational security for confidentiality, integrity, and availability. Provides governance oversight for NETC's CS enterprise, establishing the framework and strategic planning required in providing an integrated, risk-managed structure guiding CS policy implementation and investment decisions. Establishes standardized CS processes and ensures implementation based on NETC's mission for ensuring maximum interoperability, consistent quality assurance, and improving NETC's enterprise risk posture. Responsibilities include:

1. Serves as the echelon 2 reviewer for all NETC assessment and authorization (A&A) submissions for assessment or reassessment and annual assessment reviews.

2. Establishes policies and guidance for remaining current with mandated tools and capabilities to successfully accomplish A&A across the NETC enterprise to manage infrastructure, system, or site implementation package maintenance and submission.

3. Establishes, maintains, and manages NETC IA control inheritance strategies per Federal, DoD, and DON policies.

4. Establishes and manages policies and guidance for operational and infrastructure electronic spillage and incidents.

5. Establishes and maintains CS policies and guidance for introduction of new IT affecting local architecture, services, or perimeter boundary defenses (e.g., file servers, patching servers and applications, and scanning servers and assets) with enterprise CS impacts or implications.

6. Establishes and maintains auditing criteria, objectives, and expectations and coordinates metric reporting for compliance mandates including privacy data assessments and compromises, IA vulnerability management compliance, CTOs, NAVADMINS and naval messages, and warning orders and tasking orders.

7. Establishes policy and guidance for NETC inputs to Navy enterprise and DoD-mandated vulnerability management tools.

8. Coordinates NETC command cyber readiness inspection, CS inspection command program Federal information system controls audit manual, NAVAUDIT, NAVSEA-08 audits, and NETC IG area visit activities and responses during preparation, inspection, and post-inspection event actions and milestone resolution.

9. Establishes account management policies, guidance, and processes including email; internal and external users; service, functional, and group accounts; NIPR Alt-tokens; secret internet protocol router (SIPR) tokens; cryptographic logon exceptions; and account enabling, disabling, and deactivation.

10. Establishes policies and guidelines for and recurring management of NETC's CS workforce personnel.

11. Serves as lead validator and submitter to NETC A&A reviewer for NETC A&A accreditation packages.

12. Coordinates with respective project managers and technical managers to ensure A&A accreditation packages including privacy impact assessment and system of records notice updates are developed consistent with mandated schedules for NETC FISMA DBS, infrastructure, or enterprise assets.

N64 – T&E MANAGEMENT SYSTEMS

Responsible for performance of CDA roles for assigned application IS (AIS) including CeTARS, NETC MyNavy HR voluntary education management, and joint education management. These functions include:

1. Maintains liaison with higher echelon commands, development personnel, and users of assigned AISs to establish program priorities, recommend policies, coordinate allocation of resources, and support new user requirements.

2. Maintains cognizance over funds for assigned AISs to include submission of out-year and budget requirements, tracking expenditures to ensure economical execution of automated programs, liaison with system sponsors to secure additional funds when needed, identification of savings and cost avoidances, and compilation and reporting of system life cycle costs.

3. Ensures application system compliance with DoD and NETC CIO IT standards. Prepares and maintains all applicable documentation and provides support throughout system life cycle.

4. Ensures software applications meet all government security guidelines.

5. Tests and evaluates system life cycles, including developmental, operational, and integration testing and evaluation. Encourages the development and acceptance of ISs to meet NETC requirements, ensures compliance with standards, and

advances interoperability of standards-compliant products in support of DON acquisition. Analyzes the technical characteristics, identifies critical technical issues and design, implements, executes, and reports results.

6. Monitors operational performance of assigned systems for continued responsiveness to user requirements and effectiveness of IT design. Performs feasibility studies and functional analyses as required. Recommends appropriate modifications as environment and requirements change.

7. Responsible for planning, organizing, and directing all elements of the AIS from the functional definition, development, maintenance, training, and subsequent enhancement through life cycle management.

8. Identifies management information requirements in support of assigned AISs and reduces them into specific functional developmental requirements. This includes interfacing with other IT systems, both Navy-wide and, in some areas, DoD-wide, and transition and integration projects for co-existence and interoperability.

9. Performs enterprise-wide development and application of e-Business, e-learning and electronic commerce tools and electronic data interchange policy, practices, standards and procedures; participates in DoD, Federal, and national planning and standards organizations for matters regarding e-business. Coordinates new web development with applicable curriculum developments to ensure integrated T&E.

10. Performs knowledge management (KM) functions by turning ideas into workable solutions by engineering appropriate knowledge sharing internet and intranet sites, rules-based systems, portals, and databases. Ensures performance of the KM is optimized through utilization of KM tools. Performs analysis, develops predictive models, shows potential impact of changes, and provides implications for validation of KM models. Ensures information in the knowledge system is current, appropriate, and refreshed.

11. Serves as a focal point for information and training technologies within the NETC CIO. Disseminates policy, standards, and plans for IT and IM and provides oversight and

direction for IT transition, application, and evaluation. Provides collaborative leadership to leverage IT and IM resources to improve business processes and accomplish strategic NETC CIO missions, goals, and program objectives.

   12. Serves as an information broker for existing and emerging IT. Disseminates studies, evaluations, and analyses relating to the development or improvement of IT and techniques. Provides analytical and advisory expertise for NETC CIO IT and IM related programs. Acts as a principal advisor for the NETC CIO developing policy and procedural proposals, monitoring and evaluating approved IT policies, and implementing periodic program reviews to ensure cost effectiveness and user satisfaction.

   13. Assists in the development of NETC CIO program-related vision, goals, and objectives and provides guidance on matters related to strategic planning. Provides input for strategic program plans and other planning documents such as POM submissions, budget submissions, component IM plans, and DoD and DON IT initiatives. Performs long range planning to support NETC strategic plans, infrastructure changes, and prepares and presents briefs and other supporting documentation for NETC CIO and subordinate commands. Develops issue papers and reclamas related to complex and innovative strategic planning issues and opportunities related to assigned programs.

   14. Identifies and quantifies business, fiscal, and functional requirements of assigned AISs and coordinates the development of functional requirements. This includes interfacing with other IT systems, both Navy and DoD-wide.

   15. Facilitates and reviews any CeTARS change requests. Liaises with DCNO N16 and NETC N62 on priorities and business requirements as change requests are processed.

N65 – WORKFORCE AND FINANCIAL MANAGEMENT SYSTEMS

Responsible for performance of CDA roles for assigned AISs including financial management, citizen development, Navy advancement, and curriculum support. Coordinates with N64 for responsibilities in items 1 thru 14 in N64 section. Additionally:

1. Plans, directs, manages, and coordinates business, fiscal, and functional aspects of assigned AISs under the direction and guidance of the NETC CIO and in partnership with the executive officer-enterprise information systems assistant program manager.

2. Serves as the AIS primary management interface with interested agencies, support activities, and user commands in all matters related to AISs to achieve program success.

N66/N68 – TRAINING DELIVERY SERVICES

Maintains full system life cycle oversight and operational readiness support for the NETC training delivery services (TDS) environment. Oversight and support includes programmatic, policy, fiscal, operational, requirements, analysis, design, development, testing, implementation, performance, and CS management of the enterprise-wide TRANETs and enterprise services, as well as a myriad of geographically dispersed ECR environments used by NETC activities.

1. Coordinates with NETC N9 to ensure oversight and policy of NETC ECRs, including classrooms and workstations, to deliver training via an integrated learning environment (ILE), PC-based simulations, technical publications, shipboard applications, and to provide Sailors with internet connectivity for career development and academic skills development.

2. Responsible for engineering, configuration, maintenance, operational readiness, and compliance of NETC TRANETs, to include technical refresh.

3. Provides oversight for NETC TRANETs to include: circuits, routers, firewalls, virtual private networks, intrusion detection and prevention, proxies, cache engines, load balancing, switches, remote access devices, tactical local area network encryption, high assurance internet protocol encryptor, wireless, secure access servers (remote authentication dial-in user service and terminal access controller access control system), network performance and configuration applications, and other components and devices comprising the NETC TRANETs.

4. Responsible for engineering, configuration, maintenance, and operational readiness of NETC training enterprise services, to include technical refresh.

5. Ensures operational compliance with Federal, DoD, DON, and NETC policies and standards are monitored, reported, and maintained. Recommends and implements overarching TDS program policy and standards.

6. Responsible for TDS-wide requirements management, program prioritization, and change management via the TDS CCB and configuration architecture board.

7. Responsible for overall TDS budget to include submission of spend plans consisting of current and out-year budget requirements; tracking of expenditures to ensure efficient TDS execution; liaison to secure additional funds as needed; identification of savings and cost avoidances; and compilation and reporting of system life cycle costs.

8. Establishes and maintains operational readiness of compliance service capabilities per DoD, DON, and NETC CIO compliance policy and guidance.

9. Establishes and maintains boundary defense initiatives (e.g., host based security system, Symantec security information manager, and Altiris per DoD, DON, and NETC CIO compliance policy and guidance).

10. Provides policy for ECR standardization, CM, and life cycle management of annual hardware and software maintenance.

11. Provides connectivity management for ECRs within the NETC domain.

12. Provides active directory management for ECRs within the NETC domain.

13. Ensures oversight and policy for NETC training enterprise services.

14. Provides operational oversight, management controls, and liaison functions for ensuring efficient and reliable delivery of TDS services to customers.

15.   Performs scan and remediation auditing of ECR and TRANET assets per DoD, DON, and NETC CIO compliance policy and guidance.

16.   Provides integration and liaison services between TDS disciplines to include integrated schedule coordination, project management, networking, operations, CS, and process support.

17.   Coordinates with N7 to provide oversight for the delivery of real-time training through an electronic medium supporting a wide variety of training objectives directly supporting the Navy's distance learning program.

18.   Responsible for resourcing ECR operations and maintenance, including technical refresh.

19.   Provides technical support for ECR installations in new or recapitalized training buildings delivered via the MILCON program.

20.   Responsible for the ECR IT asset inventory, management control, and oversight.

21.   Responsible for the NETC TRANET's asset inventory, CM, and security.

22.   Responsible for the NETC training enterprise services asset inventory and CM.

23.   Provides the guidance and oversight to effectively operate the NETC enterprise help desk which supports the reporting, tracking, and monitoring of classroom and other facility issues impacting the delivery of training.

24.   Engineers and recommends new technology in support of training, training support, and POR requirements.

25.   Reviews and recommends products and procedures to promote systems security, integrity, and compliance with industry, government, DoD, and Navy security requirements and standards.

26.   Evaluates and recommends new network technology in support of training, training support, and POR requirements.

27. Provides oversight and monitoring of IT services, MOA, memorandum of understanding, and SLAs affecting TDS.

N67 – NETC POR SUPPORT

Provides technical services in direct support of NETC PORs. Responsibilities include:

1. Provides a broad range of database administrator (DBA) services for NETC PORs to include: database requirements definition, analysis and design, implementation, and project management.

2. Assists and supports CDA staff on an as needed basis regarding application and database services upgrades, tech refresh, and strategic planning.

3. Supports transition and hosting of NETC applications at the component enterprise data center (CEDC) environments.

4. Works with CEDC personnel to define the requirements for deploying application code and programs to the CEDC development, test and quality assurance, and production environments.

5. Develops standardized NETC N6 processes and procedures for deployment of applications to the CEDC production environment.

6. Reviews CEDC requirements for shared services access to the CEDC environment, to include DBAs, IA personnel, and system managers to ensure proper functioning of NETC N6 supported applications.

7. Develops and coordinates standardized SLAs with the NETC stakeholders and the CEDC personnel.

8. Develops processes, procedures, and metrics for tracking and reporting on fulfillment of SLAs for systems hosted at CEDC environments.

9. NGEN program management and lead customer technical representative (CTR): Provides IT program management support for NETC-wide implementation of NGEN to include NETC HQ SIPR network system and technical support.

10. Manages and monitors execution of the NGEN budget.

11. Facilitates development, implementation, and execution of NGEN program plans, policies, and guidance for NETC activities.

12. Consolidates, reviews, approves, and submits NGEN requirements. Orders NGEN products and services to support the PMT workforce.

13. Develops and maintains an NGEN demand model to determine the cost of IT products and services.

14. Coordinates development, submission, and approval of NGEN waiver documentation.

15. Identifies, mitigates, and escalates NGEN enterprise support issues to PMW-205 and NETOPS for resolution, as necessary.

16. Provides program support for all aspects of NGEN NETC Southeast Region and NETC HQ Deputy CTR, activity CTR (ACTR) assistance, and NGEN accounts and asset management.

17. Provides support for NETC HQ video teleconferencing and audio and video presentation systems design, installation, operation, and maintenance.

18. Acts as the command ACTR for NETC HQ and NETC HRO.

19. Hosts enterprise-wide training support and training delivery applications in the Navy's Enterprise Data Center (NEDC).

20. Provides COOP capability for required applications.

21. Provides domain services for NETC PORs at NEDC and Pensacola.

22. Reviews database requirements and plans execution to support POR line of business.

23. Maintains IT assets compliance with continuous patching and software update.

24. Provides Authentication service to NETC PORs.

N7 – TRAINING AND DEVELOPMENT

Principal advisor to CNETC on implementation of current
planning, policy, and change management for the development and
guidance in the execution of Navy training programs.
Acts as the NETC lead for fleet engagement and integration;
works with OPNAV, USFLTFORCOM, TYCOMs, and other operational and
administrative staffs to improve fleet readiness and training.

N71 – TRAINING STANDARDS

1. Senior NETC representative on the international Naval
education and training working group. Implements the statement
of intent (SOI) between the United States Navy, Royal Navy,
Canadian Forces Navy, and the German Navy concerning areas of
mutual interest in maritime T&E capabilities. Serves as the
single releasing officer for training information exchanged from
the United States Navy to other SOI member Nations.

2. Establishes policy and processes governing curriculum
development, revision, maintenance, evaluation, and assessment.
Provides governance and guidance across the NETC domain
regarding content development and maintenance in support of
validated fleet training requirements. Develops methods to
measure compliance to standards. Incorporates emerging
technologies and learning methods into policy and guidance.

3. Serves as the program manager for training requirements
reviews. Provides governance and oversight in performing
training requirements development. Coordinates the development
and standardization of processes and products utilizing the
toolsets to facilitate the decomposition of work and to attach
attributes in the web-enabled application.

4. Reviews, updates, develops, and identifies domain
policies and processes for functional or technical requirements
as applicable to content development or revision.

5. Serves as the SME in instructional system design with
respect to TDS and content development and delivery SOWs.
Coordinates with enterprise managers to establish training
contract performance work statements and identify the labor

categories and level of effort required for content development and delivery contracts.

6. Approves NEOCS and NOOCS changes and endorses total force manpower management system packages related to training production issues.

7. Ensures human performance and learning technology solutions are consistent with DoD, OPNAV, NETC policy, and IT architecture standards.

8. Manages a document repository and provides guidance for all aspects of learning standards.

9. Serves as the program manager for rate training manuals.

10. Provides expert guidance and support to LCs and other subordinate activities concerning non-resident training.

11. Serves as the program manager for master training specialist (MTS). Provides guidance and oversight of MTS programs. Develops strategy, issues policy and guidance, and establishes metrics for the execution of the program. Manages the supply and distribution of MTS certificates and medallions. Manages enrolling and scheduling of MTS exams for the NETC domain and all participating organizations.

12. Serves as program manager for the personnel qualification standards (PQS) program. Provides oversight and guidance for PQS execution. Reviews program procedures to improve development, maintenance, and posting of PQS products. Coordinates with resource and program sponsors, USFLTFORCOM, CNIC, and TYCOMs to support LCs in modifying, maintaining, or canceling PQS.

13. Serves as program manager for the instructor qualification, certification, and sustainment program. Provides governance and oversight and reviews program procedures to improve development, maintenance, and distribution of instructor qualification and certification requirements.

14. Establishes policy to execute NETC's training effectiveness program. Supports an analytic capability through the development and automation of business tools, and identifies

key corporate level performance metrics that define and measures progress towards the effectiveness and efficiency of NETC's T&E mission.

15. Provides support to USFLTFORCOM and TYCOMs to evaluate training effectiveness and to automate data collection.

N72 – CONTENT REVIEW AND REENGINEERING

1. Provides recommendations to CNETC for tasking and implementation of content reengineering with respect to the feasibility, availability, and use of training assets to meet TYCOM requirements.

2. Serves as the primary liaison to NETC N00R for all matters pertaining to RRL.

3. Supports execution of the RRL program. Ensures compliance with RRL process manual and curriculum data policy. Monitors and evaluates RRL course pilots and train-the-trainer events.

4. Provides input to overall project management for all aspects of RRL through the integrated government master schedule.

5. Solicits feedback, analyzes information, and identifies necessary actions for NETC to improve overall RRL execution.

6. Ensures training developed by SYSCOMs complies with NETC standards for course delivery.

7. Executes the course development and revision process in coordination with LCs.

8. Provides assistance to other NETC and LC personnel on instructional technology and delivery. Assesses learning and performance support solutions, instructional strategies, and delivery methods for instruction relative to target learning groups, environment, training constraints, and available resources.

9. Ensures efficiency of Navy training by evaluating course materials for accuracy and conformance to standards and instructions.

10. Validates instructional content to ensure all stated TDS requirements are effectively sequenced using sharable content object reference model to ensure successful delivery via Navy e-Learning.

11. Manages execution of scoping, analysis, media requirements development, functional requirements development, content conversion and curriculum development processes. Reviews and validates curriculum data contained in all LC FRDs.

12. Serves as the functional requirement sponsor for the Navy instructor training course.

N73 – CURRICULUM DATA MANAGEMENT

1. Develops and enforces curriculum data policy to ensure business processes are executed consistently to standards across T&E systems, to include NETC's MNL integrated training environment and business data intelligence.

2. Provides policy and governance for delivery of Navy training courses and functional requirements for MNL and legacy training systems. Provides guidance on the use of courseware technology (e.g., sharable content object reference model, Computer Managed Instruction 5, experience application programming interface, metadata) to support training content development.

3. Serves as the functional requirements lead and product manager for MNL training systems in support of Navy training, learning assessment, RRL, and PMT transformation.

4. Provides functional business requirements to DCNO N1ES integrated agile team for mapping out end to end business processes in a business process modeling notation format, resulting in requirements validation.

5. Coordinates with internal and external stakeholders as product manager to identify capability needs and define a vision for each product and component within MNL and to assist with

prioritization for the development of the product features and capabilities.

6. Performs TPP reviews to ensure proper CeTARS CIN and CDP code validity and integrity.

7. Defines business requirements and roles and responsibilities policy for accessing MNL and other NETC training systems.

8. Provides CeTARS application governance and direction to collect required training data for analysis and reporting.

9. As Environmental Protection Agency (EPA) technician certification program administrator, provides NETC EPA technician certification testing activities EPA certification guidance, collects and analyze technician certification data, and provides technician certification bi-annual reports to the EPA.

10. Conducts analysis of RRL requirements and constructs empirical data used for developing training for RRL initiative.

11. Validates training content, such as metadata tagging, xAPI, courseware technology implementation, per NETC curriculum policy and guidance.

12. Validates CeTARS RRL implementation data and develops business processes and rules.

13. Defines training system policy regarding management of the training content life cycle, including content data validation, content testing, promotion process (e.g., test and quality control, government content acceptance testing, production), content retention, and other related training content data.

14. Manages training and development information, data and knowledge to improve productivity, effectiveness, and efficiency.

15. Governs policies and procedures to ensure the quality and integrity of information within the N7 area of responsibility, including training systems and KM platforms.

N8 — RESOURCES, REQUIREMENTS, AND ASSESSMENTS

1. Serves as the FD NETC Comptroller (N00C).

2. Coordinates budget reporting throughout the FD domain and provides guidance to personnel at the activity levels relative to matters of budget formulation.

3. Reviews budget estimates submitted by component organizations and recommends approval, revision, or disapproval of items and program estimates; ensures inclusion of FD program requirements in the budget submitted to the BSO.
4. Coordinates budget formulation matters with DDs and SAs.

5. Continually monitors POM decisions, RMDs, and other budget adjustments. Conducts analysis of impacts on budgets caused by emergent changes in plans likely to cause a difference in spending levels.

6. Reviews and approves T&E FYDP data which is used as the basis for funding during programming and budget cycles. Develops or coordinates major program and resource issues for inclusion in the budget process.

7. Manages the acquisition and distribution of civilian manpower budgeted throughout the FD domain. Maintains liaison with the BSO and direct reporting activities to ensure that resource requirements are accurate and support the stated mission. Ensures manpower requirements are properly justified in the budget submissions.

8. Provides liaison across the FD organization to assist in the development of the POM. Coordinates major program and resource issues for inclusion in the POM process.

9. Coordinates current year budget execution matters with NETC DDs and SAs.

10. Provides financial, statistical, and analytical guidance and assistance to the NETC staff and subordinate activities.

11. Maintains an integrated database to support resource programming, budgeting, and financial data to conduct cost, statistical, and economic analysis.

12. Recommends appropriate allocation of financial resources to direct reporting activities. Continually monitors POM decisions, RMDs, and adjustments to the resource allocation display. Conducts analysis of probable impact on budget caused by emergent changes in plans likely to cause a difference in spending levels.

13. Executes the annual FD financial management plan. Develops controls for current year, prepares recommendations of funding levels for each direct reporting activity, and prepares and distributes resource documents.

14. Coordinates current year financial reporting throughout the FD domain, serving in an advisory capacity and providing guidance to personnel at the activity level relative to matters of budget execution.

N8B – DEPUTY COMPTROLLER

1. Conducts special studies and reviews to assess the effectiveness and efficiency of FD managerial processes and proposals having a financial management impact. Identifies deficiencies and recommends corrective actions.

2. Supports the Navy's Office of Financial Operations audit readiness program. Conducts audit sample testing utilizing various financial systems.

3. Conducts review and analysis of audit report findings. Implements corrective action plans when mandated.

N81 – NETC HQ/CENTRAL ACCOUNT

1. Conducts analysis of resources and performance data to determine trends, statistical significance, and other conclusions to support funding and management decisions.

2. Evaluates current year resource requests in terms of new and changing programs and provides management guidance in determining the allocation of necessary resources.

3. Continually monitors the execution of approved budgets by constant review and analysis of costs incurred in comparison to planned estimates. Provides analysis of probable impact on current year resources caused by emergent changes in plans or fund flow likely to cause a difference in spending levels. Recommends changes in funding in order to improve efficiencies.

N82 – FD DOMAIN ACTIVITIES

1. Coordinates the collection and submission of training cost data for the visibility and management of operating and support cost program to Naval Cost Division (FMB-6, OASN (financial management and comptroller)).

2. Conducts analysis of resources and performance data to determine trends, statistical significance, and other conclusions to support funding and management decisions for activities across the FD domain. Programs include those necessary for the smooth operation of the supply chain such as recruiting, recruit training, officer acquisition, and initial and skills training.

3. Evaluates FD activities' current year resource requests in terms of new and changing programs and provides management guidance in determining the allocation of necessary resources.

N9 – PROGRAM INTEGRATION/BUSINESS OPERATIONS

Leads NETC resource requirements review, planning, and programming to include FD POM development and the SIP feasibility study. Manages the ITRO program as the Navy's direct liaison with other military services. Serves as the NETC focal point for analyzing, coordinating, and ensuring training requirements are identified, realized, and planned during the acquisition of new and updated warfighting systems. Coordinates FD business optimization and modernization efforts. Acts as central FD pillar POC to guide, direct, and assist stakeholders in defining new products and processes that generate efficient business operations.

N91 – OUT-YEAR PLANNING AND INTERSERVICE TRAINING REVIEW ORGANIZATION

1. Acts as NETC principal POC for SIP capability assessments, feasibility studies, and out-year requirement planning.

2. Coordinates NETC participation in the SIP feasibility study process. Conducts analysis of integrated production planning and PAC processes, identifies constraints and validates alignment with NETC POM and program requirements review (PRR). Additionally, proposes resourcing investments, divestments, and mitigation strategies, as required.

3. Advises CNETC on the POM and SIP out-year planning that affect the NESC planning and execution (NESCPE) processes through analytical findings produced from capability assessments of projected student demand signals, feasibility studies, and resource sponsor program proposals. Provides guidance to the NETC staff and subordinate activities on POM and SIP out-year planning that impacts NESCPE implementation.

4. Assists CNETC by coordinating matters related to T&E planning for future investments through the POM process. In conjunction with CNETC, DCNO N10, and other resource sponsors, conducts reviews of all T&E programs and assesses current and future capabilities. Validates mission tasking and resource requirements and shortfalls for incorporation into the NETC PRR.

5. Acts as NETC principal POC with OPNAV resource sponsors in all matters related to the POM process.

6. Develops and issues guidance, procedures, and policy to FD activities for future years investment planning and POM process in coordination with CNETC, DCNO N10, other resource sponsors and DCNO N8.

7. Directs and provides liaison across NETC organizations to assist in developing the NETC POM documentation and completing related tasks.

8. Coordinates submission of NETC command and subordinate commands PRR briefs, NETC feasibility study, and requests for information for POM-related issues.

9.   Conducts analysis of resources and other performance data to determine trends, statistical significance, and other conclusions to support funding or other management decisions.

10.   Develops and provides Navy guidance for ITRO training.

11.   Serves as primary advisor to NETC on ITRO issues and to PMT on all ITRO matters.

12.   In conjunction with other services, conducts studies and evaluations, coordinates the development of interservice courses to reduce the duplication of training and provides improvements in training efficiencies, and establishes ITRO program regulations and instructions. Reviews and resolves quality of life issues that affect all members of all services in order to resolve any discrepancies or issues.

13.   Monitors and evaluates the progress of ITRO reviews and actions assisting Navy representatives on quick look groups and detailed analysis groups, as necessary, to ensure proposed consolidated and collocated interservice training meets Navy training requirements and standards.

14.   Works with resource sponsors, functional sponsors, and NETC LCs and schoolhouses to identify the functional skill areas for training that have high potential for consolidation and collocation with other Services.

N92 – TRAINING REQUIREMENTS

1.   Serves as NETC representative at various SYSCOMs, training support agents (TSA), USFLTFORCOM, OPNAV, NETC, and enterprise PMT acquisition, life cycle meetings, and conferences related to resource requirements for the acquisition of training systems.

2.   Serves as the central NETC POC to interface with warfare enterprises and SYSCOMs on NTSP issues. Coordinates consolidated staff input across all HQ directorates and adjudicates complex NTSP issues.

3.   Provides NETC oversight and lead of training agent requirements supporting the identification of training infrastructure and contracted maintenance requirements.

4. Reviews NTSP and RFA proposals to ensure that they support standardized curriculum development, revision, maintenance, and evaluation processes, by coordinating work with NETC DDs and SAs, enterprises and TYCOMs, and program sponsors to ensure the most effective curriculum development and resource planning.

5. Coordinates the review and tracking of training installation transfer agreement between program sponsors, TSAs, OPNAV, NETC DDs and SAs, and LCs to ensure requirements are met to properly transfer learning content to Navy training.

6. Ensures all new non-acquisition training requirements are accompanied by resource sponsor commitment to funding prior to initiating course development or revision.